



The School District of Palm Beach County, Florida

Wellness Promotion Policy (2.035)

Meeting Notes

Date:

March 12, 2015

Topic:

Wellness Promotion Task Force (WPTF) – Small Group Meeting (FY 2013-2014)

School District Goals:

Effective Governance

Customer Service

Safety

Current Policy, Procedure and/or Situation:

Wellness Promotion Policy (WPP) (2.035)

Meeting Attendees:

Aguanno, Tom	Kane, Michael
Anez, Jaclyn	Mazauskas, Kim
Cahill, Fred	Monbleau, Allison
Canane, Robert	Rullo, Carrie
Gonzalez, Yelena	Strauss, Paul
Handeland, Alyssa	Wagner, Stephanie

Discussion/Progress:

The meeting began at 8:33 a.m.

Paula T. Good morning. This meeting will be to discuss the 2015 Wellness Promotion Policy Annual Report.

Pledge of Allegiance

I wanted to thank everyone, and Allison for her support and leading us in a way that allows us to continue to grow. I am going to pass this to Allison who will give say a few words.

Allison M. Good morning everyone. As Paula was mentioning, today’s meeting is about the Annual Report that was just presented to the board, as well as looking forward to next year’s 2015 Annual Report. We are hoping that the 2015 will be presented in December or January of 2015. Anything that is going on right now will be documented for that. Before Paula and Jaclyn go through the items of the meeting, I would like to show a quick video.

212 Degrees Video

Allison M. You may notice the video ends with “you.” *You* (everyone here in this room and others who make up the Wellness Promotion Task Force) are the reason that wellness has moved wonderfully forward in Palm Beach County. Everyone here has other jobs; the WPTF is something that is outside, it is that extra degree that everyone is putting in to make wellness so successful here in Palm Beach County. That video came with a book, and one of the quotes from it that really resonated with me is, “in the confrontation between the stream and the rock, the stream always wins. Not due from strength but by perseverance.” That is by H. Jackson Brown. I can really visualize that; I can see the water going through the stream. It reminds me of how wellness has infused itself into the District in Palm Beach County. It started with a trickle and is growing and growing. As we move forward, everyone in this room, the steam that



The School District of Palm Beach County, Florida

Wellness Promotion Policy (2.035)

Meeting Notes

Date:

March 12, 2015

you are putting forth by working that extra degree is continuing to push us forward. I thank you very much, I thank everyone on the team. I will pass it back to Paula so we can see what that steam has done this year and where we are going in the future. Thank you.

Paula T. Since we are so small, we certainly welcome any comments or conversation.

We had the opportunity to present to the school board on March 4th 2015. It is always an incredible opportunity to showcase everybody's contributions and how we all make this puzzle fit. We were able to show a video to the board as an overview of the Report. I will show you where this is in the District website. I encourage you to use the button we will be sending you and share this with your stakeholders.

We also have a mini banner on the District website that will take you to the 2014 Annual Report. A link is also on the Student and Parent pages of the website under Health and Safety. It will also be added to the Community page.

The goals Wellness Promotion Policy (2.035) are to promote Physical Activity, Nutrition Education, Other School/Department Based Activities, Nutrition Standards and Promotion. Our Annual Report has been an evolution; this is the 8th edition. This is really a large project and so many people put effort into it. This Task Force, as Allison mentioned, has really grown from small meetings to meetings with over 100 people in attendance. Our distribution emails go out to over 1,000 people who then may forward that information to even more people. It then comes back to us, where people contact us to ask if they can come to a meeting and learn. We also have people come from other districts because they do not have the collaboration that we have here.

Presentation to the School Board on March 4, 2015:
<https://vodcast.palmbeachschools.org/player/N5RUJ>

Paula T. We are always growing and evolving, so if you find out about things happening in our district that we are unaware of that would be a good fit for the Annual Report, please let us know.

Paul S. On March 4th, did the Board provide and commentary or review of the plan?

Paula T. Their commentary was very positive. They are always welcome to comment; in regard to the policy they gave us a lot more feedback.

Allison M. Yes, it was a very positive response. In year's past they may have said, "why don't you look in to xyz?" I believe because we went the week before for the policy, they already asked the majority of their questions.

Paula T. They really liked the progress that we have made. Obviously not every Board Member has been able to come to a Task Force meeting, but some do get the opportunity.

I wanted to now discuss the concept and theme for next year. For the current report, as you know the theme was Energize...Feel the Power of Wellness. Last year we discussed it in this small group meeting and put a survey together based on the different comments. We then voted on the theme for the report. I wanted to bring up some of the suggestions from last year to see if we wanted to revisit some of those:

- Commitment...Rise to a Higher Standard



The School District of Palm Beach County, Florida

Wellness Promotion Policy (2.035)

Meeting Notes

Date:

March 12, 2015

- Inspire...Leading by Example
- Self-Awareness...Follow Your Path to Wellness
- Fueling the Fire of Wellness

I would like to now open the floor for discussion about concepts and themes.

Paul S. Well certainly it is building a lot of momentum. Integration at the school level is really important going forward and keeping the gas pedal pushed down and not lose momentum. We are doing this with our green initiatives; this year we are putting a lot of effort into school based mentoring and improved engagement at the school level. I think wellness would benefit from that too.

Allison M. Momentum is nice, maybe “Momentum...Keeping Wellness Moving Forward” or something like that.

Kim C-W. Many years ago I would teach wellness to kindergartners and as I was researching ideas of how to teach them I saw the word “balance.” So I would show them a scale to make them think about balancing their health, social emotional issues, etc. The little kids could easily understand this concept. I also like “motivate.”

Paul S. I like the concept of “synergy” too because there are a lot of pieces to this and it is very wide ranging. Brining all of those components together is important so it does not feel fractured. I also do like, “balance” since we are always trying to do that with all the components and initiatives that go with wellness.

Kim M. What is big in the school safety world is the importance of building healthy relationships and how they impact wellness and collaboration.

Paul S. Another thing I noticed in the Project Expectations was “measurable outcomes” I know that is a big theme for our division going forward with our organizational and strategic planning. Measurable outcomes are important so we can benchmark our performance against others, set goals, and measure our progress toward those goals.

Paula T. Yes the measurable outcomes are very valuable because for example under Physical Activity and Commit 2B Fit, we started with eight schools and this coming year are now moving to 59 schools. We measure it by doing evaluations with the teachers and principals. When we are writing that page, that information is put in. We are able to determine if it is working or not. We encourage you to showcase the measurable outcome for that year in what you have done.

Paul S. The broad goals too; we have wellness because we want a healthy workforce and student population. Are we making progress toward those goals and have they been identified. Is anyone looking at that?

Allison M. Yes, if I can answer that. What we are planning to do is take the Wellness Promotion Policy and line item each goal and objective and each strategy of the policy and sort of assign what department(s) are responsible. We will then reach out to each of those departments annually to ask what they have done in relation to those goals and objectives so we can track that.

Paul T. Very good, that’s awesome.

Miguel B. Some of the ones we discussed last year like “Inspire” are really powerful words. At the schools I think we have to incorporate these ideas, especially as a Task Force, we really have



The School District of Palm Beach County, Florida

Wellness Promotion Policy (2.035)

Meeting Notes

Date:

March 12, 2015

to bring it down to the lower level. I think we have done excellent with this but now getting into the students' homes I believe is the most important thing.

Paula T. How can we do that, when you say “moving into the students' homes”?

Miguel B. I think the area where we might be lacking a little bit is getting this into the classrooms with the teachers so that message can be brought home. We want to motivate and inspire so they can have a better life and better health.

Robert C. It's the concept. That's perfect. Allison I loved the video you showed. The concept is what will bring this to the elementary level. We have to go from the past to where we are going to the future. We have to show this to them. This is how these kids will accept the concepts. I think it reaches everybody that way. I think 50 years from now people will look at what we are doing and will be impressed and will run even further with it. I think the concept should be future based.

Allison M. Maybe the next step of what you are talking about is marketing the wellness that we do, not just through the Annual Report but in our marketing that goes home with the students. We put together a marketing booklet in School Food Service that goes out in the beginning of the year. Perhaps we can put together a different booklet that is very wellness related. Probably not in the beginning of this year because it would have to be done by now, but maybe in January. If that is something that the committee thinks will work well we can start working on that.

Kim M. How about adding something to the Student and Family Handbook?

Paula T. We did; we did it last year and we are doing it this year too.

Allison M. That booklet is very general. If we did something more specific like “call this department, for this service” it might help because parents might not even know.

Miguel B. I think we really have to hit the teachers. If a teacher makes a big impact on a child, the information they give them will make its way home to the parent. I think teaching those teachers how to utilize wellness resources, they will pass it along to the parents and the kids will benefit. I will do it with the medical academies this year for sure.

Paula T. I do think that is important, but it really starts with the school administration. I think maybe it would be good to present that video also to the Superintendent and supervisor's meeting. Maybe we can do it this year. I think it brings that value and will bring more awareness. We need to ask for that very soon. Because again, we see the transformation in school centers. They integrate the whole child. It is hard for one teacher to know everything, but at the end of the day when the administration is backing you up, it works nicely.

Paul S. Is that video accessible through the District's website?

Paula T. Yes, it was put on Vodcast. We can also give you banners and a button to imbed on your website.

Mike K. I wanted to back up for a second to talk about the themes. I have two things I wanted to read that got me thinking. This came from the World Health Organization: “Wellness – a state of complete physical, mental, and social wellbeing not merely the absence of disease or infirmity.” This is from the National Wellness Institute: “Wellness is a conscious, self-directed, and evolving process of achieving full potential.” I think there might be some interesting words



The School District of Palm Beach County, Florida

Wellness Promotion Policy (2.035)

Meeting Notes

Date:

March 12, 2015

to bring out of those definitions. One is both a “process” and a “state.” It is an *active, conscious* effort. It is also that state to where it addresses mental, social, and physical wellbeing. This might help to identify outcome indicators that we want to track. What is full potential for these things? I wanted to connect that to some of the comments about teachers and families. Once we identify some of these things we can measure, break it down to a task analysis to find what it looks like, sounds like, feels like, etc. We do not want to ask anyone to have to connect the dots; we cannot assume someone knows everything.

Paul T. I do not think we have to reinvent the wheel either. There are schools like Allamanda who are already so involved in things like that. They serve as good examples of how that might be done or replicated.

Kim M. I think something we already have in place is the School Wide Positive Behavior Support we have all schools have universal guidelines. Possibly taking those guidelines and asking this team to incorporate wellness into what they are already doing. Maybe there could be a guideline added in terms of wellness. Of course this is just brainstorming nothing has been run through June yet, but it is an idea.

Paul S. Great idea.

Paula T. Are those teams in every single school?

Kim M. Yes. Every school has an internal coach. They have very thought out meetings. Possibly a presentation by yourself would be a good idea.

Paula T. We have to also have those Health School Teams. They have to have all different stakeholders.

Kim M. Every school has a team, and they are made up of various people in the school.

Paul S. That is really building “synergy” too.

Allison M. That is great to know because that School Wide Positive Behavior Team may *be* the Health School Team we are required to have in all the schools. We can reach out to June about this.

Paula T. We can also make sure the Wellness Champions are part of that team. The word “cohesiveness” has come up a lot especially after our Administrative Review. They said that word a lot as a department. Paul I know you mentioned this too. If we can work on making everything more cohesive and bringing it down to the school centers we will succeed.

Kim M. Just to add, this group requires participation by the adults as well as students, so the whole “leading by example” idea applies here too.

Fred C. I had a thought while we were discussing getting it into the homes of students. I know Allamanda was successful as getting their walking trail up and running through their partnership with Whole Foods. I was just thinking outside the box; maybe we could partner with them too and do a “Palm Beach County School District Wellness Vegetable of the Week.” We could put a banner in the Whole Foods store with our wellness logo and the link to our website. This way when parents walk in the store they will see it.

Allison M. That is interesting; the state was actually trying to do that with Publix because we have our Farm to School program and a vegetable of the month. It never really came to fruition, but maybe it would with Whole Foods since they have been active with us.



The School District of Palm Beach County, Florida

Wellness Promotion Policy (2.035)

Meeting Notes

Date:

March 12, 2015

Fred C. One other thing, Paul mentioned movement and the idea of momentum. I can really visualize that idea.

Carrie R. I work under June Eassa as well and I am coming from the problem solving side of things with school based teams. In looking at the whole child and wellness, everything that everyone said that cohesiveness and connection is what makes up the wellness of each individual. I just keep seeing pieces connecting. That home and school connection fits too.

Yelena G. Pine Jog is working on putting that Walk and Go Green in April. It is a lot of work to put stuff together like that. Like we said before, when you break it down and have something they can follow and model it will make things a lot easier. If every school had a wellness event yearly that would be a lot of information for the parents. They would be more willing to participate that way. It would add that missing link.

Allison M. Like a resource manual.

Yelena G. Yes.

Mike K. I think that is a great point. We can have success at the larger events, but also success in the “leaky faucet” approach where we kind of drip it in. If we know the schools are already having some parent education it might be feasible for us to bring in an element from this to incorporate into that. It would be good to offer them a menu of options to pull from if they are not able to host a large event.

Kim M. What about little prompts that ask the students to define what wellness is? I know for me with the social work I want to include, I have to bring something already created to curriculum. That is another way to get our kids to think about what wellness really is. Creating prompts of what it is and then getting people to start thinking about it.

Paul S. Absolutely, I could not agree more.

Paula T. When we are going through the revision of the policy, a few board members mentioned the integration of nutrition and physical activity into curriculum. Within the policy revision process we have worked with Keith Oswald, Karen Whetsel, and Diane Fedderman to put in gentle language about this. That is not happening right now, but I think little by little we will try to work with curriculum to see how this can trickle down into the classroom with the teachers. Some schools do integrate, but it do not think it is happening throughout the whole district.

Kim M. Going to them with a finished product is important too because of everything on their plate in curriculum.

Allison M. Now that this is part of the policy it will be easier to reach out to different departments and ask if they could contribute something to this effort in getting that to curriculum.

Paul S. The message can be delivered in so many different ways and in so many different settings.

Paula T. For all of these ideas regarding theme, we can put together a small survey that we will send out to all of you and those out of the room too so we can vote.

Allison M. I would like to do two surveys; one for the tagline for the 2015 Annual Report and one for Fiscal Year 2016 strategies for the WPTF team. We cannot take on everything, we have



The School District of Palm Beach County, Florida

Wellness Promotion Policy (2.035)

Meeting Notes

Date:

March 12, 2015

a lot of great ideas but we should narrow in on some of the top ideas. Then we can bring those results back to the group.

Paula T. Now we will move into the Project Expectations and I will pass it to Jaclyn. Our goal is to have it finished in November of 2015 so we can present in December.

Jaclyn A. Thank you Paula. Before I get into some of the project expectations I just wanted to first thank all of you. I think I have had the opportunity to communicate with the majority of you in this room on your contributions to the Annual Report and I just really appreciate your dedication to that so thank you.

Project Expectations:

- Highlighting the 2015-2016 school year under the umbrella of health and wellness. We are going to be sending you the final edited version of all the documents you gave us last year so that should help you as you complete this year's continuation.
- New topics, programs, and initiatives. Of course you can leave things that remain the same from year to year, but if you have anything new that is always great. It helps the report remain a relevant resource we can point people to.
- Communicate with your team before submitting your documents so everyone is on the same page.
- Provide full names of contributors to include departments, positions, and credentials. We want to give credit to everyone who contributes to the Annual Report. You can look at the Untied Resources tab of the current report to see the format we use; it might help when you are compiling this list.
- Word documents are preferred and should be edited before you submit them.
- Assets like videos, documents, and photos can of course be emailed directly to me. However if you have a file that is too large to email you can use the File Uploader. This is located in the District Portal. Click the bottom of the screen where it says "non-instructional" to locate the tile. From here you can upload your file and choose my name to send it too. Sometimes you will get an "error" alert when there really is no error. As long as you receive an email confirming that it was sent, you should be good to go.
- High resolution photos and logos are always preferred if you have them available to you. If you do have an image that is very large in size, rather than shrinking it down and then sending it to us, you can just send us the original large image. It is easier for us to make an image smaller rather than blowing it up because we end up losing the integrity of the photos and it can get pixelated.
- If your page requires stock photos you are welcome to give us ideas of what types of photos you would like us to use. We usually read your page and infer what would be appropriate but if you want to give us some direction that is always welcome.
- Quotes, key facts, and testimonials – they really make the page come alive and make it more personal. Like we were discussing before, it creates that connection, that tangible element that I think the students would really attach themselves to.
- Videos we touched on, you can send them as mp3's or you can give us the link to your Vodcast (or any other platform) and we can imbed it on the page.



The School District of Palm Beach County, Florida

Wellness Promotion Policy (2.035)

Meeting Notes

Date:

March 12, 2015

- Measurable outcomes like charts, graphs, and data area good to show our growth and our goal setting over time.
- Agendas and Minutes – if your department or organization has documents like this that you want to include we would be happy to put those on there for you.
- Websites for resources – these will be added to our master resource list at the end of the report.
- Documents should be typed in Arial size 12 if possible to keep things uniform while editing.

Miguel B. How long do the videos have to be?

Jaclyn A. There is not really a specific length of time that they have to be, just whatever it is that you have. I would say no longer than a few minutes depending.

Allison. M.

Meeting adjourned at 10:07 a.m.

Goals:

Short Term	Long Term
<ul style="list-style-type: none"> ❖ Choose four more “Healthy School/Well Workplace” award winners to be announced at the next WPTF meeting on April 9, 2014. ❖ Support the Green Schools Recognition Program by participating as a judge or spreading the news to others who may be interested. ❖ Share scholarship information from the Office of Communications with students/families who may qualify. ❖ Promote “National Healthy Schools Day” on April 8, 2014 during National Public Health Week. ❖ Promote the YMCA – Healthy Kids Day Saturday, April 26, 2014. ❖ Promote the Lord’s Place 7th Annual Sleep Out – Friday, April 11, 2014. ❖ Promote the Camp Boggy Creek, Diabetes - Spring 2014 Family Retreat Weekend – April 4-6, 2014. ❖ Promote the 1st Annual Student Mental Health and Wellness Conference at the Safe Schools Institute on June 12, 2014. 	<ul style="list-style-type: none"> ❖ Continue to support OneBlood, Inc. at the District building Blood Drives and other locations. ❖ Continue to support the Soul Source Project with collaboration of the Palm Beach County Food Bank at the school and district levels. ❖ Continue to seek community stakeholders that bring value to the district’s Wellness Promotion Task Force. ❖ Assessing and reviewing the (2.035) Wellness Promotion Policy for consideration of potential future revisions to take to the School Board for adoption. ❖ Potentially apply for the Bronze Award Level of the HealthierUS School Challenge (HUSSC) for selected elementary schools in the District. ❖ Complete the <i>Florida Healthy School District Assessment Tool</i> on behalf of the District – due by May 30, 2014. ❖ Continue to promote the Wellness Rewards Program that began in January 2014. ❖ Continue to promote EAP’s Stress Management Tips for Mental Health.

Assignments:

Person Assigned	Details	Date Due
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The School District of Palm Beach County, Florida

Wellness Promotion Policy (2.035)

Meeting Notes

Date:

March 12, 2015

Paula Triana/Steve Bonino	Planning Agenda and collecting assets from presenters for the WPTF meeting on April 9, 2014	April 4, 2014
Paula Triana/Steve Bonino	Planning for 4 th Annual “Wellness Celebration”	April 2013 (TBD)
All contributing departments/external partners	Materials and assets for the 2014 WPP Annual Report	July 24, 2014

FY 2013-2014 Upcoming WPTF Meetings:

Date	Time/Location	Topics To Be Discussed
Wednesday, April 9, 2014	8:30 a.m. to 10:30 a.m. Board Room	<ul style="list-style-type: none"> ▪ YMCA ▪ Urban League of Palm Beach County, Inc. ▪ Afterschool Programming ▪ HealthTeacher ▪ Children Service Council of PBC ▪ Employee Wellness ▪ Nutrition Standards - Smart Snacks in Schools future discussion ▪ <i>and many more topics to come...</i>
Thursday, May 15, 2014	3:00 p.m. to 5:30 p.m. Board Room	

Change in Current Policy, Procedure and/or Situation:

None

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, wellness, and safety for all school children and staff, parents, and the community.