

**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:

**Comstock Park High School, Comstock Park Flex Academy, Mill Creek Middle School, Pine Island and Stoney Creek Elementary**

Month and year of current assessment: **Nov. 2023**

**Assessment Due June 2024**

Date of last Local Wellness Policy revision: **June 21, 2021**

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

<https://go.boarddocs.com/mi/compk/Board.nsf/goto?open&id=C56RQB6D8BEC>

## Section 2: Wellness Committee Information

How often does your school wellness committee meet? **1-3 times per year**

School Wellness Leader:

Name	Job Title	Email Address
Karis Pugh	District Nurse	<a href="mailto:kpugh@cppschoools.com">kpugh@cppschoools.com</a>
Melissa Alley	Food Service Director	<a href="mailto:malley@cppschoools.com">malley@cppschoools.com</a>

School Wellness Committee Members:

Name	Job Title	Email Address
Whitney Zillmer	MC Secretary/parent	wzillmer@@cppschoools.com
Kelsey Reyes	MC Secretary/parent	kreyes@cppschoools.com
Nicole Olger	Parent	nicole_mcfarlane@yahoo.com
Missi McPherson	Director	mmcherson@cppschoools.com
<a href="#">Jamie Keasler</a>	Parent	jamiেকেasler@gmail.com
Melissa Vader	Counselor	mvader@cppschoools.com
Robb Hurt	Dean	rhurt@cppschoools.com
David Stump	Gym Teacher	dstump@cppschoools.com
Chris Dart	Employee	chrisdart2004@gmail.com
Tricia Dart	Parent	trishadart2004@gmail.com
Rhonda Lehan	Parent/ Employee	rlehan@sbcglobal.net
<a href="#">Lindsey Rodarmer</a>	Parent	lindseyrodarmer@gmail.com
Stephanie Goyette	Parent	spodell1983@yahoo.com

Suzanne Vanderveen	Parent	vanderveen6@comcast.net
Anna Stornant	Counselor	astornant@cppschoools.com
Shannon Calhoun	Parent	shanoncalhoun@gmail.com
Amberly Petersen	Employee	apetersen@cppschoools.com
Carie Drake	Employee	cdrake@cppschoools.com
Tracey Slack	Employee	tslack@cppschoools.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

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. Comstock Park also follows 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: Comstock Park Public Schools

Date: \_\_\_\_\_

### 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
Create a section on the website for students/teachers/parents can go to find nutrition education and activities	Need to update the section monthly with new activities and nutrition information on the food service website	Oct. 2023	check the food service website monthly to ensure the information has been updated and current	Melissa Amberly	Teachers, staff, families, & students	in progress done monthly- by Melissa & Lisa Nava
Promote more local produce purchasing and serving with school meals	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 vendors-Tom Maceri and Son, Mike & Lisa Rasch, Gavin Orchards,	Melissa Amberly	students	Done Jan. 2024
Promote more local produce educational information for students and staff	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

Provide teaching for community on "healthier choices" when eating at restaurants	Research better food options at local restaurants. Educate the community with a flier or email.	June 2024	Distribute info x1 flier.	Karis	students, teachers, parents	in progress
Monthly or Bimonthly (?) Nutrition Newsletter	Share with school and community communications by emails. Education about Nutrislice App and nutritional information that can be found.	Oct 2023	Frequency of email x?	Melissa	Teachers, staff, families, & students	in progress
Community Service-meeting basic community needs	Hand to Hand weekend food Mobile Food Pantry story church pantry Holiday Help Developing Healthy Kids Substance Abuse community outreach presenter at Rockford Public Schools The Big Give Summer Feeding Programs-CPHS, SC, PI, Maranatha Church Cp Community Outreach meetings second Tuesday of every month Giving Closet	Summer 2023	Keep track of outreach flyers, work with building admins to build a list of community services we provide	Missi/Karis /Melissa	teachers, staff, families, students, community members	Ongoing-2023-24 school year
Celebrating Diversity	Family Thanksgiving Dinner EL Community Events Mill Creek Fiesta Celebration Monthly Global Eats menu choices-Mexico, India, Italy, China	Oct. 2023	Keep track of outreach flyers, memos, and information about events	Melissa Missi	Staff, family, & students.	Ongoing-2023-24 school year

Physical Activity Goals:

<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>
Share Staff Wellness activities and challenges that will engage our staff within the District	District schools need a way to communicate more -HS Sunday Funday Open Volleyball -HS staff Weight lifting -Putting this on the March Cabinet Meeting to see what is happening in all the buildings. Maybe a google calendar	Nov 2023	Develop a staff wellness calendar to see what buildings are holding what activities	Missi & Melissa	school staff	June 2024
Community Service Opportunities for students- tornado clean up, raking, blood drives	Communicate with schools to spotlight activities. Provide activities for students to learn about serving the community. “Walk the Halls”		How to measure through Student Leadership. They have a calendar and flyers	Student Leadership/ National Honor Society	students, staff, community members	Ongoing
RN Outreach at Mill Creek Days-Annually	RN had a table to communicate with students and families and answer any questions.	August 2023	RN was present at event and was available to help the community	Karis	students and community members	Aug. 11, 2023

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>
Consider a wellness Calendar allowing people to find available activities within the district/community	Get with each building administrator to develop a list of activities happening in their building Person will need to maintain calendar- ?Golden Panthers Goal Apple Crunch News-Fall 2024	1-2 times per school year 2023-24	Perception Surveys-staff, students, and community	Building Admin	students, staff, parents	ongoing
Mental Health Education? or Awareness event?	Career Fair Trails Program HS- Naviance	Sept. 2023	Attendance check in with students doing the health/wellness modules	Building Admin	students, staff	ongoing

Host 1 sponsored school wellness event	Community 5k at Mill Creek Days-wellness walk and 10k aug. 2024 Hearing/Vision/Dental Screenings Kent ISD Career Fair & HS	Aug. 2023	Attendance-evaluate events feedback, surveys	Missi/Karis	community members & students	june 2024
CPR and AED training/education	High School Seniors and Juniors ?Middle School this year	2024-25		Karis	students	
Narcan Education, new school policy	All Schools	12/2023	Board Approval Training Staff to recognize symptoms of narcotic overdose	Karis	students and staff	Dec. 18, 2023
1 Community Education outreach Event annually. on Vaping, Suicide Awareness, Human Trafficking and other Dangers	Host or Share 1 community Education Event per year-Substance Abuse Jan. 11 2024-@ Rockford	annually	Flyers/Emails/Robo Calls	Missi-ask Gina	students, staff, parents	Jan. 11, 2024
Water Safety Lessons at YMCA (Pine Island)	for 4th grade-free program from YMCA(annual)	fall 2023	Attendance		students	fall 2023

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 tracker Check in mid year during Cabinet meeting to ensure buildings are following policy	Melissa All Principals	students and staff	June 2024

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.)	Send out brief survey to teachers Possible pilot safe snacks program Compile information, discuss	2024-25				
Healthy snack options/prices flier	Create a flier to share with parent on healthy class party options	2024-25 school year	flier and emails along with pictures from class parties of healthy options.	Amberly		

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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	The Food Service Director and Assistant will do a check at all buildings to make sure they are only serving approved smart snack foods during school hours. We will also check vending Machines as well to ensure compliant	Sept. 2023	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	Melissa/ Amberly	students and staff	June 2024
Make awareness to all staff about the food and beverage guidelines	Food Service Director will address smart snacks in 1 monthly newsletter per school year	2023-24 school year	Food Service Director will keep smart snack flier in wellness binder to ensure task was completed	Melissa	students, staff, and parents	May 2024