



DATE: 10/27/2023
TO: PWCS School Health Advisory Board (SHAB) Members
FROM: Brenda Miller-Dorick, MSN, BSN, RN, Supervisor of Student Health Services
SUBJECT: Request for Implementing PWCS School Health Advisory Board Bylaws

PWCS School Health Advisory Board Bylaws

I. NAME

The name of the Board shall be Prince William County Public School Health Advisory Board (SHAB).

II. PURPOSE AND RESPONSIBILITIES

A. Purpose of the Board

As approved by the Prince Williams County School Board on _____, the purpose of the School Health Advisory Board will be to focus on Commitment 3, Family and Community Engagement, of the Strategic Plan for Prince William County Public Schools as follows:

- 3.1: To engage families as partners in education of mental health and VDOH school required immunizations
- 3.2: To increase collaboration with community agencies and business partners to support the initiative of creating a school-based health center to better support the unique needs of school communities

B. Responsibilities of the Board

1. To fulfill the above referenced purpose by providing expert advice and opinions to the School Board through the Administration of Prince William County Public Schools (PWCS), as to how to improve the physical, cognitive, social, and emotional health of PWCS students by addressing the following issues to improve the educational outcomes of PWCS students:

- a. General Physical and Mental Wellness
 - b. TBD by the SHAB members
2. To promote parent and community involvement in activities and decisions influencing student health and well-being.

III. MEMBERSHIP

In accordance with the Code of Virginia 22.1-275.1, the Prince William County Public Schools School Health Advisory Board should be organized to include a broad base of representation including parents, students, health professionals, and educators.

A. Composition and Selection

The Prince William County Public Schools School Health Advisory Board shall have no more than twenty (20) members. Three (3) of the members of the SHAB must be PWCS students, a minimum of one junior and one senior who will represent a school from the eastern, western, and central part of Prince William County. Non-student members must fall into one of the following categories in order for his or her application for membership on the SHAB to be considered:

1. Must be a medical professional. A medical professional includes, but is not limited to, a medical doctor or doctor of osteopathic medicine, a dentist, a psychologist, an optometrist, a nurse, dental hygienist, and/or a physician's assistant; OR
2. Must be a Human Services provider or a Community Partner. A Human Services provider includes, but is not limited to, someone who works for a city agency that provides or assists in procuring health services for citizens, such as social worker, mental health case worker, dietician, childhood trauma and mental wellness provider, culturally appropriate food/menu expert, someone that understands USDA Federal Guidelines, and a counseling department member. A Community Partner includes, but is not limited to, an organization that is currently or has in the past two (2) years worked with PWCS in providing after school activities and/or other needed services; OR
3. Must be a parent, guardian, or caregiver of an PWCS student OR

4. Must be a Community Member. A community member is a teacher/educator and/or any other interested person who lives and/or works in the Prince William County, is interested in serving PWCS, and is willing to provide their expertise and experience in handling one or more of the issues that will be addressed by the SHAB.

The following employees of the School Division will serve in an advisory, non-voting capacity to the SHAB by virtue of their positions:

- Director of Student Health and Wellness
- Supervisor of Student Health Services
- School Security
- Counseling
- TBD by the SHAB members
- TBD by the SHAB members
- TBD by the SHAB members

Additionally, the Prince William County Health District's Nurse Manager, or any other employee assigned by the Prince William County Health District as his or her designee, will serve in an advisory, non-voting capacity to the SHAB by virtue of their position(s). Two School Board members will also be non-voting members of the SHAB. Those members will be appointed by the Chair of the School Board to serve on the SHAB.

B. Application of Potential Members

1. Application

Those interested in serving on the SHAB will have to fill out an application, which is subject to review and approval. The submission of an application does not mean that the applicant becomes a member of the SHAB.

2. Selection

The Chair and the Vice Chair from the previous school year, along with the Director of Student Health and Wellness, and Supervisor of Student Health Services, an at-large member of the SHAB, and the Prince William County Health District Nurse Manager's designee will form a SHAB Selection Committee each year that will recommend to the School Board, a slate of candidates to fill the open seats on the SHAB based on the applications received. **For all of the above referenced categories, preference will be given to those applicants who live and/or work in**

Prince William County and/or have a child(ren) in PWCS. A rubric will be used to help select the best candidates based on the applications received.

Applicants for the SHAB can meet more than one criteria to be on the SHAB, i.e. a nurse who lives in the county. To the extent possible, as many of the seven magisterial districts, and/or areas, and/or neighborhoods of Prince William County should be reflected in the membership of the SHAB.

Student applicants must be in high school to serve on the SHAB. Teachers and/or counselors can make recommendations for the student seats.

The Selection Committee will furnish its recommended slate of candidates to the School Board for approval. The information provided to the School Board will be the members' name, area of the County in which they reside or work (not their address), and which role they fulfill on the SHAB (i.e. dentist, mental health provider, parent, member of the counseling department etc.). The School Board will also have access to all applicants that applied regardless of whether the candidate was recommended for the final SHAB committee.

In the first year, SHAB applications may be submitted until June 10. The recommended slate of candidates will go before the School Board for approval. Applicants will be notified if they have been selected via email.

In all years thereafter, applications for open seats on the SHAB may be submitted at any time during the year. However, consideration of the applications for open seats will go before the School Board for approval. Applicants will be notified if they have been selected via email.

Open seats on the SHAB will be filled in the following manner: The Selection Committee will review the applications of those who were not chosen to serve the previous June to determine if there are any viable candidates to fill the seat. If none of the remaining candidates meet the criteria for selection, all School Board members will be able to nominate one (1) person to be considered for the seat. The School Board will approve any replacement members of the SHAB. The candidate chosen will serve the remainder of the term of the former member.

C. Term of Service

1. Community members shall be appointed for terms of service of two (2) school years and may be reappointed if the member chooses. The member must apply for reappointment as described in section III.B. Community members may serve

a maximum of two (2) consecutive terms and will be eligible to reapply after at least one (1) term off the board. SHAB membership must be staggered to ensure consistency; therefore, one half of the membership will carry on from the previous year.

2. Staff members will serve as advisory members as long as they hold the position which makes them eligible to serve.
3. The student member(s) will be appointed for a one-year term and may not serve more than one (1) consecutive term on the SHAB. Three students shall serve as SHAB members, a minimum of one junior and one senior who will represent a school from the eastern, western, and central part of Prince William County. If the student graduates from PWCS but wants to continue serving on the SHAB as a community member, he or she must go through the application process and be selected as would be the case with any other community member. There must be an opening on the SHAB for a community member for the former student member to be selected as a community member on the SHAB.
4. Year terms run from August through June.

IV. ORGANIZATIONS

A. Officers

The officers of the Board shall consist of a chairperson, vice-chair, secretary, parent liaison, and student liaison.

B. Term of Office

1. Each officer elected shall serve a term of one year.
2. No member shall serve more than two consecutive terms in the same positions.
3. Vacancies in the officer positions resulting from resignations or other causes shall be filled by a majority vote at the next regular meeting of the SHAB.
4. Officers will be elected in May by the full Board to take effect the following school year starting September 1st.
5. The duties of the officers shall be as follows:

- The Chairperson shall preside at all meetings of the SHAB, ensures that the meeting agenda is followed as well as other School Board policies regarding open meetings, appoint all chair people of committees established by the SHAB, develop each year a report to be submitted through the Superintendent to the School Board, and exercise such other powers as are delegated by the members of the SHAB.
- In the absence of the chairperson, the vice-chair shall execute the duties of the Chairperson. The vice-chair is strongly encouraged to apply and serve as chair following their term as vice-chair. The vice-chair will also be responsible for supporting and maintaining communication with committee chairs.
- The secretary ensures that minutes are recorded and sent to members in a timely manner, and that the approved minutes are made available for public viewing. The secretary also communicates all technical and administrative support requests to the Prince William County Health District designee.
- The Parent Liaison maintains communication with and conducts on-going outreach to PWCS parents.
- The Student Liaison maintains communication with and conducts on-going outreach to PWCS students.

V. MEETINGS

A. Conduct at Meetings

1. Only members of the SHAB may vote, make motions, nominate others for, or hold office. School Board members who are a part of the SHAB cannot cast a vote.
2. Advisory members are only required to attend the first meeting each new school year and then one (1) additional meeting per year. The purpose of the attendance of the advisory members is to provide feedback regarding the feasibility of ideas and proposals that are being considered by the SHAB.
3. Written notice, minutes of the previous meeting and a proposed agenda shall be furnished to all members (including advisory members) and the Clerk of the School Board no later than twenty-four (24) hours prior to any scheduled meeting of the SHAB.
4. The SHAB shall meet at least quarterly on Fridays at 9:00 a.m., at the Kelly Leadership Center to the extent possible, or at a location determined by the chairperson.
5. Additional meetings may be called by the chairperson or upon request by three (3) SHAB members.

6. Members who do not attend two (2) or more of the regular meetings in a school year may have their membership terminated at the discretion and agreement of the Chair and Vice Chair. In order to fill the seat, the Chair and Vice Chair will review the applications of those who were not chosen to serve the previous June to determine if there are any viable candidates to fill the seat. If none of the remaining candidates meet the criteria for selection, all School Board members will be able to nominate one (1) person to be considered for the seat. The criteria as set out above must be followed to fill the seat. The candidate chosen will serve the remainder of the term of the former member.
7. All meetings are open to the general public.
8. Meetings should not be scheduled to last more than 120 minutes.
9. Voting members of the SHAB must participate and vote in person. If a member needs to participate in meetings by conference call, or other electronic means, (e.g. Skype, Zoom, Teams) due to extenuating medical and personal reasons, the Chair must be notified and grant approval.

B. Quorum and Voting

A quorum shall consist of any simple majority of the voting SHAB members present, including those participating by conference call and/or other electronic means.

C. Standing Committees and Ad HOC

Standing committees will be created based on priorities identified by the SHAB. Ad hoc committees will be created to conduct the work of the SHAB as needed. Each Ad Hoc committee will have a Chair and shall meet at least once per month to complete its work.

VI. AMENDMENT OF BYLAWS

These Bylaws can be amended at any scheduled meeting of the Board by a two-thirds majority of all voting members present, including those participating by conference call and/or other electronic means, provided that the amendment has been submitted in writing at the previously scheduled meeting.

Approved _____ Amended _____