



Healthy Schools Wellness Policy/Local Wellness Policy Meeting Minutes

Menu Advisory Board Meetings Minutes

Food Service Management Advisory Board Meeting Minutes

Date: Wednesday, December 3, 2025

Location: Microsoft Teams

Note taker: Yubani Figueroa, Account Specialist Sr./Liaison

Attendees and Introductions:

Anabel Short- Director of Food Services
William Torres- District Chef
Yubani Figueroa- Account Specialist Sr./Liaison
Marcus Wilkins-Assistant General Manager
Yolanda Carrasco-Assistant General Manager
Arti Maharaj-Office Specialist Sr./Parent

Establishing Members:

We are continuing with our goal to encourage more participation, create a team of volunteer members for the committees. This volunteer committee meets at least two times each school year and can be made up of Nutrition Specialists, Teachers, District Administrators, school nurses, parents, wellness advocates, students, and community members who have a passion for wellness and understand the importance of proper nutrition and adequate physical activity in our schools.

What is the wellness meeting about: goals for the year, caterings, gardening, farmers market, accountability for our tasks. ADE feedback has been that our wellness policy is well run.

Anabel Short welcomes everyone, ideas, and thoughts.

Goals:

Attention to mindset and taking on the initiative instead of being reactive; being proactive and creating new experiences for the kids. Being in communication and informative for the students. Meeting with the intent to have new ideas for students with students in mind.

Encouragement of community lifeline to express what they need. What they like or do not like about particular food.

We need to communicate effectively and continue identifying areas of strength in the Healthy Schools Wellness Plan/Local Wellness Policy (LWP), Menu Advisory Board and the Food Service Management Advisory Board as leaders. Our goals as leaders are reviewed each meeting to discuss the requirements to communicate effectively with others to align with the districts mission, vision, and goals for public involvement, public updates, policy leadership and our evaluation plan. Our goals are to identify areas of strength in all of the LESD wellness committees and report the progress made in each wellness initiative. By communicating with all stakeholders, we are able to encourage others to join the committee.

Policy & Elements of LWP—We meet all the requirements for a district-wide wellness committee. We meet at least 2 times per year and have seen big improvements since the creation of our wellness policy in all areas to include food and beverage marketing, healthier food and beverage options, and physical activity. Anabel reviews the current Local Wellness Policy with the group. Continuing strong with practicing good habits and meeting all goals.

Review Nutrition Initiatives:

This is the first meeting of the year, which means we can only reflect on what has been done and expand our goals for this school year. We discussed the Local Wellness Policy (LWP). We will continue to identify what we want in areas of strength in our wellness program. We will report the progress as we review specific aspects of our written plan, determine the significance of food on students' academic progress, analyze survey results with our current guidelines, understand the requirements, assess our current policy and implement new requirements.

Thoughts and Ideas

Anabel – Reviews updates to our current policy, its establishment, and public posting. Recaps the former Local Wellness Policy presented by ADE a few months ago. This was basic training about the local wellness policy and all its parts. No changes have been made to the Littleton LWP except for minor updates related to our former audit. The LWP is implemented at schools that participate in the National School Lunch Program, it promotes health and wellness. The Nutrition Department usually hosts and invites those who are interested in health and wellness like nurses, PE teachers, outside community like parents. We also discussed menu planning and the food service management company, which is half of us (SFE) and how that's going. All to promote health and wellness. In addition, the standards for food and beverage sold during school hours (smart snacks). We also train our PTSA families about what is allowed to be sold during school hours. We bring awareness to being very careful with fundraisers during school hours. There's also an assessment that needs to be completed every three years. The assessment are questions that get answered and posted publicly. Some of the things that are required in LWP are nutrition promotion and education, which are two different areas. Nutrition promotion encourages healthy eating behavior environment then nutrition education is teaching about nutrition and its value. Physical education and activities is another area we are working on to ensure we are meeting the necessary minutes. Classroom parties/celebrations and fundraisers are also topics on the LWP. What is allowable and exceptions to what is brought in the classroom to what is sold.

Review of Continuing/New Nutrition Initiatives:

- *Farmers Market Events*— The Fall Farmer's Market normally takes place at select school sites and the Spring Farmer's Market normally takes place at the remaining school sites. These events are held to encourage students to try new fruits and vegetables. The fruits and vegetables selected are ones in season and are checked for quality and flavor before being given to the students. It is an SFE initiative during recess hosted every year. SFE orders fruits and veggies and set up stations; provides nutrition education to students at each school site. Hosted in Fall and Spring.
- *HUSSC Grant/Award requirements*- This grant is a voluntary, nationwide program that promotes healthier school environments through a school's promotion of good nutrition and physical activity. The four levels of performance include Bronze, Silver, Gold, and Gold Award of Distinction.
- *Equipment Grant application* — We have received the grant in past years and were able to purchase a new equipment such as serving line for Collier. It is something we take advantage every year.
- *Grants* – We are not currently working on applying to any grants but we are always on the lookout for grants that will benefit LESD.
- *Gardens* — Gardens are being cleaned up, and planting will begin soon with the plants/produce in season. Every school has a garden coordinator who will get students and volunteers involved in helping maintain them.
- *Breakfast in the Classroom* — This program continues annually. Littleton is appreciative that we are able to participate and qualify for this program at no cost to our students. This program takes a lot of dedication and collaboration from everyone, so everyone involved is appreciated. Tally sheets being used during this time; somewhat out of context but getting breakfast to students has been great.
- *Smoothies* — Smoothies are a big hit with the students. Encourages comradery; making smoothies is a teambuilding moment; the reward is great as everyone enjoys the smoothies.
- *Roving Chef Program* —For the younger grades, mystery boxes will be continued. We want to incorporate the gardens with the roving chef program to start utilizing fresh vegetables.
- *SFE TV BLURBS*— TV Blurbs have received positive feedback so they will continue to be updated with nutritional facts, the food menus, and other information for staff and students. The next step would be to personalize them more to each site with information pertaining to that site.
- *Donations* — See Lilly in the Business Resources Department for any questions about the process of receiving or giving donations to the district. Must complete a 'Request for Acceptance of Gift & Donations' form that is on the intranet under Business Resources. The Business Resources Department will send the information to the Governing Board for approval of acceptance. All donations received will be recognized by the Board. Once accepted by the Governing Board, the Business Resources Department will mail a 'thank you' letter to the donor. -Lilly (Business Department) gets the deposits.
- *Exercise*- Safety questions/reviews about exercise limits and parameters are being researched.
- *Books* —We will have Dr. Seuss day and will encourage book fairs to highlight any books on nutrition and physical activity.

FY2025/2026 Meetings

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- *After school snacks* — Will take place during the Read Better Be Better Program, some schools will participate in After School Snacks during this time. The site applications for these schools will be submitted to ADE for approval. Schools are considering allowing all grades to have snack time during school hours, teachers will receive more information on this soon. We want to encourage healthier snack options if all schools will offer snacks.
 - *Donations to St. Mary's Food Bank* — We have donated to St. Mary's Food Bank and they provide meals to others.
 - *Farmers Market and Events* — The goal is to get more events planned for this school year and continue getting new fruits and vegetables for the students to try.
 - *Garden Program* – The goal is for each site to be responsible for their garden in maintaining it throughout the entire year. We want students to be excited about helping out with their garden. We want to look into incorporating recycling into the garden program by upcycling, using compost from our food, and thinking of new ways to bring the two together.
 - *Marketing* — We will speak to IT about any social media awareness that we can bring to the Food Services department to help share with families what is going on as well as any tips on nutrition and exercise.
 - *Board awareness* — We want to make sure we are always communicating what is going on with our committee as well as all the different activities being done with students at all the campuses.
 - *Exercise and Wellness* (physical activity to promote student wellness) — The TVS can be incorporated to promote nutrition and exercise.
 - *Healthy Rewards* such as non-food rewards. Healthy rewards for the students to encourage them with 'no candy as a reward' since the kids used to receive food or candy for good behavior. These rewards can also include things that will encourage students to be active such as basketballs, baseballs, etc.
 - *Roving Chef Program* — The goal for this program is to expand it to all the schools and have various dates throughout the school year.
 - *Compost Goal for Green* — Continue working with our contacts to include more 'worm days' and worm activities as well as continuing to use the compost tumblers.
 - *Newsletter Blurbs* – Was started with Estrella Vista, with the collaboration of the Principal. It was a small section in their newsletter that was sent home with parents that included Nutrition facts.
 - *Lean and Green Menu* — There are vegetarian days due to the increase of vegetarian students. These days can include 'Meatless Mondays' or dairy substitutes for lactose intolerant students and staff. These days are also to encourage students to eat more vegetables.
 - *Breakfast in the Classroom (BIC)*. Breakfast Patterns Surveys, and Data review analysis was conducted and reviewed to understand students better. Training for new staff will continue to ensure correct data is being collected. We encourage staff and student feedback on the meals served.
 - *Soda Free Zones* in the cafeterias will continue to focus for a change. Other non-nutritious items were talked about, such as other sugary drinks or family sized bags of chips. If this standard gets written into the Local Wellness Policy, it will have to be enforced at all campuses. Right now, every campus has different expectations all relating to the administration expectations.
 - *Fitness Food and Fun (FFF)* to get more PE teachers to participate in the "Get Fit".
 - *Grilling and Grilling events* with the Principal ideas was a goal and now accomplished.

Future Goals

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Anabel – Start the Local Wellness Policy assessment and review the policy and see where we are. Look to see if some items are missing and add them.