

Putnam Public Schools School Wellness Policy Triennial Assessment Report 2019-2020

District Name: Putnam Public Schools

Date of Evaluation: June 25, 2020

Contact Name: Nancy T. Cole

The purpose of this form is to assist districts in developing regular reports for parents, the local School Board, and the public on the school wellness policy mandated under the Healthy, Hunger-Free Kids Act of 2010 (HHFKA). Completing this report will also assist districts in being ready for the on-site review from the Connecticut Child Nutrition Department.

Notes on completing the assessment and report. This assessment and report template uses the Connecticut Silver Standard School Wellness Policy as a guide, but can be used to assess any district wellness policy. **Bolded** policy elements are required by federal regulation and should be prioritized when developing goals. Districts are encouraged to determine which additional policy elements are appropriate for schools under their jurisdiction, in order to create a supportive environment for student nutrition and physical activity. When bolded items are not met, include an explanation.

This report is intended to be completed using district level information; however, each school site within a district could choose to complete a separate report. If you are completing this report for the entire district, answer questions using best available information and consider noting individual building variation/concerns in the "Notes" section.

District Wellness Goals

- Increase Visual Information on School Wellness
- Expand Nutrition Education

For purposes of this report, where applicable, individual schools are referred to as follows:

- Putnam Elementary School – PES
- Putnam Middle School – PMS
- Putnam High School - PHS

District Wellness Goals Increase Visual Information on School Wellness Expand Nutrition Education	Yes	No	In Progress	NOTES
SCHOOL WELLNESS ADVISORY GROUP				
Does the district have a school wellness advisory group?		X		Putnam is a small school district so the wellness committee serves as the advisory group.
Has your work group helped maintain, revise, implement, assess, and monitor the policy?	X			
Attach a list of participants on the school wellness advisory group with a description of their roles as an Appendix to this report.				See Appendix A
Attach the latest minutes as an Appendix to the report.				See Appendix B
Participation in wellness advisory group is promoted to: Students Parents Food Service Personnel Board Members School Administrators School Health Professionals Physical Education Teachers Local SNAP Ed Coordinator Other Interested Community Members Others, please specify	X X X X X X X X X			
Communication medium(s) used to promote/encourage participation: Newspapers Web Postings Public Announcements Parent Communication Others, please specify - Newsletters	X X X X	X X		

District Wellness Goals Increase Visual Information on School Wellness Expand Nutrition Education	Yes	No	In Progress	NOTES
PRESENTING GOALS				
When was the wellness policy (aka Student Nutrition and Physical Education Policy) passed? Less than 6 months ago 6 months to 1 year ago More than 1 year ago Specific Date: June 20, 2017	X			The policy was adopted on June 20, 2017 and the regulations were adopted on June 19, 2018.
When was the last time your goals were presented to the Board? Less than 6 months ago 6 months to 1 year ago More than 1 year ago Specific Date: August 20, 2019	X			
NUTRITION School Meal Programs				
Schools in the district participate in all available federal school meal programs	X			
Schools in the district participate in all available federal school meal programs School Breakfast Program School Lunch Program After School Supper Program- At Risk Fresh Fruit & Vegetable Program Summer Food Service Program Special Milk Program After School Snack Program Others, please specify	X X X X	X X X		The district continues to apply for the Fresh Fruit & Vegetable Program but has not been awarded funding for the program. CACFP

District Wellness Goals Increase Visual Information on School Wellness Expand Nutrition Education	Yes	No	In Progress	NOTES
NUTRITION School Meal Programs				
The district participates in the following supplemental initiatives: Breakfast in the Classroom Mobile Breakfast Carts Grab 'n' Go Breakfast Farm or Fish to School Programs School Gardens Others, please specify	X X X	X	X	A school garden program is in process for preschool students and high school students.
There is a school nutrition coordinator in place in our school district.	X			The Food Service Director serves as the school nutrition coordinator.
Nutrition Education and Promotion				
All foods and beverages sold during the school between 12:00 AM and 30 minutes after the conclusion of the school day comply with Smart Snack requirements.	X			Smart Snack suggestions are provided to staff and parents.
Please check the venues that currently comply with Smart Snack requirements. Vending School Stores A la carte Fundraisers Concessions If "in progress," "no," or not applicable, please explain.	X N/A X X N/A			The district does not operate school stores or concessions. Smart Snack suggestions are provided to staff and PTO groups for fundraising events.
All foods and beverages provided through the National School Lunch/School Breakfast Programs meet nutritional requirements of the National School Lunch Act. If not, please explain.	X			

District Wellness Goals	Yes	No	In Progress	NOTES
Increase Visual Information on School Wellness Expand Nutrition Education				
Nutrition Education and Promotion				
Food and beverage advertising is limited to foods that meet the National School Lunch Act, Nutritional Guidelines for all foods sold in schools	X			
Free potable water is made available for all students throughout the entire school day.	X			
Local farm products are utilized in meals and snacks, when practical.	X			
Students are encouraged to participate in federal school meal programs.	X			The district was able to offer the Community Eligibility Program (CEP) for students in the elementary and middle schools beginning with the 2019-20 year.
Students who participate in federal school meal programs have their identities protected.	X			
Students are involved in menu planning to encourage promotion of healthy and nutritious meals.	X			The Food Service Director meets with students throughout the year to solicit their input into menu suggestions. Student feedback is used to improve the quality of the school meal programs.
Smarter Lunchroom techniques are utilized to encourage consumption of fruits and vegetables and discourage waste.	X			Signage is used to provide information to students
School lunch is scheduled as close to the middle of the school day as possible.	X			
Students are encouraged to take healthy snack breaks.	X			
Students have access to a variety of affordable, nutritious and appealing foods in a clean environment.	X			
Foods and beverages sold after school hours that do not meet the Smart Snacks criteria have higher sales prices than those that do not meet the Smart Snacks criteria.				This item is not applicable.
Foods and beverages made available at classroom parties meet the Smart Snacks criteria.	X			
Foods and beverages are not offered as a reward for students' performance or behavior.	X			Teachers are provided with samples of non-food reward options, which are also listed on the Food Service webpage.

District Wellness Goals Increase Visual Information on School Wellness Expand Nutrition Education	Yes	No	In Progress	NOTES
Nutrition Education and Promotion				
Students receive nutrition education that teaches the skills needed to adopt healthy eating behaviors.	X			<p>PES piloted nutrition education in their gym classes.</p> <p>PMS has nutrition education included in its Family and Consumer Science/Health curriculum.</p> <p>PHS has nutrition education included in its Family and Consumer Science/Health curriculum as well as its Life Fitness course curriculum.</p> <p>The district ensures students have access to hand-washing facilities prior to meals. Sanitizer is available in all cafeterias.</p>
Classroom nutrition information is reinforced in the school cafeteria setting as well as in the classroom.	X			Signage is used to promote learning for students.
Nutrition education is taught by a certified/licensed health education teacher.	X			
Schools strive to establish and/or support an instructional garden with nutrition education (planting, harvesting, preparing, serving, tasting).			X	<p>The district is working with students at the preschool level on a garden.</p> <p>PHS is partnered with the Thompson school district for a Hydroponics Grant. Activities were planned for the spring but were cancelled due to COVID. It is anticipated activities will resume in the fall. The grant has a nutrition component as well as the creation of a hoop house for hydroponics.</p>
All foods available during the school day are offered to students with consideration for promoting health and reducing childhood obesity.	X			<p>PES and PMS continue to promote a healthy lifestyle through weekly physical education classes and the physical education curriculum. Preschool students receive education on My Plate.</p> <p>PHS students are taught through physical education classes and the life fitness course which has a nutrition component.</p> <p>In the cafeterias, fruits and vegetables are placed where they are easy to access (near the cafeteria cashier or near the front of the line).</p>

District Wellness Goals Increase Visual Information on School Wellness Expand Nutrition Education	Yes	No	In Progress	NOTES
Nutrition Education and Promotion				
Taking into account the items above, describe your overall goals/priorities for nutrition education and promotion				<p>PES will continue to promote nutrition education through weekly physical education classes for all grades. Preschool students will continue to receive nutrition education on My Plate and other forms of curriculum.</p> <p>PMS and PHS will continue to educate students, staff and families regarding healthy choices.</p> <p>PES and PMS - The school nutrition program ensures that all students have access to a variety of nutritious foods through its CEP program.</p> <p>Students receive positive, motivating messages, both verbal and non-verbal, about healthy eating and physical activity throughout the school setting. School personnel will continue to help reinforce these positive messages.</p> <p>Healthy eating and physical activity are promoted to students, parents, teachers, administrators, and community at meetings, health fairs, and on the district web site and through newsletters. The district has a dedicated school wellness section in the monthly Family Resource Center newsletter.</p> <p>The district will continue to increase and strengthen community partnerships with the local food bank, Daily Bread, Interfaith Human Services of Putnam and Hale YMCA. The district had several activities planned for this year in partnership with community groups but they had to be canceled due to COVID-19. It will remain a priority of the district to continue its opportunities with community partners.</p> <p>The district discourages the use of food and beverages as a reward. A goal would be to establish a recognition/reward program for students who exhibit healthy behaviors.</p>

District Wellness Goals Increase Visual Information on School Wellness Expand Nutrition Education	Yes	No	In Progress	NOTES
Nutrition Education and Promotion				
Describe your progress towards district nutrition education (e.g. classroom instruction, parent education) goals/priorities				<p>All schools have been successful at meeting their goals to expand nutrition education. PES added it to the curriculum through the physical education classes. The preschool program promotes nutrition on a regular basis at its community workshops. PMS and PHS teach nutrition education in their Family and Consumer Science/Health classes. PHS added a life fitness course which includes nutrition education. They also are partnered with a local school district on a Hydroponics Grant that promotes nutrition education as well as the creation of a hoop house. In addition, PHS is exploring Culinary I and II for the upcoming school year.</p> <p>Additional parent and teacher resources were added to the Food Services website and will continue to be enhanced.</p>
Describe your progress towards district nutrition promotion (e.g. Smarter Lunchroom techniques, increasing school lunch or breakfast participation, advertising healthy foods) goals/priorities				<p>In the 2019-2020 School Year, Putnam began the Community Eligibility Program (CEP) at the Elementary and Middle Schools. USDA's Community Eligibility Provision provides a nutritious breakfast and lunch to all students at no cost to families. Putnam's overall meal participation for breakfast and lunch increased by 10% during the year, even amid the COVID-19 pandemic challenges.</p> <p>The district successfully promoted healthy eating and nutrition education with signage, use of creative menus, posters and bulletin boards.</p> <p>The district used Smarter Lunchroom techniques such as: moving healthy food options into areas that are easier to reach and where students do not have to ask for them; signage and messages were age-appropriate so all students can read and understand healthy options; healthy food options were placed in high traffic areas to increase students' exposure and chances of choosing the healthy option.</p> <p>The district offered taste testing and menu planning opportunities to students. After school supper programs were implemented thereby providing another way to expand nutrition education.</p>

District Wellness Goals	Yes	No	In Progress	NOTES
Increase Visual Information on School Wellness Expand Nutrition Education				
PHYSICAL EDUCATION	Below	Meets	Exceeds	
<i>Physical Education – Elementary School</i> Our district meets the National Association for Sport and Physical Education recommendation of 150 minutes of physical education per week, throughout the entire school year. If below requirements, please explain.	X			PES students are offered 55 minutes twice a week for each grade. The current curriculum does not allow for more time.
Our district meets the 90-149 minutes requirement of physical education per week noted in our wellness policy, which is determined by district capacity. If below requirements, please explain.	X			
	Yes	No	In Progress	
All students are required to participate in physical education for all years of enrollment of elementary school.	X			
We currently provide 110 minutes of physical education each week for <u>elementary</u> school students.	X			
PHYSICAL EDUCATION	Below	Meets	Exceeds	
<i>Physical Education – Middle School</i> Our district meets the National Association for Sport and Physical Education recommendation of 225 minutes of physical education per week, throughout the entire school year. If below requirements, please explain.	X			On average students receive 40 minutes a day of physical activity. There are days when students receive 65 minutes of physical activity.
Our district meets the 90-149 minutes requirement of physical education per week noted in our wellness policy, which is determined by district capacity. If below requirements, please explain.		X		On average students receive 200 minutes of physical activity
	Yes	No	In Progress	
All students are required to participate in physical education for all years of enrollment of middle school.	X			Each student is offered 50 minutes every other day.
We currently provide 125 minutes of physical education each week for <u>middle</u> school students.				On average students received 125 minutes each week due to rotating schedule.

District Wellness Goals Increase Visual Information on School Wellness Expand Nutrition Education				NOTES
PHYSICAL EDUCATION	Below	Meets	Exceeds	
<i>Physical Education – High School</i> Our district meets the National Association for Sport and Physical Education recommendation of 225 minutes of physical education per week, throughout the entire school year. If below requirements, please explain.		X		Students who are enrolled in physical education or life fitness classes receive 250 minutes per week.
Our district meets the ___ minutes requirement of physical education per week noted in our wellness policy, which is determined by district capacity. If below requirements, please explain.		X		Students who are enrolled in either physical education or life fitness classes receive 50 minutes per day for 5 days each week.
	Yes	No	In Progress	
All high school students are required to participate in physical education for one full year.	X			Students either receive 1 credit over 4 years or 2 half credits over 4 years
All high school students have physical education classes available for four years.	X			Students are offered the opportunity to select more than 1 credit over 4 years
We currently provide 250 minutes of physical education each week for <u>high</u> school students.				Students who are enrolled in physical education or life fitness classes receive 250 minutes per week.
District Wellness Goals Increase Visual Information on School Wellness Expand Nutrition Education	Yes	No	In Progress	NOTES
All Schools Physical Education				
At least 50% of Physical Education classes are spent in moderate to vigorous physical activity.	X			
Physical Education curriculum aligns with the Connecticut State Standards for Physical Education for Grades K-12, with grade-level benchmarks.	X			
Student achievement is assessed based on Physical Education standards.	X			

District Wellness Goals	Yes	No	In Progress	NOTES
Increase Visual Information on School Wellness Expand Nutrition Education				
All Schools Physical Education				
A written Physical Education grade is reported for students according to the grading schedule of our district.	X			
An assessment is performed using a valid and reliable tool and is used to track student progress.	X			
The student-teacher ratio in Physical Education classes is comparable to that in core classes.	X			
Waivers, exemptions, substitutions, and/or pass-fail options are prohibited, unless there are medical, cultural, or religious concerns.	X			
Physical Education is taught by a certified/endorsed physical education teacher.	X			
The Physical Education teacher receives annual professional development.	X			
Physical Education equipment is inspected regularly for safety and replaced when needed.	X			
Describe your progress towards current district Physical Education goals/priorities.	X			<p>PES annually assesses students in Grades K-5 on the mile run according to state standards.</p> <p>PMS annually assesses students in grade 6-8 according to state reporting guidelines.</p> <p>PHS annually assesses students in Grades 9-12 according to a physical fitness test</p>

District Wellness Goals	Yes	No	In Progress	NOTES
Increase Visual Information on School Wellness Expand Nutrition Education				
PHYSICAL ACTIVITY				
<i>Physical Activity – Elementary School</i> Our district provides at least 45 minutes of physical activity each day (may include before/after school programs and recess, but not physical education).		X		Recess is for 25 minutes daily for students in Grades K to 5. A Yoga certified instructor works with students in 6-week groupings.
Our district provides at least 20 minutes each day of recess.	X			
We currently provide 25 minutes of recess each day and _____ total minutes of physical activity each day for <u>elementary</u> school students.				Students receive 55 minutes twice a week
<i>Physical Activity – Middle School</i> Our district provides at least 45 minutes of physical activity each day (not including time spent in physical education).		X		
We currently provide 15 minutes of physical activity each day for <u>middle</u> school students.				
<i>All Schools Physical Activity</i> All students are given opportunities for physical activity through a range of programs including: Interscholastic Athletics Intramurals Physical Activity Clubs Classroom-Based Physical Activity Recess Others, please specify	X X X X	X		Family Fun Nights and Field Days offer students a variety of physical activities.
We promote strategies/events that are designed to generate interest in and support active transport to school, such as: Walking School Buses Bicycle Trains Walk/Bike to School Safe Routes to School Program Other, please specify	X	X X X		
Recess is held outdoors, when practical.	X			
Recess is held before lunch periods, when practical.	X			PMS recess is after lunch periods.
Indoor and outdoor facilities are made available so that physical activity is safe and not dependent on the weather.	X			

District Wellness Goals Increase Visual Information on School Wellness Expand Nutrition Education	Yes	No	In Progress	NOTES
PHYSICAL ACTIVITY				
Equipment is inspected, at least weekly, for safety and replaced when needed.	X			
We do <u>not</u> use physical activity as punishment or withhold physical activity for behavior management.	X			
We keep school spaces and facilities available to students, staff, and community members open before, during, and after the school day.	X			
Taking into account the items above, describe your overall goals/priorities for physical activity				<p>The district will continue to promote physical endurance and stamina so students can sustain physical activity for longer periods of time/</p> <p>PES – collaborating with PTO and parent advisory group to work on physical activities at home</p> <p>Students receive positive, motivating messages, both verbal and non-verbal, about healthy eating and physical activity throughout the school setting. School personnel will help reinforce these positive messages.</p>
Describe your progress towards district physical activity goals/priorities				<p>The district reorganized events for annual field days to have more physical activities. The district implemented FACT days during distance learning to promote student wellness. FACT days are family time based on physical activity and creativity. Activities were posted on the school's website.</p> <p>PHS promotes physical activity in friendly competitions throughout the school year (e.g. pep rallies, tug of war, running races)</p>

District Wellness Goals Increase Visual Information on School Wellness Expand Nutrition Education	Yes	No	In Progress	NOTES
<i>Communication with Parents</i>				
We regularly, at least annually, inform and update the public about the content, implementation of, and progress towards goals in our wellness policy. Our last update was on: <u>August 20, 2019</u> If not, please explain				The school wellness committee spent the 2017-18 year developing the policy. Regulations were adopted the following year. The 2018-19 year was the first full year the district was able to assess its progress towards the goals that had been set. 2019-20 represents the second full year of implementation of the policy.
We provide parents and the public with information on healthy foods that meet the USDA Smart Snacks requirements.	X			The Smart Snacks flyer is provided to parents, PTO groups and is handed out for fundraising activity requests.
Our program makes the caloric, sodium, and other nutritional content of foods and beverages at school available to families.	X			
We provide information about physical education and other school-based physical activity opportunities before and after school.	X			The Family Resource Center provides a variety of activities throughout the year that take place after school and during school vacation weeks.
We provide information via: Our School Website Newsletters Take-Home Materials Special Events Physical Education Materials Others, please specify	X X X X X X			The district utilizes its communication software, ParentSquare, to publicize information to parents and staff

District Wellness Goals Increase Visual Information on School Wellness Expand Nutrition Education	Yes	No	In Progress	NOTES
<i>Monitoring, Compliance, and Evaluation</i>				
Our Superintendent or Designee, <u>Daniel P. Sullivan, III</u>, ensures compliance with established district-wide nutrition and physical activity wellness policies.				
If applicable, please attach a list of the person(s) in charge of these items as an Appendix to the report.				See Appendix A
Our Superintendent or designee, <u>Daniel P. Sullivan, III</u> , designated one or more persons to be responsible for ensuring that each school within the district complies with this policy at: School Activities Fundraisers Celebrations Daily Calendar Schedule Physical Education/Physical Activity Minutes Others, please specify	X X X X X			See Appendix A
We send an annual summary report on district-wide compliance with the established nutrition and physical activity policies to the School Board. Our latest summary was sent on <u>August 20, 2019</u>	X			
A timeline for implementation of the wellness policy has been established.	X			
When new standards, rules, or regulations for nutrition and wellness are created, the wellness policy will be updated to follow those standards.	X			
Describe progress towards district goals/priorities in other school based activities that promote student nutrition and physical activity				Under criteria established by USDA, "at risk" after school care centers are able to provide a free after school supper meal, meeting the USDA meal pattern and nutrition standards. An "at risk" after school care center is defined as: an after school care center that provides organized, regularly scheduled activities in a structured and supervised environment, including education or enrichment activities and has 50% or more of its students eligible for free or reduced priced meals.

District Wellness Goals Increase Visual Information on School Wellness Expand Nutrition Education	Yes	No	In Progress	NOTES
<i>Monitoring, Compliance, and Evaluation</i>				
Describe progress towards district goals/priorities in other school based activities that promote student nutrition and physical activity:				Putnam Elementary and Middle Schools currently participate in the after school program with the Family Resource Center, School-Age Child Care Program and after school classroom enrichment classes such as: homework clubs, robotics club, cheerleading clubs, band, seasonal athletics teams, and Putnam Recreation After School Care Program. The supper program this year has expanded to the middle school. As the program continues to be successful, as evidenced by student participation, it will again be offered in 2020-2021 at no cost to students, families, the Food Service Program or the Board of Education. The At Risk Supper Program will continue to be considered for expansion in district and with other community partners.
Please provide any other information/comments:				Modifications to school activities were made due to COVID-19. The community benefited from nonstop meal service beginning on March 16, 2020, which was the first day of distance learning. From March 16 th to the last day of school, June 12, 2020, a total of 59,158 meals were served. In addition, the district will continue feeding families through the summer feeding program. We are very proud of the work that was done by the district food service staff and other employee volunteers who stepped up to ensure the community received, and continues to receive, several meals every day.

The district's web site address is www.putnam.k12.ct.us. All policies can be found under the **Board of Education** tab by clicking on **Policies**. Questions or comments on the local school wellness policy and/or reports can be directed to Nancy T. Cole at colen@putnam.k12.ct.us or by calling 860-963-6900 Ext 5003.

School Wellness

If you are interested in serving on the school wellness committee, please contact Jeannie M. Dodd, Board of Education Chair, Email: doddj@putnam.k12.ct.us, Phone: 860-963-6900, or Nancy T. Cole, Business Administrator, Email: colen@putnam.k12.ct.us, Phone: 860-963-6900 Ext 5003. The School Wellness Policy, Regulations and other resources can be found on the district website: www.putnam.k12.ct.us.

APPENDIX A

1. School Wellness Advisory Group

Name	Role	Position
Jeannie Dodd	Chair	Board Member
Nancy T. Cole	Chair	Business Administrator
Catherine Colavecchio	Administrator	Putnam Elementary School
Teri Bruce	Administrator	Putnam Middle School
Jacqueline Vetrovec	Administrator	Putnam High School
Jeanette LaPlume	Member	Food Service Director
Patricia Bryant	Member	Family Resource Center Director
Kristin Collins	Member	Preschool Head Teacher
Darick Orange	Member	Physical Education Teacher
Michael Schiappa	Member	Physical Education Teacher
Molly Panteleakos	Member	Physical Education Teacher
Madeline Oden	Member	School Nurse
Ellen Pellegrini	Member	Food Service Manager
Teresa Ross	Member	Food Service Manager
Timothy Sanchez	Member	Parent
Holly Mayo	Member	Parent
Student Groups (e.g. Student Council)	Member	Students

2. School Policy Compliance

Putnam Elementary School
Catherine Colavecchio, Principal

Putnam Middle School
Teri Bruce, Principal

Putnam High School
Jacqueline Vetrovec, Principal

APPENDIX B

School Wellness Minutes

SCHOOL WELLNESS COMMITTEE MINUTES June 16, 2020 – 3:15 PM Zoom Meeting

Attendance: Nancy Cole, Kate Colavecchio, Jeanette LaPlume, Linda Roto, Madeline Oden

The committee did not meet in April as originally planned due to extenuating circumstances associated with COVID.

1. Annual Progress Report

The building principals each updated their respective sections of the annual progress report with this year's activities. It was recommended the FACT days be mentioned in the report. Jeannie Dodd suggested the report contain a disclaimer that modifications to school activities were made due to COVID-19. She also mentioned that the number of meals served for the community should be included in the report.

2. Triennial Assessment Report

The committee reviewed the template for the Triennial Assessment Report and began work on several of the sections. Nancy Cole and Jeanette LaPlume will be responsible for the technical questions in the report. Kate Colavecchio will meet with Nancy Cole and Jeanette LaPlume following this meeting to complete the elementary school information. The middle school and high school principals will be contacted to schedule a time to complete their sections. The report is due June 30, 2020. To date, an extension has not been granted.

3. The committee set the meeting dates for the upcoming school year.

October 14, 2020
January 13, 2021
March 10, 2021
May 12, 2021