

# Sample Agendas for School Health Council Meetings

## Meeting 1

- Have all participants sign-in, provide name tags
- Maintain minutes throughout the meeting
- Introduce the council chairperson; including a brief discussion of his/her role as chairperson
- Have each council member introduce themselves; allow everyone in the group to share their name, role, and why they are interested in being involved in the School Health Council
- Have the superintendent address the council, expressing his/her interest and commitment to the health issues facing students, faculty, and staff
- Explain What, Why and How to coordinate school health
  - What is “Coordinated School Health?” Wellness Policies & Vending Regulations ([http://www.healthyschoolsms.org/ohs\\_main/powerpoint.htm](http://www.healthyschoolsms.org/ohs_main/powerpoint.htm))
- Provide a brief overview of School Health Councils; explaining....
  - What they are?
  - What they do?
  - Who can be a member?
  - Why it is important for a council to be established at the school level?

**For resources visit the Office of Healthy Schools website at:**

**[http://www.healthyschoolsms.org/ohs\\_main/councils.htm](http://www.healthyschoolsms.org/ohs_main/councils.htm).**

- Questions and Answers
- Closing remarks by the chairperson or superintendent; including
  - Next meeting date, time, location, and purpose
  - Reminder of any commitments made by council members

## Meeting 2

- Have all participants sign-in
- Maintain minutes throughout the meeting
- Review the minutes of the previous meeting
- Conduct a needs assessment such as:
  - Mississippi School Nutrition & Physical Activity Environment Assessment
  - CDC’s School Health Index
  - USDA’s Changing the Scene
  - Other Needs Assessment Instrument

*The needs assessment raises awareness of the issue of school health and promotes interest in joining the council to create change. The assessment provides comprehensive, useable, and accurate information for decision making, and helps the council identify strengths and weaknesses of the coordinated school health approach within the school/district.*

- Closing remarks by the chairperson; including
  - Next meeting date, time, location, and purpose
  - Reminder of any commitments made by council members

## Meeting 3

- Have all participants sign-in
- Maintain minutes throughout the meeting
- Review the minutes of the previous meeting
- Establish ground rules for operating the council
- Develop a vision and mission for your council

- The **vision** defines the council's desires and commitments for school health.
- The **mission** statement describes the overall purpose of the council and helps define the actions of the council.
- Develop a marketing plan for distribution of successes.
- Closing remarks by the chairperson; including
  - Next meeting date, time, location, and purpose
  - Reminder of any commitments made by council members

#### Meeting 4

- Have all participants sign-in
- Maintain minutes throughout the meeting
- Review the minutes of the previous meeting
- Begin writing an action plan
  - Brainstorm ideas
  - Set priorities
  - Assign action steps to each council member

*Based on the findings of the needs assessment conducted in the third meeting the council should develop an action plan. The action plan is a written framework of the changes desired in your school/district and community and how the council hopes to achieve them. The action plan holds council members accountable to the commitments they make.*

- Closing remarks by the chairperson, superintendent, or principal; including...
  - Next meeting date, time, location, and purpose
  - Reminder of any commitments made by council members

#### Note:

- After the action plan is developed the council should conduct regular meetings that fit their unique situation.
- If the council members/chairperson plans to provide refreshments during the council meetings ensure that these food items are nutritious and healthy. It is important that the council set a positive example for the school/district's effort towards creating a sustainable school health program.

#### Additional/Future Agenda Items

- Develop an Evaluation Plan (required)
- Invitation for new members
- Community resources/partnerships
- Post needs assessment

#### Resources

- Local School Wellness Policy Guide for Development  
[http://www.healthyschoolsms.org/docs/Wellness\\_Policy\\_Guide.doc](http://www.healthyschoolsms.org/docs/Wellness_Policy_Guide.doc)
- Promoting Healthy Youth, Schools, and Communities: A Guide to Community-School Health Councils  
[http://www.healthyschoolsms.org/ohs\\_main/documents/SchoolHealthCouncilsGuide.pdf](http://www.healthyschoolsms.org/ohs_main/documents/SchoolHealthCouncilsGuide.pdf)
- Form a School Health Team  
<http://www.cdc.gov/HealthyYouth/SHI/training/10-Resources/docs/Team.pdf>
- School Health Index  
<http://apps.nccd.cdc.gov/shi/default.aspx>
- School Health Councils (PowerPoint Presentation)  
[http://www.healthyschoolsms.org/ohs\\_main/documents/SHCStep1Gettogether.ppt#257,1\\_School\\_Health\\_Councils](http://www.healthyschoolsms.org/ohs_main/documents/SHCStep1Gettogether.ppt#257,1_School_Health_Councils)