

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

## Section 1: General Information

School(s) included in the assessment:

Blackbird Elementary, Shay Elementary, Harbor Springs Middle, Harbor Springs High

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Month and year of current assessment: June, 2022

Date of last Local Wellness Policy revision: January, 2022

Website address for the wellness policy and/or information on how the public can access a copy:

harborps.org

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## Section 2: Wellness Committee Information

How often does your school wellness committee meet? 2-3 times annually

School Wellness Leader:

Name	Job Title	Email Address
Cathy Clarke	Food Service Director	caclarke@harborps.org

School Wellness Committee Members:

Name	Job Title	Email Address
Lyndsay Sharrow	Teacher	lsharrow@harborps.org
Kristie Holzschu	PE Teacher	kholzschu@harborps.org
Kristy Whitfield	Parent/ Sub Teacher	kwhitfield@harborps.org
Elise Whitfield	Student	
Adam Wood	PE Teacher	awood@harborps.org
Matt Geyer	PE Teacher	mgeyer@harborps.org
Jennie Dodge	School Nurse	jdodge@harborps.org
Sarah Saddison	Health Teacher	ssaddison@harborps.org
Diane Novak	Board Member/ Parent	dnovak@harborps.org
Sadie Dodge	Student	
Michael Behrmann	Superintendent	mbehrmann@harborps.org

### 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.

Our policy correlates with the Michigan State Board of Education Model Local School Wellness Policy. Both are centered around the same standards of nutrition promotion and education, physical activity and other school-based activities and student promotion. They also both establish a committee and identify policy leadership roles and set school wellness goals. Triennial assessments are also scheduled every three years to assess the goals.

## 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: Harbor Springs

Date: 6/16/2022

### Nutrition Promotion and Education Goal(s):

<b>Goal</b> What do we want to accomplish?	<b>Action Steps</b> What activities need to happen?	<b>Timeline</b> Start dates	<b>Measurement</b> How is progress measured?	<b>Lead Person</b>	<b>Stakeholders</b> Who will be involved and/or impacted?	<b>Complete?</b>
Healthy Snacks will be encouraged in classrooms	Provide a list of recommended snacks to building principals, who will discuss with teachers at back-to-school training. Teachers will share/discuss with students. List will be shared with parents.	Beginning of 2022-23 school year	Visual List Meeting Agenda Observation in classroom Periodic review with teachers	Building Principal	FS Director Principals Teachers Students Parents	In progress

Physical Activity Goal(s):

<b>Goal</b> What do we want to accomplish?	<b>Action Steps</b> What activities need to happen?	<b>Timeline</b> Start dates	<b>Measurement</b> How is progress measured?	<b>Lead Person</b>	<b>Stakeholders</b> Who will be involved and/or impacted?	<b>Complete?</b>
Incorporate movement into both academic and non-PE elective classes	Provide examples of age appropriate movement activities to building principals, who will relay to teachers. Teachers will add activities to their daily schedule.	Beginning of 2022-23 school year	Classroom observation. Follow-up mid-year to discuss challenges and provide additional information if necessary.	Building Principal	PE Teachers Principals Teachers Students	In progress

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

<b>Goal</b> What do we want to accomplish?	<b>Action Steps</b> What activities need to happen?	<b>Timeline</b> Start dates	<b>Measurement</b> How is progress measured?	<b>Lead Person</b>	<b>Stakeholders</b> Who will be involved and/or impacted?	<b>Complete?</b>
Expand and promote more physical based activities through Community Schools	Promote current physical activity opportunities. Add additional programs. Improve communication through newsletters and website.	Beginning of 2022-23 school year.	Participation levels. Review quarterly.	Director of Community Schools	Director of CS Superintendent Students Community	In Progress

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

<b>Goal</b> What do we want to accomplish?	<b>Action Steps</b> What activities need to happen?	<b>Timeline</b> Start dates	<b>Measurement</b> How is progress measured?	<b>Lead Person</b>	<b>Stakeholders</b> Who will be involved and/or impacted?	<b>Complete?</b>
Provide opportunities for students to develop the knowledge and skills for consuming healthful foods.	Signage posted educating students on how to select a balanced meal. Reminders from cafeteria staff on how to select a balanced meal. Fresh fruits and vegetables will be offered daily.	Ongoing	Self-monitoring Staff training Observation	Food Director	Food Director Food Service Staff Students	Yes

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

<b>Goal</b> What do we want to accomplish?	<b>Action Steps</b> What activities need to happen?	<b>Timeline</b> Start dates	<b>Measurement</b> How is progress measured?	<b>Lead Person</b>	<b>Stakeholders</b> Who will be involved and/or impacted?	<b>Complete?</b>
Food and beverages that are provided on the school campus during the school day shall comply with standards approved by the superintendent	The food service department will adhere to the guidelines set forth by USDA  Classroom activities that incorporate food will take into account student needs	Ongoing	Administrative Reviews by MDE	Food Director  Teachers Principals	Food Service Staff Teaching Staff Administrators Students	In progress

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

<b>Goal</b> What do we want to accomplish?	<b>Action Steps</b> What activities need to happen?	<b>Timeline</b> Start dates	<b>Measurement</b> How is progress measured?	<b>Lead Person</b>	<b>Stakeholders</b> Who will be involved and/or impacted?	<b>Complete?</b>
Any foods or beverages marketed or promoted to students on the school campus, during the school day, will meet the USDA Smart Snacks in School Nutrition standards	The Food Service Department will adhere to the guidelines set forth by USDA	Ongoing	Administrative Reviews by MDE	Food Director	Food Service Director and staff Administration	Yes