

STATE OF TEXAS

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COUNTY OF HARRIS

**FOUNDATION FOR RECOVERING YOUTH
BOARD RESOLUTION FOR THE CREATION OF A
LOCAL STUDENT HEALTH ADVISORY COUNCIL**

WHEREAS, Texas Education Code Section 12.104 (b)(3)(DD) and Section 28.004 require open-enrollment charter schools to create a local student health advisory council, hereinafter referred to as the “SHAC”; and

WHEREAS, the purposes of the SHAC are (1) to assist Houston Heights High School in ensuring that local community values are reflected in the school’s health education instruction, and (2) to make recommendations before Houston Heights High School changes its health education curriculum or instruction; and

WHEREAS, the Board of Directors must appoint at least five members to the SHAC, a majority of which must be persons who are parents of students enrolled in Houston Heights High School and who are not employed by Houston Heights High School;

WHEREAS, the Board of Directors may also appoint one or more persons from each of the following groups or a representative from a group other than a group specified:

1. Classroom teachers employed by Houston Heights High School;
2. School counselors certified under Education Code Chapter 21, Subchapter B, employed by Houston Heights High School;
3. School administrators employed by Houston Heights High School;
4. Houston Heights High School students;
5. Health-care professionals licensed or certified to practice in this state, including medical or mental health professionals;
6. The business community;
7. Law enforcement;
8. Senior citizens;
9. The clergy;
10. Nonprofit health organizations
11. Local domestic violence programs; and

WHEREAS, the Board of Directors desires for the SHAC to operate cooperatively and effectively as an advisory body for the benefit of students.

BE IT THEREFORE RESOLVED THAT a majority of the members of the Board of Directors at a lawfully called board meeting posted and held pursuant to the Texas open meetings law hereby adopts the following resolutions:

SECTION 1. The Board of Directors hereby appoints the following members to the SHAC:
(three parents, one classroom teacher, one school counselor, one school administrator)

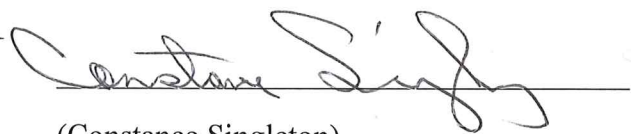
SECTION 2. The Board of Directors hereby adopts the enclosed SHAC Bylaws and Operational Procedures and directs the SHAC to comply with its terms as well as to comply with applicable state law and local policy pertaining to the SHAC's operation.

PASSED AND APPROVED BY THE MAJORITY OF MEMBERS OF THE BOARD OF DIRECTORS OF FOUNDATION FOR RECOVERING YOUTH, ON THE 28th DAY OF October, 2025.

Members Voting in Favor of Resolution:



(Robert Guercio)



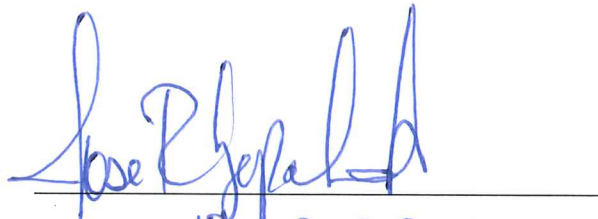
(Constance Singleton)



(Jose Zapata)

CERTIFICATION

The undersigned, being the Secretary of the Charter Holder, hereby certifies that the foregoing represents a true copy of a Resolution of the Directors of the Corporation, duly held on October 28th, 2025, which Resolution is in full force and effect and has not been revoked or amended.



Secretary

10 / 28 / 25

Enclosure

(SHAC Bylaws and Operating Procedure)

**FOUNDATION FOR RECOVERING YOUTH
SCHOOL HEALTH ADVISORY COUNCIL (“SHAC”)
BYLAWS and OPERATING PROCEDURES**

**ARTICLE I:
AUTHORITY**

1. Required by State Law. Each open enrollment charter school in the State of Texas is required by Section 12.104(b)(3)(DD) and Section 28.004 the Texas Education Code to establish and maintain a school health advisory council. The Houston Heights High School Health Advisory Council (“SHAC”) is specifically authorized by the FOUNDATION FOR RECOVERING YOUTH Board of Directors in compliance with state law.
2. Advisory Nature of SHAC. The SHAC shall be an advisory body, and shall serve to provide guidance, recommendations, and other assistance to the Board of Directors as is specified in state law and local policy, including these Bylaws and Operating Procedures. The SHAC shall have no power to expend public funds, obligate the school, enter into contracts, or otherwise place any liability or encumbrance upon the open-enrollment charter school.
3. Amendments to the Bylaws. It shall be the responsibility of the Board of Directors, upon the advice of the SHAC, to establish and amend these Bylaws and Operating Procedures at the Board’s sole discretion. Any recommended changes to the SHAC Bylaws and Operating Procedures that are requested by the SHAC must be approved by a majority vote of SHAC membership prior to being recommended to the Board of Directors for consideration and adoption. The Board shall consider, but is under no obligation to adopt any recommended or requested amendment recommended by the SHAC.
4. Annual Acknowledgement. Upon acceptance of the Board’s appointment to the SHAC and each year thereafter, SHAC members must annually sign an Acknowledgement indicating they have read and agree to adhere to the SHAC Bylaws and Operating Procedures.

**ARTICLE II:
PURPOSE AND DUTIES**

1. Mission. The mission of the SHAC is to, in partnership with staff, students, parents, and the community, provide advice and recommendations to the FOUNDATION FOR RECOVERING YOUTH Board of Directors regarding health education curriculum and programming designed to promote and support health, wellness, and safety.
2. Purposes. In accordance with Section 28.004 of the Texas Education Code, the purposes of the SHAC are (1) to assist Houston Heights High School in ensuring that local community values are reflected in the school’s health education instruction and (2) to make recommendations before Houston Heights High School changes its health education curriculum or instruction.
3. Duties. In accordance with state law, Board policy, and the direction of the Board of Directors, the SHAC shall have the following duties and responsibilities:

A. To hold at least four meetings each year.

B. To recommend to the Board of Directors:

i. The number of hours of instruction to be provided in:

If Houston Heights High School requires health education for high school graduation, health education, including physical health education and mental health education, in grades 9 through 12;

ii. Policies, procedures, strategies, and curriculum appropriate for specific grade levels designed to prevent physical health concerns, including obesity, cardiovascular disease, Type 2 diabetes, and mental health concerns, including suicide, through coordination of:

a) Health education, which must address physical health concerns and mental health concerns to ensure the integration of physical health education and mental health education

b) Physical education and physical activity;

c) Nutrition services;

d) Parental involvement;

e) Instruction on substance abuse prevention;

f) School health services including mental health services;

g) A comprehensive school counseling program;

h) A safe and healthy school environment; and

i) Employee wellness;

iii. Appropriate grade levels and methods of instruction for human sexuality instruction;

iv. Strategies for integrating curriculum components specified in subparagraph 3(B)(ii), above, with the following elements in a coordinated school health program for the school:

a) School health services, including physical health service and mental health services, if provided at a campus by Houston Heights High School or a third party under a contract with the school;

b) A comprehensive school counseling program;

c) A safe and healthy school environment; and

d) School employee wellness;

v. If feasible, joint use agreements or strategies for collaboration between Houston Heights

High School and community organizations or agencies. Any joint use agreement that Houston Heights High School and a community organization or agency enters into based on a recommendation of the SHAC must address liability for Houston Heights High School and the community organization or agency in the agreement.

- vi. Strategies to increase parental awareness regarding:
 - a) Risky behaviors and early warning signs of suicide risks and behavioral health concerns, including mental health disorders and substance use disorders; and
 - b) Available community programs and services that address risky behaviors, suicide risks, and behavioral health concerns;
 - vii. Appropriate grade levels and curriculum for instruction regarding the dangers of opioids, including instruction on:
 - a) Opioid addiction and abuse, including addiction to and abuse of synthetic opioids such as fentanyl; and
 - b) Methods of administering an opioid antagonist, as defined by Health and Safety Code 483.101; and
 - viii. Appropriate grade levels and curriculum for instruction regarding child abuse, family violence, dating violence, and sex trafficking, including likely warning signs that a child may be at risk for sex trafficking, provided that the SHAC's recommendations do not conflict with the essential knowledge and skills developed by the State Board of Education.
- C. To make policy recommendations to Houston Heights High School to increase parental awareness of suicide-related risk factors and warning signs and available community suicide prevention services.
- D. To consult as needed with the SHAC Administrative Liaison regarding the planning, implementation, and evaluation of the School's coordinated school health program.
- E. To provide an annual report to the Board of Directors on or before September 1st of each year or more frequently if requested by the Board of Directors. The report shall include:
- i. Any SHAC recommendation concerning Houston Heights High School's health education curriculum and instruction or related matters that the council has not previously submitted to the Board;
 - ii. Any suggested modification to a SHAC recommendation previously submitted to the Board;
 - iii. Explanation of the SHAC's activities during the period between the date of the current report and the date of the last prior written report; and

ARTICLE III:
MEETINGS

1. Regular Meetings. The SHAC shall conduct a minimum of four regular meetings each year.
 - A. The exact number of meetings will be determined by the workload of the SHAC or at the direction of the Superintendent or the Board of Directors.
 - B. The SHAC shall hold public meetings on curriculum materials as required by Houston Heights High School by state law and/or Board policy.
2. Open Meetings. All meetings of the SHAC are open to the public. The public shall have a reasonable opportunity to provide comment on agenda items. The SHAC Chairperson may limit the time given to speakers. Subcommittee meetings may be open to the public at the discretion of the Vice-Chairperson.
3. Agenda Items: Any written request for an agenda item from a member of the SHAC will be considered, and may be included on an upcoming agenda, at the collaborative discretion of the Chairperson, Vice-Chairperson, and the SHAC Administrative Liaison. Each agenda item must relate directly to the purpose and duties of the SHAC.
4. Notice of SHAC Meetings. For each meeting, the SHAC shall at least 72 hours before the meeting:
 - A. Post notice of the date, hour, place, and subject of the meeting on a bulletin board in the central administrative office of each Houston Heights High School campus; and
 - B. Ensure that the required notice is posted on the school's Internet website, if Houston Heights High School has an Internet website.
5. Minutes and Recordkeeping. The SHAC shall prepare and maintain minutes of the meeting that state the subject and content of each deliberation and each vote, order, decisions, or other action taken by the council during a meeting. The SHAC shall make an audio or video recording of each meeting.
 - A. Not later than the tenth day after the meeting, the SHAC Chairperson shall ensure that the minutes and audio or video recording of the meeting are submitted to the Business Manager.
 - B. As soon as practicable after receipt of the minutes and audio or video recording, Houston Heights High School shall post the minutes and audio or video recording on the school's Internet website, if Houston Heights High School has an Internet website.
6. Quorum. A quorum shall be the majority of the SHAC membership. No meeting, actions or voting may take place without a quorum.
7. Decision-making. Each member shall be entitled to one vote per item. Proxy voting and absentee ballots shall not be permitted. A member must be present to vote.

ARTICLE IV: **MEMBERSHIP**

1. Membership Criteria. The membership composition of the SHAC shall comply with the following:
 - A. SHAC membership shall include at least five members, a majority of which must be persons who are parents of students enrolled in Houston Heights High School and who are not employed by Houston Heights High School.

- B. One or more persons from each of the following groups or a representative from a group other than a group specified may be included:
- i. Classroom teachers employed by Houston Heights High School;
 - ii. School counselors certified under Education Code Chapter 21, Subchapter B, employed by Houston Heights High School;
 - iii. School administrators employed by Houston Heights High School;
 - iv. Houston Heights High School students;
 - v. Health-care professionals licensed or certified to practice in this state, including medical or mental health professionals;
 - vi. The business community;
 - vii. Law enforcement;
 - viii. Senior citizens;
 - ix. The clergy;
 - x. Nonprofit health organizations;
 - xi. Local domestic violence programs.

C. To the extent practicable, the SHAC shall contain an odd number of members.

2. Terms of Service. The term of service for an appointment shall be for two years. Members may be appointed to and serve multiple terms. In filling vacancies, members may serve partial terms.
3. Change in Member Status. A SHAC vacancy resulting from a change in member status will be filled at the discretion of the Board of Directors within a reasonable time OR at the next scheduled board meeting.
4. Conflict of Interest. No individual shall be nominated for or hold a position on the SHAC if that individual has a direct pecuniary or other direct interest in the recommendations of that committee and decisions by the Board of Directors. Even the appearance of a conflict of interest should be avoided. A lone agenda item shall not be cause for the elimination of an individual's membership on the SHAC; however, any such individual shall refrain from participation in decisions and voting as to that issue.

ARTICLE V: **OFFICERS**

1. Officer Positions. The SHAC shall elect a Chairperson and Vice-Chairperson from parent members. The SHAC shall also elect a Secretary from the parent or community membership. Each officer may serve a two-year term and shall be re-elected to subsequent terms. Newly elected officers will assume their position immediately after election by the full SHAC membership. Election of officers shall be the first order of business. In the event that the Chairperson and Vice-Chairperson is vacant, the SHAC Administrative Liaison shall coordinate an open nomination process.
2. Responsibilities of the Officers.
 - A. The responsibilities of the Chairperson shall be to:
 - i. Preside at all meetings of the SHAC.
 - ii. Appoint standing and ad hoc subcommittees as necessary.
 - iii. Serve as a member of all standing subcommittees with the same voting rights as the rest of the members serving on that standing subcommittee.
 - iv. Work directly with the Administrative Liaison to compile agendas for all meetings of

- the SHAC.
- v. Ensure that the SHAC meets fulfils its duties in accordance with SHAC’s authorizing statutes, these Bylaws and Operating Procedures, School policy, and direction of the Board or Superintendent.
- B. The responsibilities of the Vice-Chairperson shall be to:
- i. Preside at SHAC meetings in the absence of the Chairperson.
 - ii. The Vice-Chairperson shall oversee the activities of all subcommittees.
 - iii. Perform other responsibilities as may be prescribed by the SHAC Chairperson, which are in accordance with SHAC’s authorizing statutes, School policy, and direction of the Board or Superintendent.
- C. The responsibilities of the Secretary shall be to:
- i. Record and prepare minutes of all SHAC meetings and submit to the SHAC Administrative Liaison for posting and record-keeping.
 - ii. Ensure committee follows the agenda and meeting procedure, and assist the SHAC Chairperson, SHAC Vice- Chairperson, and all subcommittee chairs with meeting protocols

ARTICLE VII: **ADMINISTRATIVE LIAISON**

The Superintendent or their designee shall serve as Administrative Liaison for the SHAC. Responsibilities of the Administrative Liaison shall include:

- A. Preparing and distributing meeting notices, minutes, and arranging the location of SHAC meetings.
- B. Providing members and support staff with agendas and all background materials.
- C. Serving as custodian of all SHAC records, and in the absence of the SHAC Secretary, the School Administrative Liaison shall record and prepare minutes of all SHAC meetings.
- D. Informing the Board of Directors and SHAC Chairperson of member vacancies and member absences, as appropriate.
- E. Providing support with SHAC’s annual report to the Board of Directors.
- F. Maintaining regular communication with the SHAC Chairperson on all issues pertinent to the SHAC’ duties.
- G. Providing any assistance, as requested, in accordance with the SHAC authorizing statutes, these Bylaws and Operating Procedures, School policy, and the direction of the Board of Directors.

*Bylaws and Operating Procedures approved by Foundation for
Recovering Youth Board of Directors On October 28th, 2025*