

**Bylaws of the Kaufman Independent School District  
School Health Advisory Council**

**Article I: Purpose**

**Section I:** *The purpose of the Kaufman ISD School Health Advisory Council is to serve in an advisory capacity to the Board of Trustees and KISD Administration. Our goal is to positively affect student academic performance as well as promoting healthy lifestyles.*

**Section II:** In Compliance with Senate Bill 19, the membership of the School Health Advisory Council will advise the KISD Board of Trustees and Administration on health issues that affect our children through curriculum and supplemental health initiatives.

**Section III:** The Superintendent shall appoint a liaison from KISD for the purpose of supplying district support and direction.

**Article II: Membership**

**Section I:** Membership criteria. The membership composition of the SHAC shall comply with the following:

- A. The majority of members must be parents of students enrolled in the district who are not employed by KISD.
- B. The Board of Trustees shall also appoint at least one teacher, one administrator, one licensed health-care professional, one member of the clergy, one person from law enforcement, one member of the business community, one senior citizen, and one student. *Education Code: 38.058*

**Section II:** Terms of Service. The term of service for an appointment shall be two years, beginning with the first SHAC meeting of the school year. Terms will be staggered to maintain continuity on the SHAC. Members may serve multiple terms.

**Section III:** Size of Council. The SHAC will consist of no more than 20 members and no less than 10 members.

**Article III: Meetings**

**Section I:** There should be a minimum of 4 regular meetings during the school year.

**Section II:** Special meetings may be called by the council chairperson.

**Article IV: Officers**

**Section I:** Terms of Service. The SHAC shall elect a Chairperson and Vice-Chairperson from parent-members of the existing council. No Officer shall be an employee of Kaufman ISD.

**Section II:** Responsibilities

- A. The responsibilities of the Chairperson shall be to:
  - Chair shall preside at all meetings of the SHAC.
  - Appoint committees as necessary.
  - Work directly with the Executive Committee, the Vice-Chairperson, and the Coordinator to compile agendas for all meetings of the SHAC.
  - Perform other responsibilities as may be prescribed by the SHAC, which are in accordance with SHAC's authorizing statute, District policy, and direction of the Board of Trustees.
- B. The responsibilities of the Vice-Chairperson shall be to :
  - Chair and preside at the SHAC meetings in the absence of the Chairperson.
  - Perform other responsibilities as may be prescribed by the SHAC, which are in accordance with SHAC authorizing statute, District policy, and direction of the Board.

## **Article V: Committees**

**Section I:** The council may establish one or more committees as the need arises. All committees must submit all initiatives to the Executive School Health Advisory Council before any action may be taken on any sub-committee recommendations.

## **Article VI: Coordinator**

**Section I:** The Director of Student Services shall serve as Coordinator for the SHAC. Responsibilities of the Coordinator shall include:

- Preparing and distributing meeting notices, minutes, and arranging the location of the SHAC meetings.
- Providing members with agendas and background materials prior to meetings.
- Serve as custodian of all SHAC records.
- Promoting public awareness of the SHAC and maintaining a database of persons interested in service as SHAC members.
- Assisting with the development and submission of SHAC's annual report.
- Maintaining regular communication with the SHAC Chairperson on all issues pertinent to the SHAC mission.
- Providing any assistance as requested in accordance with the SHAC authorizing statute, district policy, and the direction of the Board of Trustees.