[District ISD]

School Health Advisory Council Annual Progress Report to the Board of Trustees

[Month 20XX]

As Required by [Texas Education Code, Section 28.004](https://statutes.capitol.texas.gov/Docs/ED/htm/ED.28.htm#28.004)

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# How to Use the Template

This template is provided by the Texas School Health Advisory Committee (TSHAC) to support a state requirement. School personnel may use the template to aid in the development and delivery of the School Health Advisory Council (SHAC) annual progress report to the board of trustees (Board). This report may be customized by adding or deleting information to reflect the district profile. Please note that some information is required to be included in the report. The information required for the written report can be found in the [Texas Education Code, Section 28.004](https://statutes.capitol.texas.gov/Docs/ED/htm/ED.28.htm#28.004).

The following tips may help the Board report go smoothly:

1. Consult the superintendent to determine the best month(s) to submit the written report(s) to the Board. Stay in contact with the person responsible for Board agendas (often the superintendent’s secretary) to be sure there have been no alterations to the original schedule.
2. Be sure to review the report template with adequate time prior to the meeting to become familiar with its content, secure the data needed for the district’s report, and determine other ways to customize the report. Bring copies of the report to distribute to board members at the meeting.

The sample report includes the following information:

* Defines a SHAC and gives historical context.
* Summarizes the state-legislated requirements to which local SHACs must comply.
* Allows a place to include the SHAC’s goals for the year, a SHAC activity report, SHAC recommendations, SHAC-suggested modifications to previously submitted recommendations, physical activity and fitness planning subcommittee recommendations, and SHAC meeting dates.
* Provides an example for each of the report categories.

TSHAC hopes that this template is helpful for generating a written report to the Board. For more information on TSHAC, visit the [TSHAC webpage](https://dshs.texas.gov/schoolhealth/tshac/). If there are questions or concerns regarding this template, contact the School Health Program at [schoolhealth@dshs.texas.gov](mailto:schoolhealth@dshs.texas.gov) or (512) 776-7279. In addition, the [School Health Program’s School Health Advisory Councils webpage](https://www.dshs.texas.gov/schoolhealth/shac/) contains links to recent legislation, resources for started and facilitating a SHAC meeting, and the [*School Health Advisory Council: A Guide for Texas School Districts*](https://dshs.texas.gov/schoolhealth/SHAC/SHACGuide.pdf).

## Purpose

As a result of the 81st Legislature, Regular Session, 2009, several school health advisory council requirements became law in [Texas Education Code, Section 28.004](https://statutes.capitol.texas.gov/Docs/ED/htm/ED.28.htm#28.004). One of these requirements is that:

“…The [SHAC] shall submit to the [Board], at least annually, a written report…”

The written report must include:

* Any SHAC recommendations not previously submitted to the Board regarding health education curriculum and instruction or related recommendations.
* Any suggested changes to previous SHAC recommendations.
* A detailed explanation of the SHAC’s activities since the last annual report.
* Any recommendations made by the physical activity and fitness planning subcommittee.

SHACs play a critical role in educating their Boards on the Board’s responsibilities, the role of the SHAC, and how decisions made by both groups will impact students. Even though the law requires only one report to the Board per year, Board reports can be delivered at multiple times during the year. Statute does not require the written report be submitted by a particular time of the year. As such, reports can be divided, as appropriate. Consult with the superintendent to determine the best month(s) to submit the written report(s) to the Board.

## Table of Contents

This document includes a formatted table of contents. Do not edit the contents directly. To update the table of contents, right-click on the table and select “Update field.” Check the box that says, “Update entire table.” The table of contents can also be updated by placing the cursor in the table and pressing F9.

The table of contents can be updated at any time. Be sure to update it again when the report is complete.

## Deleting Instructions and Other Headers

There is a fast way to remove these instructions or any other section.

With the mouse:

1. In the Document Navigation panel (Ctrl + F), under the Headings tab, right-click the heading of the section to be removed — in this case, “How to Use This Template.”
2. This whole section — its heading, subheadings, and anything else it contains — will disappear. (Don’t press the Delete key. Instead of deleting the section, it edits the heading.)
3. To delete any other sections not needed, repeat steps 1 and 2.

With the keyboard:

1. Place the cursor at beginning of the heading in the text.
2. Press F6 to shift focus to the Navigation pane.
3. Open the context menu by pressing Shift+F10 or the Context Menu key, to the left of the right-side Control key.
4. Press D for Delete.

To delete all content in this document, press Ctrl + A and press Delete.

# Background

The Background section should include information that a Board member who is not familiar with the SHAC would need to understand the content of the report and why it is being prepared. Include information related to the legislation and the topic(s) included in the report (appropriate statistics, references to previously reports, etc.). If needed, this section may also include the history of the SHAC, the need for coordinated school health, or other context.

## Background Example:

### *History of SHACs*

*Senate Bill 1, 74th Legislature, Regular Session, 1995, amended Chapter 28 of the Texas Education Code (TEC) by adding* [*Section 28.004*](https://statutes.capitol.texas.gov/Docs/ED/htm/ED.28.htm)*. This section requires the establishment of a local school health education advisory council (SHAC). A SHAC is a volunteer advisory council to the school district Board of Trustees. A SHAC is comprised of majority parents, community leaders, school personnel, and other representatives, as needed. Under TEC Section 28.004, the SHAC’s duties include recommending policies, procedures, curriculum, and strategies for health education appropriate for specific grade levels. SHACs can provide invaluable advice to the district on methods to advance student academic performance by promoting, practicing, and coordinating school health education and services. If utilized, SHAC contributions to coordinated school health programming can lead to a greater positive impact on student health and learning.*

*In addition to providing recommendations to the Board, Section 28.004 requires SHACs to submit a written report to the Board at least once annually. The report must include:*

* *Any SHAC recommendations not previously submitted to the Board regarding health education curriculum and instruction or related recommendations.*
* *Any suggested changes to previous SHAC recommendations.*
* *A detailed explanation of the SHAC’s activities since the last annual report.*
* *Any recommendations made by the physical activity and fitness planning subcommittee.*

# Main Content, with Further Sections as Needed

This and any following sections should correspond to the statutory requirements for the content of the report. At minimum, the written report must include:

* Any SHAC recommendations regarding health education curriculum and instruction or related recommendations that are within the scope of the SHAC that have not previously been submitted to the Board.
* Any suggested changes to previous SHAC recommendations.
* A detailed explanation of the SHAC’s activities since the last annual report.
* Any recommendations made by the physical activity and fitness planning subcommittee.

The Main Content section(s) should expand on the topics found in the Background as it relates to the statutory requirements of the report. The report should tie the work of the SHAC to the district’s coordinated school health programming, campus improvement plan, or FitnessGram data, as appropriate. This is also an opportunity for the SHAC to state the goals that it achieved and its future goals to improve the health of the school community.

Below is an example of what a SHAC might include in the Main Content section. The example uses fictional goals and activities. The example may be used as a template to input the SHAC’s activities and goals for the academic year.

## Main Content Example:

### *2021-2022 SHAC Goals*

*The 2021-2022 SHAC goals were:*

* *To increase diverse representation in SHAC membership by recruiting underrepresented school personnel, parent groups, and community partners by the 2022-2023 academic year.*
* *To consider the most appropriate human sexuality curriculum by the end of the 2021-2022 academic year and provide the recommendation to the Board, as required by law.*
* *To increase collaboration with community groups over the next two academic years so the SHAC can use community resources to provide appropriate recommendations to the Board.*
* *By 2022-2023, work with the physical education department to increase the number of children in a healthy fitness zone as assessed by FitnessGram.*

### *2021-2022 SHAC Activities and Accomplishments*

*During the 2021-2022 academic year, the SHAC had membership elections and recruited underrepresented categories to accomplish SHAC’s work to our goal of increasing council diversity. We were successful in our efforts and welcome three new members. The new member orientation will be held in August before the first SHAC meeting of the 2022-2023 academic year.*

*The SHAC met six times this academic year. The meetings included updates from the district health services coordinator on physical activity, mental health awareness programs, parent and community outreach planning, human sexuality curriculum, and supporting the district’s new recess policy.*

### *2021-2022 SHAC Recommendations*

*Following the passage of* [*House Bill 1525*](https://capitol.texas.gov/tlodocs/87R/billtext/html/HB01525F.htm)*, 87th Legislature, Regular Session, 2021, the SHAC evaluated the district’s human sexuality curriculum. Following the two public meetings on curriculum materials and community feedback, the SHAC recommends the continuation of the district’s current human sexuality curriculum. Please see the attached resolution to be included in the Board’s public meeting.*

# Conclusion

The Conclusion should summarize the purpose of the report and include a brief statement regarding the key point(s) the Board should take away.

## Conclusion Example:

*Since the establishment of the SHAC from* [*Section 28.004*](https://statutes.capitol.texas.gov/Docs/ED/htm/ED.28.htm)*, SHACs’ responsibilities and their importance in making a positive impact on student health and learning has grown significantly. This document serves to fulfill the legislative requirement that mandates SHACs to submit a written report to the Board at least once annually. We hope that, with this report, the Board and SHAC can continue to work together to support the health and well-being of the students. Please refer to the attached recommendations regarding the district’s current human sexuality curriculum as the Board considers changing the district’s health education curriculum.*