

**Everett Public Schools Employee Benefit Trust
Employee Wellness Program Strategic Plan
2015-2016**

| Category | Goal Description | Evaluation Method | Objective Outcome: Key Performance Indicators | Percent Complete |
|----------------|--|---|---|---|
| Culture | <p>Create a culture of health by providing employees of the district with resources, tools, and support that enhance their overall health and quality of life.</p> <p>Culture of Health: A culture in which people live, work, and learn in an environment that supports healthy behaviors, and overall well-being. The environment is such that the healthy choice is the easy choice. All people feel inspired and empowered about their health and making healthy choices.</p> <p>Goal: Increase leadership support, modeling, participation, commitment and visibility in Wellness Program activities and events.</p> | <p>Employee surveys, observation</p> <p>End of year data collection from wellness program activities, end of year survey, observation</p> | <p>Leadership Support and Role Modeling Outcomes</p> <ul style="list-style-type: none"> To have at least 75% of those who take an annual wellness program survey (Year: 2016) agree somewhat or strongly agree there has been a positive shift in district culture as a result of the wellness program. To have at least 75% of those who take an annual wellness program survey (Year: 2016) agree somewhat or strongly agree that leadership support and modeling inspired them to participate in wellness programming and to make healthier choices with respect to nutrition and physical activity. Superintendent and cabinet engage with the Wellness program actively promoting it through: <ul style="list-style-type: none"> Increase presence of Wellness Coordinator and/or Employee Wellness focus (agenda item) at SLT and Principal Meetings Superintendent and cabinet participate in WALKTOBER and promote WP activities throughout the year. Increase leadership/administrative participation: 50% of school principals and asst. principals participate in at least one wellness program opportunity this school year | <p>Data not yet available</p> <p>Data not yet available</p> <p>100%, SLT</p> <p>Data not yet available-Principal Meetings</p> <p>Superintendent, 77% of cabinet WALKTOBER</p> <p>32% of principals and assistant principals; 43% of SLT</p> |

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| Culture | <p>Wellness Teams: A vital step in changing district culture is having cohesive wellness teams in place at all district sites.</p> <p>Teams are essential to building a great wellness program because they help to provide onsite support and can give program feedback to the Wellness Coordinator. In addition, wellness teams model, encourage and inspire their colleagues to adopt a healthier lifestyle.</p> <p>Establish cohesive wellness teams at every school or site. Principals will appoint or ask for volunteers for the school year at the beginning of the school year.</p> | | <ul style="list-style-type: none"> Wellness Teams of 3-5 members are established either on a volunteer basis or by being appointed by school principals at every site at the start of the school year. Wellness Teams meet quarterly to review district wellness program opportunities and to plan wellness activities at their school or site based on annual employee interest survey i.e. healthy pot lucks, challenges or campaigns, fitness classes, health education classes, health fair etc. <ul style="list-style-type: none"> Provide a small stipend (\$500.00) available to teams for wellness programming for incentives, tracking devices, health fair promotion, instructors etc. Stipend to be included in annual wellness program budget. | <p>80% (23 locations/29 with 2 or more members)</p> <p>13% Wellness Coordinator met with teams at 3 sites</p> |

| 2015-2016 | | | | |
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| Health-related policies | <p>Create a healthy food environment at the workplace by offering nutritious food and beverage options</p> <p>Health Related Policies or Statements: Setting policies or district norms whereby food and beverages included in the surroundings in the work environment (e.g., in vending machines, cafeterias, offered at meetings/special occasions, kitchens) support an employee's ability to choose healthy options.</p> <p>Draft a paper that contains guidelines for offering healthy foods at meetings, seminars and catered events for Everett Public Schools to be adopted by the School Board and then distributed to district administrators.</p> | Surveys and/or Observations | <p>Health-related policies outcomes</p> <ul style="list-style-type: none"> Results: 75% of food and beverage served at district meetings and staff meetings are in compliance with the guidelines set forth by the school board. | 0% |
| | <p>Sit Less Move More: Set norms for meetings and conferences to encourage activity breaks during sessions.</p> | | <ul style="list-style-type: none"> Create written policy statements or guidelines to be distributed to administrators on ways to incorporate activity breaks in meetings, conferences and classes. | 0% |

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| Health-related programs | <p>Provide opportunities to employees at the workplace or through outside organizations to begin, change, or maintain health behaviors.</p> <p>Physical activity:</p> <p>Exercise: Offer opportunities that are relevant to the audience and environment to help employees achieve at least 30 minutes of physical activity each day or 150 minutes each week to reduce health risks.</p> <p>These opportunities might include: Discounts on local gym memberships, seasonal campaigns to encourage physical activity, and onsite physical activity classes.</p> | | <p>Health Related Programs outcomes:</p> <ul style="list-style-type: none"> Results: Increase physical activity: <ul style="list-style-type: none"> 60% of annual wellness program survey respondents state that they are exercising >150 minutes or 4 or more days per week. 70% will state they are more physically active in general as a result of employee wellness program opportunities. Annual Fitness Campaigns: <ul style="list-style-type: none"> WALKTOBER: Increase number registered by 5-10% from previous years registration (2015=666 registered) WALKTOBER: Increase number of participants who record 30 minutes of activity or more for 20 days by 5-10% from previous year (2015=444) WALKTOBER: Leadership Modeling: 50-75% of cabinet and district administrators a) participate and b) achieve and log 30 minutes of activity or more for 20 days Onsite Fitness Classes <ul style="list-style-type: none"> Work with wellness teams to establish fitness classes at 25-35% of district sites throughout the year. Maintain Gym Membership Discounts Maintain Fit Friendly Status with the American Heart Association. | <p>Data not yet available</p> <p>Data not yet available</p> <p>2015 = 595 registered</p> <p>2015 = 395 logged activity for 20 or more days</p> <p>44% participated; 60% of those participated logged 20 or more days</p> <p>In progress</p> <p>100%</p> |

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| Health-related programs | <p>Provide opportunities to employees at the workplace or through outside organizations to begin, change, or maintain health behaviors.</p> <p>Weight Management: Offer support, opportunities, campaigns, and programs that help district staff to achieve or maintain a healthy weight to reduce health risks.</p> | | <p>Health Related Programs: Weight Mgmt. and Nutrition Outcomes</p> <ul style="list-style-type: none"> • Weight Watchers at Work Program: Collective district weight loss of 1,000 pounds or more • Annual employee wellness survey <ul style="list-style-type: none"> a. 60% will state they have lost 5-50 lbs b. 25% will state they have lowered their blood pressure and cholesterol c. 75% will state they have healthier eating habits • Increase awareness and provide education through Seasonal Campaigns and Other Weight Mgmt & Nutrition Programs <ul style="list-style-type: none"> ○ Outcome: 5-10% ee participation: <ul style="list-style-type: none"> ▪ Maintain Don't Gain Campaign ▪ American Heart Month Challenge ▪ March Nutrition Challenge | <p>67% (weight loss to date: 673.4 lb.)</p> <p>Data not yet available</p> <p>Data not yet available</p> <p>Data not yet available</p> <p>17 returned tracking sheets for Heart Month Challenge</p> |

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| Health-related programs | <p>Provide opportunities to employees at the workplace or through outside organizations to begin, change, or maintain health behaviors.</p> <p>Stress Management: Offer support, opportunities, campaigns, and programs that help district staff to learn skills, gain tools and resources to help manage stress.</p> | | <p>Health Related Programs: Stress Management. Outcomes</p> <ul style="list-style-type: none"> Promote district EAP program and increase employee use by 10%. _____% of employees will utilize online tool STRESS STOP to learn skills to manage stress. Offer stress management classes throughout the year at most district sites. Annual employee wellness survey <ul style="list-style-type: none"> d. 50% state they have gained better coping strategies to manage stress e. 35% will say they feel less stressed as a result of wellness program opportunities they participated in. | <p>Data needed from provider</p> <p>32 individuals visited site at least once</p> <p>2 classes per region, 21% of locations (6/29 sites) Spring only</p> <p>Data not yet available</p> |
| Prevention | <p>Educate employees and raise awareness about ways to adopt a healthy lifestyle and prevent and/or reduce the risk of disease</p> | | <ul style="list-style-type: none"> Conduct annual fall flu vaccine clinics for employees and their families to attend. Conduct annual health and benefits fair for employees and their families to attend. Submit/write articles about health related topics for distribution in newsletters, district communications and wellness website. | <p>Data not yet available</p> <p>100%</p> <p>100%</p> <p>100%</p> |