

**Everett Public Schools Employee Benefit Trust**  
**Employee Wellness Program Strategic Plan - Proposed**  
**2018-2019**

2017-2018 Current Programming	Current KPI/Goal	2018-2019 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	Health Fair (fall) Combine with open-enrollment, flu vaccine and mobile mammography for maximum participation	Participation Survey Feedback	Conduct annual health and benefits fair for employees and their families to attend w/ flu clinic	Continue to offer onsite Health Fair and provide health services/screenings for employees
Flu Vaccine Clinics (fall)	Conduct annual flu vaccine clinics for employees and their families to attend	Flu Vaccine Clinics (fall)	Participation rates # of clinics offered	Conduct annual 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
Mobile Mammography – Mammography	First year implementation at CRC: <ul style="list-style-type: none"> <li>JHS 10/24/17 – 10 patients</li> <li>CRC 11/6/17 – 14 patients</li> </ul>	Mobile Mammography (fall): <ul style="list-style-type: none"> <li>Provide mobile mammography for health fair, assess participation for other sites.</li> </ul>	Sign-ups and completion rates – provided by vendor	To get 100% of available appointments scheduled and completed	Continue to provide this program for employees as long as participation is high enough
Feel Like a Million	377 registered participants 55% team 45% individual	Walktober OR another web-based program: <ul style="list-style-type: none"> <li>Recommend new program for fall address total health</li> </ul>	Participation data End of program survey	Increase 25-30% participation  Increase number of participants who record 30 minutes of activity or more for 20 days by 5-10%	Continue to offer a web-based program that offers a fun opportunity to work as teams/foster camaraderie, and that address total health
Mindfulness	Offer stress management classes throughout the year at most district sites: <ul style="list-style-type: none"> <li>Mindfulness for test taking</li> </ul>	Expand mindfulness to staff to begin to bring it into the classroom: <ul style="list-style-type: none"> <li>Teachers practice mindfulness for better classroom outcomes</li> <li>Bring mindfulness to the students</li> <li>Provide training to staff on how to implement it with ease</li> </ul>	Feedback Evaluation (pre/post)	Start year one with pre-identified schools, and soft launch to the rest of the district	Build on year one by rolling out to district year 2. Continue to build programming and resources for this program.
Massage	Provide massage therapist to CRC employees	Expand to all sites that are interested Cost to be covered by employee	Employee feedback	Employee feedback Number of sites participating	Promote to all sites so that they may provide massage therapist to their employees
Onsite Fitness Classes	Establish fitness classes at all sites interested in holding them	Maintain current onsite fitness class opportunities and expand offerings, increase participation (cardio, tai chi)	Number of established classes Number of participants	Increase employees participation for classes by 15% at each site	Continue to expand class offerings to more locations and types of classes, increase promotion and awareness of classes
Weight Watchers at Work	Weight Watchers held at 3 sites: <ul style="list-style-type: none"> <li>744 lbs. lost</li> <li>7 people lost 5% of body weight</li> <li>3 lost 10% of body weight</li> <li>1 person reached goal weight</li> </ul>	Continue to offer Weight Watchers or other weight management class at various district locations Maintain 3 sites all year for meetings Increase awareness of program	# of classes offered # of enrollees per series Feedback from class participants	Maintain class offerings at 3 sites, North, South and Central if enough people are interested	Look for opportunities to expand enrollment and promotion of program

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<b>Resources and Benefits</b>					
Local Fitness Center Discounts	Maintain gym membership discounts	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
Alere “Quit for Life”	Promote the benefits of the program district wide	Continue promotion of service availability	Utilization report from Alere	Awareness of service	Promote program on the wellness webpage
Wellness Webpage	Maintain webpage for employees	Continue to use webpage as a great place for employees to use as a resource for all district programs and health education	Click through data Feedback through comment sections	Increase views of webpage by 25%	Continue to use webpage as the best resource for ESP employees for their wellness needs. Post informative/useful information for employees
Prevention	Promote preventive care and benefits	Continue to promote preventive care throughout the year, and provide on-site screenings	Use carrier data for preventive care utilization rates – including dental	Increase preventive care knowledge by 15% for cancer screenings	Continue to promote the benefits of preventive care for all district employees
Wellness Boards	Installed 5 wellness boards in the district	Have remaining wellness boards installed at the schools Designate a person to oversee the upkeep of wellness boards	N/A	Work with maintenance for a timely installation of these boards	Continue the upkeep of the webpage board for ease of information dissemination and ease for schools to keep board current.

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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	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 2-12 members established on a volunteer basis each school year.	Wellness Teams restructure – create a district wellness team. This will help with those schools that have no wellness team. Have at least one champion at each site to help with information distribution.	# Wellness Team Membership  *With restructuring of Wellness Grant Dollars Program/Scorecard: needs assessment, site evaluation, pre/post evaluation of implemented initiatives	Support all school wellness efforts and attend their wellness meetings and programs	Continue to work with the principals to implement healthy culture, environment and policy at the school level
Site Support – Principal and Wellness Team Update, administrator participation and support in promoting program activities	Promote Wellness Program activities throughout the year	Site Support – additional outreach to site/department support (HRA, Food Service, Transportation, etc.) to encourage administrator modeling/support for staff	Participation counts from programming  Frequency of Wellness Updates for Principals  Observations/feedback	Superintendent and cabinet engage with the Wellness Program actively promoting it  Meet with each school at least once per year: admin and principal and/or VP's	Meet with new principals to cerate relationship Continue to work with administrators for support at each site
Communications – webpage, Wellness newsletters, emails, flyers	Submit/write articles about health related topics for distribution in newsletters, district communications, Facebook and wellness website	Communications –streamline communications so they are more effective without overwhelming people with emails	Execution of communications plan – frequency, type, clicks	Provide health information for district staff in a timely manner that promotes, and inspires participation, for individual behavior modification	Continue to expand and explore new communication avenues, e.g. utilize social media Establish wellness boards at all locations for information
Health Education Campaigns	Provide timely health education campaigns that educate district employees on the importance of a healthy lifestyle	Continue to create individual campaigns that can coincide and be promoted throughout the year	Employee feedback	Increase awareness and use of individual campaigns Continue to provide wellness board materials for sites via the district wellness webpage	Continue to evolve programs that are timely and pertinent to the audience. Topics will vary and provide several resources for employees

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<b>Culture of Health: Cultural Norms, Guidelines and Policies</b>					
Culture of Health	Continue to promote the wellness resources and programs to the district promoting total health	Ensure initiatives through all categories work to support a Culture of Health. Particular attention should be moved to site/location/department specific initiatives, while maintaining core program activities, resources, and benefits.	Survey of all employees Observation/Employee Feedback	Provide an annual survey to each site for feedback Work with each site to ensure that their health needs are being addressed	Establish survey timing most appropriate for programming and population  Continue to shift the culture through program opportunities and support
Healthy Environment – Staff Lounge	Create an inviting environment for teachers to go to relax and recharge during the work day. Each school can receive a one-time stipend of \$250 to enhance their staff lounge.	Create an inviting environment for teachers/staff in lounges at schools and district buildings: <ul style="list-style-type: none"> <li>• Work with principals</li> <li>• Gain support from PTA</li> <li>• Gain support from wellness champions to keep the lounge an inviting area</li> </ul>	Surveys Employees feedback Observations	Work with 30% of schools in the district 1 <sup>st</sup> year, and have all staff lounges finished by 2020  2017/18 had 5 schools take advantage of this grant and make changes in their staff lounge.  Work with schools on environment changes	Create healthy environments throughout the district that promote a stress-free place for employees to unwind in the workplace