DRAFT

Hill View Montessori

Minutes

Wellness Advisory Committee Meeting

Date and Time
Friday November 6, 2026 at 11:00 AM

Location
Conference Room #104

Committee Members Present
C. Falzarano, D. Smith, L. Sylvester, T. Polanco

Committee Members Absent
M. Rameau

Guests Present
J. Gibbons

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

T. Polanco called a meeting of the Wellness Advisory Committee Committee of Hill View Montessori to order on Friday Nov 6, 2026 at 11:02 AM.

II. Wellness Advisory Committee

A.

Welcome, introductions and purpose of the WAC

- Committee members introduced themselves and their roles.
- Tai explained that the purpose of the Wellness Advisory Committee (WAC) is to support the implementation of the school's Wellness Policy.
- The committee will review school meals, nutrition education, physical activity, and other wellness initiatives.
- Members will evaluate current practices, recommend improvements, and help communicate wellness information to families and the school community.

B. Legal basics: 105 CMR 215 and 7 CFR 210.31

- Tai reviewed the state and federal requirements governing the Wellness Advisory Committee.
- **105 CMR 215:** The committee must meet at least four times per school year, document attendance, maintain publicly available meeting minutes, and prepare an annual report.
- **7 CFR 210.31:** Parents, staff, and community members must have opportunities to participate in the Wellness Policy process.
- The school must assess its Wellness Policy at least once every three years and make the results publicly available.
- Families must be informed annually about the Wellness Policy and its implementation.

C. Wellness Policy walk-through and known gaps

- Tai distributed and reviewed the current HVMCPS Wellness Policy.
- The committee reviewed membership requirements, policy assessments, nutrition education, drinking water access, physical education, recess, and wellness practices.
- Students have access to free drinking water throughout the school day.
- Dan reviewed the physical activity requirements, including weekly physical education, daily recess of at least 20 minutes, and incorporating movement breaks into classroom instruction.
- The policy states that recess should not be withheld as a form of punishment.
- Lauren shared that nutrition education is included in the eighth-grade Health and Wellness curriculum.
- Update committee membership language, as the school no longer has a Director of Finance and Administration.
- Clarify current responsibilities for overseeing the Wellness Policy.
- Locate and review Appendix A referenced in the policy.
- Ensure committee meeting minutes and related information are publicly accessible.
- Review and clarify guidelines for food served during celebrations, rewards, fundraisers, and after-school activities.

- Consider food allergies, dietary restrictions, and other health considerations when developing guidelines.
- Review physical activity and recess practices to ensure they align with the Wellness Policy.

D. Roles and membership

- Tai reviewed the committee's membership and responsibilities for the 2026–2027 school year.
- **Tai Polanco:** Food Service Director and committee lead, responsible for coordinating the Wellness Policy and triennial assessment.
- **June:** Business Administrator, responsible for recording meeting minutes and posting them to BoardOnTrack.
- **Dan:** Physical Education Teacher.
- **Lauren:** Health and Wellness Teacher.
- **Mindy:** School Nurse and committee member; absent from today's meeting.
- **Carolina:** Parent representative.
- **Ginger:** will continue to provide administrative oversight.

E. Triennial assessment timeline and tool

T. Polanco made a motion to to use the Massachusetts State Assessment Tool for the January 2028 triennial assessment.
D. Smith seconded the motion.

- The committee reviewed the requirement to assess the school's Wellness Policy at least every three years.
- **Last Assessment:** January 2025.
- **Next Assessment Due:** January 2028.
- Tai presented two assessment options:
  - **WellSAT:** A free online tool that evaluates the completeness and strength of Wellness Policy language.
  - **Massachusetts State Assessment Tool:** A more detailed assessment that reviews state requirements and actual school practices.
- The committee agreed that continuing to use the Massachusetts State Assessment Tool would allow for a more consistent comparison between the January 2025 and January 2028 assessments.
- Although the state assessment requires additional staff time, members felt the more detailed review would be beneficial.

The committee **VOTED** to approve the motion.

F. Calendar, posting plan, focus areas and action recap

Upcoming Meeting Dates:

- Friday, January 8, 2027
- Friday, March 5, 2027
- Friday, May 21, 2027

Posting Plan:

- June will post committee meeting minutes to BoardOnTrack following each meeting.
- The committee will work toward making Wellness Policy information and meeting records publicly accessible.
- Triennial assessment results will be posted once completed.
- Tai shared an example of how Haverhill Public Schools publishes its wellness committee information for reference.

Focus Areas for Upcoming Meetings:

1. **Food, Celebrations and After-School Activities**
    - Review guidelines for food provided during classroom celebrations, school events, fundraisers, PTO activities, and after-school programs.
    - Discuss outside food donations and purchases, including pizza, snacks, and other refreshments.
    - Establish clearer expectations regarding food allergies, dietary restrictions, and nutritional considerations.
    - Distinguish school sponsored food activities from meals families provide for their own children.
2. **Physical Activity and Recess**
    - Review Section 4 of the Wellness Policy regarding physical activity and fitness education.
    - Examine how students in grades 1–6 receive movement breaks throughout the school day.
    - Review recess schedules and opportunities for physical activity across grade levels.
    - Discuss concerns that middle school students may not consistently receive the full 20 minutes of recess outlined in the policy.
    - Consider how lunch schedules, cleanup, and transitions affect students' opportunities for recess and physical activity.

Action Items:

- Tai will update outdated committee membership language in the Wellness Policy.
- Tai will locate and review Appendix A.
- June will post meeting minutes to BoardOnTrack.
- Committee members will review food and celebration guidelines for discussion at the next meeting.

- Committee members will review Section 4 of the Wellness Policy, focusing on movement breaks and recess.
- Tai will coordinate the January 2028 triennial assessment using the Massachusetts State Assessment Tool.

III. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 11:24 AM.

Respectfully Submitted,
J. Gibbons