

**Fremont Union High School District
Community Wellness Task Force Meeting**

**August 22, 2016, 3:30 – 5:30 pm, FUHSD PLC
Minutes**

	Item
1	Welcome and agenda review
2	Review of Wellness Taskforce Activities 2015-16 Defined key problem Key problem end goals Definition of wellness Survey goals
3	Preparation for administration of the Student Wellness Surveys <ul style="list-style-type: none"> • John shared the information flyer that has been available through school sites since before school started • “Heads up” emails to sites for distribution to stakeholders: 8/22/16 • Links sent to school sites: 8/29 • Links emailed to stakeholders: school loop to students and parents; district email to staff • Hard copies mailed home to identified families/non-internet • Announcement at BTSN • Survey window open = 9/1 – 9/30 • Weekly participation rate updates from Hanover to the school sites
4	Plan for review and analysis of survey results <ul style="list-style-type: none"> • Discussion and suggestions re: <ul style="list-style-type: none"> ○ Summary presentations of data (what? who?) Suggestion to share the data/statistics from the survey to the stakeholders via email prior to the focus group meetings; review the info at the meeting and then take input from attendees <ul style="list-style-type: none"> ○ Site presentations/forums (Taskforce involvement - who? what/roles? when?) Presentations/Focus groups by school site Taskforce parents and students present; well-received by parents Discussion about the best way to secure student feedback; input from principals <ul style="list-style-type: none"> ○ Process for development of recommendations to FUHSD Board (what? how? who? when?) 9/26: taskforce meeting, begin planning site presentations; site groups, presentation format 9/30: survey window closes Raw data may be available by 3 rd week in October 10/24: review summary of raw data emailed to task force 10/31: taskforce meeting to plan site presentation and board update Halloween is challenging; 11/1 is college deadline; decision for 10/24 11/11: survey summary and findings received and emailed to taskforce 11/21: taskforce meeting to review and analyze findings and plan site presentations Site presentations: 11/21, 11/28, 12/5, 12/12 Challenging time for stakeholder groups; consider moving the meetings to January

	<p>Suggestion to consider presentations in early November; concern that final data will not be prepared; discussion about focusing on parents in late November/early December, staff and student presentations in January</p> <p>Site based presentations with staff, student, and parent presenters</p> <p>Student focus groups, consider video testimonials</p> <p>Determine additional forums depending on survey outcomes</p> <p>Concern about timing between taskforce meetings on 12/12 and 1/9</p> <p>2/6 Taskforce meeting</p>
5	<p>Taskforce activities 2016-17</p> <ul style="list-style-type: none"> • Small group meetings by school site to discuss draft meetings schedule <ul style="list-style-type: none"> ○ Frequency of meetings, ○ Topics per meeting/semester
6	<p>Closure</p> <ul style="list-style-type: none"> • Review meeting and follow up action • Next steps/dates: John will update the calendar invites <ul style="list-style-type: none"> ○ 9/1 – 9/30 - Survey open ○ 9/26 - Taskforce meeting: discussion about focus group content and timing ○ 3rd week in October – Some raw data available ○ 10/24 - Taskforce meeting: review of raw data ○ Early/mid Nov - Results returned ○ 11/21 - Taskforce meeting ○ Nov - Board Update ○ 12/5 - Taskforce meeting: Plan school site presentations ○ January - School site presentations/forums begin