

Michigan Department of Education
Office of Health and Nutrition Services
School Nutrition Programs

**Local Wellness Policy:
Triennial Assessment Summary**

Background

The Healthy, Hunger-Free Kids Act of 2010 requires Local Educational Agencies (LEAs) to update or modify their wellness policy, as appropriate. When wellness committees meet on a regular basis throughout the school year, an assessment plan should be used to ensure progress is being made on the district's wellness policy and procedures.

Purpose

The template below is offered to help summarize the information gathered during your assessment. Members of a school wellness committee who are completing the triennial assessment for their school wellness policy may use this template. It contains the three required components of the triennial assessment, including 1) compliance with the wellness policy, 2) how the wellness policy compares to model wellness policies, and 3) progress made in attaining the goals of the wellness policy.

Results

The copy of the assessment must be made available to the public. How the assessment is made available is the decision of the LEA. Many LEA's choose to post the results on their district website. The triennial assessment summary and the assessment details must be shared.

Recordkeeping

Keep a copy of the most recent triennial assessment, along with supporting documentation on file. This will be needed when you have a School Nutrition Program administrative review.

Resources

<https://www.fns.usda.gov/tn/local-school-wellness-policy>

https://www.michigan.gov/mde/0,4615,7-140-66254_50144-194546--,00.html

Section 1: General Information

School(s) included in the assessment:

Merritt Academy

Month and year of current assessment: January 2025

Date of last Local Wellness Policy revision: January 2025

Website address for the wellness policy and/or information on how the public can access a copy:

merritt-academy.org

Section 2: Wellness Committee Information

How often does your school wellness committee meet? ANNUALLY

School Wellness Leader:

Name	Job Title	Email Address
Jacquie White	Food Service Director	jwhite@merritt-academy.org

School Wellness Committee Members:

Name	Job Title	Email Address
Tammy Visger	Food Service Director	tammy@therominegroup.com
Alicia Cottrell	Food Service Director	acottrell@hanleyacademy.org
Pam Bakeman	Food Service Director	bakemanp@michcol.org
Mike Moss	General Manager of Cj's Catering and Foodservice	mike@cjscateringus.com
Dawn Monski	Food Service Director	monczkid@michcol.org
Sandra Paquette	Supervisor at Cj's Catering and Foodservice	sandra@cjscateringus.com

Section 3. Comparison to Model School Wellness Policies

Indicate the model policy language used for comparison:

- ☒ Michigan State Board of Education Model Local School Wellness Policy
- ☐ Alliance for a Healthier Generation: Model Policy
- ☐ WellSAT 3.0 example policy language

Describe how your wellness policy compares to model wellness policies.

Merritt Academy's Wellness Policy meets the regulations set forth by the USDA

Section 4. Compliance with the Wellness Policy and progress towards goals

At a minimum, local wellness policies are required to include:

- Specific goals for:
 - Nutrition promotion and education
 - Physical activity
 - Other school based activities that promote student wellness.
- Standards and nutrition guidelines for all foods and beverages sold to students on the school campus during the school day that are consistent with Federal regulations for school meal nutrition standards, and the Smart Snacks in School nutrition standards.
- Standards for all foods and beverages provided, but not sold, to students during the school day (e.g., in classroom parties, classroom snacks brought by parents, or other foods given as incentives).
- Policies for food and beverage marketing that allow marketing and advertising of only those foods and beverages that meet the Smart Snacks in School nutrition standards.
- Description of public involvement, public updates, policy leadership, and evaluation plan.

Using the table below to indicate the progress made with each goal included in the Wellness Policy. The table may be used for each school separately or the district as a whole.

Tip: When developing a wellness plan, ensure activities are meeting goals by developing SMART objectives:

- **Specific:** Identify the exact area to improve.
- **Measurable:** Quantify the progress.
- **Attainable:** Determine what is achievable.
- **Realistic:** Consider resources and determine what can reasonably be accomplished.
- **Time bound:** Identify deadlines for goals and related tactics.

The Centers for Disease Control and Prevention (CDC) has tips for developing [SMART objectives](#).

Michigan Department of Education Local Wellness Policy Assessment Plan

School Name: Merritt Academy

Date: January 2025

Nutrition Promotion and Education Goal(s):

Goal What do we want to accomplish?	Action Steps What activities need to happen?	Timeline Start dates	Measurement How is progress measured?	Lead Person	Stakeholders Who will be involved and/or impacted?	Complete?
Example: Food and beverages will not be used as a reward for students.	a) Provide teachers with list of non-food reward examples. b) Discuss changes at back-to-school staff training. c) Follow-up mid-year to discuss challenges and determine additional communication needed.	Before the beginning of next school year.	– Verbal check-ins with staff to ensure compliance. – Teacher survey at end of school year.	Principal	Teachers, staff, students	Yes
To integrate nutrition education at various grade levels and curriculums	a) Nutrition unit in health classes b) Nutrition unit in PE classes	school year 2025-2026	Verbal check in with teachers	Food Service Director	Teachers, Staff, Students	Y or N
Display Nutrition techniques	a) Nutrition posters displayed in cafeteria b) Menus displayed in cafeteria and office	school year 2025-2026	Visual Checks	Food Service Director	Staff, Teachers and Students	Y or N

Physical Activity Goal(s):

	Action Steps What activities need to happen?	Timeline Start dates	Measurement How is progress measured?	Lead Person	Stakeholders Who will be involved and/or impacted?	Complete?
Goal What do we want to accomplish?						
Promote physical activity during the school day	a) Offer physical education classes b) Promote recess c) Implement Brain Breaks	school year 2025-2026	Verifying PE classes offered Verbally verify with teachers that students have recess and Brain Breaks	Food Service Director	Teachers, Students and Staff	Y or No
Increasing additional wellness based activities	a) Add try days b) Jump Rope for Heart	school year 2025-2026	Visual and Verbal confirmation from teachers	Food Service Director	Teachers, Students and Staff	Y or N

Nutrition guidelines for all foods and beverages for sale on the school campus (i.e. school meals and smart snacks):

Goal What do we want to accomplish?	Action Steps What activities need to happen?	Timeline Start dates	Measurement How is progress measured?	Lead Person	Stakeholders Who will be involved and/or impacted?	Complete?
ALL meals will meet USDA nutrition guidelines	Meal Component signs displayed in the cafeteria	school year 2025-2026	Visual inspection of signs, production sheets and menus	Food Service Director	Food service staff and students	Y or N
Distribute information on Smart Snacks	Distribute a list of approved Smart Snack items	school year 2025-2026	Verbal questioning about receiving Smart Snack list Visual inspection	Food Service Director	Staff, Teachers, Food Service Staff, Admin and Vendors	Y or N

Guidelines for other foods and beverages available on the school campus, but not sold:

Goal What do we want to accomplish?	Action Steps What activities need to happen?	Timeline Start dates	Measurement How is progress measured?	Lead Person	Stakeholders Who will be involved and/or impacted?	Complete?
Don't use food as a reward or consequence	Rewards a) be a helper in the classroom b) dance to favorite music in the classroom c) Get "Free Time Choice" at the end of the day. Have Smart Snacks available in the classroom	school year 2025-2026	Verbal questioning of teachers and verbal inspection	Food Service Director	Students, Teachers, Staff and Food Service Staff	Y or No

Marketing and advertising of only foods and beverages that meet Smart Snacks:

Goal What do we want to accomplish?	Action Steps What activities need to happen?	Timeline Start dates	Measurement How is progress measured?	Lead Person	Stakeholders Who will be involved and/or impacted?	Complete?
Only selling and passing out approved Smart Snacks	Inspection of classrooms, offices and cafeteria	School year 2025-2026	Visual inspection	Food Service director	Teachers, food service staff, students	Y or N
Notes home to parents from Admin about bringing in outside food Must be Smart Snack only	Notes home to parents	School year 2025-2026	Visual inspection	Admin	Teachers, food service staff, school staff, parents and students	Y or N