USDA Wellness Committee
1/18/24 (Thursday) at 3:30 am
Via Zoom

MINUTES

1. FY24 Committee Membership Update

- Welcome to new member Shannon Matthews. Shannon replaces the Allied Health Professional position held by Pam Banks who retired in FY23 • Several other open positions: Food Service positions, PE Teacher (preferably elementary) and two students

Agenda adjustment made to move **3. One Page Staff Education Document-Allie** up to the first matter at hand. Minutes for this section are below.

- Revisit topic

Allie shares ideas on how to make the decision tree flowchart easier to read and how to communicate what it asks to the staff that it affects. Amy and Linda both support Allie's suggestions and encourage her to stick with the bullet points over the lengthy sentences as it is more palatable.

- Latest version

Based on those changes, which the committee agreed on, Allie will bring an updated flowchart to the next meeting. She welcomes feedback via email by anyone interested.

Kelly takes the meeting back over and the committee moves forward with the agenda as planned. Stacie and Amy both quickly noted that they will follow up with asking some of their colleagues to join this committee to fill the listed openings.

2. Updated Policy

- Approved in HSD and Coop, with the Policy Committee in BSD

Hollis and COOP have both approved JLCF- Wellness. Brookline is nearly finished with their approval process. The committee operates under this policy.

Kelly proposed a blanket email to send all principals that they would then send out to staff to remind them about following the policy. Stacie reiterated that this is important as the contents of the policy are sometimes challenged. Amy recommends that Allie's decision tree could be added to this blanket email which was met with approval from the committee.

3. One Page Staff Education Document-Allie

- Revisit topic
- Latest version

Please see above for minutes on this section.

4. Status of USDA Timeline for Updating the School Menu Standards-Amy

Amy shares that proposals have been made and that we are awaiting published rules and timelines from the USDA. We can expect final rules in time for next school year (2024-25). These rules would be maintained through 2029. Amy also noted that the changes should not be anything shocking or unexpected.

5. FY24-New Policy, New Procedures

- Wellness Coordinators used the assessment tool to gather the data for their school in November
- Principals' have been given the results of their assessment so they know what improvements need to be made January through May
- Wellness Coordinators will use the assessment tool to gather the data for their school again in May
- Wellness Committee will review the baseline data in January (see attached reports)
  - Please be prepared to discuss the results
  - Some questions we want to answer are:
    - ✔ Are we asking the right questions?
    - ✔ What questions are we missing?
    - ✔ Are our schools on the right track?
    - ✔ Do the results indicate a direction we need to explore?
    - ✔ What questions do you have?
- Wellness Committee will review, in June, the data gathered in May to analyze the improvements made from the baseline assessment done in November

The committee discussed the baseline assessments that were sent out and filled out by each school's wellness coordinators. The committee then discussed the feedback we got back. Amy notes that the food service department would like to complete 2 of their goals this year- which seems feasible based on the results we got back. Stacie felt that the overall results were better than anticipated and that we were in decent shape as far as our goals go otherwise. Linda felt like maybe there was a call to action felt by people that took the survey. Shannon agreed that the results were promising. Goal's held similar status across all of the schools with the middle school having accomplished the most goals. Reevaluation of these goals is in May and the committee will compare results in June.

Goal: Committee members to come to the April meeting with a new goal for next year for us to consider. It was emphasized that they should be more challenging than the goals set for this year.

The meeting was adjourned around 4:00pm.

6. Next Meeting: April 18th – 3:30 pm via Zoom

7. FY24 Meetings:

- April 18th
- June 6th