May 2022 SHAC Meeting Minutes

Date: May 11, 2022
Time: 1:00pm - 2:30pm
Location: Educational Development Center, Live Oak Room, 607 RR 620 North, Austin, TX 78734

RECORDING of SHAC meeting

Attendees: *Amber Schanan
*Anu Koberg
*Ava Fletcher
*Becca Harkleroad, RN
*Danelle Zibilski
*Gretchen Chudy
*GW Byers
*Jennifer Fleck
*Jennifer Lyon (Chair and moderator)
*Laura Gonski
*Mak El-Hassan
*Marissa Albers
*Natasha Jackson
*Noofar Inbar-Alko
*Prashansa Ganta
*Ryan Mikolaycik
*Sara Korzen
*Sarah Tuthill
*Shailagh Clarke
Annie Vilven
Brooke Livecchi
Corina Semph
Eric Livingston
Jennifer Ozuna
Jenny McCann
Lisa Prosper-Stevenson
Michael Hooks
Stefani Allen
Suzi Menfi

(*Denotes SHAC member)

Minutes Recorded By: Lisa Prosper-Stevenson

Agenda Topics & Order:
1. Call To Order
2. Wellness Plan
3. Review Bylaws Changes
4. Review SHAC business for 2022: Considerations for next school year
5. Adjournment
Call To Order - Acknowledgement of meeting recording and brief name introduction by attendees and facilitators. Lake Travis Peace Officer did not participate in meeting discussion and was there in attendance only. Reminder to please sign in and follow meeting norms reviewed by the facilitator.

Wellness Plan

Marissa Albers, LTISD Dietician, shared general overview of current standing on Wellness plan and policy. The Triennial Assessment Process has been up for review which assesses how well we are implementing the Wellness plan and following it in our schools. Results have been analyzed and are available in presentation.

Triennial Assessment Results link

Plan is periodically reviewed and approved with assessments made available to the public. This is a requirement by the Texas Department of Agriculture because as a district we participate in the National School Lunch Program. It affords us the opportunity to evaluate the plan, assess where we are, the challenges we face and subsequent growth as well as update the public on our standing.

The assessment lets us compare the written language of our plan to a model plan and uses the WellSat 3.0 evaluation tool.

Open floor to discussion:

Concern: We need to review the frequency and timing listed of how often our subcommittee meets on this topic. District plan currently states the subcommittee needs to meet one time per quarter to meet and review wellness regulations - do we need to modify? What timing is realistic? Do we want to keep at one time per quarter or modify going forward?

Matter also raised that this wellness subcommittee through SHAC is not the one required by law so has LTISD SHAC had a subcommittee on wellness in the past?

The SHAC has in the past, pre-covid, had a wellness subcommittee. General consensus that once per quarter is too frequent to review an assessment process that is on a triennial schedule and determined SHAC will review annually with no specific subcommittee assigned.

Concern: Plan references “Creating and administering a feedback method for students, teachers, parents and the community.” Do we do this and if so what is it?

Determined that a mechanism needs to be in place to capture feedback from the community. This language will be left in the plan and set as a goal to work towards for the next annual session of SHAC committee meetings.

Concern: Do we as a committee have input into the actual menu and meals served?

All input is taken into consideration based on bid options available to build menus. FANS is set on some options but within those limitations, input from parents is welcome.

Concern: Is it possible for SHAC to address the menu topics over the summer and make recommendations to be implemented in the fall vs. having to wait until the next SHAC session in October further delaying changes that parents want to see? Can we fast track changes?
Curriculum & Instruction staff are busiest preparing for the upcoming curriculum year during summer months. Implementation of changes would be dependent on what those changes are and FANS' ability to accommodate those changes based on advance ordering and options available.

Concern: More varied options were available pre-covid and limitations on availability have affected meal plans as well as National School Lunch program limitations directly. Will things potentially change over the summer? Will things open back up a bit more where some of those options become more available day to day? Should we look at the plans at that time since we will have more accurate insights into options and availability?

LTISD is a microcosm of the world so supply availability is an issue at this time. Menus are planned four weeks out based on availability at the time of ordering so we have to stick with those plans and sometimes ordering is set months in advance due to the bid process and numbers already set. We also have the matter of what Congress will decide over the summer related to school lunch programs. That update won't be available until the end of June/July. In the fall we will have better ideas on regulations, staffing and item availability as well as supply chain updates. Ideally, the FANS department looks to stabilize through the holiday break and then determine if we're able to return to the previous tiered meal plan system again, if viable, in the new year.

Concern: Can portion sizes be included in these conversations?

Portion sizes and meal plan guidelines are set by the TDA and evaluated every year.

Concern: When are vendor approvals set?

Vendor approvals are set one year in advance and then impacted by manufacturer availability. Generally agreed by attendees that a fast answer on these topics will not be possible due to mitigating factors and advance timelines for planning.

Concern: The Plan makes reference to a Deputy Superintendent as the district official responsible for implementation of FFA (LOCAL). Do we still have a Deputy Superintendent and if so, who?

We no longer have a Deputy Superintendent for our district so we will be assigning the Assistant Superintendent of Curriculum & Instruction as the district official once we receive formal guidance from the district's legal counsel.

Concern: Are water fountains re-opened at campuses?

Water bottle filling stations are open but drinking spigots remain closed at this time due to covid.

Concern: An inquiry was made into the methods available for restricting student purchase of ice cream and snacks.

Attendee was referred to past meeting minutes for further details on previous discussion of restrictions and methods implementing parental choice covered earlier in the year.
Concern: How will we be notifying families of changes to the Free Lunch Program if Congress ends that program across the board for the next curriculum year? Want to avoid students being limited on their ability to choose a meal if they are not properly enrolled and make sure they are being reached out to.

Students will not be denied a meal even if their account is negative. They will be served a meal and counselors, teachers and parents will be contacted for follow up on the account. Qualifying students will carryover at the beginning of the school year with re-enrollment information shared during Back To School Night. There is a limitation on snacks if the account balance is not current but a reimbursable meal will be provided. If a student is not eating lunch the district welcomes anyone calling to let the school counselor or staff know so we can follow up and intervene and provide support.

Concern: Are nutrition promotion implementation plans provided monthly, quarterly? What does monthly nutrition promo mean?

The district’s previous dietician put into place a messaging plan each month distributed to P.E. instructors, teachers and families as well as digital signage and in cafeterias covering different topics such as produce education, local farms, hydration, my plate exercises and nutrition games, etc. prior to the pandemic. A realistic goal is to possibly return to implementing in January.

Concern: What is the adult education piece referenced in the plan?

Topics are based on feedback and relevant to the times. Former topics have included remaining calm during stressful times, nutrition and stress, developing good sleep habits for students, general health, social emotional learning.

Concern: Is it possible to send out surveys to the community? Maybe through the SHAC newsletter since getting input from the community and not just the PTO will be important. Is it possible to include the information in the Wellness Watch newsletter?

SHAC can put on the agenda to create surveys and discuss methods of implementation since there are some restrictions from the district on distribution methods. Possibly as a sub-committee if deemed necessary. Will look towards including topics in the newsletter for parents to discuss topics with students as well.

Concern: Wording in the plan, “Physical activity & meal times will be scheduled in a manner to optimize nutrition intake, social interaction and the ability to focus during afternoon classes.” is affected by the timing of lunch periods, particularly at the high school. Due to scheduling, students are eating later in the day.

Block scheduling which is used at the high school is prohibitive of options when planning lunch periods. The high school administrators are able to consider offering a lunch period starting at 10:30am which creates the end issue of students possibly hungry and unable to focus in the afternoon. General consensus is to keep language as is in the plan as a goal for the district to aim towards more equitable spacing of lunch periods going forward.

Concern: Is it possible to recommend to the board that high sugar snacks be eliminated from the elementary school and teachers be prohibited from sharing candy with students?
Per our wellness policy, teachers are not allowed to distribute snacks in the classroom that are developmentally of minimal nutritional value plus high-sugar or snacks. We have students with extreme food allergies so if it is happening principals need to be informed so they can enforce the food allergy management plan and wellness policy guidelines.

Concern: Food waste is also an issue. Can uneaten fruit be saved?

Consideration of a possible Free Table can be discussed during the next SHAC session.

General vote on acceptance of the Wellness plan as modified passed with a majority count of 19 for acceptance of Wellness plan.

Recommendations to be made to the board:
- Earlier lunch periods at the high school instead of the later time slots.
- Clearer communication about snack opt-out options with multiple ways of communicating via email, Peachjar, Wellness Watch newsletter, etc. when information is shared.
- Reminders to families of what the lunch options are when accounts run out of money or students run low on their account balance as well as information on free or reduced meal programs guidelines and renewed enrollment.
- Reminders and more information distributed about apps available like My School Bucks and NutriSlice.
- Recommendation to bring promo weeks back as soon as possible.
- Staffing needs.
- Recommendation that we eliminate or reduce high-sugar snacks in the cafeterias.

Review By-Law Changes

SEL Director and SHAC Committee Co-Chair Jennifer Lyon stated a reminder that By-Laws are for us as a SHAC and that the committee is not in a hurry to adopt something it is not ready to adopt. It is at liberty to give itself time and permission to make the bylaws what we want it to be. Today’s concern for membership is so that our committee is intact and in compliance going forward choosing the members of our committee the way the bylaws are to be written and codified in the future.

Becca Harkleroad who is coordinating the By-Law updates shared that the goal is to create the bylaws in such a way that they are broad and instead of being specific to every single thing, every single time, are broad enough to work within the confines of Texas 28.004 and within the confines of Health and Safety 38 legislation and then follow the policies that go on within the district which are updated over the summer from the TEA and approved by the board until we have a broader concept next school year.

Last meeting it was determined that too large of a SHAC will make a quorum impossible. A small enough SHAC with adequate representation from each campus will be capped at 25 members. A half of the membership plus one will be considered a quorum and out of that voting group, at least half would need to be parents in the district.

Concern: Concern expressed over the number being set at 25 in addition to the
recommendations from the board and that the goal of the committee is to ensure the community’s voice is heard. Also concern shared that we include whatever decisions are made on the order of building the committee be included in the By-Laws document.

A google survey will be sent to committee members to gauge interest in serving a second term. The 2021-2022 year is considered Term 1. Term limits will be further discussed in the 2022-2023 SHAC session to be updated in the By-Laws at that time. Trustees shall appoint committee members and those will be cross-referenced with principal recommendations for each campus if appointees from Board do not fill campus slots. The above order of building the committee from year to year will be added to By-Laws

Concern: Is there room for guests that have been attending meetings throughout the year and want to serve?

Recommendation for guests that want to serve is to reach out to their school principal and let them know you would like to be on the SHAC as a campus representative.

Brief discussion of interest in a subcommittee to specifically discuss By-Laws in September. Interested members will let SEL Director Jennifer Lyon know for further direction on meeting. Topics to be discussed by any sub-committee pulled together would be how quorum is defined, attendance requirements, term limits, how vacancies are to be filled, choosing a parent co-chair, etc.

Review SHAC business for 2022

Topics to be shared with the Board as annual review of SHAC committee’s efforts during the 2021-2022 session:
- Sexual Health curriculum review.
- Health Curriculum adopted by SBOE
- Wellness plan review and adoption
- By-Laws revisions (membership only at this point)
- Decision on SEL curriculum at the middle school level
- School nutrition discussion

Topics needing to be considered in 2022-2023 session:
- Revamp of cell phone protocol
- School Nutrition
- Physical activity and P.E. class sizes at the elementary schools
- Parental involvement on substance abuse and suicide prevention
- District-wide parent education series in development
- Dependency on technology in the classroom

Adjournment
Meeting adjourned and closing of 2021-2022 SHAC session. Acknowledgement and appreciation of staff for National School Nurse Day. Appreciation to attendees for participation. Future meeting dates for 2022-2023 session to be shared in September and instruction to contact co-chair Jennifer Lyon for any additional needs prior to next session’s start.
AGENDA

1. Call to Order (5-10 min) please sign in
   ● Meeting norms
     ○ Assume good intentions
     ○ Speak your truth
     ○ Step up and step back
     ○ Say just enough
     ○ Listen deeply and openly
   ● Introductions: voting members and guests
   ● Purpose: update and consideration of Wellness Plan; review bylaws;

2. Wellness Plan
   ● Updated Wellness Plan with Markups
   ● Current Wellness Plan
   ● Triennial Assessment Process, overview
   ● Local Wellness Policy, for review (can also be found on the website)
   ● Vote

3. Review Bylaws Changes
   ● LTISD SHAC bylaws revision overview
   ● Bylaws with revisions
   ● No Vote

4. Review SHAC business for 2022; Considerations for next school year

5. Adjourn

NOTES / ACTION ITEMS

● Review the materials linked prior to meeting
● Arrive prepared to discuss these items