

**USDA Wellness Committee**  
**5/19/22 (Thursday) at 3:30 am**  
**Via Zoom**  
**MINUTES**

**Attendance:** Natalie McCammack, Ellen Lencsak, Amy Medling, Kelly Zakar, Amy Cassidy and Kelly Seeley

**1. Identify Note Taker**

**2. Committee Composition**

- Retirements – Ellen Lencsak and Bob Ouellette - THANK YOU!!

**The Committee gave their “well wishes” to both Ellen and Bob**

- FY23 Committee Membership To Date (see attached)

**Kelly S. let the Committee know that we have two new members: Kelly Zakar and Colleen Micavich.....both are our school board representatives and both are coming from the Brookline school board. Despite the very short notice, Kelly was able to attend the meeting today.**

**3. Data Discussion and Analysis**

- Review reports from each school (see attached)
- Initial feedback

**The Committee felt the reports were, for the most part, done well. It was thought that the CSDA report was the standout and should be used as the template for how to collect the data. There were a couple of corrections made and the Committee had a few questions but in the end didn't see the need for any changes in data gathering. The Committee agreed that data should be collected in November, February and April.**

**4. Annual Assessment Report**

- Due on website in July
- Format
- Policy says: “Progress on each measurable goal will be gathered from each school and reported on the SAU website in July for the previous school year”

**Kelly S. asked the Committee what they suggested for the format we should use to report the results. Amy C. suggested that she ask her contacts with the DOE Nutrition Department on what they are seeing from other schools or if they have a preferred way of reporting. It was decided that once we get answers back from the DOE, Kelly will adopt that format and send out, via email, to the committee for their feedback, changes and ultimate approval before posting on the SAU website in July.**

**5. Looking Ahead (Sept/Oct):**

- First draft written documentation of:

- Implementation Plan
- Annual Public Updates

**Kelly let the Committee know that she would take all the feedback gathered from the May meeting and create the first draft of the written implementation plan and the written description of how public updates would be handled. She would have those ready for review at our next meeting in the fall.**

- Begin discussion of possible policy changes based on data gathered
- Next fall will also be the time that the Committee should start discussing possible changes to the policy using the data we have gathered from each school.**

**Other: It was noted that the food policies for each school should appear in the handbooks. It was felt that these policies are not widely known by staff primarily because of Covid so there is a need to make sure the staff is aware.**

**6. Next Meeting: TBD – 3:30 pm, Zoom or Location TBD**