

Arrow Academy

School Health Advisory Council (SHAC)

Meeting Minutes

Meeting Date: January 14, 2026

Time: 2:00 PM – 2:35 PM

Location: Virtual

Meeting Type: First Official SHAC Meeting

Attendance

Name	Role	Present
Robin Jones	Chairperson	✓
Charnice Tatum	Vice Chairperson	✓
Crystal Warner	Secretary	✓
Anna Lerma	Parent Member	✓
Tiffany Green	Administrative Liaison	✓

Quorum Established: Yes

Call to Order

Meeting was called to order at 2:00 PM by Administrative Liaison Tiffany Green, who welcomed the committee and turned the meeting over to Chairperson Robin Jones.

Agenda Items

1. Introductions

All members introduced themselves and stated their roles on the committee.

2. Overview of SHAC Purpose and Legal Requirements

SHAC is a required advisory body under Texas Education Code §28.004. Arrow Academy SHAC is authorized by the Board of Directors in compliance with state law. SHAC is advisory only; the committee makes recommendations to the Board but does not make final decisions.

Primary functions:

- Advise on health education curriculum and instruction
- Review and make recommendations before changes are made
- Serve as a bridge between the school district and the community
- Ensure community values are reflected in health education

3. Review of SHAC Bylaws and Operating Procedures

Bylaws were previously distributed to all members via email. Recording requirement discussed: Audio recording required; video not required per bylaws. Meetings must be posted within 10 days of conclusion.

Officer Responsibilities Reviewed:

- Chairperson: Presides over meetings, appoints subcommittees, works with Administrative Liaison on agendas, assists with annual Board presentation
- Vice Chairperson: Presides in Chairperson's absence, oversees subcommittee activities, performs duties as prescribed by Chairperson
- Secretary: Records and prepares minutes, submits to Administrative Liaison for posting, ensures committee follows agenda and meeting procedures

Open Meetings:

- All meetings are open to the public
- Agendas posted in advance
- Public comment included on each agenda

4. Annual Acknowledgement

All members confirmed receipt and understanding of SHAC bylaws.

5. Review of SHAC Duties and Annual Responsibilities

Committee must meet at least four (4) times per year.

Required focus areas under state law:

- Physical health
- Mental health
- Wellness
- Student safety

Health education curriculum review and recommendations. Submission of annual SHAC report to Board of Directors.

6. Discussion of 2025–2026 SHAC Priorities

Vice Chairperson Tatum proposed the following priority areas:

Foundational Health Literacy:

- Hygiene habits (personal hygiene, importance of sleep)
- Conflict resolution (solving conflicts with peers at a young age)
- Food allergies (awareness and respecting others with allergies)
- Healthy habits (sleep, nutrition, exercise)

Safety Recognition & Response:

- Emergency response (teaching children about 911 and when to call)
- Trusted adults (identifying safe adults, understanding that adults should not keep secrets with children)
- Getting help (knowing which adults to approach when feeling uncomfortable or unsafe)
- Poisoning/overdose recognition (button batteries, household dangers)

Chairperson Jones added:

- Mental health awareness and reducing stigma around seeking counseling
- Teaching children to speak up about their feelings regardless of circumstances
- Shared personal experience regarding the value of school staff alerting families to student concerns

Committee Discussion:

- Discussed how to navigate mental health education when parents may be a source of stress
- Suggestion raised to conduct parent workshops on mental health awareness
- Discussed possibility of virtual parent workshops to include all Arrow Academy campuses

7. Clarification on Previous SHAC Reports

Vice Chairperson Tatum asked about last year's SHAC report for reference.

Administrative Liaison Green clarified that charter schools were only required to establish SHAC committees as of September 2025. This is Arrow Academy's first SHAC committee; there is no prior report.

8. Meeting Schedule

Proposed dates for remaining SHAC meetings were reviewed and adjusted:

Meeting	Original Date	Final Date	Time
Meeting 2	February 11, 2026	February 11, 2026	2:00 PM
Meeting 3	March 25, 2026	March 26, 2026	2:00 PM
Meeting 4	April 22, 2026	April 22, 2026	2:00 PM

Note: March meeting changed from 25th to 26th due to leadership meeting conflict.

Action Items

Action	Responsible Party	Due Date
Investigate possibility of virtual parent workshop on mental health awareness	Tiffany Green	TBD
Review bylaws thoroughly before next meeting	All Members	February 11, 2026

Public Comment

No public comments were submitted.

Adjournment

Meeting adjourned at 2:35 PM by Chairperson Robin Jones.

Next Meeting: February 11, 2026 at 2:00 PM (Virtual)

Minutes prepared for review by Crystal Warner, Secretary

Draft submitted by Charnice Tatum, Vice Chairperson