

School Health Advisory Board

Draft Meeting Minutes

October 11, 2022

The meeting was called to order at 6:30.

Participants present: Frances Hazlewood, Ursula Rocha, Victor Martin, Bridget Baron, Robin Wallin, Kristin Donley, Amanda Kelley, Deborah Akinyele, Vivek Sinha, Kimberly Sawyer.

1. The committee reviewed the School Health Advisory Board Bylaws in preparation for update and revision. The following comments/questions were discussed:
 - How are we defining health?
 - Suggestion- copy the code and then include” may incorporate or include...”
 - Action- move this statement to the Regulations section
 - Mission: Student Accessibility and Support
 - Kristen agreed to review the bylaws and incorporate revised wording to be similar to CTE bylaws. Robin will compile these edits and provide draft to the Board at next meeting.
 - Bylaws Suggestions:
 - Change Preface to Responsibilities (keep section the same)
 - Change Membership to Governance Structure
 - Edit- which shall consist of no more than 17 members
 - Officers:
 - Review how CTE Advisory notes this
 - Board Member commitment: 2 years
 - The committee discussed the responsibilities of Chair and Deborah Akinyele agreed to assume this role. The Chair will preside over all meetings and appoint special committees.
 - The committee discussed the responsibilities of Vice Chair and Bridget Baron agreed to assume this role. The Vice Chair will assume the responsibilities of the Chair when the Chair is not able to.
 - The Committee discussed the responsibilities of Secretary and Ursula Rocha agreed to assume this role.
 - SHAB will vote on these positions at our November meeting.
 - The committee discussed meeting structure, using the CTE bylaws for guidance and having monthly meetings except for December.
 - We discussed the Operations and Procedures section of the bylaws and agreed to edit #2 to read “Coordinate presentations and consult with local and regional agencies that may have an impact on school health.
 - We discussed using the wording from the CTE bylaws to address amendments to the bylaws.
 - We agreed to review bylaws annually.
2. The committee agreed on the following meeting dates: 3rd Tuesday of each month, but not December (11/15, 1/7, 2/21, 3/21, 4/18, 5/16).

Fran Hazlewood agreed to check on room availability.

3. The Committee Priorities for the 22-23 school year were identified:

Substance Abuse

504 Plans

Mental Health

Community Resources

Covid Planning

Family Life

Violence Prevention

SEAL

Ursula Rocha agreed to address mental health at the November meeting.

The meeting was adjourned at 7:45 pm.