Webster Groves School District

District Wellness Committee — Meeting Minutes

Meeting 1 of 4: Kickoff, Requirements, and Policy Review

Wednesday, September 17, 2026 • 4:00–5:00 p.m. • Location: Central Office Board Room

Attendance

Committee roles represented (mark present/absent and enter names below):

Role	Name	Present
Chair / Administrator	Tina Scott & Rachel Winningham	☐
Food Service Director	Brittan Richars	☐
PE / Health Representative	Annie Lybarger	☐
Nurse Representative	Rachel Winningham	☐
Counselor / Social Worker	Sarah Bodi	☐
Building Reprensentation	Alica Brent Colleen Lucas	☐
Parent / Student Representative	Jennifer Davis	☐
Human Resources	LaNita Harrison	☐
Other Attendees		

Minutes recorded by: _____

Call to Order

The meeting was called to order at 4:00 p.m. This was the first of four planned 2026–2027 District Wellness Committee meetings, convened to begin the district's triennial wellness policy assessment. The Chair reviewed the meeting goal: understand the requirements, identify the documents to review, divide the assessment work, and establish a stakeholder-input process.

1. Welcome and Committee Responsibilities (4:00–4:05)

The Chair welcomed the committee and reviewed its yearlong charge:

- Assess the district's written policy.
- Determine whether district and school practices comply with the policy.
- Compare the district policy with a model policy.
- Measure progress toward existing goals.
- Recommend policy updates.
- Establish new measurable goals.
- Inform and involve the public.
- Publish the completed triennial assessment.

2. USDA Requirements, Products, and Timeline

The committee reviewed the minimum areas USDA requires the wellness policy to address — nutrition promotion and education, physical activity, other school-based wellness activities, nutrition standards for foods and beverages sold and provided to students, food and beverage marketing, stakeholder participation, identification of responsible officials, public notification, triennial assessment and updates, and recordkeeping — along with the twelve products required this year (compliance checklist, WellSAT Policy assessment, practice assessment, model-policy comparison, progress

summary, stakeholder documentation, revised policy if needed, measurable goals, implementation/monitoring plan, public report, annual notification, and Board-approved policy if revisions require it).

The committee reviewed the proposed timeline for the year:

Deadline	Product
September 17	Assign assessment sections and establish public-input process
November 5	Members submit section findings and documentation
November 19	Review findings and draft revisions and goals
December 18	Consolidated policy draft and assessment circulated
January 21	Committee finalizes recommendations
February–March	Administrative review and Board approval
April 22	Committee reviews public documents and implementation plan
By June 30	Publish assessment results, updated policy, and public notification

Note: the federal rule does not set June 30 as the required date. The Food Service Director was asked to confirm the district's actual triennial due date from the last completed assessment or administrative-review records.

3. Review of WGSD's Current Wellness Policy

The committee was directed to the WGSD Wellness Committee webpage to access the current Board-adopted wellness policy, and to collect the following supporting documents:

- Any administrative procedure connected to the policy
- Prior triennial assessment
- Previous wellness goals or reports
- Prior meeting minutes
- Building handbooks or procedures addressing snacks, celebrations, rewards, recess, vending, or fundraisers
- Nutrition and physical education curriculum documents

The committee agreed to organize its review of the policy using six WellSAT areas — federal requirements; nutrition environment and services; nutrition education; physical education and physical activity; employee wellness; and integration and coordination — noting these categories may not match WGSD's own policy headings but will ensure all major areas are reviewed.

4. Introduction of the Assessment Tools

The committee was introduced to the WellSAT 3.0 tools (renamed in the 2025 update): WellSAT Policy, which evaluates the strength and completeness of the written policy; WellSAT Practice, which evaluates what the district and schools are actually doing; and the WellSAT Triennial Assessment tool, which helps compile the required assessment. The committee reviewed the WellSAT Policy scoring scale: 0 = not addressed; 1 = addressed with weak, vague, or optional language; 2 = addressed with clear, specific, and enforceable language.

5. Assignment of Policy Sections and Data Collection

Each committee member was assigned a section of the policy to evaluate and asked to answer, for that section: what the policy says, what the district currently does, what evidence supports that conclusion, whether the policy is fully, partially, or not implemented, whether stronger or clearer language is needed, and what improvement the committee should recommend. Section assignments were made as follows:

Person / Role	Assigned Review	Supporting Evidence to Collect
Tina Scott	Federal requirements, public involvement, oversight, reporting, and recordkeeping	Current policy, prior assessment, notices, committee membership, agendas, minutes, website postings, and Board records

Person / Role	Assigned Review	Supporting Evidence to Collect
Brittan Richars	School meals, nutrition standards, competitive foods, and food marketing	Menus, meal-participation information, Smart Snacks documentation, vending information, fundraiser guidance, food contracts, and marketing practices
Annie Lybarger	Nutrition education, physical education, and physical activity	Curriculum, instructional minutes, PE schedules, recess schedules, movement activities, and before- or after-school opportunities
Rachel Winningham	School health and other wellness activities	Health education, screenings, health-office trends, wellness activities, and health-related resources
Sarah Bodi	Mental, social, and emotional wellness activities	Prevention programs, counseling supports, referral information, student-support activities, and resource communications
Collen Lucas/Alicia Vrent	School-level implementation	Building handbook, celebration practices, food rewards, fundraisers, recess practices, water access, and wellness activities
Jennifer Davis/Lanita Harrison	Family and student experience	Feedback about meals, physical activity, wellness programs, barriers, and communication

6. Stakeholder and Public-Input Process

The committee reviewed the USDA requirement to permit participation by parents, students, school food authority representatives, physical education teachers, school health professionals, Board members, school administrators, and members of the general public — noting that not every category must attend every meeting, but the district must provide a genuine opportunity for participation. The committee agreed to the following stakeholder engagement process:

- Update the committee webpage with the 2026–2027 meeting dates, focus, members, agendas, and minutes.
- Maintain the existing public-comment form.
- Send a short survey through ParentSquare to families, students, and staff.
- Invite at least one parent and one secondary student to Meetings 2 and 3.
- Ask the Board to designate or invite a liaison.
- Include a public-comment opportunity on every agenda.

The committee agreed to keep a stakeholder-engagement log recording date, audience, method, number of responses, major themes, and committee response, and to summarize input in the triennial assessment report. Draft survey questions were reviewed and will be finalized before distribution (familiarity with the policy, strengths, barriers to healthy choices, adequacy of physical activity opportunities, availability of healthy food and water, areas of the policy to strengthen, priorities for the next three years, and interest in further participation).

Action Items Before Meeting 2

Action Item	Due
Complete assigned WellSAT Policy sections.	November 5
Review actual district and school practices.	November 5
Submit supporting evidence.	November 5
Distribute the stakeholder survey.	Before November 19

Action Item	Due
Compile survey responses and public comments.	Before November 19
Locate the last triennial assessment and confirm the next due date.	Before November 19

Next Meeting

Meeting 2 is scheduled for Thursday, November 19, 2026.

Adjournment

The meeting was adjourned at 5:00 p.m.