



**Student Wellness Committee
Wednesday, February 14, 2018
2:00 P.M. to 3:30 P.M.
The Anderson School**

AGENDA

Members Present:

Samantha Bader	Health and Nutrition Coordinator
Sandy Edling	Assistant Director of Business Services
Bill England	Board Representative, Cheltenham School District
Georgine Fronzcak	Program Administrator, Anderson School
Ashley Lee	Program Administrator, Pre-K Counts
Bridget McGuigan	School Nurse, Early Learning Academy
Cecilia Quenzer	School Nurse, Anderson School
Paula Rice	Program Administrator, Head Start
Lois Robinson	Director of Student Services
Joshua Steff	School Counselor, Office of Non-Public Services
Carly Weist	Health and Nutrition Assistant

Members Absent:

Judy Colihan	Emotional Support Teacher
Daniel Deegan	Health and Physical Educator

The meeting was called to order by Committee Chair, Samantha Bader at 2:14 P.M.

Welcome and Introductions

Samantha Bader introduced Bill England, our new MCIU Board of Directors representative. Mr. England is from the School District of Cheltenham Township.

It was noted that the MCIU Board of Directors will have to appoint a new teacher committee member to replace Judy Colihan, as she is leaving her position with the Anderson School. A new Health and Nutrition Assistant will also need to be appointed, as Carly Weist is leaving her position as well.

Approval of Previous Meeting Minutes

It was moved by Lois Robinson and seconded by Georgine Fronzcak that the Student Wellness Committee approve the minutes of the December 13, 2017 meeting. The motion passed unanimously. Bill England abstained since he did not attend this meeting.

Review Administrative Guidelines

Samantha Bader discussed the administrative guidelines that have been created to assist the committee, and others, in evaluating the MCIU Student Wellness policy. Since our policy affects many different types of programs within the MCIU, these guidelines should provide assistance in evaluating the MCIU Student Wellness Policy as a whole, and not be based on each individual program that the MCIU operates.

- The draft administrative guidelines were developed by utilizing samples of guidelines written for Lower Merion School District and the School District of Cheltenham Township
- The guidelines should supplement the policy. They will not be added to the policy or replace any components of the policy

Samantha Bader reviewed each section of the guidelines, gave examples and explained that it is more general to allow for the broad range of students we serve. She explained that there are elements in the policy that are not in the guidelines.

- Some of the examples of how the guidelines apply to each program are as follows:
 - Under Nutrition promotion, 'Research based behavioral techniques and decrease plate waste'
 - The Head Start and Pre-K Counts programs implement family style dining techniques to increase social and manipulative skills during meal time as well as increase healthy eating outcomes.
 - The Anderson School and the After Schools Meals Program will be using tools to increase the healthier choices made by students. The tools will include menu boards and service bins to improve how fruit is displayed. The food will be presented in a more enticing and visually appealing way to students.
 - Under Other School based Activities, 'Provide access to all MCIU students to the USDA School Breakfast and Lunch Program or the CACFP'
 - Based on which program the student falls under, an income eligibility application is completed to determine which reimbursement category the student qualifies for. The MCIU will cover the extra cost of meals if a student categorizes as a reduced or paid reimbursement.
 - The Anderson School operates through the National School Breakfast and Lunch program.
 - The Head Start and Pre-K Counts programs operates through the CACFP.
 - Under Fundraisers Involving Food, 'All fundraisers must be approved by the Office Director and the Health and Nutrition Services Coordinator'
 - The committee discussed a form and submission process for fundraisers in classrooms, so the Office Director is aware. The Health & Wellness Coordinator will also need to be included if there is a food component of the fundraiser.
 - The Committee will need a process to track the number of exempt fundraisers per classroom so we do not exceed the limit designated in the policy.
 - There was a question about parent driven fundraisers that are not held on school property, not during school day, and not directed to students
 - We will look into this further to determine at what point would the committee step in, or if we would need to be involved at all
 - We will also need to develop guidelines for MCIU staff if they want to run a fundraiser, and the steps they will need to take to get approval for those fundraisers.
- Recap evaluation tool
 - All Committee members are requested to use the evaluation pool and review the policy and administrative guidelines. Committee members are asked to provide their feedback and results of the evaluation tool to Samantha Bader prior to the next meeting.

- Next meeting topics
 - Review and average evaluations
 - Finalize fundraising and rewards documents

- Next Meeting
 - Wednesday, April 4, 2018