

## Worksheet 4: Summary of Findings

This document assists local educational agencies (LEAs) with meeting the U.S. Department of Agriculture's (USDA) triennial assessment requirements for the LSWP. For information on the triennial assessment process, review *Guidance for School Wellness Policy Triennial Assessment*. For additional worksheets, visit the "What's Next" section of the CSDE's School Wellness Policies webpage.



This worksheet can be used to create narrative descriptions to post alongside sections from **Worksheet 3: Identifying Connections between Policy and Practice**. The purpose of these narratives is to describe the LEA's progress toward meeting their wellness goals. Not all districts will have information to share in all four sections. Note: in Section 3 and Section 4, the LEA is only required to comment on federally required items, but may add information about other wellness topics if desired.

**Section 1 (Strong Policies and Aligned Practices).** If applicable, write a narrative below to describe your district's areas of success in meeting its wellness goals.

The Brookfield Public School District conducts yearly professional development sessions for the physical education teachers that are relevant and specific to the age groups that they teach. There are opportunities at least once a month for community and family members to engage in physical activity at the high school, middle school and elementary school with walking/running paths, playgrounds, ball fields and track available for public use. There are opportunities on most days for students to engage in physical activity before and after school through walking and exercise clubs, intramural and interscholastic sports.

## Worksheet 4: Summary of Findings

**Section 2 (Create Practice Implementation Plans).** If applicable, write a narrative below to describe how your district will create practice implementation plans to ensure full compliance with all elements of the LSWP.

The Brookfield Public Schools Wellness committee will work together to revise the local school wellness plan (LSWP) to include thorough written guidelines including federal and state requirements.

Our current policy dictates that “the Principal of each school, or his/her designee, shall be responsible for the implementation and evaluation of the effectiveness of this wellness policy”. The Wellness committee will meet annually going forward and will work with the principals to make certain that all elements and guidelines in our policy are practiced in the classrooms of every school in the district.

**Section 3 (Update Policies).** If applicable, write a narrative below to describe how the district will update its policy to include all federally required items. You may also add plans for additional policy updates if desired.

Brookfield Public Schools is fully implementing many federally required nutrition and physical activity practices, however the language in our policy does not specify these practices. The district uses standards-based curriculum for nutrition education that are designed to promote student wellness. All meals are in compliance with the Healthy Hunger-Free Kids Act. The eligibility status of all students is completely confidential and not disclosed during the process of serving meals, point of service, notification of availability of free/reduced meals or notification of eligibility of free/reduced meals. All of the cafeterias have free drinking water fountains. Training for food staff meets the USDA Professional Standards of annual training for new/current food service directors, 12 hours, new/current managers, 10 hours, and new/current staff, 6 hours. There are no competitive foods sold anywhere at the schools or in the cafeteria. If any of the schools have vending machines, the items sold in them meet Smart Snacks criteria. If any of the schools have food/beverage fundraisers, the items sold meet Smart Snacks criteria. If there are any foods marketed at the schools during the school day, they meet Smart Snacks criteria. There are no school stores at any of the schools in our district.

## Worksheet 4: Summary of Findings

**Section 4 (Opportunities for Growth).** If applicable, write a narrative below to describe how your district will update its policy and practices to include all federally required items. You may also add plans for additional wellness goals if desired.

The Brookfield Public Schools District Wellness committee is represented by a parent, school food authority representative, a PE teacher, a health teacher, school nurse, school administrators and community members. The current policy is available on the school website. Going forward the committee will meet each year to assess implementation of the policy at all schools in the district. The committee will then communicate the assessment results and the updated policy with the public annually through email and highlighted on the school district website. This is the first triennial assessment that BPS has done. Once it has been completed, the triennial assessment will be made available to the public on the school's website.

## Worksheet 4: Summary of Findings

For information on the USDA's LSWP requirements, visit the Connecticut State Department of Education's (CSDE) [School Wellness Policies](#) website and the Rudd Center's [WELLSAT](#) website, or contact the [school nutrition programs staff](#) in the CSDE's Bureau of Health/Nutrition, Family Services and Adult Education, 450 Columbus Boulevard, Suite 504, Hartford, CT 06103-1841.

This document is available at [https://portal.ct.gov/-/media/SDE/Nutrition/SWP/Worksheet\\_4\\_Summarizing\\_Findings.docx](https://portal.ct.gov/-/media/SDE/Nutrition/SWP/Worksheet_4_Summarizing_Findings.docx).



In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [How to File a Complaint](#), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

The Connecticut State Department of Education is committed to a policy of equal opportunity/affirmative action for all qualified persons. The Connecticut Department of Education does not discriminate in any employment practice, education program, or educational activity on the basis of age, ancestry, color, criminal record (in state employment and licensing), gender identity or expression, genetic information, intellectual disability, learning disability, marital status, mental disability (past or present), national origin, physical disability (including blindness), race, religious creed, retaliation for previously opposed discrimination or coercion, sex (pregnancy or sexual harassment), sexual orientation, veteran status or workplace hazards to reproductive systems, unless there is a bona fide occupational qualification excluding persons in any of the aforementioned protected classes.

Inquiries regarding the Connecticut State Department of Education's nondiscrimination policies should be directed to: Levy Gillespie, Equal Employment Opportunity Director/Americans with Disabilities Coordinator (ADA), Connecticut State Department of Education, 450 Columbus Boulevard, Suite 505, Hartford, CT 06103, 860-807-2071, [levy.gillespie@ct.gov](mailto:levy.gillespie@ct.gov).