Wellness Committee Minutes

October 13, 2026

In attendance: Sara Potvin, Nancy Chittenden, Nicole Pelczynski, Kayli Manning, Jenna Martone, Melissa Liebenow, Helena Sysoumang, Morgan Rossi, Vanessa Cunnigham, Lisa Dupee

Absent: Chris Bersaw, Melinda Slaving

Welcomed new members. Discussed inviting new members and expanding diversity.

Discussed triennial assessment:

Adding language regarding who is responsible for implementing.

Guidelines for bringing food in to celebrate birthdays.

Clarity on current recommendations and best practices for physical activity.

Adding information on new Health class and its curriculum.

Create GoogleDoc where we can all work on it together over the next few months. Goal of final review at January meeting.

Use of Wellness School Assessment Tool (WellSAT)

Sara to look at calendar with principal to schedule a half day teacher workshop (potentially mental health focused) through BHS. Vanessa and Kayli to help facilitate. Also discussed the possibility of getting someone to come in and provide 5 minute chair massages to staff during Catholic Schools Week/Teacher Appreciation Day.

Discussed using AI scribe to capture more accurate minutes moving forward.

Wellness Committee Minutes

July 14, 2026

In attendance: Sara Potvin, Chris Bersaw, Nancy Chittenden

Absent: Vanessa Cunningham, Melissa Liebenow, Lisa Dupee, Melinda Slaving

Maria LaBombard no longer a part of the committee and she submitted her resignation. Would like to add new cook and cafeteria manager, Laurie Malloy, in the near future.

Looking for new committee members as well.

New Health class replacing Spanish for the coming school year in grades 4-8. Will focus on topics such as general hygiene, mental health, puberty etc. and follow Diocesan curriculum guidelines. Taught by Jenna Martone, LPN.

Pre-K will not have Physical Education class in 2026-2027, but they do have two recess periods and walk to and from the main building for lunch.

Official Wellness Policy Review due to be conducted by April 9, 2027.

Wellness Committee Minutes

April 13, 2026

In attendance: Sara Potvin, Chris Bersaw, Nancy Chittenden

Absent: Maria LaBombard, Vanessa Cunningham, Melissa Liebenow, Lisa Dupee, Melinda Slaving

Reviewed minutes from last quarter. Not much new to discuss at this time. Looking into add new Health class to specials schedule next year.

Wellness Committee Minutes

January 12, 2026

In attendance: Sara Potvin, Chris Bersaw, Nancy Chittenden

Absent: Maria LaBombard, Vanessa Cunningham, Melissa Liebenow, Lisa Dupee, Melinda Slaving

Spanish teacher is teaching an after school program for students.

Ski club is active on Wednesday after school.

NSLP has issued new sugar guidelines for cereals, yogurts etc. Have been adjusted to follow these guidelines. This includes contacting our milk supplier to send us a letter with information that states the milk follows these guidelines.

Lions Club eye testing is being scheduled for sometime in April.

Wellness Committee Minutes

October 7, 2025

In attendance: Sara Potvin, Chris Bersaw, Nancy Chittenden, Lisa Dupee, Melinda Slaving

Absent: Maria LaBombard, Vanessa Cunningham, Melissa Liebenow

Spanish teacher has been hired and the special has been a great addition to school culture.

Annual hearing tests have been completed for all students by school nurse.

New challenges and equipment have been introduced in physical education. New P.E. teacher has brought a fun, upbeat dynamic to this special.

After school clubs are still being looked into. Ski club for winter months is in the process of getting students signed up.

New menu items have been added along with new fruits.

Need to set date for BHS Wellness Workshop for staff. Looking at March.

Need to add new members to take the lead on meetings and execution.

Wellness Committee Minutes

July 7, 2025

In attendance: Sara Potvin, Chris Bersaw, Nancy Chittenden

Absent: Maria LaBombard, Lisa Dupee, Vanessa Cunningham, Melinda Slaving, Melissa Liebenow

Spanish addition pending hiring of candidate.

Need to set date for BHS Wellness Workshop for staff.

Need to add new members to take the lead on meetings and execution.

Wellness Committee Minutes

April 8, 2025

In attendance: Sara Potvin, Lisa Dupee, Vanessa Cunningham, Melinda Slaving, Melissa Liebenow

Absent: Chris Bersaw, Nancy Chittenden, Maria LaBombard

Brief recap of last meeting and committee goals for new members Melinda and Melissa.

Sara gave update on potentially adding Spanish as a special next year to replace Library. Chris will be talking with potential candidate soon. No decision has been made yet.

Vanessa spoke with the Director of Wellness at Berkshire Health Systems regarding potential wellness workshops for teachers/staff. They will provide two workshops for us free of charge. Discussed choosing two PD days with Chris when the '25-'26 academic calendar is complete. Sara will reach out to staff with potential presentation topics to get feedback on what they feel would be most beneficial.

While looking at the list of BHS Challenges, we discussed potential student challenges being incorporated into Physical Education. With our Physical Education teacher retiring this year, we agreed to bring it up to the new staff member when hired.

Lisa brought up potential vision testing for tracking/convergence which may be beneficial for students struggling to read. This convergence can manifest like dyslexia, but is the result of a physical condition of the eyes. North Adams Public Schools had a person who did this testing. She will look into who it was.

Melinda brought up the idea of adding parent-led after school clubs. Too late in the year to start now, but we could send out a poll to gauge interest in types of clubs (board games, walking club on the trail etc.) and/or adults interested in leading clubs. Adults would require Diocesan mandated background checks and safe environment training. Ski Club for next winter was also mentioned.

Starting an adult book club for parents/guardians to have a way to connect and form relationships within the community without their students was also brought up.

Next meeting will be scheduled closer to July when we have a better idea of everyone's vacation schedules. Goal to get these ideas moving forward for implementation in the 2025-2026 academic year.

Wellness Committee Minutes

January 14, 2025

In attendance: Chris Bersaw, Lisa Dupee, Sara Potvin, Nancy Chittenden, Vanessa Cunningham

Absent: Maria LaBombard

Our new Cook, Maria LaBombard, will be joining the committee but was unable to make this meeting.

Our new Cook is trying many new recipes for the lunch menu. In addition, she is doing samples of new items on days with familiar lunch menu items for all students to try. "I tried it!" stickers are distributed to all students brave enough to try something new, encouraging trying new things and eating healthy options.

Discussed the possibility of changing the Library special period to something else. Potentially, adding monthly health classes during that period discussing topics such as dental health, hygiene, nutrition, mental health etc. with guest teachers.

Chris mentioned he is thinking about the possibility of making that period a language next year if we can find a teacher. Sara will reach out to a retired Spanish teacher she knows to see if she might be interested.

Discussed possibility of getting MCLA and Williams College students more involved.

Discussed how we can better support staff mental health. Potentially a Wellness Workshop. Vanessa said BHS does have a program that does this. She will look into it and gather information.

Discussed adding a “walk around the block” option for recess again when the weather warms up, for students that may not want to participate in a more structured game going on.

April meeting will be scheduled to align with the date of April Home & School Meeting when that is scheduled.

Wellness Committee Minutes

October 10, 2024

In attendance: Chris Bersaw, Lisa Dupee, Sara Potvin, Nancy Chittenden

Absent: Vanessa Cunningham

Review of last meeting.

No development on potential adjustment counselor.

Discussed how we can support student and staff mental health. What kind of programming/professional development can we add?

Younger grades spending time in morning circle discussing feelings.

Circle of Grace being completed by all grades. Topics vary by grade but all relate to safe environment education.

Next meeting will occur in January 2025.

Wellness Committee Minutes

July 16, 2024

In attendance: Chris Bersaw, Lisa Dupee, Sara Potvin

Absent: Nancy Chittenden & Vanessa Cunningham

Review of last meeting.

Discussed potential hiring of student adjustment counselor as shared resource with 2 other schools. Superintendent working on this possibility.

Increase offering of fresh fruits at breakfast and lunch, as opposed to canned.

Reminder notice to go home to all families to start the year regarding healthy eating requirements for lunches and snacks brought from home. (ie: no soda, high-fructose drinks, candy bars etc.)

Next meeting will occur in October.

Wellness Committee Minutes

April 9, 2024

In attendance: Chris Bersaw, Nancy Chittenden, Sara Potvin, Lisa Dupee & Vanessa Cunningham

- Brief overview of Policy for new members (Lisa & Vanessa)
- All points of current policy being met
- Review of last meeting
- Lunch line timing has much improved since last meeting.
- All members in their own time will research other schools' Wellness Policies for potential additions and inspiration
- Potential purchases of extra recess equipment (chalk, bubbles, hoola hoops, jump ropes etc.) and repainting of hopscotch
- Potential "walk around the block" with staff member potentially added to recess options for older students not really participating in recess
- Discussed logistics of offering school breakfast next year (ie. timing, location, food offerings, healthier choices than pre-packaged grains)
- Poll families to get an idea of potential numbers for breakfast next year
- Mental Health wellness ideas? 1st grade already executing this well. How to expand to other grades?
- Will reconvene in July to discuss research and ideas for goal setting and implementation for 2024-2025
- Next meeting will occur in July.

Wellness Committee Minutes

January 8, 2024

In attendance: Chris Bersaw, Nancy Chittenden, Sara Potvin

Absent: Lisa Dupee & Vanessa Cunningham

A review of the school's Wellness Policy was conducted.

Update on increasing efficiency of lunch line in regards to 30 minute lunch period: We have set the lunch line up to have the all the sandwiches distributed first, this has been done in order to expedite food service and provide ample eating time. It seems to be working effectively and we will continue in this way.

After our last meeting, a paper notice and email did go home to families reminding them of healthy eating requirements for lunches and snacks brought from home. (ie: no soda, high-fructose drinks, candy bars etc.) Moving forward this will be done at the beginning of the school year and encouraged by staff throughout the year.

We (the principal on the Wellness Committee's behalf) requested that teachers add small physical activities between lessons, which is now part of their daily routine. In addition, the teachers have also discussed during snack, lunch time and science, the importance of bringing healthy, nutritious foods for snack and lunch time.

An email was sent to parents, asking if anyone wanted to join the wellness committee and we have had 2 additional members join the wellness committee.

Goal: Continue working on new lunch menu items. Find new recipes students like. Utilize more fresh fruits and vegetables.

Next meeting will occur in April 2024.

Wellness Committee Minutes

October 3, 2023

In attendance: Chris Bersaw, Nancy Chittenden, Sara Potvin

A review of the school's Wellness Policy was conducted.

Office staff verified that Nuts & Bolts Allergen and Civil Rights training is up to date for all cafeteria staff.

Choke saver training and ServSafe are also up-to-date, expiring in 2025.

Students do have 30 minute lunch periods as required. However, with an increase in school lunches being served, the issue of the line getting backed up has been brought up by staff. This is currently already being addressed, in order to expedite food service and provide ample eating time.

Paper notice and email to go home to families reminding them of healthy eating requirements for lunches and snacks brought from home. (ie: no soda, high-fructose drinks, candy bars etc.)

Change to policy made in Commitment to Physical Activity section. Pre-K does not have Physical Education class, but they do have two recess periods and walk to and from the main building for lunch.

Additional edit: PreK and Kdg use the fenced in playground, while grades 1-8 use the larger playground.

Need for improvement in physical activity between lessons. Principal will reach out to teachers with goal to encourage this adaptation, as well as make sure healthy nutrition is discussed at snack and lunch times, and in science lessons.

Per audit last spring, section will be added on marketing (ie: if donated McDonald's cups are used, we are not promoting McDonald's as healthy food or serving it.) This is something that rarely, if ever, occurs in our small school, as we don't have sports teams etc. but we will make sure the material is added.

Goal to increase diversity of committee members.

Next meeting will occur in January 2024.