

**USDA Wellness Committee**  
**3/9/23 (Thursday) at 3:30 am**  
**Via Zoom**

**MINUTES**

**In attendance:** Amy Cassidy, Pam Banks, Linda Lannin, Jennifer Rocheleau, Stacie Sanborn, Allie Buschmann, Liz Barbour, Amy Medling, Colleen Micavich and Kelly Seeley

**1. Welcome New Committee Members!**

- Welcome to new members Jennifer Rocheleau from HPS filling the open nurse position and Paula Izbicki also from HPS filling the open administrator position.
- The current open positions are: one food service staff person and two student positions.

**2. FY23 Meeting Dates via Zoom**

- **NEXT MEETING - Thursday, June 1<sup>st</sup> @ 3:30**
- FY24 schedule not yet determined

**3. Homework from December Meeting**

- The Committee had no new SMART goals to add to the policy and/or the progress reports. They had no goals to delete and there were no structural changes identified to make to the progress reports.

**4. Merged Policy Draft**

- The Committee discussed several additional adjustments that needed to be made as well as a few suggestions to the merged document. The Committee agreed that with those changes the revised/merged policy can now be sent to each district's policy committees which will ultimately go to the school boards for final approval.
- The Committee is hoping the school boards will be able to approve in time for this policy to be in effect for the next school year.
- The Committee also acknowledged that the new policy will change the timeline and process for the Building Wellness Coordinators and the Committee itself so, hopefully, we'll have time to react to that in the next school year.
- There are concerns, by at least one Committee member, that the teachers and staff need more exposure to the policy (current or new) as many are not following it. It was agreed that the committee and the administration both need to do a better job of educating and enforcing what is in the policy.
- To that end, it was suggested that the Committee create a simple one-page sheet that can be distributed to all staff. Allie Buschmann will create a first-draft for the Committee to use to brainstorm the final version during the June 1<sup>st</sup> meeting.
- Also, once the new policy is approved, Kelly will push enforcement and accountability with the leadership team.

**5. Plans for the Rest of the Year**

- The Committee discussed that the Building Wellness Coordinators will be collecting another round of Goal Progress in May. The results will come to the Committee along with the draft annual report for discussion during the June meeting.
- The Annual Report will be posted to the Website in July.

- The Committee will also discuss any status updates on the draft policy sent to the district's policy committees.

## **6. New SAU Website – What to Include**

- The Committee discussed what the current website has and doesn't have. Several suggestions were made:
  - ✓ The wellness committee section should have a link to the food service section especially since the food service section has all the items that are required by the USDA for a food service section
  - ✓ The food service section should have a link to the wellness committee section.
  - ✓ The section should have the fewest amount of "clicks" as possible.
  - ✓ The wellness committee section should have links or direct others to other wellness initiatives within the SAU.
  - ✓ The section should include all info that the policy tells us we need to have to include the policy, the annual reports and how we gather public feedback.
  - ✓ The section should include any posters or promotional materials used in the schools.
  - ✓ The Committee page on the current website is buried. In the new website it should be accessible with fewer clicks.

## **7. Looking Ahead to Next Meeting:**

- Review one-page staff education document on revised policy draft-Allie
- Review of May data-Kelly
- Discuss the Annual Report that will be posted in July-Kelly
- Discuss what needs to be done differently once the new policy is approved by school boards-Kelly
- Review proposed implementation timeline (and any updates) for updating the school meal standards-Amy C. (flyer distributed in March).