

**Everett Public Schools Employee Benefit Trust**  
**Employee Wellness Program Strategic Plan - Proposed**  
**2016-2017**

2015-2016 Current Programming	Current KPI/Goal (updated 6/10)	2016-2017 Programming - Proposed	Evaluation Method	Updated KPI/Goal	Future Recommendations/Notes
<b>Programming and Activities</b>					
Health Fair (fall)	Conduct annual health and benefits fair for employees and their families to attend – <b>100%</b>	Health Fair (fall)	Participation rate Survey	Conduct annual health and benefits fair for employees and their families to attend	Continue to offer onsite Health Fair
Flu Vaccine Clinics (fall)	Conduct annual fall flu vaccine clinics for employees and their families to attend - <b>100%</b>	Flu Vaccine Clinics (fall)	Participation rates # of clinics offered	Conduct annual fall flu vaccine clinics for employees and their families to attend	Continue to offer free onsite flu vaccine clinics by using vendor that bills through insurance
Walktober (DW)	<p>Increase number registered by 5-10% from previous year's registration (2014 = 666)  <b>2015 = 595</b></p> <p>Increase number of participants who record 30 minutes of activity or more for 20 days by 5-10% (2014 = 444)  <b>2015 = 395</b></p> <p>Leadership Modeling: 50-75% of cabinet and district administrators  a) participate  b) achieve and log 30 minutes of activity or more for 20 days  <b>77% of cabinet participated, 44% of SLT participated, 60% logged 20 or more days</b></p>	Walktober (DW)	Participation data End of program survey	<p>Maintain 25-30% participation</p> <p>Increase number of participants who record 30 minutes of activity or more for 20 days by 5-10%</p> <p>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</p>	Continue to offer Walktober or other fall physical activity campaign that offers a fun opportunity to work as teams/foster camaraderie, and that support increasing or maintaining physical activity behaviors
EPS Parks Tour + Bike Month (DW)	Increase participation by 5-10% 2015 = 70 Triathlon, 46 Bike month <b>2016 = 74 Parks Tour, 35 Bike Month</b>	PA Campaign + Bike Month (DW)	Participation data	Increase participation by 5-10%	Continue to offer spring physical activity campaign that offers a fun opportunity to work as teams/foster camaraderie, and that support increasing or maintaining physical activity behaviors
Heart Month Campaign (DW)	Increase participation by 5-10% 2015 = 170 participants <b>2016 = 17 participants</b>	Continue to individual campaigns that can coincide and be promoted throughout the year with other environmental, wellness team, and other initiatives such as: <ul style="list-style-type: none"> <li>• Healthy Eating</li> <li>• Heart Month</li> <li>• Gratitude</li> <li>• Maintain Don't Gain</li> </ul>	Participation data  Annual survey of all employees	Increase awareness and use of individual campaigns, expand list to 5 available individual campaigns on webpage and available as resource for Wellness Teams	Add a campaign that focuses on sugar and/or packaged foods to support environmental and education initiatives
Mindfulness Class (spring)	Offer stress management classes throughout the year at most district sites <b>2 classes per region, 21% of locations</b>	Mindfulness Class 3-part series (year round)	Course evaluation  Participation data	3 class locations per region for fall and spring – offering classes at 60% of locations	Continue to increase stress management class offerings across district and expand to offer other health education courses
NA	NA	Health Summit/Retreat (spring)	Participation data  Summit Evaluation	Conduct Health Summit/Retreat	Evaluate 2017 pilot and determine next steps

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<b>Resources and Benefits</b>					
Local Fitness Center Discounts	Maintain gym membership discounts – <b>in progress</b>	Expand beyond fitness centers to include other health and recreational providers in the region	Number of opportunities listed	Maintain gym membership discounts and expand to include other opportunities	Continue to expand to other health and wellness related services and community opportunities
EAP	Promote and increase use by 10%	Continue to link and promote service	Annual survey of all employees EAP utilization	Awareness of services	Monitor usage Create awareness benchmark with baseline data from annual survey
Alere “Quit for Life”		Increase promotion of service availability	Utilization from Alere	Awareness of service	Monitor usage Create awareness benchmark with baseline data from annual survey
Weight Management	Collective weight loss of 1,000 pounds or more – <b>74%</b>	Continue to offer Weight Watchers or other weight management class at various district locations and promote individual and DW campaigns to support health related behaviors	# of classes offered # of enrollees per series Feedback from class participants	Maintain class offerings	Look for opportunities to expand enrollment and/or ways to offer additional disease management programs such as the CDC Pre-Diabetes program with the YMCA
Onsite Fitness Classes	Establish fitness classes at 25-35% of district sites throughout year	Maintain current onsite fitness class opportunities and expand offerings (cardio, tai chi)	Number of established classes	Establish fitness classes at 25-35% of district sites throughout year	Continue to expand class offerings to more locations and types of classes, increase promotion and awareness of classes
Stress Management	___ % of employees will utilize online tool STRESS STOP to learn skills to manage stress – <b>32 individuals visited site at least once</b>	Discontinue STRESS STOP – poor utilization and dated resources  Provide links to free resources on webpage and promote onsite stress management courses and workshops	Utilization provided by STRESS STOP	NA	Research additional stress management resources

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<b>Advocacy, Awareness and Support</b>					
Onsite Meetings: SLT, Maintenance/Grounds, Custodians	Increase presence of Wellness Coordinator and/or Employee Wellness focus (agenda item) at SLT and Principal Meetings -100%	Onsite Meetings: SLT, Maintenance/Grounds, CRC Operations, Office Managers, Principal Meetings, Other Staff Meetings	Frequency of attendance and/or listed as agenda item	Continue presence of Wellness Coordinator and/or Employee Wellness focus (agenda item) at SLT and Principal Meetings	Continue to have wellness as a presence at staff meetings and trainings consistently throughout the year
Wellness Teams	Wellness Teams of 3-5 members are established either on a volunteer basis or by being appointed by principals each school year. - 80% of locations  Wellness Teams meet quarterly to review district wellness program opportunities and to plan activities at their school/site. -13%  Provide a small stipend (\$500.00) available to teams for wellness programming at their locations.	Wellness Teams – expand engagement with restructuring of Wellness Grant Dollar/Scorecard  Continue to provide small stipend (\$300.00 - \$500.00) available to teams for wellness programming at their locations.	# Wellness Team Membership  # Wellness Team Meetings  *With restructuring of Wellness Grant Dollars Program/Scorecard: needs assessment, site evaluation, pre/post evaluation of implemented initiatives  Observation/Feedback	Maintain Wellness Team membership across district locations and establish teams where needed.  Meet with 20% of teams quarterly and touch in regularly with all teams via email  20% of locations engage in new Wellness Grant Dollar program	*3-year assessment of Wellness Grant Dollar initiative to determine next steps
Site Support – Principal and Wellness Team Update, administrator participation and support in promoting program activities	Superintendent and cabinet engage with the Wellness Program actively promoting it through:  Superintendent and cabinet participate in Walktober and/or other program offerings 77% of cabinet participated  Promote Wellness Program activities throughout the year  Increase leadership/administrative participation: 50% of school principals and ass. Principals participate in at least one wellness program opportunity - 32% of Principals, 43% of SLT	Site Support – additional outreach to site/department support (HRA, Food Service, Transportation, etc.) to encourage administrator modeling/support for staff  Maintain Principal monthly support for newsletters	Participation counts from programming  Frequency of Wellness Updates for Principals  Annual survey of all employees  Observations/feedback  Site assessments	Superintendent and cabinet engage with the Wellness Program actively promoting it through:  Superintendent and cabinet participate in Walktober and/or other program offerings  Promote Wellness Program activities throughout the year  Increase leadership/administrative participation: 50% of school principals and ass. principals participate in at least one wellness program opportunity  Increase location participation and onsite program offerings so all locations have at least 1 opportunity at their site and >10% participation in one activity	Utilize a beginning of year survey and/or interview to assess how to support and gain support from administrators/leadership and Wellness Teams for wellness programming specific to their location/needs
Communications – webpage, Weekly Wellness, Wellness Wednesday, emails, flyers	Submit/write articles about health related topics for distribution in newsletters, district communications, and wellness website. – 100%	Communications –create communications branded templates and annual plan that utilizes multiple media forms and communication channels; include annual or semiannual brochure of program offerings	Execution of communications plan – frequency, type, clicks.	Submit/write articles and content about health related topics and programs and delivery all communications as outlined.	Continue to expand and explore new communication avenues, e.g. utilize social media and create additional list servs, establish wellness corners at all locations for information

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<b>Culture of Health: Cultural Norms, Guidelines and Policies</b>					
Health Related Guidelines	75% of food and beverage served at district meetings and staff meetings are in compliance with guidelines set forth by the school board – 0%	Begin to establish guidelines that can be used with PTAs, Principal/Administrators, Wellness Teams at various locations	Surveys/Observations	75% state they feel supported to eat healthier at work	Continue to establish guidelines across district locations to meet department/location needs  Use surveys and site evaluations
Walking Routes	NA	Continue to establish walking routes at all sites, posted physically onsite and virtually on webpage	Number of routes established and posted	Routes established at 40% of locations	Promote routes through programming and initiatives at sites
Physical Activity Supports	Create written policy statements or guidelines to be distributed to administrators on ways to incorporate activity breaks in meetings, conferences and classes – 0%	Continue to offer recommendations for standing desks, walking meetings, and other meeting norms	Administrator beginning of year survey and/or interview  Annual survey of all employees	70% state they feel supported to be physically active in general as a result of employee wellness program opportunities	Continue to work with sites/departments to establish meeting norms, such as movement breaks as part of personal development agendas.
Health Status of Population	Of annual survey respondents...  60% state that they are exercising >150 minutes or 4 or more days per week – data not available  70% state they are more physically active in general as a result of employee wellness program opportunities – data not available  60% state they have lost 5-50 lbs. – data not available  75% state they have healthier eating habits – data not available  50% state they have gained better coping strategies to manage stress s – data not available  35% state they feel less stressed as a result of the wellness program opportunities they participated in. – data not available	Ensure initiatives provided through all categories include physical activity, weight management, healthy eating, and stress management opportunities.	Annual survey of all employees	60% state that they are exercising >150 minutes or 4 or more days per week  50% state they have gained better coping strategies to manage stress  35% state they feel less stressed as a result of the wellness program opportunities they participated in.	Consider offering a Health Risk Assessment, such as through the American Heart Association to increase employee awareness of health status and provide further information on health of population beyond EOY survey for future programming  Consider utilizing absenteeism, LNI and claims utilization data to assess health of population and outline areas for future programming needs
Culture of Health	At least 75% of those who take annual wellness program survey (spring 2016) agree somewhat or agree strongly there has been a positive shift in district culture as a result of the wellness program – data not available  At least 75% who take annual wellness program survey (spring 2016) agree somewhat or agree strongly that leadership support and modeling inspired them to participate in wellness programming and to make healthier choices with respect to nutrition and physical activity – data not available	Ensure initiatives through all categories work to support a Culture of Health. Particular attention should be moved to Wellness Teams and site/location/department specific initiatives, while maintaining core program activities, resources, and benefits.	Annual survey of all employees  Observation/Employee Feedback	At least 75% of those who take annual wellness program survey (spring 2016) agree somewhat or agree strongly there has been a positive shift in district culture as a result of the wellness program  At least 75% who take annual wellness program survey (spring 2016) agree somewhat or agree strongly that leadership support and modeling inspired them to participate in wellness programming and to make healthier choices with respect to nutrition and physical activity	Establish survey timing most appropriate for programming and population  Cultural Norms: , e.g. “way we do things”, modeling, meeting norms, food norms/expectations – continue to shift the culture through program opportunities and support

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