



Inaugural Meeting Agenda — 60 Minutes

Date: October 23rd, 2025

Location: 6211 East Grand Ave, Dallas, Texas, 75223, East Grand Preparatory room 210 Hybrid (Zoom link optional)

Facilitator: Dr. Billy Ferrell, Director of Climate, Culture and Student Services, Lina Alarcon, Director of Operations – SHAC Liaison

Chair: (Parent member to be confirmed at meeting)

4:00 – 4:05 | Welcome & Opening Remarks (5 min)

- Welcome by SHAC Liaison (Lina Alarcon)
- Brief round-table introductions (name, role, connection to district)
- Statement of purpose: why the SHAC exists (per TEC § 28.004)

Goal: Set the tone – community collaboration for student wellness.

4:05 – 4:10 | Overview of SHAC Mandate & Legal Requirements (5 min)

- TEA/DSHS statutory requirements overview
- Emphasize majority parent membership requirement
- Review of SHAC functions: health curriculum, nutrition, physical activity, safety, mental health
- Clarify distinction between SHAC and administrative committees
- Bylaws and Operating Procedures will be reviewed on January

Deliverable: Members understand purpose + legal boundaries.

4:10 – 4:15 | Election of Officers (5 min)

- Elect parent Chair (required by law) and Vice-Chair (optional secretary if desired)
- Confirm Liaison (role of district support person – Director of Operations)

Deliverable: Elected leadership recorded in minutes.

4:15 – 4:25 | Formation of Required Subcommittee & Goal Setting (10 min)

- Establish Physical Activity & Fitness Planning Subcommittee (required by statute)
- Optional subcommittees (Health Education, Mental Health, Nutrition Services, Parent Engagement)
- Brainstorm 2-3 priority areas for the year (e.g. student wellness policy, nutrition education, mental health support)

Deliverable: Subcommittee rosters + draft priority focus areas.

4:25 – 4:35 | Review District Health & Wellness Snapshot (10 min)

- Quick overview of current initiatives (Cafeteria menus, wellness policy status, StopIt tool, counseling services & TCHAT)
- Discuss alignment with state Wellness Policy and SHAC role in monitoring

Deliverable: Baseline summary for annual report template.

4:35 – 4:40 | Compliance Logistics & Next Steps (5 min)

- Review meeting posting requirements (72 hrs notice + website posting)

- Confirm meeting recording and minutes process
- Establish communication method (Parent Square group or email list)
- Schedule next meeting date and location (January 2026 target)

Deliverable: Compliance timeline confirmed + next meeting set.

4:40 – 4:45 | Open Floor for Member Comments (5 min)

- Open forum for questions and suggestions
 - Note topics to revisit at next meeting (subcommittees to prepare updates)
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4:45 – 4:50 | Adjournment & Closing Remarks (5 min)

- Summarize key actions taken (adoption of bylaws, elections, subcommittee formation, calendar set)
- Express appreciation to members for service
- Close meeting with recorded adjournment time