

**Michigan Department of Education
Office of Health and Nutrition Services
School Nutrition Programs**

**Local Wellness Policy:
Triennial Assessment Summary**

Background

The Healthy, Hunger-Free Kids Act of 2010 requires Local Educational Agencies (LEAs) to update or modify their wellness policy, as appropriate. When wellness committees meet on a regular basis throughout the school year, an assessment plan should be used to ensure progress is being made on the district's wellness policy and procedures.

Purpose

The template below is offered to help summarize the information gathered during your assessment. Members of a school wellness committee who are completing the triennial assessment for their school wellness policy may use this template. It contains the three required components of the triennial assessment, including 1) compliance with the wellness policy, 2) how the wellness policy compares to model wellness policies, and 3) progress made in attaining the goals of the wellness policy.

Results

The copy of the assessment must be made available to the public. How the assessment is made available is the decision of the LEA. Many LEA's choose to post the results on their district website. The triennial assessment summary and the assessment details must be shared.

Recordkeeping

Keep a copy of the most recent triennial assessment, along with supporting documentation on file. This will be needed when you have a School Nutrition Program administrative review.

Resources

<https://www.fns.usda.gov/tn/local-school-wellness-policy>

https://www.michigan.gov/mde/0,4615,7-140-66254_50144-194546--,00.html

Section 1: General Information

School(s) included in the assessment:

Bedford High School, Bedford Junior High, Monroe Road Elementary, Douglas Road Elementary, Jackman Road Elementary, Smith Road Elementary

Month and year of current assessment: January 2020

Date of last Local Wellness Policy revision: _____

Website address for the wellness policy and/or information on how the public can access a copy:
Bedford.mi.k12.us

Section 2: Wellness Committee Information

How often does your school wellness committee meet? Quarterly

School Wellness Leader:

Name	Job Title	Email Address
Meaghan Eckler	Food Service Director	Meaghan.eckler@mybedford.us

School Wellness Committee Members:

Name	Job Title	Email Address
Suzanne Maniaci	Student Services Coordinator	Suzanne.maniaci@mybedford.us
Karen Weis	District Nurse	Karen.weis@mybedford.us
Mindy Klawonn	District nurse	Mindy.klawonn@mybedford.us
Pam May	HR Secretary	Pam.may@mybedford.us
Shelly Haise	HR Liasion	Shelly.haise@mybedford.us
Kelly Kohlhofer	Teacher	Kelly.kohlhofer@mybedford.us

Section 3. Comparison to Model School Wellness Policies

Indicate the model policy language used for comparison:

- Michigan State Board of Education Model Local School Wellness Policy
- Alliance for a Healthier Generation: Model Policy
- WellSAT 3.0 example policy language

Describe how your wellness policy compares to model wellness policies.

It compares well with others as far as covering scope of policy. As a committee, we think it can be more extensive, especially in terms of outreach.

Section 4. Compliance with the Wellness Policy and progress towards goals

At a minimum, local wellness policies are required to include:

- Specific goals for:
 - Nutrition promotion and education
 - Physical activity
 - Other school based activities that promote student wellness.
- Standards and nutrition guidelines for all foods and beverages sold to students on the school campus during the school day that are consistent with Federal regulations for school meal nutrition standards, and the Smart Snacks in School nutrition standards.
- Standards for all foods and beverages provided, but not sold, to students during the school day (e.g., in classroom parties, classroom snacks brought by parents, or other foods given as incentives).
- Policies for food and beverage marketing that allow marketing and advertising of only those foods and beverages that meet the Smart Snacks in School nutrition standards.
- Description of public involvement, public updates, policy leadership, and evaluation plan.

Using the table below to indicate the progress made with each goal included in the Wellness Policy. The table may be used for each school separately or the district as a whole.

Tip: When developing a wellness plan, ensure activities are meeting goals by developing SMART objectives:

- **Specific:** Identify the exact area to improve.
- **Measurable:** Quantify the progress.
- **Attainable:** Determine what is achievable.
- **Realistic:** Consider resources and determine what can reasonably be accomplished.
- **Time bound:** Identify deadlines for goals and related tactics.

The Centers for Disease Control and Prevention (CDC) has tips for developing [SMART objectives](#).

Michigan Department of Education Local Wellness Policy Assessment Plan

School Name: Bedford Public Schools

Date: 1/13/20

Nutrition Promotion and Education Goal(s):

Goal What do we want to accomplish?	Action Steps What activities need to happen?	Timeline Start dates	Measurement How is progress measured?	Lead Person	Stakeholders Who will be involved and/or impacted?	Complete?
Example: Food and beverages will not be used as a reward for students.	<ul style="list-style-type: none"> a) Provide teachers with list of non-food reward examples. b) Discuss changes at back-to-school staff training. c) Follow-up mid-year to discuss challenges and determine additional communication needed. 	Before the beginning of next school year.	<ul style="list-style-type: none"> - Verbal check-ins with staff to ensure compliance. - Teacher survey at end of school year. 	Principal	Teachers, staff, students	Yes
More community involvement and parent education	<ul style="list-style-type: none"> a) Update policy to include local activities, community ed b) Social media outreach providing nutrition education and physical activities 	Before beginning of next year to update policy	<ul style="list-style-type: none"> -attendance sign ins at meetings -enrollment in programs -views/comments on social media 	<ul style="list-style-type: none"> -wellness committee -Sandy Kraine for communication 	Teachers, Students, Staff, Parents/Families	

Physical Activity Goal(s):

Goal What do we want to accomplish?	Action Steps What activities need to happen?	Timeline Start dates	Measurement How is progress measured?	Lead Person	Stakeholders Who will be involved and/or impacted?	Complete?

School-based activities to promote student wellness goal(s):

Goal What do we want to accomplish?	Action Steps What activities need to happen?	Timeline Start dates	Measurement How is progress measured?	Lead Person	Stakeholders Who will be involved and/or impacted?	Complete?

Nutrition guidelines for all foods and beverages for sale on the school campus (i.e. school meals and smart snacks):

Goal What do we want to accomplish?	Action Steps What activities need to happen?	Timeline Start dates	Measurement How is progress measured?	Lead Person	Stakeholders Who will be involved and/or impacted?	Complete?
-Increase a la carte options of healthy beverages and snacks for students	-New menu items in all buildings with allowable smart snacks	-2020-2021 school year	-Increase in new item sales	Food Service Director	-Students, Staff	

Guidelines for other foods and beverages available on the school campus, but not sold:

Goal What do we want to accomplish?	Action Steps What activities need to happen?	Timeline Start dates	Measurement How is progress measured?	Lead Person	Stakeholders Who will be involved and/or impacted?	Complete?
-Removal of vending machine or locking while school is in session	-Need a lock from either vendor or facilities so that the machine is not accessible to students	2020-2021 school year	-Lock is placed on cooler	-FS Director, SHS principal	-Students, staff	

Marketing and advertising of only foods and beverages that meet Smart Snacks:

Goal What do we want to accomplish?	Action Steps What activities need to happen?	Timeline Start dates	Measurement How is progress measured?	Lead Person	Stakeholders Who will be involved and/or impacted?	Complete?