

**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:

Sparta High School, Sparta Middle School, ECC, Appleview and Ridgeview Elementary buildings

Month and year of current assessment: February 2024

Date of last Local Wellness Policy revision: June 2021

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

[https://www.spartaschools.org/downloads/food\\_services/po\\_8510\\_wellness.pdf](https://www.spartaschools.org/downloads/food_services/po_8510_wellness.pdf)

## Section 2: Wellness Committee Information

How often does your school wellness committee meet? 3 times per year

School Wellness Leader:

Name	Job Title	Email Address
Erin Kavanagh	Director of Student Services	<a href="mailto:Erin.kavanagh@spartaschools.org">Erin.kavanagh@spartaschools.org</a>
Melissa Alley	Director of Dining Services	<a href="mailto:Melissa.alley@spartaschools.org">Melissa.alley@spartaschools.org</a>

School Wellness Committee Members:

Name	Job Title	Email Address
Joel Stoner	Superintendent	<a href="mailto:Joel.stoner@spartaschools.org">Joel.stoner@spartaschools.org</a>
Teresa Converse	High School Counselor	<a href="mailto:Teresa.converse@spartaschools.org">Teresa.converse@spartaschools.org</a>
Amy Roeles	School Nurse	<a href="mailto:Amy.roeles@spartaschools.org">Amy.roeles@spartaschools.org</a>
Elaine Spencer	School Nurse	<a href="mailto:Elaine.spencer@spartaschools.org">Elaine.spencer@spartaschools.org</a>
Hannah VanderWall	ECC SSW	<a href="mailto:Hannah.vanderwall@spartaschools.org">Hannah.vanderwall@spartaschools.org</a>
Michael Graham	High School PE Teacher	<a href="mailto:Michael.graham@spartaschools.org">Michael.graham@spartaschools.org</a>
Kim Degraaf	Appleview School Counselor	<a href="mailto:Kim.degraaf@spartaschools.org">Kim.degraaf@spartaschools.org</a>
Amy Soumis	Ridgeview Counselor	<a href="mailto:Amy.soumis@spartaschools.org">Amy.soumis@spartaschools.org</a>
Nicole Aldrich	Parent Community Member	<a href="mailto:nickialdrich@gmail.com">nickialdrich@gmail.com</a>
Kristen Burleson	Parent Community Member	<a href="mailto:akburleson@live.com">akburleson@live.com</a>
Ashley McCarty	Parent Community Member	<a href="mailto:ashleymccarty.am@gmail.com">ashleymccarty.am@gmail.com</a>
Kari Balcom	Parent Community Member	<a href="mailto:balcomgvpd@gmail.com">balcomgvpd@gmail.com</a>
Jodi West	Community Member	
Andy Jensen	Community Member/BoE	<a href="mailto:andy.jensen@spartaschools.org">andy.jensen@spartaschools.org</a>

Katherine Ley	Appleview Teacher	katherine.ley@spartaschools.org
Sarah Spitler	Community Member	sarahspitler1980@gmail.com

### 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 -We used this model for our 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.

In our last wellness policy update we included and incorporated the local wellness policy sample goals provided by the MDE and the Michigan Board of Education. We have also incorporated all of the different areas outlined in the Michigan Model Policy into our local policy. Focusing on smart goals and more nutrition education and promotions. We follow all of the standards and Nutritional guidelines for food and beverage requirements for reimbursable school meals set by the United States Department of Agriculture. We also follow all the marketing guidelines as well. Sparta Area Schools also follow the physical activity, education and other school-based activity standards that are in the Model Policy.

## 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: Sparta Area Schools

Date: 2023-24

### 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>
Example: Food and beverages will not be used as a reward for students.	<ul style="list-style-type: none"> <li>a) Provide teachers with a list of non-food reward examples.</li> <li>b) Discuss changes at back-to-school staff training.</li> <li>c) Follow-up mid-year to discuss challenges and determine additional communication needed.</li> </ul>	Before the beginning of next school year.	<ul style="list-style-type: none"> <li>– Verbal check-ins with staff to ensure compliance.</li> <li>– Teacher survey at end of school year.</li> </ul>	Principal	Teachers, staff, students	Yes
<b>Create a section on the website for teachers, students, and parents where they can find nutritional information and activities</b>	<b>Need to update the section monthly with new activities and nutrition information on the food service website</b>	<b>October 2023</b>	<b>check the food service website monthly to ensure the information has been updated and current</b>	<b>Melissa Amberly</b>	<b>Teachers, staff, families, &amp; students</b>	<b>in progress done monthly by Melissa</b>
Promote and serve more local food especially produce	Find more local vendors to purchase produce from Once established order local produce weekly or biweekly	Aug. 2023	check monthly to ensure the produce has been ordered Check to see if any new local vendors have been found. New local vendors- Tom Maceri and Son, Mike & Lisa Rasch, Gavin Orchards	Melissa Amberly	Students	<b>Done Jan. 2024</b>
Promote and share more local produce educational activities	Once local vendors are established ask to see if they have any educational activities they would like to share put up new local produce activities and educational items monthly on food service website and in school cafes	Nov. 2023	Do monthly check ins with lead cooks to see if signage and activities have been updated Check the website monthly to ensure the new information has been posted	Melissa Amberly	Teachers, staff, students	in progress

Monthly Food Service District Newsletters	Food Service Director & Assistant prepares a newsletter monthly that is posted on webpage and electronically sent out to families	Sept. 2023	Check website and email for communication monthly	Melissa/ Amberly	teachers, students, families, staff	May 2024
Update Public Annually about Wellness Policy, goals, committee	send out a wellness summary in the bell ringer at the end of the school year. Include wellness info in 1 monthly food service newsletter	May/June 2024	send out to go in the bell ringer.	Melissa	teachers, students, community members	June 2024

<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>
Create Staff wellness activities to engage our staff	Wellness Challenge for March-K-12 & Staff Wellness Wednesday Flyer	March 2023 9/6/23	Challenge event is held and has participants Weekly flier is emailed out to staff and posted on Website	Erin Kavanagh	Staff and students	<b>Done April 2024</b>
Personal Wellness Survey for parents/staff/students	Survey developed Send survey out Summarize data	November/ December 2023	Surveys sent out to stakeholders and summary compiled	Erin Kavanagh	Staff, students, parents/guardians	<b>Done</b>
Engage and educate students in wellness activities and information	Wellness Wednesday - weekly Spartan News segment  Wellness Challenge in March  Student Wellness webpage on	Ongoing  March 2024  February 2024	weekly recorded segment presented on Spartan News and posted on the website  Students invited to participate in wellness challenge  Student Wellness webpage has link to the Wellness Wednesday Spartan News segments and opportunities for students to engage in wellness activities/opportunities	Erin Kavanagh	Students	<b>DONE MARCH 2024</b>

Physical Activity Goal(s):

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>
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Mental Health Personnel Wellness curriculum search	created a SEL PLT to lead the curriculum search for a program to address the social, emotional and behavioral needs of our students	Ongoing	Following the steps and board guidelines to identify, pilot and adopt a new curriculum	Erin Kavanagh	Staff, administrators, students	In progress
Blue Envelope Project	Apply to be a Blue Envelope school  Training sessions for all district staff	November 2023	Training sessions held for each group of staff members 70%+ of all staff members who work with/around students are trained	Erin Kavanagh	Staff	Done
Host a community wellness event	Conduct a needs assessment survey Collaborate with KSSN to create 1-2 community events for the 2023-24 school year. <b>HOSTED A WHOLE CHILD WELLNESS EVENT AT ECC</b>	November 2023	Summary of the needs assessment Hold at least one community workshop	Erin Kavanagh	staff, students, parents/guardians, community members	COMPLETED APRIL 25, 2024

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>
All School buildings following the smart snack guidelines including the Michigan exempt allowing each building 2 non smart snacks sold per week per building	Make sure each building has the smart snack exempt tracker	Gave to all principals at beginning of school year Aug. 2023	Check in with principals mid year and end of year to make sure completing the tracker. Melissa will check in with admin at March 2024 cabinet meeting	Melissa All Principals	students, staff	in progress

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>
Ask teachers what they do for school parties/events(food, prizes, etc.)		Fall 2024-25				
K-12 snack survey	send out teacher survey	fall 2024-25				

Healthy snack options/prices flier	Create a flier to share with parents on healthy class party options	SUMMER 2024	make sure fliers are sent out to all staff. Ask for pictures from staff using healthy snacks as treats and rewards	amberly and melissa	students, teachers, parents	
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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>
Continue to advertise and market only food and beverages that meet smart snacks guidelines	Food Service Director and Assistant will do school sweeps Three times per year to make sure all school buildings are only advertising and marketing approved items	Sept. 2023	Food Service Director and assistant will do school sweeps 3 times per year to make sure all school buildings are only advertising and marketing approved items	Melissa/ Amberly	students and staff	June 2024
Make awareness to all staff about the food and beverage guidelines	The Food Service Director will address smart snacks in 1 monthly newsletter per school year. Food service will do taste samples for students to try healthy snack options	2023-24 School Year	The Food Service Director will keep the smart snack flier in the wellness binder to ensure the task is completed. Food service will document taste testing events	Melissa	students, staff, teachers, parents	May 2024