



## Creating a Local School Wellness Council / Wellness Team

### What is the role of the Local School Wellness Council/ Wellness Team (LSWC)?

**THE LOCAL SCHOOL WELLNESS COUNCIL/WELLNESS TEAM** will develop policies and projects that build on your school's strengths and address its gaps. It should represent your diverse school community. The principal or school administration member will select the committee lead, called the wellness champion, who can then recruit other members. Committee members could include parents/guardians, students, teachers, before- and after-care sponsors, community representatives (e.g., Linkages to Learning, Head Start), school administrators, and counselors. Each school determines the number of members for its local school wellness council/wellness team.

The LSWC will determine the meeting schedule necessary to focus on enhancing the student wellness environment. The LSWC works to complete a school assessment, create goals, and develop an action plan to achieve goals on an annual basis. The principal or school administration member will ensure that at least one of the wellness goals is incorporated into the School Improvement Plan.

The following pages will assist you in creating your committee and provide you with a sample meeting agenda and sign-in sheet.

## Creating Your Local School Wellness Council/Wellness Team Worksheet

This worksheet can help you create your Local School Wellness Council/Wellness Team (LSWC). Remember that the principal or school administration member will select the wellness council/wellness team lead. In some cases, the principal will work with the wellness lead to recruit others to join the team. The LSWC should represent your diverse school community. Selected members could include parents/guardians, students, teachers, before- and after-care sponsors, community members involved in the school (e.g., Linkages to Learning, Head Start), cultural clubs, school administrators, and counselors.

The categories below are just suggestions for areas you can work on within schools. Once your committee is comfortable that the school is compliant with the MCPS Wellness regulations, you may identify other areas of focus.

Many LSWCs encompass interests such as—

- Brain breaks
- Healthy celebrations, classroom rewards, and healthy fund-raising
- Mindfulness
- Nutrition education
- Physical activity, physical education, recess
- School gardens
- Social emotional learning
- Yoga

List the team members you have recruited:

| LSWC Members                |   |                              |  |
|-----------------------------|---|------------------------------|--|
| Name                        | Title/ Relationship to School or District | Contact (email, phone)       | Committee Member Interest/ Background                      |
| <i>Example: IMA teacher</i> | <i>School staff</i>                       | <i>Example@community.org</i> | <i>Teaches Zumba to gym members</i>                        |
| <i>Example: IMA parent</i>  | <i>Parent</i>                             |                              | <i>Passionate about healthy eating &amp; child fitness</i> |
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## Local School Wellness Council/Wellness Team Sample Agenda

**ABC Elementary School**  
**Local School Wellness Meeting**  
**SAMPLE AGENDA**  
 [day of week], [month, date, year] 4:00–5:30 p.m.

### Desired Outcomes

By the end of the meeting, we will have—

- Reviewed the MCPS Wellness regulations
- Reviewed purpose and functionality of the local school wellness council/wellness team
- Discussed current school wellness-related activities
- Reviewed the assessment questions
- Shared ideas and thoughts for goals
- Evaluated the meeting

| Time                      | Content  | Process                      | Who  |
|---------------------------|--|------------------------------|--|
| 4:00–4:10 p.m.<br>10 min. | Welcome, Introductions, and Review of Ground Rules | Greet                        | Wellness Council/<br>Wellness Team Lead            |
| 4:10–4:20 p.m.<br>10 min. | Goals and Purpose                                  | Review                       | Principal/ Wellness Council/<br>Wellness Team Lead |
| 4:20–4:35 p.m.<br>15 min  | MCPS Wellness Regulations                          | Review<br>Discuss<br>Clarify | Principal/ Wellness Council/<br>Wellness Team Lead |
| 4:35–4:45 p.m.<br>10 min  | Current Wellness Activity Worksheet                | Present<br>Discuss           | Everyone   |
| 4:45–5:10 p.m.<br>25 min  | Assessment Review                                  | Share<br>Discuss             | Wellness Council/Wellness Team<br>Lead/Everyone    |
| 5:10–5:25 p.m.<br>15 min. | Sharing: Ideas and Thoughts                        | Reflect<br>Share<br>Discuss  | Everyone   |
| 5:25–5:30 p.m.<br>5 min.  | Evaluation and Action Items                        | Discuss<br>Agree<br>Evaluate | Everyone   |

### Ground Rules

- Observe time
- Fully engage
- Participate and stay on topic
- Be respectful and open to other opinions

### Action Items

| What | Who | By When | Status |
|------|-----|---------|--------|
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# LSWC Attendee List

## MCPS Local School Wellness Council/Wellness Team Meeting Attendees

Date \_\_\_/\_\_\_/\_\_\_ Meeting Location \_\_\_\_\_

| Attendee | Position/Role | Phone | Email |
|----------|---------------|-------|-------|
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Notes: