

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

**Monday September 26, 2016
FUHSD PLC (3:30 – 5:30 pm)**

Meeting Minutes in italics

***In attendance:** Nour Dannawi, Benaifer Dastoor, John Dwyer, Pooya Hajjarian, Lenora Heuchert, Lora Lerner, Sharlene Liu, Eileen Mao, Jeff Moe, Isabelle McNeil, Susan Mrozack, Richard Prinz, Jesus Ramirez, Lori Riehl, April Scott, Colleen Vandevoorde, Eric Wong, Patrick Yeung.*

The meeting opened at 3:35 p.m.

Agenda

| | Item | Facilitator | Time |
|---|---|--------------------|-------------|
| 1 | Welcome and agenda review <i>John introduced the meeting purpose and agenda. Participants introduced themselves and their role.</i> | Trudy & John | 5 min |
| 2 | Review of Student Wellness Survey Administration <i>John reviewed the Taskforce defined problem, goals, action, and definition of wellness. He then reviewed the main aspects of the administration of the Student Wellness Survey to date (see meeting ppt for detail). John mentioned that a web page for the Wellness Taskforce force would be added to the District website in the near future.</i> | John | 10 min |
| 3 | Revisions to Meeting Dates and Taskforce Work Plan 2016-17 <i>John reviewed adjustments made to the Wellness Taskforce Meeting and Work Plan schedule for the remainder of the year. All agreed that the changes we appropriate (see below for detail).</i> | John | 10 min |
| 4 | Plan for the November 3 Board update <i>John reviewed a tentative plan for the 20 minute presentation to the FUHSD Board of Trustees on November 3 (see meeting ppt for detail of Board meeting presentation). All agreed that it would only be appropriate to present demographic data on participation rates for this particular update. The February Board meeting update will be the opportunity to present the full set of data, summary findings, and recommendation from the Taskforce. Two parents (Sharlene Liu and</i> | John | 45 min |

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|---|---|----------------|--------|
| | <i>Isabelle McNeil) volunteered to assist John with the Board presentation on November 3.</i> | | |
| 5 | <p>Looking ahead:</p> <ul style="list-style-type: none"> • Next meeting - Monday 10/24 - ACE Rm. 10, Computer Lab • Preliminary plans for school site presentations <p><i>John reviewed the goals and tasks set for the 10/24 Taskforce meeting. There was discussion about how the Taskforce would set up the various meetings that would be required to present information and gather additional feedback from each stakeholder group. Discussion also focused on how difficult it might be to get parents to attend a meeting where the survey findings would be presented and more feedback could be sought. This discussion will continue at the 10/24 meeting. It was agreed that the way that the meetings will be "badged" will be important to achieve significant levels of participation from each stakeholder group. It was agreed that it will be most time efficient and effective to hold meetings for each stakeholder group where survey findings will be presented and opinions on priorities could be gathered at one time, rather than holding separate meetings for these tasks.</i></p> <p><i>Action: John will send out information regarding the tasks to be achieved and questions/issues for the Taskforce and each site presentation team to respond to at the 10/24 Taskforce meeting.</i></p> | John | 15 min |
| 6 | <p>Closure</p> <ul style="list-style-type: none"> • Review meeting and follow up action • Next steps/dates: <ul style="list-style-type: none"> ○ 9/30 - Survey closes ○ 10/24 - Taskforce meeting (rescheduled) ○ Nov 3 - Board Update (interim progress) ○ 11/21 - Taskforce meeting ○ 12/5 - Taskforce meeting (rescheduled) ○ 1/23 - Taskforce meeting <p><i>John reviewed the meeting discussion, agreements, and action items. The next Taskforce meeting will be on 10/24 in Room 10 on the Adult and Community Education campus behind the PLC.</i></p> <p><i>The meeting adjourned at 4:30 p.m.</i></p> | Trudy and John | 10 min |

Fremont Union High School District
Community Wellness Taskforce

Meeting Dates and Tentative Work Plan 2016-17
Revised Sept 2016

9/26

This meeting would be held to:

- Review the survey administration (the survey won't have closed but we should have a decent idea of how well we have done in terms of participation and organization).
- Plan and give input to the November Board update (date TBC - who will present, what will we present e.g. 1. What the survey intended to find out, 2. How we administered the survey, 3. Participation rates, 4. Any early data/results we are able to share).

10/24 (rescheduled)

This meeting would be held to:

- Make preliminary plans for school site presentations (a discussion of how we want to organize the presentations, what we want to present, who will be presenting at each site, etc... from what we know about how Parent Survey presentations went), set dates for site presentations, and plan how we advise sites.
- Begin planning site presentations with the raw survey data we may have received by then (Hanover has indicated we could have some raw survey data by the 3rd week in October).

11/21

This meeting would be held to:

- Review the summarized survey data and findings from Hanover.
- Use a generic presentation ppt made up for each site (like the Parent Survey ppt) that we can discuss and edit, then divide the Taskforce up by sites to customize and plan the presentation for each site.

12/5 (scheduled)

This meeting would be held to:

- Complete planning school site presentations/forums (that will take place weeks beginning - 1/3 (?), 1/9, 1/16, 1/23)

1/23 (rescheduled from 1/9 till after site presentations)

This meeting would be held to:

- Begin developing recommendations to the Board based on school site data and identified priorities, strategies, and recommendations from site presentations/forums -
- Begin planning the February Board presentation (date = Feb28? TBC)

2/6

This meeting would be held to:

- Complete developing recommendations to the Board (Board meeting anticipated to be Feb 28)
- Plan and practice the Board presentation.

3/27

This meeting would be held to:

- Review and evaluate student nutritional health issues and concerns (TBC).

4/24

This meeting would be held to:

- Review and evaluate student mental health issues and concerns (TBC).

5/22

This meeting would be held to:

- Review structure and purpose of the Wellness Taskforce and plan future action and meetings (TBC).

Notes/Dates:

Mon 10/17 – Teacher Work Day

Fri 11/11 – Veterans Day

11/24 – 11/25 – Thanksgiving Break

Fri 12/16 – Teacher Work Day

12/19 – 1/2 – Mid Year Break

Tue 1/3 – 2nd semester begins

1/16 - MLK Jnr Holiday

2/20 – 2/24 - Presidents Week Break

2/28 – Board meeting