

Office of Special Education and Student Services
MONTGOMERY COUNTY PUBLIC SCHOOLS
Rockville, Maryland

March 11, 2014

MEMORANDUM

To: Dr. Joshua P. Starr, Superintendent of Schools
From: Chrisandra A. Richardson, Associate Superintendent
Subject: School Health Council Bylaws

CAR/WH

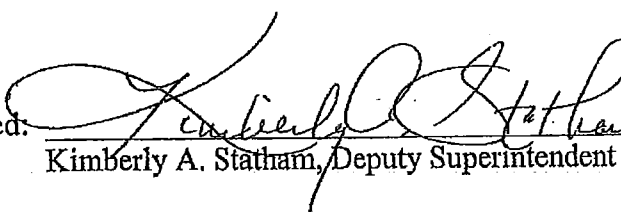
Your review and signature is requested on the attached revised Montgomery County School Health Council Bylaws (Attachment A). A chart also is attached (Attachment B) that details the comparison of the 2006 Montgomery County School Health Council Bylaws to the Proposed 2014 Bylaws. These bylaws were developed by the School Health Council to clarify the Council's purpose, structure, and operational procedures.

If you have any questions, please contact Dr. Ursula A. Hermann, director, Department of Student Services at 301-279-3912.

CAR:cat

Attachments

Approved:



Kimberly A. Statham, Deputy Superintendent of Teaching, Learning, and Programs

MONTGOMERY COUNTY SCHOOL HEALTH COUNCIL BYLAWS

INTRODUCTION

Maryland State Regulation, *COMAR 13A.05.05.13, School Health Services Standards--Implementation and Coordination*, states that, "the local school superintendent and the local health officer shall jointly require the development of a local school health council with assistance by the Maryland State School Health Council."

ARTICLE I: NAME

The name of this body shall be the Montgomery County School Health Council.

ARTICLE II: MISSION

The mission of the Montgomery County School Health Council is to enhance the academic achievement, health and well-being of all students and to support the development and promotion of effective and coordinated school health programs. By accomplishing this mission, all children enrolled in Montgomery County Public Schools (MCPS) will be safe, healthy, and available to learn.

ARTICLE III: PURPOSE

The purpose of this Council shall be to provide a forum for discussion and support of relevant school health problems and programs of MCPS and the Montgomery County Department of Health and Human Services (DHHS); to assist in the development and maintenance of new coordinated school health programs that will afford maximum health benefits to every school age child in Montgomery County; and to recognize, respect, and include the policies and objectives of various disciplines, groups, and agencies concerned with school health and work towards the coordination of their efforts.

The Council shall:

- A. Support the legal responsibility for school health programs of both MCPS and DHHS;
- B. Support cooperation between health and educational agencies of government;
- C. Serve in an advisory capacity to the Superintendent of Schools and the Health Officer or their designated representatives;
- D. Support the development and maintenance of coordinated school health programs to include health education, health services, food and nutrition services, physical education and other physical activity programs, counseling and psychological and social services, family and community involvement, health and safety policies and environment, and health promotion for staff members;
- E. Provide a forum for the discussion of community ideas, questions, and concerns;
- F. Encourage public-private partnerships and citizen interest and participation in the development of coordinated school health programs;
- G. Identify, develop, and/or recommend programs or interventions that create healthful living patterns on the part of students, teachers, parents, and the community at large;

- H. Carry out advocacy and marketing roles regarding development and improvement of coordinated school health programs as consistent with the plans and goals of the two departments; and
- I. Raise awareness of the importance of school health among parents and families, the media, potential resource providers, and the community at large.

ARTICLE IV: MEMBERS

Section 1. Membership

Membership will include, at a minimum, but is not limited to, these organizations and the designated number of representatives (shown in parenthesis) of:

- A. MCPS (4 voting members) including members representing safety, nutrition, health education, and student services
- B. DHHS (4 voting members) including the Director of School Health Services, representatives from the School-based Health and Wellness Centers, a School Health Services Nurse Administrator or Nurse Manager, and a School Community Health Nurse
- C. Linkages to Learning (1 voting member)
- D. Physicians (pediatricians or family physicians (1-2 voting members)
- E. Dentists (1-2 voting members)
- F. Montgomery County Commission on Children and Youth (1 voting member)
- G. Montgomery County Commission on Health (1 voting member)
- H. Mental Health Association of Montgomery County (1 voting member)
- I. Montgomery County Collaboration Council (1 voting member)
- J. Primary Care Coalition (1 voting member)
- K. Montgomery County Council of Parent Teacher Associations (PTAs) (1-2 voting members)
- L. PTA Representatives (1-2 voting members)
- M. Community at large (1-2 voting member)
- N. Students (1-2 voting members)

Members representing community agencies and organizations will be identified by their agencies or organizations and may be replaced at the discretion of the body they are representing.

Other members may nominate themselves or be nominated by members of the School Health Council. Members will be appointed by a letter authored by the Chair of the School Health Council.

Alternates may be designated for regular members and will have the right to vote in the absence of regular members.

Section 2. Tenure of Members

The members of the School Health Council shall be appointed for three years. Representatives may be reappointed to the Council for additional three-year terms. As the term of a member ends, the appropriate individual and/or agency will be contacted in May to request a reappointment or another representative for the following Council year.

Section 3. Functions of the Members

Members are expected to attend and actively participate in meetings; address issues brought to the Council, and bring School Health Council issues to the attention of the members' respective organizations. It is the responsibility of each member who represents a public or private agency to determine with their respective agency the authority they have as a representative.

Decision making is to be by consensus with the exception of the election of the Chairpersons and amending these Bylaws when voting will occur. At the time of these votes, the duly appointed members will be identified in order to establish a quorum and the requisite number of votes for a decision.

When the School Health Council will be communicating a position to the Superintendent of Schools or Health Office, the current members will be given the opportunity to review a draft of the communication, either at a regular meeting or via electronic e-mail, so that agreement can be reached regarding the position and contents. If by e-mail, a record of the responses will be maintained.

ARTICLE V: THE COUNCIL YEAR

The official year of the Council shall be from July 1 of one year to June 30 of the following year.

ARTICLE VI: OFFICERS

Section 1. Cochairpersons

There will be two cochairpersons elected by the membership and both will serve for a maximum of two three-year terms. The terms of the cochairpersons will be staggered. The cochairpersons will not be employees of MCPS nor DHHS. One cochairperson will represent the professional health community, and one will represent the school-community perspective.

Section 2. Nomination and Election

Candidates for the office of cochairperson shall be nominated by a three member Nominating Committee composed of a representative of MCPS, DHHS, a community

member-at-large (other than the current officers) appointed by the cochairpersons at the February meeting. A slate of nominees shall be sent to the current members one month prior to the fourth meeting (May) and elections take place at the meeting in May, provided a quorum is present. Nominations may be made from the floor prior to the election. Only those who have consented to serve, if elected, shall be eligible for nomination either by the nominating committee or from the floor. The position of cochairpersons will be decided by a simple majority vote of the membership.

If vacancies in the chairperson positions occur during the year, the Nominating Committee will mail a slate of nominees to the current members prior to the next meeting, with the election occurring at the next meeting provided a quorum is present.

ARTICLE VII: MEETINGS

Section 1. Meeting Dates and Locations

The Montgomery County School Health Council shall meet four times a year: September, December, February, and May. The dates shall be determined by the Council membership at the May meeting for the following Council year. Meeting dates may be changed at the discretion of the cochairpersons provided written notice is given to members at least one week prior to the original meeting date.

Meetings are open to the public and will be held in an easily accessible place. Minutes of the meetings will be available to the public, upon request.

Section 2. Quorum and Parliamentary Procedure

Voting for amendments to the bylaws or election of the cochairpersons may only be transacted if there is one-half plus one of the current membership present at an official meeting. Reports, discussion, and adoption of council recommendations may take place even if a quorum is not present. Accepted parliamentary procedures shall be *Robert's Rules of Order, Revised*. Parliamentary procedures may be waived under certain circumstances if agreed to by two-thirds of the members present.

ARTICLE VIII: COMMITTEES

Section 1. Standing Committees

There shall be the following standing committees:

- Mental Health and Substance Abuse
- Wellness (nutrition, physical activity, health, and safety)
- Nomination and Membership

The committee chairperson(s) shall be appointed by the Council Chairperson(s) with the approval of the members.

Section 2. Ad Hoc Committees

Ad Hoc Committees may be appointed by the Council chairperson(s) with the approval of the Council. The members of the committees consist of at least two members of the Council chosen by the committee chairperson(s) and may include representatives of community groups and/or county agencies.

Section 3. Committee Reports

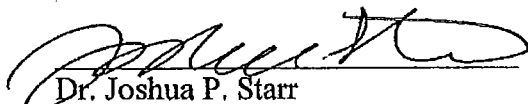
Committees shall present reports of their activities, if any, at each meeting or as requested by the Council. Committees shall submit to the chairperson(s) a report of the year's activities prior to the close of the Council year.

ARTICLE IX: AMENDMENTS


Proposed amendment(s) to the Bylaws of the Montgomery County School Health Council shall be sent by e-mail to the general membership at least thirty (30) days in advance of that meeting where action will occur. If action is urgent, members of the Council may be polled by mail, e-mail, or telephone including an option to call an emergency meeting.

Amendment(s) shall require one-half plus one of the current membership present at any regular or called meeting, provided that the full text of the proposed amendment(s) and the time and place of said meeting is submitted to every active member thirty (30) days prior to the meeting at which the vote will be taken.

Approved by:


Dr. Joshua P. Starr
Superintendent of Schools
Montgomery County Public Schools

Date 3.13.2014


Dr. Ulder J. Tillman
Health Officer & Chief,
Public Health Services
Montgomery County, Maryland

Date 3.14.2014