



# **School Wellness Committee Toolkit**

**Revised by:**

**SCHOOL HEALTH SERVICES  
Arkansas Department of Health**

**In support of Act 1220 of 2003**

**January 2016**



# Table of Contents



<b>Introduction, Purpose of the Toolkit and Top Three Questions .....</b>	<b>2</b>
<b>Part One: Overview of Act 1220 of 2003 and Requirements .....</b>	<b>3</b>
<b>Part Two: School Health in Arkansas .....</b>	<b>4</b>
Coordinated School Health .....	4
School Based Health Centers.....	4
<b>Part Three: Developing and Sustaining a School Wellness Committee.....</b>	<b>6</b>
School Wellness Committee Membership .....	6
Selection Process .....	6
<b>Part Four: Tools to Support a School Wellness Committee .....</b>	<b>10</b>
Sample Invitation Letter .....	11
Membership Grid .....	12
Sample Agenda .....	13
Conflict Resolutions.....	14
<b>Part Five: Additional Resources .....</b>	<b>15</b>
School Health Services .....	15
Hometown Health Improvement.....	17
Community Health Nurse Specialists/Community Health Promotion Specialists.....	18
Resource Hyperlinks – Arkansas Department of Health .....	22
Supplemental Resources and Links .....	23
Tobacco Settlement Proceeds Act of 2000 .....	25



## Introduction

School wellness committees are organized groups of parents, students, teachers and others that address the health, well-being and academic success of all students. These committees identify health issues and make decisions and recommendations to school boards and school administrators about policies and system changes. School wellness committees help make changes that foster healthy schools and are vital to a successful Coordinated School Health program.

## Purpose of the Toolkit

This toolkit was revised for new and existing school wellness committees and is a compilation of existing resources from the *Arkansas Nutrition and Physical Activity Advisory Committee: A Guide for Schools, Parents and Communities* and *The Alliance for a Healthier Generation School Wellness Council Toolkit*; resources and recommendations that derive from scientifically founded national standards.

This toolkit also provides methods on how school wellness committees can maintain momentum and become more sustainable throughout their existence.

## Top Three Questions about School Wellness Committees

***What exactly is a school wellness committee?*** It is an advisory group that addresses the health and well-being of students as well as staff. These committees should be formed at the district and/or school building level and typically have 10-20 members, including the key stakeholders identified throughout this document.

***Why is there a need for a school wellness committee?*** This committee provides a way to inform families, teachers, staff and students about health and academic initiatives at school. It is also a way to ensure that district level health policies are implemented and that these committees represent the unique perspective of the community.

***What does a school wellness committee do?*** This committee assesses school health environment, programs and policies and identifies ways to strengthen these to improve the health of students and staff. Some committees also provide advice and expertise to administrators in the building and provide feedback to the district regarding implementation of health related policies.

*Source: Alliance for a Healthier Generation: [www.healthiergeneration.org](http://www.healthiergeneration.org)*



## Goals of Act 1220

Change the environment within which children go to school and learn health habits everyday

Engage the community to support parents and build a system that encourages health

Enhance awareness of child and adolescent obesity to mobilize resources and establish support structures.

## Part One: Overview of Act 1220 of 2003 and Requirements

**Purpose:** An Act to create a child health advisory committee (CHAC); to coordinate statewide efforts to combat childhood obesity and related illnesses; to improve the health of the next generation of Arkansans; and for other purposes.

### Requirements as Mandated by Act 1220:

- Remove elementary school student access to vending machines offering food and beverages. **ACHIEVED.** *Student access to vending machines in elementary schools was eliminated in 2005.*
- Develop recommendations to ensure that nutrition and physical activity standards are implemented to provide students with the skills, opportunities and encouragement to adopt healthy lifestyles. **ONGOING.** *An initial set of recommendations was developed, submitted and adopted by the Board of Education in 2005. A second set of recommendations was sent in 2008-09 and Board decision is pending.*
- Require schools to include as part of the annual report to parents and the community the amounts and sources of funds received from competitive food and beverage contracts. **ONGOING.** *CHAC is actively working on this requirement.*
- Require schools to annually provide parents an explanation of the possible health effects of body mass index, nutrition and physical activity. **ACHIEVED.** *Body Mass Index (BMI) Screenings were conducted annually in K-12<sup>th</sup> grades. Act 201 of 2007 changed the periodicity of BMI Screening. Students are now screened beginning with kindergarten and then in even numbered grades; students in grades eleven through twelve (11-12) are exempt. This also parallels with other screenings-vision, hearing and scoliosis. Procedures are in place to ensure privacy and uniformity in measurement. Letters are sent to parents explaining screening results and recommended actions. Parents may opt out of screening for their child.*
- Require every school district to convene a school nutrition and physical activity advisory committee. **ONGOING.** *This requirement has been revised. Every district is required to create a local/district wellness committee.*
- Create the child health advisory committee. **ACHIEVED.** *CHAC is still active in addressing child health.*

## Part Two: School Health in Arkansas

### ***What is School Health?***

School health includes services and activities in schools that promote healthy development and learning.

### ***Why Do We Need School Health?***

Healthy children are better learners. School health reaches nearly all children and improves their chances for success.

### **In Arkansas:**

- 28.3% of children live in poverty <sup>1</sup>
- 24% of children have a special health care need <sup>1</sup>
- 38% of school children are overweight or obese <sup>2</sup>

### ***School health services and programs:***

- Increase health care access for vulnerable children <sup>3,4</sup>
- Improve school attendance <sup>5,6</sup>
- Decrease emergency room visits and hospitalizations <sup>7</sup>
- Decrease health care costs <sup>8,9</sup>
- Increase physical activity and good nutrition <sup>10,11</sup>
- Contribute to declines in obesity prevalence <sup>10,11</sup>



The Whole School, Whole Community, Whole Child (WSCC) model is an expansion and update of the Coordinated School Health (CSH) approach. The WSCC incorporates the components of CSH and the tenets of the Association for Supervision and Curriculum Development's (ASCD) whole child approach to strengthen a unified and collaborative approach to learning and health. The WSCC model focuses its attention on the child, emphasizes a school-wide approach, and acknowledges learning, health, and the school as being a part and reflection of the local community.

**Coordinated School Health (CSH)** is a systematic approach that is community-driven, and eliminates gaps in services. The eight components of the Centers for Disease Control and Prevention model include health services, mental health and social services, nutrition, physical activity, school staff wellness, health education, healthy school environment, and family/community involvement. All school health programs and services in Arkansas fit into at least one of the 8 components of CSH. *55 of 239 AR districts (including public and charter) utilize the CDC CSH model.*

Registered professional **school nurses** provide care for ill and injured children, including those with special health care needs requiring daily complex medical procedures. School nurses also provide health screenings, health education, and lead the health care team. *Five hundred RNs work in 1078 Arkansas schools, covering 1-6 school campuses from 1-30 miles apart.*

**School-based Health Centers (SBHCs)** provide health care at school and are operated as a partnership between the school and a local provider partner. The services vary based on community needs and resources but usually include: physicals, immunizations, care for chronic and acute conditions, behavioral health, and dental health. *As of March 2015 there were 27 SBHCs in Arkansas serving students, families and staff.*

## Part Two: School Health in Arkansas

### Sources

- (1) Annie E Casey Foundation, Kids Count Data Center <http://datacenter.kidscount.org>
- (2) Arkansas Center for Health Improvement Assessment of Childhood and Adolescent Obesity in Arkansas, Year 9 (2011-2012).
- (3) Juszczak, L., Melinkovich, P., Kaplan, D. Use of health and mental health services by adolescents across multiple delivery sites. *Journal of Adolescent Health*. 2003, 32(6), 108-118.
- (4) Kaplan, D., Calonge, B., Guernsey, B., & Hanrahan, M., Managed care and SBHCs: Use of health services. *Arch Pediatr Adolesc Med*. 1998, 152(1), 25-33.
- (5) Pennington, N. & Delaney, E. The number of students sent home by school nurses compared to unlicensed personnel. *Journal of School Nursing*. 2008, 24, 290-297.
- (6) Wyman, L. Comparing the number of ill or injured students who are released early from school by school nursing and non-nursing personnel. *Journal of School Nursing*. 2005, 21(6), 350-355.
- (7) Guo J, Jan R, Keller K, McCracken A, Pan W, Cluxton R. Impact of SBHCs on Children with Asthma. *J Adolesc Health*. 2005, 37(4), 266-274.
- (8) Adams, E., & Johnson, V., An elementary SBHC: Can it reduce Medicaid costs? *Pediatrics*. 2000, Apr. 105, 780-8.
- (9) Wade, T. & Guo, J. Linking improvements in health-related quality of life to reductions in Medicaid costs among students who use school-based health centers. *Am J Public Health*. 2010, 100(9), 1611-6.
- (10) Veugelers, P. & Fitzgerald, A. Effectiveness of school programs in preventing childhood obesity: A multilevel comparison. *American Journal of Public Health*. 2005, 95(3) 432-435.
- (11) Hoelscher, D., Springer, A., Ranjit, N., Perry, C., Evans, A., Stigler, M., & Kelder, S. Reductions in child obesity among disadvantaged school children with community involvement: the Travis County CATCH Trial. *Obesity*. 2010, 18, S36-S44.

## Committee Membership

### Composition (as specified by Act 1220)

**PARENTS** of a school age child, medically fragile child, special needs, PTA or PTO Representative.

**STUDENTS** Middle School, Junior High School, High School.

**HEALTH** Physicians, Dentistry, Mental Health, Public Health, Registered Dietitian, Other Health Professions, Volunteer Health Agencies, Hospitals/ Clinics.

**COMMUNITY** Civic and Service Organizations, Cooperative Extension, Religious Groups, Churches/Synagogues, Human Services, Youth Services, Youth Groups.

**EDUCATION** School Nurse, School Board Member, Health Teacher, Other Teacher (PE, English, etc.), School Administrator, School Counselor, Food Service Worker, Teacher Organizations, Colleges/Universities, certified and non-certified staff (transportation, custodians, etc.).

**OTHER** Business, Government Officials, Media, Attorneys, Law Enforcement Officials, Recreation Professionals, and Interested Citizens, Professional Societies, Local Recreational Clubs (running clubs, cycling clubs, etc.).



## Part Three: Developing and Sustaining a School Wellness Committee

In order to develop and sustain a School Wellness Committee, it is important that these two goals are achieved:

- 1) Become organized prior to developing the committee.
- 2) Assist with the implementation of nutrition and physical activity standards developed by the committee with the approval of the Department of Education and the State Board of Health.

### Become Organized. The School Wellness Committee will:

- Help raise awareness of the importance of nutrition and physical activity;
- Assist in reporting on the required Wellness Strategies each year and assist with completing the School Health Index (SHI); and
- Assist in the development of local policies that address issues and goals, including, but not limited to, the following:
  - a. Integrating nutrition and physical activity into the overall curriculum;
  - b. Ensuring that professional development for staff includes nutrition and physical activity issues;
  - c. Ensuring that students receive nutrition education and engage in healthful levels of vigorous physical activity;
  - d. Improving the quality of physical education curricula and increasing training of physical education teachers;
  - e. Enforcing existing physical education requirements.





## Part Three: Developing and Sustaining a School Wellness Committee

### School Wellness Committee Membership

School Wellness Committee members are committed to quality school health programs for the children of their community. Below are a few attributes of a good committee member:

**Demonstrated interest in youth.** Individuals who work with scouts, church youth groups, human service agencies, school events, other advisory groups, environmental concern groups, civic clubs, PTAs or business projects are good candidates for membership. They often have a good understanding of the needs of children.

**Awareness of the community.** When members have a general understanding of the cultural, political, geographic and economic structure of the community, goals are more easily reached.

**Professional ability.** Individuals with professional training in a youth-related discipline are obvious potential members, as are those employed in human service agencies.

**Willingness to devote time.** No matter what the person's qualifications and interest in youth, if she or he will not attend meetings and participate in the work of the School District Wellness Committee, it is usually better not to have that person as a member.

**Representative of the population.** Every community has population segments that are important in the overall functioning of the community. To increase the likelihood of having a School District Wellness Committee that actually represents the community, it is important to consider age, sex, race, income, geography, politics, ethnicity, profession and religion when selecting members.

**Credibility of individuals.** School districts should appoint to School District Wellness Committee individuals who are respected by those who know them.

Individual characteristics, such as honesty, trustworthiness, dependability, commitment, and ethics, contribute to the character of the School District Wellness Committee.

### Selection Process

Committees may obtain members through one of three methods:

**Appointment** – Committees may consist of individuals who are appointed by school board members to represent them in planning and implementing school health programs.

**Election** – Committees may consist of individuals who are elected by citizens, school board members or administrators.

**Volunteer** – Committees may consist of individuals who volunteer to serve. These committees are most often reflective of the diverse views of the community since many segments have the opportunity to serve.

Note: In larger districts, it may be beneficial to have a building coordinator for each campus as well as building-level wellness committees.

**Source:** *Arkansas Nutrition and Physical Activity Advisory Committee: A Guide for Schools, Parents and Communities:* [www.healthy.arkansas.gov](http://www.healthy.arkansas.gov) (CHAC toolkit)

## Part Three: Developing and Sustaining a School Wellness Committee

Regardless of what procedure is used to acquire new members, the following steps should be taken:

- Membership categories and committee size should be determined. School wellness committees typically have 10 - 20 members at the district level and 5-10 members at the school level. This will vary depending on the size of your school district.
- A diverse group of 3-5 concerned individuals should be used to identify potential members for each membership category.
- The purpose, its general operation, current membership and the time commitment for members should be briefly explained to each identified potential member.
- Final decisions for membership should be made and confirmed with the designated school district contact person.
- Appointment letters should be sent to new members from the superintendent, committee chairperson and/or the school board. The appointment letters should indicate how much the school district values a person's willingness to participate on the School District Wellness Committee. The content of the letter should also refer to the name of the school wellness committee, its purpose, terms of appointment, frequency of meetings, name of the school district contact person and school wellness committee chairperson, if appropriate. Finally the letter should inform the person about the next communication for getting started with the school wellness committee. A sample letter can be found on page 12.

Note: Depending on the size of the school district, the superintendent and school board will delegate these duties to the committee chairperson.

### School Wellness Committee Organization Tips

- **Terms of members** - Minimum of two years commitment is suggested with renewable option to encourage continuity and enhance committee function. Stagger terms so that rotation occurs for only half the committee each year.
- **Name of the wellness committee** - The name is most likely to be straightforward, simply incorporating the school system's name (i.e., Conway County School Wellness Committee).
- **Officers** (Optional, depending on the school district) - The titles and responsibilities of officers, terms, as well as a brief description of the election, removal and resignation processes should be made known to the Wellness Committee. Generally, the officers will be Chairperson or Co-Chairpersons, Vice-Chairperson, and Secretary. A Treasurer may also be considered an officer depending on the district.
- **Voting procedures** - The voting process to be used at regular meetings and the required quorum should be described in the minutes. For example, one half of the current members must be present for a vote to be taken and two-thirds of those present must vote for a motion in order to approve the motion.
- **Committees** - The names of any standing committees or subcommittees and a brief description of their functions and membership should be known to members.

## Part Three: Developing and Sustaining a School Wellness Committee

The majority of a School Wellness Committee's work is completed during meetings. Therefore, it is essential that meetings are effective. To ensure that meetings are well organized and goal-directed, the following factors should be given consideration.

**Regular meeting schedule** – An annual calendar of dates, times and locations for regular meetings should be established. It is helpful if there is a pattern to meeting dates, such as every three months. Some School wellness committees meet in the schools to help members become more familiar with the school environment. Any responsibility for food costs and transportation should be made clear at the beginning of the year. Limit the duration of meetings to 2 hours to optimize productivity. Robert's Rules of Order or some equivalent may be used to govern the conduct of each meeting.

**Agenda** – Members should receive a tentative agenda with a request for suggested agenda topics approximately one to two weeks before a meeting. Suggestions should be returned at least one week in advance of the meeting for incorporation into the agenda. Members should easily understand the agenda, and action items should be designated separately from information items and discussion only items. Minutes of the previous meeting should accompany the draft agenda. Here is an example of how an agenda could be structured: 15 minutes for welcome, opening remarks and introductions, 5 minutes for review and acceptance of minutes from last meeting, 15 minutes for report from school personnel on programs and activities, 30 minutes for discussion of future projects, 15 minutes for reviewing and voting on action items, 15 minutes for presentation of items to be voted on at next meeting, and 15 minutes for review of meeting and setting next agenda. The agenda should allow time for new items to be introduced.

**Minutes** – Minutes should be kept by assigned staff member and mailed to members within three (3) weeks.

**Communication** – In order to communicate regarding activities and for notification surrounding inclement weather, information can be placed on the district's web page. In the event that a district does not have a web page, a phone tree can be established for information sharing along with a central phone number.

**Punctuality** – Meetings should start and end on time. Waiting for others before starting a meeting or allowing discussion to drift past a specific time will enable the continuation of these behaviors.

**Environment and atmosphere** – The meeting should be held in a physically comfortable room with seating that allows members to easily see and hear each other. U-shaped or semi-circular seating arrangements work well. All members should be involved in discussions and positively acknowledged for their contributions. Periodically, discussion should be summarized for the group. A member should be designated to keep a written record of discussion topics, major ideas and decisions.

**Follow-up** – Members should have clearly defined roles and responsibilities. All tasks requiring follow-up or completion should be assigned to a committee member before moving on to a new topic. Time should be allocated at the end of the meeting to determine the tentative agenda for the next meeting.

**Other suggestions** – Each meeting should add to the members' understanding of school health.

## Part Four: Tools to Support School District Wellness Committees

This section contains tools that you will find useful in developing a school wellness committee. These tools include:

- Sample Invitation Letter
- Membership Grid
- Sample Agenda
- Conflict Resolution

• • •

*“Leaders establish the vision for the future and set the strategy for getting there; they cause change. They motivate and inspire others to go in the right direction and they, along with everyone else, sacrifice to get there.”*

John Kotter  
Chief Innovation Officer  
Kotter International

• • •



## Sample Invitation Letter

Dear Community Partner:

The \_\_\_\_\_ School District, under Act 1220 of 2003, [is forming] [has formed] a school district wellness committee that includes the following members:

1. **Parents\*** (i.e. of a school age child, medically fragile child, special needs, PTA Representative).
2. **Students\*** (i.e. Middle School, Junior High School, High School).
3. **Health\*** (i.e. Physicians, Dentistry, Mental Health, Public Health, Registered Dietitian, Other Health Professions).
4. **Community\*** (i.e. Civic Groups, Cooperative Service Extension, Religious Groups, Human Services, Youth Services).
5. Education (i.e. School Nurse, Health Teacher, Other Teacher, **School Board Member\***, **School Administrator\***, School Counselor, **Food Service Worker\***, PE Teacher, Teacher organizations). These representatives could also include certified and non-certified staff such as transportation, custodians, etc.
6. Other (i.e. Business, Government Officials, Media, Attorneys, Law enforcement officials, Recreation professionals, and interested citizens).

*\* required members*

The committee's charge is to help raise awareness of the importance of nutrition and physical activity; to assist in the development of local policies and to help schools meet state standards in nutrition and physical activity. Act 1220 also requires that every school district begin implementation of standards developed by the Child Health Advisory Committee and requires that goals and objectives for nutrition and physical activity be incorporated into the annual school planning and reporting process.

We would appreciate your service on this committee. We are targeting a cross-section of the community to get broad representation. Our meeting is scheduled for \_\_\_\_\_ at \_\_\_\_\_ p.m. We will be meeting in room \_\_\_\_ at \_\_\_\_\_.

We look forward to working with you on important issues that affect our schools and ultimately, our students!

Sincerely,

**Superintendent, Principal or Wellness Committee Chairperson (for Larger Districts)**

### Sample Membership Grid

Member's Name & Role	PARENT*				STUDENT*			HEALTH*				COMMUNITY*				EDUCATION				OTHER								
	School Age Child	Medically Fragile Child	Special Education Child	PTA Representative	Middle School	Junior High School	High School	Physician	Registered Dietitian	Dentistry	Mental Health	Public Health	Other Health Professions	Civic Group	Cooperative Extension	Religious Group	Human Services	Youth Services	School Nurse	School Board Member	Health Teacher	Other Teacher (PE, etc.)	School Administrator	School Counselor	Food Service	Business	Government Officials	Other Professionals (e.g. media, attorney, law enforcement, etc.)
John Smith, Co-Chair																												

## Sample Agenda

Name of School Wellness Committee

Location: \_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_

**Welcome** (school leader)

**Opening remarks** (superintendent or chairperson)

**Introductions** (all)

(Your name, who you represent, and why you chose to attend this meeting)

**Review and Acceptance of Minutes from Last Meeting** (school leader)

**Reports from School Personnel on Programs and Activities**

**Discussion and Review of Action Items**

***Overview of school wellness committees*** (school leader)

What are they?

What do they do?

Who can be a member?

Why should this committee exist?

***What can a committee do for parents?*** (PTO representative)

***What can a committee do for our community?*** (community leader)

***What are we asking you to do?*** (school leader)

**Presentation of Action Items** (school leader)

***Feedback- Tell us what you think***

What three points would you like to make?

What have you heard that squares with your beliefs?

What one step are you going to take as a result of attending this meeting?

***Next steps*** (school leader)

What more information do you need?

What should we do about establishing a committee?

**Review of Meeting**

**Adjourn** (superintendent)

**Next Meeting Date, Time and Location:**

## **Conflict Resolutions**

As a committee, it is imperative that strategies are developed address issues early. Some problems can be addressed by members without involving outside individuals or groups. However, some problems may be serious enough to conduct a special meeting for the people raising concerns. Listed below is a conflict resolution process to help resolve these conflicts.

- 1. Be prepared.** Anticipate possible objections from both inside and outside your committee. Identify those concerns that may lead to resistance to change.
- 2. Revisit the vision and the ground rules developed by the committee.** Focus on the needs of children and the benefits of the action plan to meet those needs.
- 3. Decide who will facilitate the process for resolving the conflict.** If the committee chair or a member cannot help resolve the conflict, ask a third-party facilitator or mediator to help resolve the conflict.
- 4. Explore and legitimize concerns.** Ask individuals or groups to share their concerns and objections. Get them out on the table. Acknowledge that concerns are realistic and that their ideas will be discussed. Designate someone to take notes (shows serious interest).
- 5. Avoid personalizing the conflict.** Some people view conflict as a threat to long-held beliefs. Do not minimize others' concerns or attack their points of view.
- 6. Make sure everyone is heard.** Limit the time of those who talk and invite the participation of those who do not. (Tip: During meetings give each participant the same amount of tokens. When they have used all of their tokens, they may not speak again.)
- 7. Respond actively.** Let people know you are listening by recapping, paraphrasing, and summarizing. Demonstrate a willingness to follow up and pursue issues. Set up a committee to study the concerns and come up with solutions.
- 8. Get closure.** Summarize concerns and the steps needed to address them. Restate the agreed upon course of action, and ask the group whether the notes are accurate. Determine what needs to be done next.
- 9. Don't burn bridges.** Remember, most of those involved are members of the same community.

***Everyone must continue working together during and after the conflict.  
Create rituals for healing and forgiveness.  
Remember to use humor.***



## Part Five: Additional Resources

### School Health Services



The Child and Adolescent Health Section School Health Programs include:

- Act 1220
- Arkansas State School Nurse Consultant
- School-Based Wellness Centers
- CDC 1305 “State Public Health Actions to Prevent and Control Diabetes, Heart Disease, Obesity and Associated Risk Factors and Promote School Health” grant, in collaboration with the ADH Chronic Disease Branch.

These programs all work collaboratively within the Coordinated School Health framework and include the Arkansas Department of Education, Arkansas Educational Services Cooperatives, Arkansas Center for Health Improvement, Arkansas Children’s Hospital, and many other partners. Coordinated School Health (CSH) is a planned, organized set of health-related programs, policies, and services coordinated at both the district and individual school levels. It is a collection of best practices from a variety of specialties to meet health and safety needs of students.

<b>Arkansas Department of Health</b>		
<b>ShaRhonda Love, MPH, Director</b> School Health Services Sharhonda.love@arkansas.gov	4815 West Markham Slot 17 Little Rock, AR 72205-3867	O: 501-280-4783 Cell: 501-765-4375 Fax: 501-683-5602
<b>Tamara Baker</b> School Based Health Center Advisor Tamara.baker@arkansas.gov	15 Caddo Drive P.O. Box 413 Murfreesboro, AR 71958	O: 870-285-3154 Ext 234 Cell: 501-246-1093
<b>Paula Smith, RNP, MNsc.</b> State School Nurse Consultant paula.smith@arkansas.gov	4815 W. Markham St. Slot 63 Little Rock, AR 72205	O: 501-683-6639 Cell: 501-319-4586 Fax: 501-683-5602
<b>Joy Rockenbach</b> Act 1220 Coordinator Joy.rockenbach@arkansas.gov	4815 West Markham Slot 63 Little Rock, AR 72205	O: 501-661-2757 Cell: 501-944-5357 Fax: 501-683-5602
<b>(Position vacant)</b> Coordinated School Health Advisor	4815 West Markham Slot 63 Little Rock, AR 72205	O: 501-280-4148 Fax: 501-683-5602
<b>Sandra Fleming</b> Administrative Specialist Sandra.fleming@arkansas.gov	4815 West Markham Slot 63 Little Rock, AR 72205	O: 501-280-4061 Fax: 501-683-5602
<b>Beverly Wade</b> Administrative Specialist Beverly.wade@arkansas.gov	4815 West Markham Slot 63 Little Rock, AR 72205	O: 501-280-4889 Fax: 501-683-5602

## Part Five: Additional Resources

### *School Health Services*

<b>Arkansas Department of Education</b>		
<b>Jerri Clark</b> School Health Services Director Jerri.clark@arkansas.gov	Four Capitol Mall, Slot #14 Little Rock, AR 72201	O: 501-683-3604 Fax: 501-682-4886
<b>Kathleen Courtney</b> Public School Program Advisor Kathleen.courtney@arkansas.gov	Arch Ford Building Four Capitol Mall, Slot #14 Suite 305-B Little Rock, AR 72201	O: 501-683-3604 Fax: 501-682-4886
<b>Audra Walters</b> Coordinated School Health Director Audra.walters@arkansas.gov	Arch Ford Building Four Capitol Mall Suite 305-B Little Rock, AR 72201	O: 501-683-3587 Cell: 870-260-2321 Fax: 501-682-4886
<b>Elizabeth Kindall, Ed.D.</b> Public School Program Advisor Elizabeth.kindall@arkansas.gov	O.U.R. Educational Cooperative P. O. Box 610 Valley Springs, AR 72682	O: 870-429-9129 Cell: 501-580-6827 Fax: 870-429-9099
<b>Tracy Starks</b> Student Health Advisor Tracy.starks@searkcoop.com	1401 West Capitol Ave., Ste 425 Little Rock, AR 72201	O: 501-375-6487
<b>Rodney McCullum</b> Administrative Support Rodney.mccullum@arkansas.gov	Arch Ford Building Four Capitol Mall Suite 305-B Little Rock, AR 72201	O: 501-683-3604 Fax: 501-682-4886

## Part Five: Additional Resources

### Hometown Health Improvement

#### Vision Statement

Empowered local communities taking ownership of health problems and working to identify and implement solutions that improve the health of the citizens.

#### Mission Statement

Provide leadership, guidance, and technical assistance to the local HHI leader to develop Hometown Health Improvement Initiatives that are locally owned and controlled and are working to improve the health of the citizens. Provide Hometown Health Improvement leadership in the region.

The health of the community is a shared responsibility of many entities. Hometown Health Improvement brings together a wide range of people and organizations including consumers, business leaders, health care providers, elected officials, religious leaders, and educators to identify community health problems and develop and implement ways to solve them.

Hometown Health Improvement is a locally owned and locally controlled initiative that stresses:

- collaboration,
- coalition building,
- community health assessment,
- prioritization of health issues, and
- the development and implementation of strategies that are locally designed and sustained.

Hometown Health Improvement initiatives currently exist in every county around the state. HHI coalitions do powerful and unique work to improve the health of those in their communities. Once the coalition is established, many communities are choosing to conduct health behavior surveys to gain important information specific to their communities. Many coalitions are now implementing activities to affect the health of the community. Examples of some activities include: tobacco cessation programs for adolescents, household hazardous waste round-up, parenting support groups, local industry wellness programs, health fairs, and health resource guides. Other benefits arising from this partnership include improving the health and quality of life in communities, reducing preventable illness and injury, coordinating community health services more effectively, and using available health care resources more efficiently. Community members are participating in training sessions on community assessment, coalition building, and creating partnerships that work. From sponsoring community health assessments to developing county specific intervention and prevention programs, community members in partnership with Department of Health Hometown Health Improvement continue to build healthier communities.

Name	Address	Phone
<b>Andi Ridgway- MS, RD, LD, CDE</b> HHI Branch Chief Andrea.ridgway@arkansas.gov	Center for Local Public Health 4815 W. Markham, Slot 22 Little Rock, AR 72203-1437	O: 501-280-4561 Fax: 501-661-2545 Cell: 501-425-3376
<b>Sherry Johnson- MBA, CPM</b> HHI Section Chief Sherry.johnson@arkansas.gov	Center for Local Public Health 4815 W. Markham, Slot 22 Little Rock, AR 72203-1437	O: 501-661-2585 Fax: 501-661-2545 Cell: 501-218-5763

[Hometown Health Improvement website](#)

## Part Five: Additional Resources

### *Community Health Nurse Specialists/Community Health Promotion Specialists (CHNS/CHPS)*

The Arkansas Department of Health (ADH) continues to work collaboratively with the Arkansas Department of Education to broaden the reach of students and build community partnerships statewide through Hometown Health Improvement. Community Health Nurse Specialists (CHNS) are located in Educational Cooperatives across the state. One is housed with the ADH Central Region office, since there is no Educational Cooperative for the Central Arkansas counties. The CHNS serve as resources to all school districts, school nurses, and teachers and work with each Educational Cooperative along with corresponding school districts on health issues.

ADH is also working with schools and communities to see that school wellness committees are developed in accordance with Act 1220 in order to improve the school's nutrition, physical activity and health environment policies and programs. With current funding, Community Health Promotion Specialists (CHPS) are strategically located throughout the state. The CHPS provide technical assistance to schools in developing these committees, in conducting the *School Health Index* assessment, and in developing strategies to improve the school's nutrition, physical activity and health environment policies and programs. They also provide technical assistance to schools to support healthy nutrition in schools and to improve physical activity and increased opportunities for children and faculty to be physically active.

### **Arkansas Educational Cooperatives**



## Community Health Nurse Specialists (CHNS)

NAME	MAILING ADDRESS	PHONE
<b>SUPERVISORS</b>		
<b>North CHNS Supervisor</b> <b>Marilyn Cone</b> , RN, ADN <b>Marilyn.cone@arkansas.gov</b>	White County Health Department 112 Brantly Road Searcy, AR 72143	O: 501-268-6102 Cell: 501-268-4445
<b>South CHNS Supervisor</b> <b>Kimberly Hooks</b> , RN, BSN, MPH <b>Kimberly.hooks@arkansas.gov</b>	Cleveland County Health Unit P O Box 446 409 East Magnolia Street Rison, AR 71665	O: 870-325-6311 Cell: 870-370-3518 Fax: 870-325-6159
<b>CENTRAL REGION (CHNS)</b>		
<b>Central</b> Lynette Slaughter, RN <b>Lynette.slaughter@arkansas.gov</b>	Central Region - ADH 2800 Willow Street North Little Rock, AR 72114	O: 501-791-8551 Fax: 501-791-8615
<b>NORTHEAST REGION (CHNS)</b>		
<b>Cindy Schaefering</b> , RN <b>Cynthia.schaefering@arkansas.gov</b>	Northcentral Ed Service Center 99 Haley Street P. O. Box 739 Melbourne, AR 72556	O: 870-368-7955 Cell: 501-837-8627 Fax: 870-368-4920
<b>Laura Cook</b> , RN, BSN Certificate of Public Health <b>Laura.cook2@arkansas.gov</b>	Crowley's Ridge Ed Coop 1606 Pine Grove Lane Harrisburg, AR 72432	O: 870-578-5426 Cell: 870-219-4978 Fax: 870-578-5896
<b>Karen Davis</b> , RN, ADN <b>Karen.davis@arkansas.gov</b>	Northeast Arkansas Ed Coop 211 W. Hickory Street Walnut Ridge, AR 72476	O: 870-886-7717 Cell: 501-454-2871 Fax: 870-886-7719
<b>Becky Lamb</b> , RN, ADN, BS, Certificate of Public Health <b>Becky.lamb@arkansas.gov</b>	Wilbur D. Mills Ed Service Coop P.O. Box 850 Beebe, AR 72012	O: 501-882-5467 Cell: 501-454-2869 Fax: 501-882-2155

NAME	MAILING ADDRESS	PHONE
<b>NORTHWEST REGION (CHNS)</b>		
<b>Miranda Curbow</b> , RN, ADN <b>Miranda.curbow@arkansas.gov</b>	Western Arkansas Ed Service Coop 3010 East Hwy 22, Suite A Branch, AR 72928	O: 479-965-2191 Cell: 479-965-3612 Fax: 479-965-2723
<b>Cindy Jones</b> , RN <b>Cindy.jones@arkansas.gov</b>	Arch Ford Ed Service Coop 101 Bulldog Drive Plumerville, AR 72127	O: 501-354-4652 Cell: 479-264-5390 Fax: 501-354-0167
<b>Nancy Marsh</b> , RNP, BSN Certificate of Public Health <b>Nancy.marsh@arkansas.gov</b>	Northwest Arkansas Ed Coop #4 Double Springs Road Farmington, AR 72730	O: 479-267-7450 Cell: 479-422-1518 Fax: 479-267-7456
<b>Diana Cheria Lindsey</b> , RN, BSN <b>Diana.lindsey@arkansas.gov</b>	OUR Education Coop 5823 Resource Drive P O Box 610 Valley Springs, AR 72652	O: 870-429-9120 Cell: 870-688-9077 Fax: 870-743-6003
<b>SOUTHEAST REGION (CHNS)</b>		
<b>Cassie Lewis</b> , RN, BSN <b>Cassie.lewis@arkansas.gov</b>	Great Rivers Ed Service Coop 1501 Dawson Road Forrest City, AR 72336	O: 870-633-6812 Cell: 870-630-7172 Fax: 870-633-0158
<b>Elizabeth Mercer</b> , RN <b>Elizabeth.mercer@arkansas.gov</b>	Arkansas River Ed Service Coop 912 W. 6th Avenue Pine Bluff, AR 71601	O: 870-730-2966 Cell: 870-730-8440 Fax: 870-534-7162
<b>Lisa England</b> , RN, BSN <b>Lisa.england@arkansas.gov</b>	Southeast Arkansas Ed Coop SE Regional Office, 447 W Gaines Monticello, AR 71655	O: 870-367-6202 Cell: 870-723-9278 Fax: 870-367-3013
<b>SOUTHWEST (CHNS)</b>		
<b>Tommie Rogers</b> , RN, BSN <b>Tommie.rogers@arkansas.gov</b>	Dawson Ed Service Coop 711 Clinton Street, Suite 101 Arkadelphia, AR 71923	O: 870-246-3077 Cell: 501-412-6726 Fax: 870-246-9619
<b>Cheryl Byrd</b> , RN <b>Cheryl.byrd@arkansas.gov</b>	DeQueen/Mena Ed Coop 305 S. Hornburg Avenue Gillham, AR 71841	O: 870-386-2251 Cell: 870-584-6011 Fax: 870-386-7721

NAME	MAILING ADDRESS	PHONE
<b>Rhonda McDonald</b> , RN, BSN Rhonda.mcdonald@arkansas.gov	South Central Service Coop 2235 California Avenue SW Camden, AR 71701	O: 870-836-2213 Cell: 870-866-0713 Fax: 870-836-1631
<b>Edith Greenwood</b> , RN, BSN Edith.greenwood@arkansas.gov	Southwest Arkansas Ed Coop 2502 South Main Street Hope, AR 71801	O: 870-777-3076 ext. 135 Cell: 870-403-1416 Fax: 870-777-5793

### Community Health Promotion Specialists (CHPS)

Name	Address	Phone
<b>CENTRAL REGION</b> <b>Anna Haver</b> , MCHES Anna.haver@arkansas.gov	Central Region - ADH 2800 Willow Street North Little Rock, AR 72114	O: 501-791-8551 Cell: 501-772-9366 Fax: 501-791-8615
<b>NORTHEAST REGION</b> <b>Regina Alexander</b> Regina.alexander@arkansas.gov	Northeast Arkansas Ed Coop 211 E. Hickory Walnut Ridge, AR 72476	O: 870-886-7717 ext. 1561 Cell: 870-271-9557 Fax: 870-886-7719
<b>NORTHWEST REGION</b> <b>Ashley LeFevre</b> Ashley.lefevre@arkansas.gov	NW Arkansas Ed Coop #4 Double Springs Road Farmington, AR 72730	O: 479-267-7450 Cell: 479-871-7389 Fax: 479-267-7456
<b>NORTHWEST REGION</b> <b>Sarah Brisco</b> , BSE Sarah.brisco@arkansas.gov	Ozarks Unlimited Resource Coop 525 Old Bellefonte Road Harrison, AR 72601	O: 870-743-9100 Cell: 870-926-6954
<b>SOUTHEAST REGION</b> <b>Rosemary Withers</b> , MPA Rosemary.withers@arkansas.gov	Arkansas River Ed Coop 912 W. Sixth Avenue Pine Bluff, AR 71601	O: 870-730-2967 Cell: 870-590-2689 Fax: 870-534-7162
<b>SOUTHWEST REGION</b> <b>Melissa Ann Kuhn</b> Melissa.kuhn@arkansas.gov	2235 California SW Camden, AR 71701	O: 870-836-2213 Cell: 870-807-2706 Fax: 870-836-1631

## Part Five: Additional Resources

### *Resource Hyperlinks – Arkansas Department of Health*

#### **County Data Information Links**

- [U.S. Census Quickfacts](#)
- [America's Health Rankings](#)
- [CDC's Interactive Atlas of Heart Disease and Stroke](#)
- [Community Health Status Indicators \(CHSI\)](#)
- [Community Commons](#)
- [County Health Facts Brochures](#)
- [County Health Facts Maps](#)
- [County Health Profile Data](#)
- [The Behavioral Risk Factor Surveillance Survey \(BRFSS\) County Estimates](#)
- [The Behavioral Risk Factor Surveillance Survey \(BRFSS\) County Maps](#)
- [County Adult Health Survey \(CAHS\) / County Youth Health Survey \(CYHS\)](#)
- [Arkansas Prevention Needs Assessment Survey \(APNA\)](#)
- [County Health Rankings](#)
- [Public Health in Arkansas' Communities Search \(PHACS\)](#)
- [Aspire Arkansas Community Indicators Report](#)



- [School Health Index](#)
- [2013-2014 School Nurse Survey - Arkansas](#)
- [Arkansas Center for Health Improvement: AR BMI Reports \(School, District and State\)](#)
- [Arkansas Department of Education: Child Nutrition Unit](#)
- [Action for Healthy Kids](#)

#### ***Additional Resources for Specific Data Needs***

- [Arkansas Department of Health, Health Statistics Branch Query System](#)
- [Arkansas Cancer Query System](#)
- [The Behavioral Risk Factor Surveillance Survey \(BRFSS\)](#)
- [Youth Risk Behavior Survey: Arkansas](#)



## Part Five: Additional Resources

### *Supplemental Resources and Links*

#### **Arkansas Child Health Advisory Committee**

The Child Health Advisory Committee is charged with developing statewide science-based nutrition and physical activity standards and policy recommendations for public schools. These recommendations are provided to the Arkansas Board of Education and Arkansas Board of Health for review, adoption and implementation. The Child Health Advisory Committee's recommendations have included improvements to enhance healthy snack foods and beverages that are sold in schools, physical education and activity, continuing professional development for food service staff. The committee is also charged with making recommendations concerning the implementation of Coordinated School Health to the Arkansas Department of Education. The committee meets monthly and continues to review the science and make recommendations concerning a healthy school environment.

#### Arkansas Child Health Advisory Committee

- American Academy of Pediatrics – Arkansas Chapter
- American Cancer Society—Arkansas Division
- American Heart Association
- Arkansas Advocates for Children & Families
- Arkansas Association for Health Physical Education, Recreation & Dance
- Arkansas Association for Supervision and Curriculum Development
- Arkansas Association of Education Administrators
- Arkansas Association of School Business Officials
- Arkansas Center for Health Improvement
- Arkansas Chapter of American Academy of Family Physicians
- Arkansas Department of Education
- Arkansas Department of Health
- Arkansas Academy of Nutrition and Dietetics
- Arkansas Parent Teacher Association
- Arkansas School Boards Association
- Arkansas School Nutrition Association
- Arkansas School Nurse Association
- Classroom Teacher
- UAMS Fay W. Boozman College of Public Health
- Office of Minority Health and Health Disparities
- University of Arkansas Division of Agriculture Cooperative Extension Service



## Part Five: Additional Resources

### *Supplemental Resources and Links*

#### *National Center for Chronic Disease Prevention and Health Promotion - Nutrition and Physical Activity*

CDC's Division of Nutrition and Physical Activity (DNPA) takes a public health approach to address the role of nutrition and physical activity in improving the public's health and preventing and controlling chronic diseases. The scope of DNPA activities includes epidemiological and behavioral research, surveillance, training and education, intervention development, health promotion and leadership, policy and environmental change, communication and social marketing, and partnership development.

<http://www.cdc.gov/nccdphp/dnpa/index.htm>

#### *National Center for Chronic Disease Prevention and Health Promotion- Adolescent & School Health*

The Division of Adolescent and School Health (DASH) seeks to prevent the most serious health risk behaviors among children, adolescents and young adults. To accomplish this mission DASH implements four components. <http://www.cdc.gov/nccdphp/dash/index.htm>

#### *Census 2000 Data for the State of Arkansas* <http://www.census.gov/census2000/states/ar.html>

University of Arkansas at Little Rock, Institute for Economic Advancement (IEA) Census State Data Center

<http://www.aiea.ualr.edu/csdc.html>

#### *KIDS COUNT County-City-Community Level Information on Kids (CLIK)*

CLIK is a powerful new online database that brings together data collected and published by our KIDS COUNT grantee partners. <http://www.aecf.org/kidscount/>

#### *Arkansas Prevention Needs Assessment Survey*

The survey was sponsored by: Office of Alcohol and Drug Abuse Prevention. Division of Behavioral Health Services, Arkansas Department of Human Services. Data assessment and analysis done by: International Survey Associates, LLC, dba Pride Surveys (800-279-6361) <http://www.arkansas.pridesurveys.com/>

#### *School Health Policies and Programs Study*

The School Health Policies and Programs Study (SHPPS) is a national survey periodically conducted to assess school health policies and programs at the state, district, school, and classroom levels.

<http://www.cdc.gov/nccdphp/dash/shpps/>

#### *The Alliance for a Healthier Generation*

The Alliance for a Healthier Generation- Healthy Schools Program provides resources and assistance to schools at no-cost. As a teacher or school employee, you are on location and can make major change for the health of your school. You can make healthy eating and physical activity the norm around campus with help from fellow school staff and the policy and systems in place in your school and district.

<http://www.healthiergeneration.org>

## Tobacco Settlement Proceeds Act of 2000

- 5% of Master Tobacco Settlement funds are disbursed to the Arkansas Department of Health and Arkansas Department of Education for staff support and program initiatives, with a portion of those funds supporting Act 1220 activities and staff.
- All Funds should be used to improve and optimize the health of all Arkansans.



- Funds should be spent on long-term investments that improve the health of all Arkansans
- Future tobacco-related illness and health care costs in Arkansas should be minimized through this opportunity.
- Funds should be invested in solutions that work effectively and efficiently in Arkansas.

<http://www.achi.net/Pages/OurWork/Project.aspx?ID=18>

Revised by:

## Arkansas Department of Health Child and Adolescent Health Section

**ShaRhonda Love, MPH**  
*Director, School Health Services*  
*Sharhonda.love@arkansas.gov*

**Tamara Baker**  
School Based Health Center Advisor  
*Tamara.baker@arkansas.gov*

**Donna Miller**  
School Health Advisor  
*Donna.miller@arkansas.gov*

**Joy Rockenbach**  
Act 1220 Coordinator  
*Joy.rockenbach@arkansas.gov*

**Paula Smith**  
State School Nurse Consultant  
*Paula.smith@arkansas.gov*

**Beverly Wade**  
Administrative Specialist  
*Beverly.wade@arkansas.gov*

**Sandra Fleming**  
Administrative Specialist  
*Sandra.fleming@arkansas.gov*

