LEDYARD PUBLIC SCHOOLS
Wellness Committee
Wednesday, December 13, 2017
4-5:30 pm

I. Call to Order - by Jason Lathrop at 4:00 PM

PRESENT: Patty Pollin, Holly Ryan, Chris Sheller, Jason Lathrop, Stephanie Calhoun, Peter Geoly, Kelly Gordon
ABSENT: Carol Ambrosh, Michelle Meyer, Anne Hogsten, Jennifer Byars, Nizam Saad, Olivia Strelevitz, Katiria Nadal

II. State of CT review of Wellness Policy

The LPS Wellness Committee reviewed the following committee requirements (why are we here?).

- Policy driven in combination with Connecticut General Statute and Federal Regulation
- LPS Policy 6142.101
- CGS 10-215f
- Legal Reference 42 U.S.C 1758 b (One of Many)
- Two Meetings Per Year
    - Wellness Committee recommends November and May
- Committee Implements Policy
- LPS Business Manager appointed to monitor programs and compliance
- Annually - Wellness Committee lists healthy accomplishments (2016-17 Google sheet by building)
- In addition, Wellness Committee reviews menus annually to meet nutrition requirements. Provide access to wellness policy, goals, and committee membership, and how community can get involved.
- Triennially – Written report on progress toward policy goals. Due 6/30/2020
- Both policy review and CSDE PowerPoint were shared with the Committee

III. Ledyard Public Schools Wellness Policy review - 6142.101 (policy 10/11/17)

The LPS Wellness Committee responded to the following questions and responses from the CT State Department of Education:

Q. 1000 Provide a copy or appropriate web address of the current Local School Wellness Policy. Are the minimum required elements written into the Local School Wellness Policy?

- No recommended policy changes on documenting school based activity goals
- Agree with recommended policy changes on competitive foods

Q. 1001 How does the public know about the Local School Wellness Policy? Provide documentation to support the response (or appropriate web addresses).

- No recommended policy changes at this time

Q. 1002 When and how does the SFA review and update of the Local School Wellness Policy occur? Provide documentation to support the response (or appropriate web addresses).

- Agree with recommendation to modify policy to include Wellness Policy revision documentation (posting of minutes of Wellness Committee meeting minutes)

Q. 1003 Who is involved in reviewing and updating the Local School Wellness Policy? What is their relationship with the SFA?

- Agree with recommendation to modify policy to document Wellness Committee membership and their appropriate roles on the Wellness Committee documentation

Q. 1004 How are potential stakeholders made aware of their ability to participate in the development, review, update and implementation of the Local School Wellness Policy? Provide documentation to support the response (or appropriate web addresses).

- No recommended policy changes on documenting stakeholder participation
- Agree with recommended documentation on newsletter invitation to Wellness Committee membership/participation

Q. 1005 Obtain a copy of the most recent assessment on the implementation of the Local School Wellness Policy.

- No recommended policy changes on Local School Wellness Program review
- Agree with recommendation to complete triennial assessment by June 30, 2020.

Q. 1006 How does the public know about the results of the most recent assessment on the implementation of the local School Wellness Policy? Provide documentation to support the response (or appropriate web addresses).

- Agree with recommendation to document Wellness Committee documentation on Ledyard Public Schools website in a timely fashion.

IV. Status of Wellness progress

- The LPS Wellness Committee aids Principal in documenting Wellness related activities
- 2016-17 Wellness accomplishments will be reshared along with a 2017-18 document for tracking purposes

V. Review January menus (breakfast/lunch)

Ledyard High School (LHS) Feedback

- Need better signage for unlimited fruits/vegetables
- The serving size of potato tots were not adequate
- No personal pizzas
- Second wave food not the same as first wave food selections
- Can we implement a sandwich pre-order system?

Ledyard Middle School (LMS) Feedback

- Need better signage for unlimited fruits/vegetables
- Better monitoring of burgers under heat lamp (less pucking)
- Like menu pattern
- Trays would help
- The serving size of potato tots were not adequate
- Will LMS Food Service look like LHS food service?
- Add mashed potatoes
- Nachos and tacos are premium meals? (when they use commodities?)
- Also on Parfait (how is that a complete meal)?

Gallup Hill School (GHS) Feedback

- Add ranch dressing for fresh vegetables (like LHS)
- Kids love raisins
- Confirming that we can sell chips at elementary level on just one day like ice cream or every day

Ledyard Center School (LCS) Feedback

- None

Gales Ferry School (GFS)/Juliet W. Long School (JWL) Feedback

- None

VI. Adjournment

Motion made by Peter Geoly and seconded by Patty Pollin to adjorn at 5:30 PM
Motion passed 7-0.

Respectfully Submitted,

Jason Lathrop, LPS Wellness Committee Chair

SEE FOLLOWING PAGES FOR ATTACHMENT 1

CSDE

CONNECTICUT STATE DEPARTMENT OF EDUCATION

Local School Wellness Policies:

Meeting the Updated Requirements

Healthy, Hunger-Free Kids Act of 2010

Guidance and Resources

October 2017

LSWP Topics

- Background Information
- Required Elements/Content
- Required Steps
- Required Documentation
- Resources

What is a Local School Wellness Policy?

- A written policy that guides LEAs in establishing a healthy school environment
- Used as tool in evaluating, establishing and maintaining healthy school environments
- Includes goals to create supportive nutrition and physical activity environments as well as other wellness-related topic areas

LSWP Implementation Timeline

2004
- Child Nutrition and WIC Reauthorization Act

2006-07
- LSWP Implementation Begins

2010
- Healthy, Hunger-Free Kids Act (HHFKA) of 2010

2014
- USDA Provides HHFKA Guidance

2016
- USDA Publishes Final Ruling

USDA
United States Department of Agriculture

2017 Ready, Set, Go for Round Two

LSWP Updated Timeline

United States Department of Agriculture

2016-17

- LEAs begin to update LSWP

2017

- Policy compliant by June 30, 2017

2019-20

- Triennial Assessment completed

Who Is Required to Have a LSWP?

- LEAs participating in the National School Lunch Program (NSLP) and/or School Breakfast Program (SBP)
- All schools under their jurisdiction
  - Private schools
  - Religious private schools
  - Charter schools
  - Residential Child Care Institutions (RCCIs)
- Best practice: each school customizes LSWP

USDA Final LSWP Ruling

Effective: August 29, 2016

Compliance Deadline: June 30, 2017

- Required Elements/Content
  - Measureable Goals
    - Physical activity
    - Nutrition education and promotion
    - Other wellness-related school-based activities
    - LEAs required to review and consider evidence-based strategies when setting goals
  - Nutrition standards/guidelines
  - Marketing/advertising

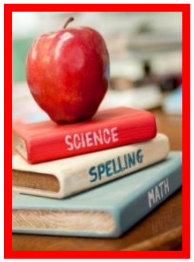
USDA Final LSWP Ruling

Effective: August 29, 2016

Compliance Deadline: June 30, 2017

- Required Steps (consider team approach)
  - Implementation
  - Transparency
  - Public Input
  - Availability

Nutrition Education

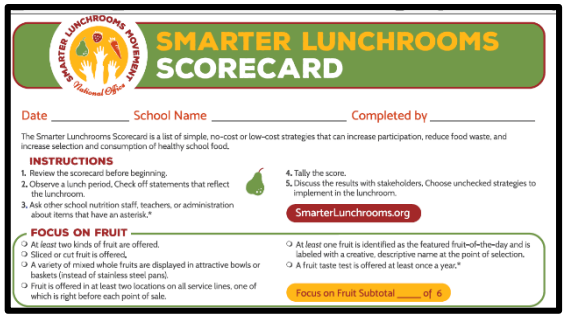


- Comprehensive, standards-based program
  - Instruction
  - Assessment
  - Grading
  - Reporting/student demonstration
  - Behavior-focused knowledge and skills
- Integrate into other core subjects
- Consult with LEA Curriculum Coordinator

CSDE Healthy and Balanced Living Curriculum Framework
CSDE Comprehensive School Health Education

Nutrition Promotion Ideas

- Review *Smarter Lunchrooms* tools and strategies



- Apply for the *HealthierUS School Challenge*

- Join Team Nutrition
  - LSWP Outreach Toolkit

- Promote farm to school activities
  - school gardens
  - nutrition culinary classes
  - agricultural education

Physical Activity (PA)

- Promote Comprehensive School Physical Activity Programs (CSPAP)
- Strongly encourages schools to offer time for students to meet the 60 minutes/day goal
- Consult with PE Curriculum Coordinator

Other School-Based Goals Ideas

- Encourage staff to role model healthy behaviors
- Promote staff wellness
- Provide professional development for teachers and Food Service staff
  - Health
  - Nutrition
  - PA
  - Food safety
  - NSLP requirements

Other School-Based Goals Ideas

- Integrate wellness activities across the entire school setting (consistent messaging)
- Address use of food as a reward and use of physical activity as a punishment
- Promote increased access to drinking water
- Address fundraisers, school celebrations and incentives
- Develop joint-use agreements

Foods and Beverages **SOLD**
On School Campus During School Day

- Federally Reimbursable Meals
  - School meal nutrition standards/requirements

- Competitive Foods
  - *Smart Snacks* in School nutrition standards
    - Include, but are not limited to, cafeteria a la carte sales, vending machines, school stores and fundraisers

- Healthy Food Certification requirements, If applicable
    - Connecticut Nutrition Standards

Foods and Beverages
Not Sold

- LEA determined standards and guidelines
  - Classroom parties
  - School celebrations
  - Foods and beverages brought in by parents
- Consider Food Allergy Plan
- Cross-reference other LEA policies

Marketing and Advertising

- LEAs are not required to allow marketing for foods and beverages sold
  - have language in policy that marketing is not allowed

- If allowed, food and beverage marketing
  - Must meet *Smart Snacks* nutrition standards (minimum)
  - Apply to all areas of the school campus

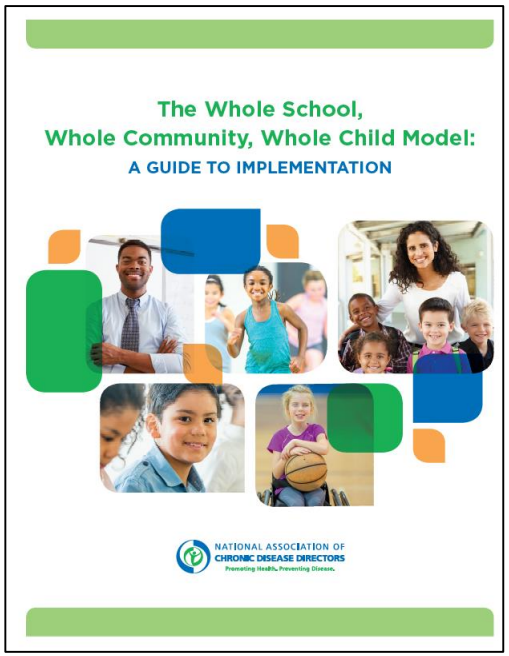
- Marketing of non-compliant food and beverages not permitted during the school day
  - Allowed at events after the end of the school day
    - Evening sporting event
    - Evening school play

LSWP Leadership
"Drives" the LSWP Process

- Supporting Framework
  - Whole School, Whole Community, Whole Child (WSCC)
- LSWP Designee
- Wellness Team
- Wellness Team Leads
- School Building Champions
- LEA Administration and Board

Whole School, Whole Community, Whole Child (WSCC) Model

Road Map to Success



The Whole School, Whole Community, Whole Child Model: A Guide to Implementation

Visit Virtual Healthy School website to view an interactive tool: Integration of WSCC into school policy, practices and programs.

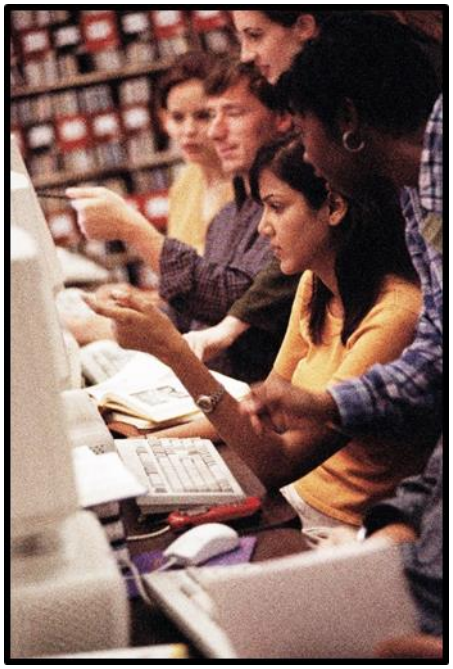
LSWP Designee (Role)

"Each LEA must designate one or more LEA or school official(s) to ensure each participating school complies with the local school wellness policy and proposed in§ 210.30(c)(3) that local wellness policies must identify the position of the LEA or school official(s) responsible for oversight of the local school wellness policy to ensure each school's compliance."

Federal Register /Vol. 81, No. 146 / Friday, July 29, 2016 /Rules and Regulations – page **50155**

Wellness Team Required Members

- School Administrator
- Food Service Staff Member
- Parent
- Student
- School Board Member
- Community Member
- School Health Professional
- Physical Education Teacher



Other Possible Members

- Family and Consumer Science Teacher
- Curriculum Coordinator
- PTO/PTA Liaison
- Classroom Teacher(s)
- Town Parks and Recreation Representative
- Local Health Department Representative

_____

- Who is on your team?
- Have you reached out to all required members?

Assessment and Evaluation

- Include a plan to measure implementation

- Provide update on implementation and content
  - Yearly, at minimum
  - Information made available to public
  - Best practice to report on each school's activities over the year
  - No formal written report required
  - Consider reporting progress through meeting minutes, newsletter article, Board Report, etc.

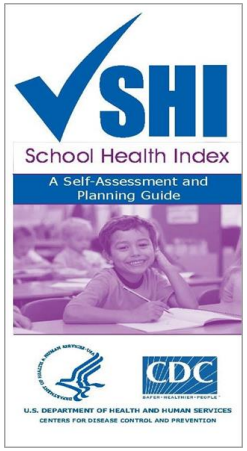
Assessment and Evaluation

- Include a plan to address Triennial Assessment requirements
  - Triennial Assessment addresses
    - Schools' compliance with LSWP
      - Develop mechanism now for sharing information
    - How LSWP compares to model policies
    - Progress in attaining LWSP goals
  - **Complete by June 30, 2020**
  - Report of findings must be generated to the public

Excellent Resources
Development, Assessment, Best Practices

[WellSAT 2.0](#)

[WellSAT I](#)



[School Health Index (SHI)](#)

Public Notification/Communication

Include a process for providing information and updates to the public (transparency), including:

- Annual availability of LSWP information
  - Policy Location
    - Information on how to get additional details
    - Results of any updates
- Identification of LSWP oversight designee
  - Include title and contact information
- LSWP stakeholder recruitment for public input
- Notice of Triennial Assessment findings

Required Documentation

- A copy of the current local school wellness policy
- Documentation demonstrating the local school wellness policy has been made available to the public
- The name and title of the school official responsible for developing, implementing and monitoring the wellness policy
- Documentation of the district's efforts to review and update the local school wellness policy, including an indication of who is involved in the update and methods the district uses to make stakeholders aware of their ability to participate
- A copy of the district's most recent assessment on the implementation of the local school wellness policy
- Documentation demonstrating the district's most recent assessment on the implementation of the local school wellness policy has been made available to the public

Consider Next Steps for All Staff

- Access and review the LEA's LSWP
- Identify the oversight designee and Wellness Team leads (with contact information)
- Know the food and beverage programs in place in your school and related restrictions
- Become aware of LSWP resources
- Identify the role you can play to support LSWP activities

Evidence-Based Strategies

- CSDE *Smarter Lunchrooms Action Guide*
- *School Health Guidelines to Promote Healthy Eating and Physical Activity (CDC)*
- *Comprehensive Framework for Addressing the SCHOOL NUTRITION ENVIRONMENT AND SERVICES (CDC)*
- CDC *Comprehensive School Physical Activity Programs: A Guide for Schools*
- CSDE *Action Guide for School Nutrition and Physical Activity Policies*
- CSDE *Guide to Competitive Foods in Schools*
- CDC Comprehensive School Physical Activity Programs (CSPAP)

LSWP Resources

- USDA
  - LSWP Guidance and Q & As
  - LSWP Comparison Chart
  - LSWP Summary of the Final Rule
- CSDE
  - Topical Brief 3: Addressing the Needs of the Whole Child…
  - Health Education Compliance Review Checklist
- CDC
  - Tips for Teachers
  - Whole School, Whole Community, Whole Child Fact Sheet
  - Comprehensive Framework for Addressing School Nutrition Environment and Services
- Other
  - Vermont LSWP Action Implementation Tool
  - LSWP Publication/Notification ideas
    - Internet-identified resource from a school in CA
  - Meriden LEA LSWP webpage
    - Great transparency ideas
  - Alliance for a Healthier Generation
    - LSWP Model Policy
    - Healthy Schools Program – Assessment Guide*
    - Misc. Healthy Schools documents

Contact Information

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(860) 807-2082

CSDE School Wellness Policies
CSDE Whole School, Whole Community, Whole Child

SEE FOLLOWING PAGES FOR ATTACHMENT 2

2016-17 Local School Wellness Policy (LSWP) Report
Ledyard Public Schools
Based on Administrative Review
Off-site Assessment Tool Responses

Q. 1000	**Provide a copy or appropriate web address of the current Local School Wellness Policy. Are the minimum required elements written into the Local School Wellness Policy?**

Y = Yes; M = Marginal (needs improvement); N = No; NA = Not Applicable

A copy of the LSWP (posted on the Local Educational Agency [LEA] website) was provided that included the following required elements:

Goals (4)	**Y**	**M**	**N**		**Nutrition Standards and Guidelines**	**Y**	**M**	**N**
• Nutrition Education	**X**				• Foods and Beverages **Sold**			
• Nutrition Promotion		**X**			○ School Meals* (consistent with Federal regulations)	**X**		
• Physical Activity	**X**				○ Competitive Foods**		**X**	
• Other school-based activities to support wellness		**X**			• Foods and Beverages **Available** but **Not Sold** (e.g., classroom parties, classroom snacks brought by parents/staff, etc.)	**X**		
Indication LEA reviewed and considered **evidence-based strategies** in determining LSWP goals		**X**			**Marketing** (allows only those foods and beverages that meet Smart Snacks in School nutrition standards)	**X**		
Plan addressing **public notification**	**X**				Plan for measuring **implementation**	**X**		
					Designation of one or more officials in charge of school **compliance oversight**	**X**		

Q. 1000 Reviewer Comments	**The policy contains all of the required elements. Elements not checked in the "Yes" Column should be revisited by the Wellness Team. All of the required elements and steps related to the Healthy, Hunger-Free Kids Act of 2010 are to be in place by June 30, 2017.** Specific nutrition promotion and other school-based activity goals need to be addressed. Language currently in the policy is vague and not measureable. Goals should be measureable and show that evidence-based strategies were taken into consideration. A list of possible evidence-based strategies can be found in the LSWP PowerPoint attached to the LSWP Report e-mail message. Consider adding language that more specifically defines competitive food sales. Consider adding the term Smart Snacks, or Connecticut Nutrition Standards (Healthy Food Certification), if applicable, to the policy when addressing competitive foods. See language guidance at the end of this section*.

	As a reminder, the evaluation plan should include a process to review the policy annually and conduct the Triennial Assessment. The Triennial assessment covers three areas: • extent to which schools are in compliance with the LSWP; • progress made toward attaining the goals of the LSWP; and • extent to which the LSWP compares to a model LSWP. *Nutrition guidelines for **school meals** must be consistent with the USDA regulations for school meals (National School Lunch Program meal pattern requirements) and the state beverage statute. **Nutrition guidelines for **competitive foods** must be consistent with the state beverage statute and Connecticut Nutrition Standards (Healthy Food Certification [HFC] schools only) or USDA Smart Snacks nutrition standards (private schools, non-HFC public schools and residential child care institutions only). All food sales must also comply with the Connecticut Competitive Foods Regulations (Sections 10-215b-1 and 10-215b-23 and Section 10-221p) of the Connecticut General Statutes.) Refer to the USDA *LSWP Comparison Chart* to view the differences between the 2004 and 2010 requirements. A Model Local School Wellness Policy, developed by the Alliance for a Healthier Generation, has been reviewed by the USDA and found to be compliant with the statutory requirements under the Healthy, Hunger-Free Kids Act of 2010. LEAs may elect to use the language in this resource when updating the LSWP. Refer to the Connecticut State Department of Education (CSDE) School Wellness Policy webpage for additional resources and guidance. Key resources: • *Local School Wellness Policy Implementation Under the Healthy, Hunger-Free Kids Act of 2010: Summary of the Final Rule* (USDA) • *Local School Wellness Policy: Guidance and Q&As* (USDA)

Q. 1001	**How does the public know about the Local School Wellness Policy? Provide documentation to support the response (or appropriate web addresses).**

Y = Yes; M = Marginal (needs improvement); N = No; NA = Not Applicable

	Y	M	N			Y	M	N	NA
The LEA provided a response to Q. 1001.	**X**				**The LEA provided documentation to support the response to Q. 1001.**	**X**			
The response identifies a process for annual public notification and periodic updates.	**X**				Documentation provided evidence of completion of this public notice requirement.	**X**			

Q. 1001 Reviewer Comments	**Topics that are not noted in the "Yes" Column should be revisited by the Wellness Team. The LEA needs to set up a process to collect and retain required LSWP documentation.** The LEA provided a web address as documentation for this question (LSWP found in *Ledyard Board of Education Policy Manual*), however, additional information such as a letter to parents or a notice in a newsletter would be a better way to document how and when the public would know to find this information on the website. Consider referencing the wellness policy in newsletters, handbooks, announcements, social media, etc. Add language to the LSWP indicating a process for public notification.

Q. 1002	**When and how does the SFA review and update of the Local School Wellness Policy occur? Provide documentation to support the response (or appropriate web addresses).**

Y = Yes; M = Marginal (needs improvement); N = No; NA = Not Applicable

	Y	M	N			Y	M	N	NA
The LEA provided a response to Q. 1002.	**X**				**The LEA provided documentation to support the response to Q. 1002.**			**X**	
The response identifies a process for reviews and updates.	**X**				Documentation provided evidence of completion of this review and update requirement.			**X**	
The process addresses timelines.		**X**							
The process addresses stakeholders.		**X**							

Q. 1002 Reviewer Comments	**Topics that are not noted in the "Yes" Column should be revisited by the Wellness Team. The LEA needs to set up a process to collect and retain required LSWP documentation.** Documentation is lacking as an attachment to the Off-site Assessment Tool (or direct link to a specific webpage) to show evidence that the LSWP was reviewed on an annual basis. For instance, if the update was conducted at a Wellness Team meeting, a copy of the minutes (or direct link to the minutes) could have been submitted to support the response.

Q. 1003	Who is involved in reviewing and updating the Local School Wellness Policy? What is their relationship with the SFA?

Y = Yes; M = Marginal (needs improvement); N = No; NA = Not Applicable									
	Y	M	N			Y	M	N	NA
The LEA provided a response to Q. 1003.	X				**The LEA provided documentation to support the response to Q. 1003.**				X
The response addresses required stakeholders.		X							
The response addresses relationships with the SFA.	X								

Q. 1003 Reviewer Comments	Going forward, the LEA should ensure that all required stakeholders are involved in this process. The response does not provide the titles of the members. LEAs are required to allow parents, students, SFA representatives, teachers of physical education, school health professionals, the school board, school administrators and members of the general public to participate in the development, implementation and periodic review and update of the LSWP.

Q. 1004	How are potential stakeholders made aware of their ability to participate in the development, review, update and implementation of the Local School Wellness Policy? Provide documentation to support the response (or appropriate web addresses).

Y = Yes; M = Marginal (needs improvement); N = No; NA = Not Applicable									
	Y	M	N			Y	M	N	NA
The LEA provided a response to Q. 1004.	X				**The LEA provided documentation to support the response to Q. 1004.**			X	
The response identifies a process to recruit stakeholders to participate in **all** LSWP activities (development, review, update and implementation).	X				Documentation provided evidence of completion of this recruitment requirement with potential stakeholders.			X	

Q. 1004 Reviewer Comments	**Topics that are not noted in the "Yes" Column should be revisited by the Wellness Team. The LEA needs to set up a process to collect and retain required LSWP documentation.** Documentation is lacking as an attachment to the Off-site Assessment Tool (or appropriate web address) to show evidence that potential stakeholders were made aware of their ability to participate in the LSWP process (e.g., notice in LEA newsletter, notice to parents, recruitment letter to community members/staff, etc.). The LEA should note the additional required members for involvement in the LSWP process as indicated in Q. 1003 Reviewer Comments.

Q. 1005	Obtain a copy of the most recent assessment on the implementation of the Local School Wellness Policy.

Y = Yes; M = Marginal (needs improvement); N = No; NA = Not Applicable

	Y	M	N			Y	M	N	NA
The LEA provided a response to Q. 1005.	**X**				**The LEA provided documentation to support the response to Q. 1005.**			**X**	
The assessment was conducted within the past three years.			**X**						
The assessment addressed:									
schools' compliance with policy			**X**						
progress meeting goals			**X**						
extent to which the policy compares to model LSWPs.			**X**						

Q. 1005 Reviewer Comments

Topics that are not noted in the "Yes" Column should be revisited by the Wellness Team. The LEA needs to set up a process to collect and retain required LSWP documentation.

A copy of the LSWP was provided as documentation for this question. The LSWP does not meet the criteria associated with an assessment. Documentation is lacking to show evidence that an assessment was conducted. The Triennial Assessment should have covered the following areas:

- extent to which schools are in compliance with the LSWP;
- progress made toward attaining the goals of the LSWP; and
- extent to which the LSWP compares to a model LSWP.

A Triennial Assessment must be completed and the associated report disseminated by June 30, 2020.

A Model Local School Wellness Policy, developed by the Alliance for a Healthier Generation, has been reviewed by the USDA, Food and Nutrition Service and found to be compliant with the statutory requirements under the Healthy, Hunger-Free Kids Act of 2010. When conducting the Triennial Assessment, LEAs may elect to use this resource to identify the extent to which their LSWP compares to a model policy. WellSAT 2.0 is also a useful tool. WellSAT I may be used as a tool to monitor if schools in the LEA are in compliance with the LSWP implementation. The LEA may develop their own assessment tool, as well.

Q. 1006	How does the public know about the results of the most recent assessment on the implementation of the local School Wellness Policy? Provide documentation to support the response (or appropriate web addresses).

Y = Yes; M = Marginal (needs improvement); N = No; NA = Not Applicable

	Y	M	N			Y	M	N	NA
The LEA provided a response to Q. 1006.	**X**				**The LEA provided documentation to support the response to Q. 1006.**			**X**	
The response identifies a process to inform the public about the results of the implementation assessment.			**X**		Documentation provided evidence of completion of this dissemination requirement with the public.			**X**	
					The title and contact information for the LSWP oversight designee were made available to the public.				

Q. 1006 Reviewer Comments	**Topics that are not noted in the "Yes" Column should be revisited by the Wellness Team. The LEA needs to set up a process to collect and retain required LSWP documentation.** Documentation is lacking as an attachment to the Off-site Assessment Tool (or appropriate web address) to show evidence that any assessment findings were disseminated. The title and contact information for the LSWP designee for implementation compliance should be publicized for easy access by the public.