

_____ **School District Wellness Subcommittee**
Sample Meeting Agenda

First Meeting

Date: _____

1. **Welcome** – *District Subcommittee Chair*
2. **Introductions** – *Each person introduces themselves and explains their reason for being there*
3. **Overview of Subcommittee Goal** - *Chair*
Suggestion: Improved nutrition and increased physical activity opportunities for all students and staff
4. **Overview of Subcommittee’s Work**
 - Development of a Strategic Plan for Improvement of the Nutrition and Physical Activity Practices in the district’s schools that is presented to School Committee by _____
 - Development of District Wellness Policy specifically addressing federal and state law requirements to be submitted to School Committee by _____
5. **Review of the Laws**
 - USDA Child Nutrition Reauthorization Act of 2004
 - Rhode Island Law Chapter 076, 2005 -- S 0565 SUBSTITUTE A, Enacted 06/24/05
6. **Organizing the Group**
 - Set Meeting Schedule
 - Assign Volunteers for Positions *such as*:
 1. Lead Communicator: responsible for communications to entire Group – one person to organize e-mail list and send communications.
 2. Lead Minute-Taker: record highlights of meeting discussions and send to communicator for disbursing to all members
 3. Assignment Officer: person in charge of making sure all tasks get assigned to individuals and following up to see that assignments get completed as promised, and as needed, reassigns or finds helpers to complete assignments.
 4. Time Keeper for Meetings: reminds everyone of time constraints and recommends smaller discussions be taken off line and group stays on agenda items.
 5. Others:
7. **First Assignment:** The completion of the Nutrition & Physical Activity Survey self-assessment tool by a minimum of two people working together per school for the next meeting.
8. **Next Meeting Date(s) Confirmed**