



Home of the New Braunfels Unicorns!

NEW BRAUNFELS INDEPENDENT SCHOOL DISTRICT

1000 N. Walnut St. New Braunfels, Texas 78130

Phone: 830.643.5700 | Metro: 830.606.1423 | Fax: 830.643.5701

Email: infor@nbisd.org | <http://www.nbisd.org>

New Braunfels ISD School Health Advisory Council Bylaws

Article I Identity and Accountability

1.1 Name

The name of this organization shall be New Braunfels Independent School District (NBISD) School Health Advisory Council, and may be referred to by SHAC.

1.2 Accountability

The NBISD Board of Trustees shall determine the reporting accountability for the SHAC.

Article II Purpose and Statutory Authority

2.1 Purpose

The purpose of a school health advisory council is to assist the district in ensuring that local community values are reflected in the district's health education instruction. The SHAC is created to support a school environment that nurtures physical, mental, emotional and social health so that all students are able to learn at their highest potential.

Limitations

The SHAC shall be an advisory body, and shall serve to provide guidance, counsel, and other assistance to the Board of Trustees. The SHAC shall have no power to expend public funds, enter into contracts, or otherwise place obligation or liability upon the district. Other health-related district and campus recommendations may be made by the SHAC as appropriate.

2.2 Statutory Authority under Which the Council Is Established

The School Health Advisory Council is established by the NBISD board of trustees in compliance with *Texas Education Code § 28.004*.

Article III—Responsibilities

3.1 Responsibility

According to Texas Education Code (TEC), Title 2, Subtitle F, §28.004, District policy BDF (LEGAL), and the direction of the Board of Trustees and District administration, the SHAC shall have the following responsibilities:

- A. To hold regular meetings, at least 4 per year
- B. To meet the requirements of District policy EHAA (LEGAL), including but not limited to:
 - a. To advise and consult with the district Curriculum and Instruction department in the development of any and all components of a comprehensive health education curriculum. TEC Title 2, Subtitle F, §28.002
 - b. To provide recommendations to the school board for approval of the district's coordinated school health program. TEC Title 2, Subtitle G, §38.013
 - c. To recommend appropriate grade levels and curriculum for human sexuality instruction and other required lessons identified in TEC §28.004
- C. To meet the requirements of FFA (LEGAL), including:
 - a. Development of the District's Wellness Policy for all schools participating in the National School Lunch Program and/or School Breakfast program.
 - b. Development of nutrition guidelines and wellness goals in collaboration with District administration to be adopted by the Board of Trustees into FFA (LOCAL).
- D. To research and review available data related to the components of a comprehensive school health program, including: health instruction; safe and healthy school environment; health services; physical education; school counseling, guidance, and mental health; school food and nutrition service; school site health promotion for faculty and staff; and to make appropriate recommendations to the school board based on data and discussion.
- E. To provide a written annual report in the second semester of each school year and present the report in a meeting of the Board of Trustees if requested.

Article IV. Membership

4.1 Composition

Membership shall include at least 5 members, majority non-employee parents with no fewer than 10 nor more than 30 members, with the following mandates:

- A. A majority of the members shall be parents of students enrolled in the District and must not be employed by the District
- B. Membership may include School Board members as non-voting advisory (ex officio).
- C. Membership may include non-voting advisory members.
- D. Voting membership may include campus staff, while district administration shall be non-voting advisory members.
- E. The Superintendent of Schools may designate a non-voting administrative liaison. The primary responsibility of the Administrative Liaison will be to facilitate the smooth and timely flow of accurate information between NBISD and the SHAC.

4.2 Eligibility.

A. Non-employee voting members must be residents of NBISD or work in Comal or Guadalupe County. Non-voting advisory members may live in surrounding areas. According to District policy, membership categories are as follows:

1. According to District policy, membership categories are as follows:
2. Parent of student enrolled in the District (not employed by the District)
3. Teacher
4. Administrator
5. Student
6. Health care professional
7. Business community
8. Law enforcement
9. Senior Citizens
10. Clergy
11. Nonprofit health organizations
12. Other

Article V Officers

5.1 The SHAC members shall elect the following Officers:

- A. **Parent Co-Chair.** The parent Co-Chair of the SHAC shall be a parent of a student(s) enrolled in the District, who is not employed by the District. SHAC members elect a parent Co-Chair, who serves a term of two years. The Parent Co-Chair shall assist the District Co-Chair in their duties to facilitate meetings, keep records, maintain membership, and other matters which may arise. The term of service for Parent Co-Chair shall be two years. The Parent Co-Chair may be selected to serve two consecutive terms as agreed upon by SHAC members. Should the Parent Co-Chair resign or be removed from the SHAC for violations of the Code of Conduct, the SHAC shall at its next meeting nominate and elect a new Parent Co-Chair.
- B. **District Co-Chair.** The District Co-Chair shall maintain:
1. Working drafts and master copies of SHAC recommendations
 2. Membership and subcommittee lists
 3. SHAC website postings
 4. Other matters

The District Co-Chair of SHAC shall be the Director of Student Health Services. Because this role has been assigned by the District, the District Co-Chair shall serve indefinitely as long as that person maintains their role within the district. Should the District Co-Chair resign or be removed, the Parent Co-Chair will uphold their duties until which time the District hires a replacement for the District Co-Chair.

C. **Secretary.** The SHAC secretary will be decided by the SHAC and responsible for:

1. Agendas
 2. Minutes
 3. Communication via email with SHAC members about upcoming meetings
- Other duties as assigned

The term of service for the Secretary shall be two years. If the District has designated a staff member to be the Secretary, this person will serve indefinite terms. The Secretary may be selected to serve two consecutive terms as agreed upon by SHAC members. Should the Secretary resign or be removed from the SHAC for violations of the Code of Conduct, the SHAC shall at its next meeting nominate and elect a new Secretary.

5.2 The SHAC shall be governed by an Executive Committee

- A. The Executive Committee shall consist of the Officers, the immediate past Chair, and the chairs of all active standing committees.

Article VI--Standing Committees

6.1 Standing Committees

- A. In accordance with *TEC §28.004*, the SHAC will establish and maintain a physical activity and fitness planning subcommittee, whose purpose is to consider issues relating to student physical activity and fitness and make policy recommendations to increase physical activity and improve fitness among students. The SHAC may choose to establish and maintain for any period of time a subcommittee for discussion, deliberation, and recommendation of matters to the full body of the SHAC. Membership on subcommittees is not limited to SHAC members. Broad community representation of subject-matter experience is sought for all committees.

Article VII--Executive Committee

7.1 Executive Committee

- A. The Executive Committee shall consist of the Co-Chairs and a parent appointed by the members of the full SHAC. The responsibilities of the Executive Committee shall be to: determine the schedules for all meetings of the full SHAC, set the agendas for all meetings of the full SHAC, establish or alter subcommittees, receive recommendations from subcommittees to be addressed by the full SHAC, serve as the Membership Committee of the SHAC.

Article VIII-- Meetings

8.1 Frequency date and location

The SHAC will meet at least four times per school year. Additional meetings will be held at District SHAC co-chairs' discretion. In compliance with *TEC §28.004*, for each regular meeting:

1. Notice of the date, hour, place, and subjects of the meeting shall be posted at least 72 hours prior to the meeting at the central administration building and the front office of each campus, as well as on the District's SHAC webpage
2. Minutes (including deliberations, votes, decisions, or other actions) as well as an audio recording shall be posted on the District's SHAC webpage within 10 days of the meeting.
3. Agendas will be established through consultation with the Executive Committee considering recommendations from committee members.

8.2 Open Meetings

- A. Every regular, special, or called meeting of the SHAC shall be open to the public, except as provided by Texas Government Code §551.

8.3 Rules

- A. The Executive Committee may adopt rules to carry out the functions of the council. The rules shall not conflict with rules relating to policies or regulations adopted by New Braunfels ISD.

Article IX– Decision Making

- 9.1 A. Members shall attempt to reach decisions by consensus. However, if a consensus cannot be obtained, voting members shall reach a decision by majority vote. Quorum for voting in a meeting requires one quarter of voting membership to be present. Voting may occur electronically or in meetings.

Article X–Committees

10.1 Committees

- A. The Chair has authority to establish advisory committees and to appoint the membership of advisory committees. The Chair may establish an advisory committee based on state or federal law or State Board of Education recommendation or as the Chair deems expedient.
- B. In accordance with *TEC §28.004*, the SHAC will establish and maintain a physical activity and fitness planning subcommittee, whose purpose is to consider issues relating to student physical activity and fitness and make policy recommendations to increase physical activity and improve fitness among students. The SHAC may choose to establish and maintain for any period of time a subcommittee for discussion, deliberation, and recommendation of matters to the full body of the SHAC. Membership on subcommittees is not limited to SHAC members. Broad community representation of subject-matter experience is sought for all committees.

Article XI– Communications

11.1 Communication

- A. SHAC will maintain a page on the District website, and may utilize other media as an avenue of communication. Minutes of the SHAC meetings (as well as supporting documentation, including drafts and final versions of recommendations) will be posted on the SHAC link of the District website. An annual report, as required by state mandate, will be given to the Board of Trustees. SHAC reports to the School Board during regular meetings will take place as needed or requested by the School Board.

Article XII—Adoption and Amendment of Bylaws

12.1 Adoption

- A. These bylaws shall become effective and binding upon the SHAC immediately upon their adoption.
- B. A two-thirds majority vote of the Executive Committee shall be required for adoption of these bylaws.
- C. The bylaws may be amended at any regular meeting of the SHAC upon recommendation of the Executive Committee. Amendments to the bylaws shall be included in the posted meeting notice for the meeting in which the vote shall take place. Amendments must be approved by a simple majority of voting members.

12.2 Amendment

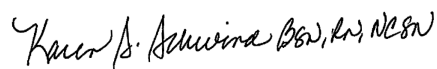
- A. These bylaws may be rescinded or amended at any regular meeting of the SHAC upon recommendation of the Executive Committee.
- B. Notice of proposed amendment shall be included in the agenda for the meeting when the vote shall take place.
- C. A simple majority vote of the members present shall be required for such action.

CERTIFICATION

The undersigned District Chair of the New Braunfels Independent School District School Health Advisory Council does hereby certify that the preceding is a full, true, and correct copy of the bylaws adopted by the New Braunfels Independent School District School Health Advisory Council in New Braunfels, Texas on 4/1/2015, revised 1/25/2023.

Dated: 1/25/2023

Signature:



Karen S. Schwind BSN RN NCSN
NBISD Health Services Director