



The School District of Palm Beach County

Wellness Promotion Policy (2.035)

Meeting Notes

Date:

March 14, 2012

Topic:

Wellness Promotion Task Force – Small Group Meeting (FY 2011-2012)

School District Goals:

- Effective Governance Customer Service Safety

Current Policy, Procedure and/or Situation

Wellness Promotion Policy (WPP) (2.035)

Meeting Attendees:

Bruce Harris	Donna Winter	Kim Sandmaier	Stephanie Wagner
Candace Doon	Erica Whitfield	Mark Murray	Steve Bonino
Christina Crespo	Kathleen Moore	Miguel Benavente	Tom Aguanno
Dick Hardman	Kim Mazauskas	Paula Triana	Yelena Gonzalez

Discussion/Progress:

The meeting began at 8:30 a.m.

Paula T. Welcome everyone -- Steve will be in shortly, he is at another meeting. This is a small planning group and not the usual Wellness Promotion Task Force meeting. Our next Task Force meeting is on Wednesday, April 4, 2012. This meeting is where we discuss and plan the development of the **Wellness Promotion Policy (WPP) Annual Report** for this school year which runs from **July 1, 2011 through June 30, 2012**, we discuss deadline, and answer any questions. Thank you all for coming because everyone is important in contributing to the WPP Annual Report. Please refer to your packet – there is an Agenda and an Expectations & Project Outline which gives an example of the layout for the WPP Annual Report and any new additions/considerations.

The other two documents refer to the Florida Healthy School District Self-Assessment Tool. In 2009, we applied on behalf of the District. From the last self-assessment we received a final score of 81% and this morning we will review what our expectations are for this year.

The revised WPP (2.035) and the Goals & Objectives documents will go before the School Board for its first reading tonight. At this time we have not had any questions from any School Board Member. We did previously have a School Board Member meet with Steve and me in November 2011 and we addressed those concerns at the revised documents. We also had a final WPP meeting with the Leadership Team on December 15, 2011 to discussed revised details of this policy, and additional recommendations/revisions were added with the assistance of Mr. Bruce Harris – Senior Counsel. By us communicating and working together – principals and district leaders are becoming more aware that there is a Wellness Promotion Policy in place.

I attended the School Nutrition Association - Legislative Action Conference in Washington D.C. last week. We have many changes with the Nutrition Standards of the Child Nutrition Programs – SBP & NSLP. Good nutrition is essential for the wellness of our students in Palm Beach County.



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Bruce H. After the last Wellness Promotion Task Force meeting we received some comments in regards to the WPP (2.035) and its Goals & Objectives. These comments were reviewed and incorporated in the current revised version of the policy going before the School Board meeting tonight.

Paula T. Any district revised policy requires Public Hearing, so it was advertised in the Palm Beach Post in addition to being presented to the Wellness Promotion Task Force on February 1st for any feedback/comments to be considered. Upon review, some comments were added and some were not with justification. If anyone wants to come out and support us tonight at the School Board meeting - we will greatly appreciate it.

The second reading/adoption for the WPP will be tentatively scheduled for May 2012. Once adopted, this policy will be submitted to the Florida Department of Agriculture and Consumer Services – Food, Nutrition & Wellness Office for update and renewal. The current Wellness Promotion Policy was last updated in 2009.

Please refer to the Expectations & Project Outline document. Just to give a brief history of the WPP Annual Report, our previous themes have been: **Change, Unity, Transformation, Personal Responsibility** and the theme for this school year will be **Perseverance**. Perseverance will be the continued theme for the next few years. However, we need a tagline like we had last year “**Personal Responsibility...starts with You**”. **Any ideas for Perseverance?** This school year our district leadership has changed and hopefully the support from our new district leadership will continue as in the past. *We will keep pressing on...*

During the WPP Annual Report (FY 2010-2011) presentation last year (November 16, 2011), School Board members recommended the following:

- Expand on employee and student stress and its affect - Kim Sandmaier/others will address this...in the new report...
- Fresh Fruits and Vegetables...school gardens/farmers markets on weekends – how is the district addressing this because fresh produce is perceived as expensive – Erica Whitfield/others will address this...in the new report...

The School Board presentation has been reduced from 90 minutes on the 1st annual report to 30 minutes. The key thing is to be able to answer the questions asked from our School Board members clearly and concise.

Bruce H. The School Board was very impressed at last year’s presentation and although there were some questions that is to be expected.

Paula T. The School Board was excited to see all the collaboration both internally and externally with community partners in the past WPP Annual Report presentations. We have created an open forum for collaboration.

In the WPP Annual Report (FY 2010-2011) we added assessments to show measurable outcomes. Each school year the WPP Annual Report should contain new material and not the same documents. We want this WPP Annual Report to evolve and keep telling the story. The WPP Annual Report should highlight all district-wide health and wellness initiatives and programs.

We met with Ms. Kim Mazauskas and Mr. Rick Lewis recently who are working and doing a lot



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with Marzano. Wellness goes from both sides – instructional and non-instructional. All of us need to be in the same page whether we are on the academic side or the non-academic side of the District. There needs to be clear communication, a common knowledge and most of all transparency.

Kim M. Improving all relationships is on our agenda for next school year (FY 2012-2013). Promoting respect not only for teachers but for the support staff is important. I constantly receive phone calls regarding interpersonal adult relationships and issues with adults not getting along in the work place. Relationships affect the health of the workplace.

Paula T. It is exciting that we have a Superintendent – Mr. E. Wayne Gent who is supportive of wellness and the overall health of our students and staff. We all need to work together and get along in order to be successful. I am also excited to have Ms. Kim Mazauskas onboard because she deals with bullying and the student to student relationship – important topic to add to the WPP Annual Report.

You all are the core of this project and we depend on your expertise and your materials to put out an excellent WPP Annual Report (FY 2011-2012) together. Once your materials are completed please submit them to Ms. Candace Doon at candace.doon@palmbeachschools.org We ask that you please proof read and edit all materials and submit them by or before **Thursday, July 19, 2012**. For those of you who are evaluating programs and waiting for vendor information we can discuss extending that deadline. This project is very comprehensive and we need to carefully assess all the material once we receive them. We want to make sure to recognize every contributor/team. Every school year there is evolution, growth, evaluation, and program impact. All the historical data and previous WPP Annual Reports are stored under the “United Resource” Tab – under Archives. For documentation, we ask you to add new topics and programs - anything important.

Bruce H. During this past year – Congress passed new legislation which relates to wellness promotion. This District is ahead and already provides most of what the legislation requires. We have added the new requirements within the proposed/revised Wellness Promotion Policy. We just need to make sure all the elements are covered in the future WPP Annual Reports - if they were not covered before.

Paula T. With the new legislation we were asked to incorporate wellness promotion, assessment, evaluation, successes, and non-successes. We need to show measurable outcomes and document to the best of our ability all the measurable outcomes.

Kim M. Where would mental health awareness go in the WPP Annual Report for both employees and students?

Paula T. Psychological services for students are handled through the SIS and ESE Department, employee mental health issues are handled by Employee Wellness – Risk & Benefits Management Department.

Kim M. Teachers going through Marzano assessments would need more of these psychological services for developmental instead of punitive purposes.

Kim S. Last year I added a section for Corporate Care Works (EAP) but we can provide more information with your assistance. We created a new Workplace Stress Committee which works with the Union. We will be adding a new section outlining organizational stress and solutions.



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Paula T. We ask you to communicate with your entire team prior to submitting any material. Each group needs to provide full names to include department/division/agency, positions and credentials of all who contributed to the materials. The WPP Annual Report platform and layout may be different because of technology advancements and/or changes. Word documents with **Arial Font – Size 12** preferred. Edit as much as possible carefully and be consistent with numbers and data from school year to school year. The WPP Annual Report becomes personal and beautiful when we use our own high resolution pictures from our schools and/or departments. In the “Introduction” tab - we always have taken photographs of the Superintendent, Area Superintendents, Legal Department and other leaders to make it personal to our district. We ask for quotes, testimonials, resources, links, videos, and graphs – make them simple to understand. Think of other things that you would like us to incorporate – meeting minutes and agendas. ([See Attached Expectation & Project Outline](#))

This WPP Annual Report will be our 6th Edition. Please feel free to contact us with any questions or suggestions. Paula - PX: 52026 and Candace - PX: 52027.

When it comes to District Vending although it is under Nutrition Standards – this contract is handled by the Purchasing Department. The District Vending contract will end on April 21, 2012. National Standards are going revamped “Competitive Foods” in school districts – detailed information will be forthcoming from the State.

Kim M. We work closely with Anti-Defamation League (ADL) and the School Board is addressing concerns regarding adversity and diversity. If all goes well Mr. Rick Lewis and I will defended a \$100,000 grant for the south area. It is going to include support staff training and wellness. Would this go under United Resources – Grants?

Paula T. Yes, it would be placed under Grants regardless of where it is in the process of implementation – this will be valuable. If it gets implemented before June 30, 2012 it should be documented in the WPP Annual Report.

If there are no questions please refer to the [2009-2011 Florida Healthy School District Self-Assessment Tool](#). This document was submitted previously for a period of two years. Our District received a **Silver** Achievement Level with a score of **81%**.

Please see the [2011-2013 Florida Healthy School District Self-Assessment Tool](#). We ask you to take a look at this document so that you can contribute. The deadline for submitting this document is **June 1, 2012** and we are asking for all parties involved to submit their answers to Part 2 of the Excel spreadsheet by **April 30, 2012**. Please complete the form online and email to Ms. Candace Doon. Feel free to contribute to any section that involves your department.

The sections are the following:

1. Health Education
2. Physical Education
3. Health Services (**completed by Cathy Burns**)
4. Nutrition Services and Education (**completed by SFS Department**)
5. Counseling/Psychological/Social
6. Healthy School Environment
7. Health Promotion for Staff (**completed by Kim Sandmaier**)
8. Family/Community Involvement



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If you have questions please contact Candace - PX: 52027 and we can seek further clarification. No documentation is required for submission – this is just a self-assessment tool.

The **FY 2012-2013 - Wellness Promotion Task Force Meetings** are as follows:

Location: FHESC – Main Board Room

- Wednesday, October 17, 2012 (8:30 a.m. - 10:30 a.m.)
- Wednesday, December 5, 2012 (3:30 p.m. - 6:00 p.m.) **“Wellness Celebration”**
- Wednesday, February 6, 2013 (8:30 a.m. - 10:30 a.m.)
- Thursday, March 14, 2013 (8:30 a.m. - 10:30 a.m.)
WPP Annual Report (FY 2012-2013) – Small Group Planning Meeting
- Wednesday, April 3, 2013 (8:30 a.m. - 10:30 a.m.)
- Wednesday, May 15, 2013 (3:30 p.m. - 6:00 p.m.)

If your department is interested in recognizing individuals during the **“Wellness Celebration”** on **December 5, 2012** – please reach out to either: Kim Sandmaier, or Erica Whitefield or myself so that we can work together.

The meeting on May 10, 2012 will be in the afternoon to accommodate all attendees that are not easily available during the day. We will assess the effectiveness and turnout after the meeting.

Steve B. For the afternoon May 10, 2012 meeting, Kim S. how do you recommend or create incentives for more Wellness Champions to attend?

Kim S. I could supply gifts and professional development for those that show up, and maybe we could do taping or simply have an open forum from all Wellness Promotion Policy designees to share their success story, how it benefited their school/department, and new things they've been able to accomplish with support from the policy. It will be a good way to celebrate the year but also give us some good ideas on what direction to move.

Steve B. I believe that we have the support of our Superintendent; it would be good to invite Mr. Gent to this meeting. Can we expand on the connection between Marzano and wellness? How do we incorporate Marzano into our wellness efforts?

Kim M. DQ8 is all about teacher to student relationship. It involves working with support staff and promoting respect as well. You would establish similar standards relative to the workplace.

Steve B. Is DQ8 relationship driven? Would it be able not only to improve the relationship between teachers to student and vice versa but also reduce stress and anxiety for support staff?

Kim M. It is about the workplace and climate, promoting positive relationships between adults and creating healthy environments. There is also attention to diversity training. How do we support our bus drivers and custodians that do not speak English? We need to be able to enforce relationships with adults by providing remedial pieces for people that do not get along.

Steve B. I think that there is great opportunity for us here to attach ourselves to Marzano.

Kim M. As an incentive you can Professional Development points for Wellness Champions.

Kim S. They receive 40 points for doing activities during the year. It is based on the programs and attendance. We have some other components that we can build on like Corporate Care Works. We can give points to those who watch online trainings for Conflict Resolution or whatever the topic is.

Kim M. When do we ever get a chance to develop our skills for talking to kids? If there is



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mistreatment occurring – wouldn't it be neat if the adult walking on can rescue a child. They see the kids in a different light.

Steve B. This should be the direction for our support staff.

Kim S. The Workplace Stress Committee is working on a document to present to the School Board regarding concerns and how they will be addressed. The climate, the culture, and the atmosphere of the work environment might be challenges for us to work on.

Paula T. Thank you all for coming to this important planning meeting today.

Meeting adjourned at 10:05 a.m.

Goals:

Short Term	Long Term
<ul style="list-style-type: none"> ❖ Families for Fitness & Fun Day – March 11, 2012 at Eagles Landing Middle (PTA) ❖ Florida Healthy School District Assessment Tool due June 1, 2012 ❖ WPP Annual Report – FY 2011 – 2012...materials due July 19, 2012 	<ul style="list-style-type: none"> ❖ Tobacco Free Environment Policy (7.19) – effective July 1, 2012 ❖ Employee Wellness Rewards Program Deadline – August 1, 2012 ❖ Culinary Olympics – October 2012 ❖ 4th Annual Learn Green Conference and EXPO – October 19, 2012 ❖ WPP Annual Report – FY 2011- 2012 – School Board presentation tentative November 2012

Assignments:

Person Assigned	Details	Date Due
Paula Triana/Steve Bonino	Present to School Board Members the Wellness Promotion Policy (2.035) - 1st reading.	March 14, 2012
Wellness Promotion Task Force Members	Complete the Florida Healthy School District Award application.	Before June 1, 2012

FY 2011-2012 Upcoming WPP Meetings:

Date	Time/Location	Topics To Be Discussed
Wednesday, April 4, 2012 Thursday, May 10, 2012	8:30 – 10:30 a.m. District Office – Main Board Room (10:30 a.m. – 11:00 a.m. with 30 Minutes Networking) May 10, 2012 meeting times will vary as follows: 3:30 p.m.-6:00 p.m. (3:30 p.m. – 4:00 p.m. with 30 Minutes Networking)	<ul style="list-style-type: none"> • District's Health Fair successes • Bullying • The importance of "Mental Health" • The School District of Palm Beach County's Tobacco Products Policy (7.19) adoption and implementation • Statewide Online Tobacco Prevention and Intervention Teacher Training • The Children and Nature Initiative – Loxahatchee National Wildlife Refuge • Ready, Set, Move Program • OneBlood, Inc. – continue marketing BLOOD DRIVES



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		<ul style="list-style-type: none">• Updates on: Nutrition Education, Physical Activity, Other School/Departments Based Activities and Nutrition Standards
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Change in Current Policy, Procedure and/or Situation:

The Wellness Promotion Policy (2.035) is in the process of being revised.

Wellness Promotion Task Force – *Mission Statement* ~

The Wellness Promotion Policy (2.035) creates a forum to educate the District and community partners to successfully collaborate in promoting healthier lives. With the District's ultimate goal of *improving student performance*, the direction of the Wellness Promotion Task Force is to encourage a proactive approach to holistically address the health and wellness for all school children and staff, parents, and the community.