

**Wellness Committee
AGENDA AND MINUTES FORM**

Meeting Date: 9/21/2016 **School:** Barnstead Elementary School **Team:** Wellness

Team Members Present: Kerri Doyle, Ryan McKenna, Sara Pickard

Agenda Items: *(Minutes for each agenda item should include highlights of the discussions, decisions, follow-up tasks, who is responsible for what and by when.)*

1.	Review Norms (If norms are not set they need to be done at the beginning of the meeting.)
2.	<p>Turkey Trot:</p> <ol style="list-style-type: none"> 1. Date: Monday, November 21, 2016, raindate- Tuesday, November 22, 2016 2. Canned Food Drive: <ol style="list-style-type: none"> a. (Sara) Touch base with new student council to set up food drive dates. The boxes will go into classrooms in early November. Collect for two weeks (?) and record number of items from each classroom to determine the Turkey Trophy Award Winning Classroom. b. Meredith will use food to create meal boxes for End 68 Hours of Hunger. c. (Sara) Contact Elaine Swinford at Food Bank re: donating the rest of the food for her meal boxes. d. Locate Turkey Trophy. e. (Jen and Kerri) Get donations from local Hannafords, etc. for 12 frozen turkeys for each of the top boy and girl finishers in grades 3-5. f. We will stagger the start of each grade more than last year so it is easier for people at finish line to determine winners. g. (Sara) Request a donation from PTO to purchase granola bars and cups for water. h. (Ryan) Touch base with student council regarding getting volunteers to make signs, help out on race day. i. (Ryan) Ask Kris R. about donation of apples for finish line snack j. (Kerri) Order bracelets and get reimbursed from Tim. k. Afterwards, send info to Baysider newspaper. l. We need to make sure students clean up after themselves at the 'post-race party'.
3.	<p>Staff Wellness:</p> <ol style="list-style-type: none"> 1. BES earned a \$100 incentive through Health Trust to be put towards staff wellness initiatives. We will use that money to purchase a gift card for Annabell Boyle, who will be providing Zumba classes for staff starting in October. She is providing these classes free of charge for staff and we are so appreciative of this opportunity! 2. We will be receiving the next \$500 for staff wellness incentives in January. We will discuss our plan for this money as the time gets closer.
4.	Next Meeting: Mid- October- We will send out an email with date/time.

<u>Successes from Today:</u> Great team work- it's getting easier to plan for Turkey Trot now that this is our third year.	<u>Plan for Next Meeting:</u> Jump in to specifics for Turkey Trot.
<u>Questions/Concerns:</u>	<u>Needs from Building Administrators:</u> None at this time.

Copies to: Team Leaders and Building Administrators