

TOPEKA PUBLIC SCHOOLS	REGULATION NUMBER: 2460-2
SUBJECT: WELLNESS – SCHOOL HEALTH COUNCIL	DATE OF ISSUE: 03/00/08 <hr/> REVISIONS: 03/07/13 <hr/> PREPARING OFFICE: ADMINISTRATION SERVICES

I. PURPOSE:

To establish procedures for providing broad community advisement and involvement for the promotion of the health and wellness of Topeka Public Schools’ students through the District’s School Health Council (SHC).

II. PERSONNEL AFFECTED:

Parents/Patrons
Students
Community Agencies/Organizations

III. STRUCTURE AND DEFINITIONS:

A. Local Level:

To provide parent/patron involvement and participation of the local community immediately surrounding an individual school.

B. District Level:

To promote broad involvement and participation by the combined schools and representatives from community agencies and organizations.

C. Vision:

The vision of the School Health Council is to promote healthy minds and healthy bodies to assist students in achieving academic excellence and living a productive, healthy life.

IV. PROCEDURES:

A. Membership:

Council membership consists of representatives from the following groups: parent/patrons of each school, students, school employees and community agencies and organizations.

B. Membership Procedures:

Membership in the SHC is open to all individuals who share an interest in the SHC's vision. All Council members are appointed by the Chairperson for two-year terms. Consecutive terms are allowed. Individuals may apply or may be invited by the Chairperson to become members. The term of membership can begin at any time during the year. Members shall reside, work, or attend school within the boundaries of Topeka Public Schools, or have a dependent who attends school within the boundaries of Topeka Public Schools. Members shall not be remunerated for their services.

The following individuals shall be ex-officio members of the SHC, with all voting and other rights granted to other SHC members (except for the right of being elected officers for the Council):

1. Director of food services
2. Coordinator of nursing services
3. Superintendent or his/her designee

C. Officers:

The Council's officers are: Chairperson, Vice Chairperson, and Secretary. The first officers shall be appointed by the superintendent for a term of one year. Subsequent officers shall be elected by the Council members during a regular meeting and shall serve a term of two years. Officers may only serve two consecutive terms.

D. Committees:

The Chairperson of the Council has the authority to organize and appoint members to committees as recommended by the Council or Board of Education.

An executive committee operates to assist in coordinating the Council activities. The executive committee shall include all the officers, the director of food services, the coordinator of nursing services, the superintendent or his/her designee, and up to four additional members appointed by the Council.

E. Meetings:

- a. Regular meetings

The Council shall meet at least twice every year. Regular meetings shall be held during the year at a place and frequency decided by the Council. The Chairperson shall schedule the time and place for the Council regular meetings. Notice of a regular meeting will be sent to all the members in writing at least 10 days before the date of the meeting.

b. Special meetings

The Chairperson may call special meetings. Notice of a special meeting will be sent to all the members in writing at least 10 days before the date of the meeting. Committees shall meet as their members deem necessary.

c. Quorum

The presence of one-half of members shall constitute a quorum for the transaction of business at any meeting. A motion shall receive the votes of at least one-half of the meeting attendees in order to be approved. If less than one-half of members are present at any meeting, a majority of those present may adjourn the meeting.

F. Rules of Order:

Roberts' Rules of Order, latest revision, shall be the authority on all questions of procedure not specifically stated in the Constitution and Bylaws.

G. Reports and Presentations:

Upon request from the Council or from the superintendent, members from the SHC may present information to the Board of Education and to the superintendent and formulate recommendations on policies and procedures that promote the health and wellness of the students in the district.