

Record of Discussion

Joint Consortium for School Health

School Health Coordinators' Committee Teleconference

January 13, 2011

Co-Chairs: Sterling Carruthers (PE), Carol Ann Cotter (NL)

Participants	Jurisdiction
Kim Weatherby	BC
Gail Diachuk	AB
Flo Woods	SK
Andrea Lamboo-Miln Paul Paquin	MB
Heather Power Jennifer Munro-Galloway	ON
Marlien McKay	NB
Dwayne Provo	NS
Sterling Carruthers	PE
Carol Ann Cotter Robert Leaman Ellen Coady	NL
Ian Parker	YK
Elaine Stewart Shannon Barnett-Aikman	NT
Louise Aubrey Michael Torunian	PHAC

Secretariat	
Katherine Kelly	Executive Director
Susan Hornby	JCSH Secretariat
Jo-Ellen Sterling	JCSH Secretariat
My Linh Tran-Thomas	JCSH Secretariat
Regrets	
Kyla Christiansen	SK
Hannah Westner	NB
Kathleen Brennan	PE
Jennifer Wakegijig	NU
Charlotte Borg	



Record of Discussion

1. Welcome and Roll Call

The PE Co-Chair welcomed everyone to the meeting.

2. Review and Approval of Agenda

The agenda was approved with two additions: the PHAC representative requested two items, both related to the Health Behaviours of School-aged Children study.

3. Review and Approval of Record of Discussion

The Record of Discussion from December 9 SHCC teleconference was approved as amended:

- Replace acronyms with complete titles.
- Remove from Agenda the initials of item leads.
- Change the reference name of the Positive Mental Health Projects contract consultant to W. Morrison & Associates, Inc.

Additional: It was suggested that it would be beneficial to have the Secretariat Update items in writing and sent out in advance of the meeting. The Secretariat Update section of the Agenda could then be used for further discussion of the items.

ACTION: Records of Discussion to use complete titles rather than acronyms.

ACTION: Agenda for School Health Coordinators' Committee meetings to not list item leads.

ACTION: Secretariat to forward written update in advance of meetings.

4. P/T Comprehensive School Health Frameworks

The ON SHC lead posed the following questions:

- Are there similarities / differences in the Comprehensive School Health frameworks used in the JCSH member provinces / territories?
- Does the province / territory have voluntary or mandated use of a particular comprehensive school health framework?
- Is the comprehensive school health framework being used by a province / territory closely linked to the jurisdiction's curriculum?

Discussion:

ON is in the process of updating their Foundations for a Healthy School Framework. The ON SHC asked for responses to questions noted above. The following were provided:

BC: Uses JCSH CSH framework; use is voluntary; school districts are encouraged to use the framework; there are no curriculum links.

AB: Uses JCSH CSH framework in the Ministry of Health and Wellness; Wellness Education makes links to the JCSH framework and it is part of the direction for new

curriculum. Formal curriculum links will not be made until the new curriculum is developed; Ever Active Schools provincial program has adopted 4 Es (Education, Environment, Everyone, Evidence).

SK: Uses Comprehensive School Community Health – derived from JCSH framework but encompasses policy through all the pillars rather than as a stand-alone element.

MB: Uses JCSH CSH framework; tied in to all initiatives in public school districts, as well as aboriginal and private schools; framework use is voluntary.

ON: Uses Foundations for a Healthy School Framework similar to SK in that school health policy is overarching the pillars.

NB: Uses JCSH CSH framework; there has been a gradual transition to using this; no acknowledgement that use of framework is voluntary or mandatory, but it is used in education materials and by public health nurses; informally reflected in curriculum, will be using CSH language as curriculum is renewed.

NS: Uses a blend of JCSH, CASH (Canadian Association for School Health), and other CSH frameworks; some are embedded in others to make up a total of nine pillars; funding allocations must address these elements; use of the framework is neither mandatory nor embedded in the curriculum, but the curriculum has embedded the spirit of these pillars. Mandatory use is related to funding – must link to pillar and clearly articulate how it's linked/embedded

PE: Uses JCSH CSH framework; the Departments of Education and Early Child Development and Health and Wellness have not formally adopted the CSH framework; it is, however, embedded in programming and is a component of granting programs to schools; it is also used in all school health presentations.

NL: Models school health initiatives on the JCSH CSH framework; is in the process of developing the next five-year plan which will include priority area action tables based on the CSH framework; the CSH approach is not prevalent in the curriculum

guide but NL is exploring this; parts of the Health curriculum refer to CSH in new teacher resources.

YT: Does not formally adopt a comprehensive school health framework, but the JCSH framework is promoted; YT follows BC curriculum.

NT: Does not formally adopt a comprehensive school health framework but JCSH model is promoted.

NU: No representation on the call.

General Discussion Points:

- The BC SHC provided a brief overview of the history of the comprehensive school health framework championed by JCSH.
- It was explained that the JCSH made an explicit decision that Healthy School Policy become a stand-alone pillar rather than a more tacit awareness of policy as crucially embedded throughout the pillars; the framework developers felt it important that the significance of Policy be not overlooked.
- The Management Committee was very much engaged in the creation of the Framework and strongly advocated having “Healthy School Policy” as an individual pillar.

5. “CSH Highlights” – lay summary of comprehensive school health research

It was explained that this is a lay summary of research on topics related to comprehensive school health; the first issue is available on the JCSH website. It is intended as an online recurring piece providing easy-to-read summaries of research:

academic studies, government reports, best practices reports. Each 'Highlights' will pose a series of questions on aspects of comprehensive school health; the questions will be answered by the research article or report. It is hoped that this could be an interactive feature, with questions posed by school health coordinators and research searched out by Secretariat staff.

Discussion:

The school health coordinators requested further discussion on the following points related to the 'CSH Highlights':

- Should this be on private side?
- For whom is this document intended?
- Should pictures be included on this document?
- How does this piece relate to the JCSH Work Plan / Operating Plan?

The Secretariat lead on this piece will further explore these issues and provide information at the next teleconference.

6. Newsletter: Feedback on format and schedule

The Secretariat asked for feedback from school health coordinators on the December 2010 newsletter.

Discussion:

The school health coordinators asked about the title and how it had been chosen. It was explained that the title had been added for design and will be removed.

School health coordinators were asked to continue to provide feedback to the Secretariat about the newsletter.

7. Secretariat Update

Shaping the Future

The Executive Director and the Manager of Partnerships and Initiatives will be attending the *Shaping the Future* Conference on comprehensive school health in Kananaskis, AB in late January. Physical & Health Education (PHE) Canada will host a focus group on comprehensive school health prior to the conference and the JCSH Secretariat will be participants in this. A number of school health coordinators have also received an invitation to the focus group.

Positive Mental Health (PMH) Project

The contract with W. Morrison & Assoc. has been finalized. The deliverables for the funding agreements are on target.

Healthy School Planner Update

The report from the Healthy School Planner Evaluation being conducted by the Propel Centre for Population Health Impact – Dana Zummach, Steve Manske, and Jennifer Yessis – will be completed by January 21, 2011. The sub-committee will receive the report in time for a meeting in Kananaskis, AB on January 27. One of the concurrent sessions at the *Shaping the Future* Conference is on the Healthy

School Planner. The school health coordinators were given assurance that the results of the Healthy School Planner Evaluation would not be shared publicly at that meeting since the School Health Coordinator's Committee and the Management Committee would not have had time to discuss it.

Spring 2011 Face-to-Face SHCC Meetings

The next face-to-face meeting of the School Health Coordinators' Committee is being planned for April in Halifax, NS. The choice of Halifax is fiscally responsible; the Secretariat and Maritimes-based school health coordinators will be able to drive to Halifax, and the flight times are not inordinately longer for Westerners than a site in Central Canada.

The Secretariat will forward dates for consideration.

Staff Change

The School Health Coordinators' Committee was informed that Vernon Doyle, JCSH Program Officer, has moved to other employment. Vernon was thanked by the Committee for his work with the JCSH.

8. Review of Status of Action Items Table

The NL co-chair reviewed the items of the Status of Action Items table. The following items have been either completed or are ongoing and they have been removed from the table:

PHAC forwarded the Federal Compendium on School Health to all School Health Coordinators.

The FPT – Group on Nutrition will connect with the Executive Director to explore avenues for collaboration.

The JCSH December 2010 Newsletter featured information on the Health Behaviors of School-aged Children Survey.

There was informal discussion about impending changes to the Public Health Network structure. A suggestion was made that the Executive Director follow up with new chairs of the Public Health Network groups when the structure changes are complete.

9. Next Teleconference

February 10, 2011 (12:30pm EST)

10. Other

Health Behaviours of School-aged Children (HBSC) Research Advisory Committee (RAC)

The PHAC representative reminded HBSC Research Advisory Committee members to provide feedback on jurisdictional report outlines. The chair of the RAC will send out a reminder to members.

Health Behaviours of School-aged Children (HBSC) Data Licensing Agreements

The PHAC representative advised that the Data Licensing Agreements for the HBSC reports for each participating jurisdiction will be sent out to the Management Committee members and copied to all school health coordinators. School health coordinators were asked to help facilitate the timely completion of these agreements.

11. Adjournment.

Upcoming Teleconferences and Meetings:

Feb 10, 2011	12:30 – 2:00 pm EST
Mar 10, 2011	12:30 – 2:00 pm EST
April 2011	Spring 2011 face-to-face meetings, Halifax, NS
May 12, 2011	12:30 – 2:00 pm EST

Record of Discussion
Joint Consortium for School Health
School Health Coordinators' Committee Teleconference
February 10, 2011

Co-Chairs: Sterling Carruthers (PE), Carol Ann Cotter (NL)

Participants	Jurisdiction
Kim Weatherby	BC
Gail Diachuk	AB
Flo Woods Kyla Christiansen	SK
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Dwayne Provo	NS
Ian Parker	YK
Elaine Stewart Shannon Barnett-Aikman	NT
Jennifer Wakegijig Charlotte Borg	NU

Record of Discussion

12. Welcome and Roll Call

The NL co-Chair welcomed everyone to the meeting.

13. Review and Approval of Agenda

The Agenda was reviewed and approved.

14. Approval of Record of Discussion

The Record of Discussion from the January 13 2011 SHCC teleconference was approved with changes from AB to the AB portion of the Comprehensive School Health Framework discussion.

15. Healthy School Planner Evaluation

On behalf of HSP Advisory Committee, the AB SHC provided an overview of the meetings and session involving the Healthy School Planner held during or as a pre-conference session to the *Shaping the Future* conference in Kananaskis, AB in late January. The conference sessions allowed for the opportunity to hear directly from teachers and administrators about the tool and a focus group session made connections between the School Health Action, Planning and Evaluation System (SHAPES) tool and the Healthy School Planner, particularly for the AB participants.

The JCSH HSP Advisory Committee met with Steve Manske and Propel staff while in Kananaskis to review the Healthy School Planner Evaluation Report and discuss next steps.

Discussion:

- The Shaping the Future conference sessions related to the Healthy School Planner reinforced the evaluation results provided by the survey and interviews.
- The addition of an introductory or foundational module on comprehensive school health is seen as an important addition to the Healthy School Planner.
- The conference discussion suggested that it would be helpful to share positive success “stories” from schools that had used the Healthy School Planner.
- The University of Waterloo is hoping to have revisions completed by late September. The point was made that it is important to develop a revised version of the Healthy School Planner as expeditiously as possible.

16. National Roundtable Next Steps

The pan-Canadian Comprehensive School Health (National) Roundtable steering committee has been continuing to condense the priorities from the May 2010 Roundtable. This piece of work is very close to completion. The

Evaluation working group has created a Knowledge Transfer / Exchange survey to go out to all participants of the National Roundtable on how this meeting and / or the Roundtable report have impacted their work and partner engagement since May. Along with the survey the Secretariat has been tasked with putting together a short communiqué to address work that has been accomplished and partnerships that have been developed as the result of the Roundtable. In addition, a small working committee is taking the Priorities and Accomplishments work that has been completed and is drafting a series of next practical steps.

Discussion:

- There have been new collaborations and groups developing work specific to comprehensive school health as the result of the Roundtable. The focus since the meeting was held has been on the work of JCSH and Propel. Consequently, it is hoped that the survey and the communiqué will allow participants to reflect on the contacts made and the work begun in other agencies, departments, and working groups since the Roundtable. Some of the change happening in the area of comprehensive school health was reflected during the Shaping the Future conference in late January in Kananaskis, AB; this is a significant change in the past few years.
- In addition, a number of provinces were able to hold their own Roundtables and this has been important in elevating awareness among participants who would not otherwise have been exposed to the perspective and concepts of comprehensive school health.

- The YE Learn Program still has learning opportunities funding available and individuals are encouraged to apply. It is the intent of the program that the funding awards be used for peer to peer learning rather than guest speakers. The CLASP Secretariat will be happy to discuss any questions or issues.

17. Positive Mental Health

a. Advisory Committee

W. Morrison & Associates continues to work on the development of a PMH indicator framework. The next stage of the work will be to convene an expert panel of six to eight individuals across the country that can assist in the refinement of the draft indicator framework.

A meeting of the PMH working group was held on February 9. Feedback gleaned through this meeting will be passed along to W. Morrison & Associates, and should assist with the selection of expert panel members.

The next major milestone will be a finalized indicator framework, due March 31. Between now and then, the Secretariat will continue to check in with W. Morrison & Associates on the status of their work, and to offer any necessary assistance.

The Secretariat will also continue to provide updates to members of the Positive Mental Health working group, and the SHCC at large.

18. Federal / Provincial / Territorial Group on Nutrition

The Executive Director and the NL co-chair have had conversations with Shannon Olson, Office of Nutrition Policy and Promotion, Health Canada regarding the March 01-02 meetings of the FPT Group on Nutrition in Ottawa. SHCs are encouraged to dial in on the March 02 meeting via the online forum – gotomeeting.com. This forum will also permit SHCs to invite colleagues to sit in and attend this meeting, which will focus on school food guidelines / school nutrition policy.

Discussion:

- There are 3 topics on the two-day meeting agenda: obesity, sodium, and school food guidelines. The SHCs are joining in only on Wednesday, March 02 for items focused on school food guidelines / school nutrition policy.
- It was suggested that jurisdictions connect with representatives on the FPT Group on Nutrition prior to the meeting to understand the school food guidelines established in their jurisdiction. It was also pointed out that participants should be aware of a possible difference between the establishment of guidelines and implementation at the school level.
- Because some school food and beverage guidelines are operationalized from the Department of Education, it is important that education representatives attend this meeting.

ACTION: SHCs are encouraged to explore and suggest PT representatives to attend the FPT Group on Nutrition Mar 02 meeting.

19. Secretariat Update

The Secretariat update was sent as a document prior to the teleconference.

The Executive Director welcomed Meredith MacKay as Program Officer with the Secretariat on a short-term contract.

a. Communications

The Communications sub-Committee has been formed. The sub-committee's first tasks will be to consider and recommend changes to the JCSH website and to consider the JCSH target audiences, for website considerations and in other areas: the Annual Report, the Newsletter, and promotional materials.

The call for jurisdictional submissions for the 2011 Annual Report was formally sent to SHCs on February 23.

20. Review of Action Items Table

The FPT Nutritionists Group item will be removed; the work of the FPT GN will take this forward.

The CSH framework piece has been completed in a summary table and at the Jan 2011 SHCC teleconference.

The Executive Director explores linkages with numerous groups on an ongoing basis; this item will be removed.

The JCSH Website will remain on the table with an In Progress status because work will be moving forward in the near future.

The JCSH Newsletter will be part of the discussion for the Communications Committee and will stay on the Items Table at this time.

The Positive Mental Health item will be removed as the contracts are well underway.

The Council of Ministers of Education, Canada (CMEC) item will be completed in one week so this will be removed.

The Provincial Roundtables item will be retained until Reports Summaries are received.

The remaining three on the list: Records of Discussion format, Agendas format, and Secretariat Update are completed and will be removed.

Discussion:

SHCs are asked to contact the Secretariat if they notice the absence of any Action Items in a Record of Discussion or an Action Items table.

21. Next Meetings

- March 10, 2011 (12:30pm EST) Teleconference – Cancelled.
- April 19, 20 face-to-face meeting
A block of rooms is being held under the name of JCSH at the Prince George Hotel in Halifax. The deadline for making reservations is Friday, March 18.

22. Other

Health Behaviour in School-aged Children: Each jurisdiction may need to work out details regarding their Data License Agreements with PHAC. Many jurisdictions will allow interchange between health and education ministries. Other jurisdictions will need more formal documentation to share the information received from the PT report.

Upcoming Face-to-Face Meetings:

ACTION: Send MC materials sent to SHCs for MC meeting preparation.

23. Adjournment

Upcoming Teleconferences and Meetings:

April 13, 14 2011 Spring 2011 face-to-face meetings,
Halifax, NS



May 12, 2011	12:30 – 2:00 pm EDT
June 09, 2011	12:30 – 2:00 pm EDT

Record of Discussion

Joint Consortium for School Health
School Health Coordinators' Committee Meeting
Prince George Hotel, Halifax, NS
April 19-20, 2011

Chair: Sterling Carruthers

Participants:

Representative	Jurisdiction
Kim Weatherby	BC
Gail Diachuk	AB
Kyla Christiansen	SK
Andrea Lamboo-Miln	MB
Jennifer Munro-Galloway	ON
Dwayne Provo	NS
Marlien McKay	NB
Sterling Carruthers	PE
Robert Leaman	NL
Charlotte Borg	NU
Elaine Stewart	NT
Brianne Meister	YK
Louise Aubrey	PHAC

Secretariat	
Katherine Kelly	Executive Director
Susan Hornby	JCSH Secretariat
Jo-Ellen Sterling	JCSH Secretariat
Meredith MacKay	JCSH Secretariat
Regrets	
Carol Ann Cotter	NL

School Health Coordinators' Committee

Face-to-Face Meetings: Day One

Tuesday, April 19, 2011

1. Welcome and Introductions

The PE co-chair welcomed all to this face-to-face meeting in Halifax; introductions were shared. The NS SHC welcomed all to the province.

2. a. Review and Approval of Record of Discussion

The Record of Discussion from the February 10 2011 SHCC teleconference was approved without changes.

b. Review and Approval of Agenda

The item on Positive Mental Health was moved to Day 1. To accommodate this, the item on Health Behaviour in School-aged Children was moved to Day 2.

3. Review of Action Items

The table of Action Items was reviewed. The Completed items will be removed and the new Action items from this face-to-face meeting will be added.

4. Update from Secretariat

The ED provided an overview of the written Secretariat update and indicated that many items are covered in the meeting agenda.

The ED noted the Secretariat welcomes, on an ongoing basis, any suggestions from SHCs for improvements to the Secretariat Update.

5. SHCC Terms of Reference

The Manager Partnerships and Initiatives outlined the work of the subcommittee preparing the Draft Terms of Reference for the SHCC. This group has been working on aligning an SHCC Terms of Reference with the 2009 Management Committee Terms of Reference, under the renewed (2010-2015) JCSH mandate.

Discussion:

Re “Principles” sub section “Promotion”: Concern was expressed that each jurisdiction may not be able to “actively” support the goals of JCSH if those

goals do not directly align with the goals of the individual jurisdictional mandates. If the word “actively” was removed from the Promotion Principle, the spirit of the point would remain.

At present, there is no specific document defining the scope of work of the JCSH Secretariat. Discussion indicated that it would be helpful to have some guidelines outlined in such a document. The ED will discuss this with the Management Committee.

Objective #2 is virtually the same as the Commitment to Mutual Support Principle; therefore, Objective # 2 will be removed.

A review of language in the SHCC ToR will be undertaken to ensure alignment with the Operating Plan.

The working groups of the SHCC have been using a number of different names. It was suggested that these groups be called “Task Teams”, a term used by the Public Health Network.

Task Teams may choose to write their own Terms of Reference or Scope of Work. If they do not do so, they will be guided by the SHCC Terms of Reference, including the section on Budget.

The section on “Working Group (now Task Team) Membership” is restrictive and should be removed.

The section entitled “Recommendations” should be modified to note issues around quorum and consensus response from SHCs to the Management Committee.

The SHCC Records of Discussion, as well as those of Task Teams, should reflect non-consensus from any jurisdictions.

The word “may” should be added to the section on SHC Committee co-Chairs to reflect that they may, but need not, sit on every Task Team.

ACTION: Secretariat to revise the draft SHCC ToR and circulate to SHCC before bringing to the Management Committee for approval.

6. JCSH Operating Plan – Process Monitoring Tools

The Secretariat provided an overview of the 2010-2012 JCSH Operating Plan and the process by which the Process Monitoring table and document were developed.

Discussion:

It was noted that some performance measures and some sub-activities did not match up tangibly with the Activities. While no changes will be made to the listing of Activities, Sub-Activities, or Performance Measures in the 2010-2012 Operating Plan, notes will be made to closely align these groupings when the 2012-2014 Operating Plan is developed later this year.

In addition to using the Annual Report to reflect jurisdictional activities, many jurisdictions use the JCSH Comprehensive School Health Framework in different ways: for example in developing the CSCH Framework in Saskatchewan, in the NB Wellness Grant.

Changes will be made to the Process Monitoring documents to reflect the fact that briefing packages have been, and will continue to be, prepared as necessary (for example, Health Ministers' Meeting (HMM), Joint Policy Statement (JPS) presentation to CMEC).

It was noted that the Monitoring and Evaluation goal of the Operating Plan was added, not only to provide systematic due diligence to the work of the JCSH, but specifically to comply with the funding envelope from Public Health Agency of Canada (PHAC).

The SHC Committee had a general discussion on the mandate and value-added of the JCSH. The Secretariat will continue to examine the ways it can support member jurisdictions: achievements of the JCSH and its member jurisdictions will continue to be highlighted in JCSH Annual Report.

School health coordinators noted that membership in JCSH has allowed them discussions at a pan-Canadian table on such national issues as the Joint Policy Statement on physical activity targets, positive mental health directions, the childhood obesity dialogue, and after school discussions.

<p>ACTION: Secretariat will add Emerging Trends, Opportunities, and Challenges as Standing Item on all SHCC teleconferences and face-to-face meetings.</p>

ACTION: Secretariat will complete a retrospective review of Records of Discussion for the past year to capture instances of Emerging Trends and Opportunities discussion.

ACTION: SHCs will send the Secretariat instances of when they use the CSH Framework in their jurisdictional activities.

7. Common Language and Strategic Directions

The Executive Director reviewed the outcomes of a Physical and Health Education (PHE) Canada focus group held in Kananaskis, AB in January 2011.

Discussion:

There was consensus around the need to explore common language and strategic linkages with PHE Canada, bearing in mind that the scope of PHE Canada's work is narrower than that of the Consortium.

There was agreement that CSH is an *approach* to a final product which may be termed, for example, "Health Promoting School."

It was suggested that initial contact with PHE Canada should occur through a teleconference with the SHCC.

The CSH framework needs to be fleshed out so that it can be used by a variety of audiences. Processes developed in SHC jurisdictions may guide this adaptation process (e.g. Alberta matrix of CSH issues/objectives, actions/activities).

ACTION: JCSH ED will contact the ED of PHE Canada re participation in a SHCC teleconference.

ACTION: Secretariat will flesh out the CSH framework for use by various audiences.

ACTION: SHCs to send Secretariat their matrices/frameworks of School Health initiatives/evaluations that might assist the Secretariat in adapting the CSH framework for various audiences.

8. Communications Subcommittee

a. JCSH Communications Subcommittee Scope of Work

The Scope of Work was outlined and agreed upon without modifications.

b. JCSH Audiences Survey

The results of the JCSH audiences survey administered to the Management Committee and School Health Coordinators' Committee were presented. Both the priority of audiences – Primary and Secondary – and the grouping together of those with similar communications needs – Policy, School, and Community – were shown.

Discussion:

Some groups, such as research, are difficult to place in one of the three groupings shown: Policy, School, Community.

The groupings' headings are working titles and will be altered to reflect finalized groupings.

The last question of the survey, “Does the JCSH speak to the public at large?” mirrored that posed during the 2010 National Roundtable. The question response was almost exactly split between agreement and disagreement. Most SHCs felt that the JCSH is not responsible for speaking to the public at large.

c. Website

Two examples of JCSH website mock-ups were shown. The SHCC was invited to review each example, and to make recommendations regarding what should and should not be retained. The recommendations will be provided to the webmaster for the next iteration of the website mock-up. Input from the Management Committee will also be sought.

d. Newsletter & Research Highlights

The subcommittee recommended that there be four newsletters per year, with each region responsible for one newsletter annually, as follows: Atlantic (NB, NS, NL, PE), Eastern (ON, PHAC, NU), Central (MB, SK, NT) and Western (BC, AB, YK), with the possibility of two “research-based” newsletters per year from the Secretariat.

Discussion:

Many jurisdictions have not produced newsletter material in recent publications; as such, obligating jurisdictions to make submissions may not be productive.

The role of the newsletter, and the question of whether an improved website might replace the need for a newsletter, was discussed. It was suggested that newsletter production be put on hold until website revisions are completed and

questions around audience are clarified. There were also questions regarding the uptake of the newsletter, whether uptake can be tracked, and how the newsletter is circulated (electronic or print copy).

Newsletter stories that seem to be most appreciated and easiest to obtain are those that are school-focused.

Some SHCs have direct connection with schools, while others have minimal-to-no contact with schools. This impacts the kinds of stories a jurisdiction can provide.

e. JCSH and technologies survey

Due to time constraints, the technologies survey was not formally presented; however, the predominant findings were mentioned – that most feel revisions to the private side of the website, including wikis and tools for collaborative work, would be useful. This would include training on any new web-based tools.

Most school health coordinators expressed willingness to move to videoconferences rather than teleconferences. This would be beneficial from both a cost-savings and recording standpoint.

f. JCSH Logo

The Committee reviewed the logo suggestions and decided upon two logos to be brought forward to the Management Committee for decision: (1) The logo with “Pan Canadian” above; and (2) the logo with “Canada” under the current logo. In the second choice, the SHCC recommended that the comma be removed, and

that “Canada” be centred below; however, this will depend on the format of the logo (i.e. horizontal vs. vertical display).

g. Annual Report

Work on the 2011 Annual Report is progressing, with the majority of jurisdictional submissions received by the Secretariat, or awaiting final internal approvals.

ACTION: Secretariat to circulate “Consortium Accomplishments” section of Annual Report when it is in final draft form.

ACTION: Future jurisdictional AR submissions to include use of CSH across jurisdictions.

9. Positive Mental Health

The subcommittee continues to work with W. Morrison & Associates on the Positive Mental Health projects.

The consultants recently engaged a key expert panel, with participants drawn from across the country from both academic and non-academic arenas. Experts were chosen based on their ability to inform the development of evidence-based positive mental health indicators at a school/system level; their ability to inform the development of indicators from a positive mental health promotion and prevention standpoint; and their knowledge in terms of promoting positive mental health using a CSH approach.

The first phase of work, development of an Indicators Framework, will be complete by the end of May.

Discussion:

A question was raised around engagement of key expert panel members. It was clarified that key expert panel members were selected based on the criteria devised, and this will be followed up with W. Morrison & Associates Inc.

The Draft Indicators Framework will be piloted in a selection of BC and NB schools before May 31. Work on developing the Positive Mental Health Toolkit (Phase Two) for educators will begin following the completion of the Indicator Framework.

The Manager of Partnerships and Initiatives has prepared a draft article on PMH for potential submission to the Canadian Association of Principals (CAP) Journal. This draft article will be circulated to SHCs for their review and feedback.

ACTION: Secretariat to follow up with W. Morrison & Associates Inc. regarding selection of key expert panel members.

ACTION: Secretariat to circulate draft PMH article to SHCs.

9. Healthy School Planner

Revisions to the Planner are being completed in two phases. Phase I will involve work between April and September 30, 2011. A significant part of the work under Phase I will comprise the development of a new core/introductory module to introduce HSP users to the CSH framework. Work under Phase I will also allow for revisions to existing content-specific modules for item reduction and improved clarity, significant changes to the Planner's database and design, as well as improvements to the overall look and feel of the Healthy School Planner website.

The Advisory Committee meetings being held directly following the face-to-face of the SHCC will allow for an interactive session to discuss proposed changes to content-specific modules (i.e. Physical Activity, Healthy Eating, Tobacco Use), to review options for website re-design, and to provide feedback on the draft core/introductory module.

10. Requests to JCSH from NGOs

The committee discussed the possibility of a protocol or policy to handle requests from such organizations. Currently, each jurisdiction has different protocols.

Discussion:

The BC SHC provided that, in the past, there was a JCSH Secretariat policy regarding how to deal with such requests.

<p>ACTION: Secretariat to check MC RoDs and historical JCSH documents for previous protocol regarding NGO requests.</p>
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School Health Coordinators' Committee

Face-to-Face Meetings: Day Two

Wednesday, April 20, 2011

1. Welcome and Check-in

The PE co-chair welcomed everyone to Day Two of this face-to-face meeting and thanked the NS SHC for his work in organizing the evening events.

2. Review of Agenda Items

The Agenda for the day was reviewed. It was decided that, time permitting, items carried over from Day One would be discussed (i.e. JCSH Promotional Materials; Technologies Survey).

3. Youth Excel CLASP (YE CLASP)

The PE co-chair reviewed JCSH's partnership with Propel (University of Waterloo) on YE CLASP. An overview of the three aims of YE CLASP was provided.

The Executive Director explained that participation in the YE CLASP project is an important part of the Secretariat's work.

The second National Roundtable, which may be named the "Peer Learning Forum", is now in the planning stages, and is tentatively planned for fall 2011.

The JCSH will be playing a significant role in the organization of this meeting, in concert with the YE CLASP Secretariat.

Discussion:

The timing and location of the 2011 National Roundtable was discussed. If it is to be held in conjunction with the fall SHCC face-to-face meeting, the most likely dates will be: SHCC meetings on September 27 and the morning of September 28, and the Peer Learning Forum on the afternoon of September 28 and all day September 29. The JCSH might also consider holding the Peer Learning Forum first, so that it can be discussed at the SHCC meetings to follow.

Proposed locations for the National Roundtable/Peer Learning Forum were discussed. This item is on the Management Committee agenda.

Provincial elections in numerous provinces/territories between early October and early November may affect jurisdictions' ability to attend.

The SHCC requested that the draft list of objectives for the next National Roundtable be clarified, and in a manner that better reflects the language of government officials. In developing objectives for the 2011 National Roundtable, it may be helpful to look at the proposal from the 2010 National Roundtable.

It was recommended that the Management Committee put forward a name from the SHCC for participation on the 2011 National Roundtable planning committee, particularly in light of the expectation that participation on this planning committee will take up a considerable amount of a SHC member's time.

There has been considerable effort on the part of the 2010 National Roundtable steering committee to collate recommendations resulting from this event. The documents produced show that much of the work recommended for action is already being carried out by the JCSH. Moving forward, it will be important to demonstrate clearly what has been done by JCSH and the actions taken to this point or we will lose direction for the next forum.

The YE CLASP steering committee will be meeting in Kitchener, ON from May 30 to June 1. Planning for the 2011 National Roundtable is on the agenda.

ACTION: Secretariat will locate the proposal for the 2010 National Roundtable and share with SHCs.

4. Health Behaviour in School-aged Children

The Executive Director thanked the Research Advisory Committee members for their work on the PT reports. The final reports will be ready in the next few weeks.

The PHAC representative noted that work is being done on a national HBSC report, scheduled for release in the fall. It is important that the national report be published before the PT reports are released. In order to provide the PT report and the data sets, PHAC has developed data license agreements and they are in the process of signing with each jurisdiction.

The Executive Director gave a brief overview of the HBSC Youth Engagement Day. The upcoming Chief Public Health Officer's report outlines a similar

exercise with a larger youth group. Discussion ensued with updates from jurisdictions on youth activities in their provinces/territories.

ACTION: ED will ask John Freeman for clarity on the content of the optional PT page will be decided by each jurisdiction.

ACTION: SHCs will provide their youth website links to the Secretariat for posting on the Private side of the Website.

5. Federal/ Provincial/ Territorial Landscape – How does JCSH Support Linkages?

a. JPS: Intersectoral Action on Children and Youth Physical Activity

The Executive Director provided an update on the Joint Policy Statement (JPS) on Intersectoral Action on Children and Youth Physical Activity, which was brought before the Council of Ministers of Education, Canada (CMEC) at their February 2011 meeting. Ministers agreed that individual jurisdictions would be encouraged to sign the policy statement individually. Quebec was the sole jurisdiction to indicate that it will not be signing the JPS.

It was also agreed at this CMEC meeting that the JCSH should explore potential areas for further collaboration between Ministers responsible for Education, Health, and Sports and Recreation.

A draft letter inviting Ministers of Education across the country to sign the JPS has been prepared, and is awaiting approval from the PEI Minister of Education and Early Childhood Development.

Discussion:

It was clarified that because Quebec is currently not in a position to sign the JPS, the JPS will be signed by individual jurisdictions (as opposed to by CMEC as a whole). This is because CMEC cannot sign as a collective body without the support of each member jurisdiction.

Clarification was sought regarding the relationship between the JPS and a joint-ministerial meeting (Ministers responsible for Sport, Physical Activity and Recreation (SPAR); Education; and Health) being planned for July 2011. This tentative joint-ministerial meeting is related to, but distinct from, the JPS. The purpose of this meeting will be to identify collaborative actions to increase physical activity among children and youth, and to focus on the “after school period” (between 3pm and 6pm), which has been identified as a critical time during which physical activity among children and youth might increase.

Planning for this joint-ministerial meeting is being led by a working group of SPAR DMs and officials representing Alberta, Saskatchewan, Ontario, Nova Scotia and the Public Health Agency of Canada.

It was agreed that the letter inviting Ministers of Education to sign the JPS need not reference the joint-ministerial meeting scheduled for July 2011.

ACTION: Secretariat will send to SHCs the final package being sent to ministers.

b. Curbing Childhood Obesity: A Federal, Provincial and Territorial Framework for Action to Promote Healthy Weights

The Executive Director informed the SHCC that on March 7, she attended the launch of “Our Health, Our Future” – a national dialogue that is serving as the first step in the long-term FPT strategy to address the issue of healthy weights in children and youth.

Discussion:

Clarification was sought regarding who is guiding this work and interpreting the feedback obtained through discussions.

It was clarified that the Canadian Partnership Against Cancer (CPAC) led the discussion attended by the JCSH Executive Director, but that the overall strategy is being driven by the Public Health Network (PHN) Council, which is an FPT body.

The Executive Director requested feedback from the SHCC regarding the role of the JCSH in this strategy.

It was emphasized that the JCSH needs to be careful that our message isn't communicated such that schools are the only solution to this issue.

Given that some of the earlier background documents on the Childhood Obesity Strategy make reference to the JCSH, it was suggested that the Executive Director contact the Public Health Network to request information regarding possible implications.

The Executive Director clarified that, specifically, the framework references the JCSH's Healthy School Planner as a tool that might influence action.

It was suggested that the JCSH work on Positive Mental Health may also support the framework.

ACTION: ED to touch base with the Public Health Network regarding possible implications for JCSH stemming from the FPT Framework for Action to Promote Healthy Weights.

c. Presentation to Canadian Association of Principals (CAP)

The Executive Director informed the SHCC that the JCSH will be present at the annual meeting of the Canadian Association of Principals (CAP), to be held May 18-20 in Charlottetown, PE.

The JCSH has been given 30 minutes to present to the CAP Board of Directors, and will have an exhibitors' booth. Input was sought on what the presentation should include.

Discussion:

It was clarified that while the JCSH has had *ad hoc* engagement with CAP in the past, it has never formally met with, or presented to, the group as a whole.

It was suggested that CAP would likely benefit from a short introduction to the JCSH, followed by a presentation of practical JCSH tools such as the Healthy School Planner and draft Positive Mental Health Indicator Framework and Toolkit.

It was also suggested that the JCSH use this opportunity to engage with CAP regarding how the JCSH might better support their association, as well as to provide a few general points around the impact of health promotion on healthy

kids and academic achievement (e.g. WHO document recently circulated by PE co-chair).

In terms of booth materials, the JCSH could prepare postcard-style “coming soon” materials to promote tools and materials scheduled for release in the near future (e.g. Positive Mental Health toolkit; revised version of the Healthy School Planner).

The JCSH might also consider circulating a plain language roll-up of the Positive Mental Health “better practice statements” prepared by the NB SHC.

The draft article to the CAP Journal regarding Positive Mental Health in the school setting might also be desktop published and included at the booth.

It might also be useful to have a handout at the booth that could point meeting delegates to their local SHCC members.

ACTION: Secretariat to prepare “coming soon” postcards for Healthy School Planner and Positive Mental Health projects.

ACTION: Secretariat to touch base with the NB SHC regarding plain language “Better Practice Statements.”

ACTION: Secretariat to draft package of materials for CAP and circulate to SHCC for their feedback in advance of CAP meeting , which is to be held May 18-20.

d. Canadian Journal of Public Health (CJPH) Supplement

The PHAC representative provided the following update:

A contract was initiated with an individual to prepare a number of educator-friendly factsheets stemming from the CJPH Supplement. The factsheets are now in draft form.

It may also be valuable to circulate the draft factsheets to CAP for their review, as well as to highlight the availability of the factsheets (once finalized) through the CAP newsletter.

Action: Secretariat will make final edits and circulate to SHCC for their input.

e. FPT Group on Nutrition (FPTGN)

The PE co-chair provided the following update:

On March 2, the FPTGN hosted a dialogue to discuss school nutrition guidelines/policies, and to assess such issues as implementation, and ways to support consistency across provinces and territories, etc.

The group is exploring three potential areas for collaboration with the JCSH:

- enhancing implementation efforts;
- development of a Minimal Data Set (MDS) for School Food Guidelines/Policy Indicators; and
- improving consistency of school food and beverage criteria.

The PE co-chair requested feedback from the SHCC regarding potential JCSH engagement with the FPTGN.

Discussion:

It was confirmed that Jennifer Wakegijig (NU) sits on the FPTGN, and that Hannah Westner (NB) may also sit on the Group. The AB SHC will sit on the FPTGN teleconferences once per month, given the link between a MDS and the Healthy School Planner. It was confirmed that Meghan Day is leading the work on this MDS.

It would be beneficial to have nutritionists working with SHCs, who might prioritize the three possible areas for collaboration between the JCSH and the FPTGN, and assist in outreach work with the schools. In terms of best practices in helping schools implement policy, NB's entire guideline/policy features CSH as a front-end piece.

It was agreed that implementation and feedback from the education system is critical to the success of the work of the FPTGN. Above and beyond possible engagement with CAP, linkages with communities, parents, families, and the national home and school association are also worthy of consideration.

SHCs might benefit from success stories and resources developed in other jurisdictions. NT has had recent success with its "Family Nutrition Fair"; YK's "What's in the Cupboard?" resource provides families nutritional decision-making assistance.

ACTION: NU and YK SHCs to share resources.

ACTION: PE co-chair to follow up with FPTGN to provide initial feedback from this SHCC discussion.

ACTION: SK SHC to partake in work with FPTGN if time permits.

f. Conferences – National and International

The Executive Director provided the following update:

Abstracts have gone forward for two conferences (Journées annuelles de santé publique (JASP) – Montreal, November 2011; and 14th World Conference on Sport For All – Beijing, September 2011), but this does not indicate any commitment to attend. If the Secretariat hears back, the SHCC will be advised.

The Executive Director has drafted a letter to connect with the Executive Director of the Canadian Association of School Administrators (CASA). The Secretariat will explore whether the upcoming CASA conference on 21st Century Learning (mid-summer 2011) has any linkages to the work of the JCSH.

The Executive Director requested that if any SHCC members know of other conferences the JCSH should be attending, to please let the Secretariat know.

The NU SHC informed the SHCC that the Canadian Association for Suicide Prevention will be holding its next conference in October (Vancouver), and that she will be attending.

Alberta will be hosting a “Wellness Symposium” with the international community sometime in early October, 2011.

The next conference of the IUHPE will be held in 2013.

ACTION: Secretariat to explore whether upcoming CASA conference on 21st Century Learning has any linkages to the work of the JCSH.

ACTION: NU SHC to send Secretariat the link to the Canadian Association for Suicide Prevention (CASP) conference, to be held in October, 2011 in Vancouver.

g. Funding Applications & Opportunities

The NB SHC provided an update on a recent meeting around Knowledge Translation and Exchange (KTE): not only do researchers provide knowledge for use by policymakers and practitioners – policymakers and practitioners provide contextual knowledge for use by researchers.

A small pot of funding would also be beneficial to the extent that it would allow the JCSH to undertake a secondary analysis of existing provincial databases.

The Secretariat is following up with the Canadian Institutes of Health Research (CIHR) regarding possible funding opportunities and ways we might engage with knowledge end-users. This is of particular importance, given that research has been identified as a priority in the JCSH 2010-2012 Operating Plan. New and/or existing funding opportunities with the Public Health Agency of Canada (PHAC) might also be explored.

ACTION: Secretariat to explore possible opportunities with CIHR and PHAC and report back to SHCC.

ACTION: PHAC Representative to look into how many PHAC-funded projects are directed to inform school environments.

6. Teleconferences 2011-2012

The Executive Director, the PE co-chair, and the AB SHC are unavailable for teleconferences on May 12.

Action: Secretariat to explore whether to reschedule or have an alternate chair, and to send a note to SHCs.

7. Wrap-Up and Concluding Remarks

The PE co-chair thanked everyone for their participation and wished all a safe journey home.

RECORD OF DISCUSSION

Joint Consortium for School Health

School Health Coordinators' Committee Teleconference

May 12, 2011

Chair: Marlien McKay

Participants:

Representative	Jurisdiction
Kim Weatherby	BC
Gail Diachuk	AB
Flo Woods Kyla Christiansen	SK
Paul Paquin	MB
Jennifer Munro-Galloway Heather Power	ON
Dwayne Provo	NS
Marlien McKay	NB
Carol Ann Cotter Robert Leaman	NL
Louise Aubrey	PHAC
Secretariat	
Katherine Kelly	Executive Director
Susan Hornby	JCSH Secretariat
Jo-Ellen Sterling	JCSH Secretariat



Regrets: Sterling Carruthers, Ian Parker, Tom Aikman, Jennifer Wakegijig,
Charlotte Borg, Andrea Lamboo-Miln

School Health Coordinators' Committee Teleconference

Thursday, May 12, 2011

2. Welcome and Roll Call

The acting Chair welcomed everyone to the meeting.

2. Review and Approval of Agenda

The agenda was approved with the addition of an item to discuss a request from the University of Calgary (see agenda item 9).

3. Approval of Record of Discussion from April 19, 20 face-to-face meetings

The Record of Discussion was approved without changes.

4. Update from Management Committee May 04, 05 face-to-face meetings

The Executive Director provided an update on the recent face-to-face meeting of the Management Committee.

Discussion:

- School health coordinators agreed that the JCSH will benefit from clarity around the general decision-making process within the JCSH and the role of the Secretariat.
- With respect to the piloting of a revised version of the Healthy School Planner, it was suggested that access to this version might be facilitated by providing users with the choice of the “current version” or a “beta version” of the Planner on the JCSH website.
- The Executive Director informed the SHCC of the Management Committee’s decision to strike an *ad hoc* communications working group comprising members of the JCSH Secretariat, the SHCC, and the Management Committee to review the JCSH 2007 Communications Strategy and develop a scope of work/key principles regarding JCSH Communications in general.

ACTION: Secretariat to find an example of a website offering both a “current version” and a “beta version”, and to provide to Management Committee members for their consideration.

ACTION: SHCC members to propose areas for the direction of unallocated JCSH funds.

5. National Roundtable 2011 Planning Committee

The Executive Director outlined the proposed make-up of the National Roundtable 2011 Planning Committee, and indicated that the Secretariat is seeking out a Terms of Reference and/or work plan from the 2010 National Roundtable to assist in the development of a Terms of Reference for the 2011 Planning Committee.

ACTION: Secretariat to contact the YE/CLASP Secretariat for a terms of reference and/or work plan from the 2010 National Roundtable, and to provide its findings to the SHCC by the next SHCC teleconference.

6. Federal / Provincial / Territorial Group on Nutrition (FPTGN)

The SHCC was asked if a couple of members of FPTGN could address school health coordinators during the June teleconference: the FPTGN would like to provide an overview of their Annual General Meeting (scheduled for May 24-25, 2011), and to discuss areas of potential collaboration between the FPTGN and the JCSH.

Discussion:

- It was clarified that the FPTGN recognizes the need to make stronger links with the education sector (particularly with respect to the implementation of

food guidelines, which are developed at the jurisdictional level), and that the JCSH is seen as a link into the school system.

ACTION: Secretariat to follow up with Shannon Olson regarding the specific objectives of the FPTGN for a possible discussion in June with SHCs.

ACTION: SHCs to follow up with their respective FPTGN members regarding the project charter for work underway (and potential implications for PTs), and to indicate that a relationship between the JCSH and the FPTGN is being explored.

7. Communications Plan

This item was already addressed under agenda item 4, "Update from Management Committee May 04, 05 face-to-face meetings."

8. Review of Action Items

The Action Items table was reviewed.

While discussing the Action Items table, a question was raised around the timeline for comment on the draft Positive Mental Health article. Some SHCs are waiting to distribute the article in their jurisdictions (once finalized and approved).

ACTION: SHC action item responses (whether they be documents, materials, web links, etc.) to be sent to Susan at the JCSH Secretariat.

ACTION: Secretariat to add a “Date Requested By” column, as well as to limit the use of acronyms, within the Action Items table.

ACTION: PMH article to be translated and posted on JCSH website following final feedback from School Health Coordinators’ Committee and Management Committee.

9. Emerging trends and opportunities

The Manager, Partnerships & Initiatives advised that a request has been made by Gloria Wells, University of Calgary, to have contact with school health coordinators regarding school health-related instruments or survey tools in use at the jurisdictional level. This scan is particularly interested in initiatives in the areas of resilience and engagement.

Discussion:

- It was agreed that a response touching on work underway at the JCSH level will be shared with Ms. Wells.
- It was also agreed that there needs to be further discussion with the University of Calgary regarding this project and possible overlap/opportunities for the JCSH, given its work on the Positive Mental Health Indicator Framework and Toolkit.

ACTION: Manager, Partnerships & Initiatives to follow up with the University of Calgary regarding this project and possible overlap/opportunities for the JCSH.

10. Next meetings

ACTION: Scheduling of July / August / September SHCC teleconferences to be discussed at the June 9 SHCC teleconference.

11. Adjournment

RECORD OF DISCUSSION

Joint Consortium for School Health

School Health Coordinators' Committee Teleconference

June 9, 2011

Co-chairs: Sterling Carruthers, Carol Ann Cotter

Participants:

Representative	Jurisdiction
Gail Diachuk	AB
Flo Woods Kyla Christiansen	SK
Andrea Lamboo-Miln Paul Paquin	MB
Jennifer Munro-Galloway Heather Power	ON
Sterling Carruthers	PE
Carol Ann Cotter Robert Leaman	NL
Tom Aikman	NT
Louise Aubrey	PHAC
Secretariat	
Jo-Ellen Sterling	JCSH Secretariat

Guests: Shannon Olson, Kathleen Brennan



Regrets: Kim Weatherby, Marlien McKay, Dwayne Provo, Ian Parker, Charlotte Borg, Katherine Kelly, Susan Hornby

School Health Coordinators' Committee Teleconference

Thursday, June 9, 2011

3. Welcome and Roll Call

The NL co-Chair welcomed everyone to the meeting.

2. Review and Approval of Agenda

The agenda was approved with the addition of an item (under agenda item #6) to discuss an update to the Healthy School Planner revisions process.

3. Approval of Record of Discussion from May 12, 2011 teleconference

The Record of Discussion was approved without changes.

4. Review of Secretariat Update

The update was reviewed without questions or comments.

5. Canadian Association of Principals (CAP) 2011 Conference

The Manager, Partnerships and Initiatives provided an update on recent engagement with CAP: a presentation to the CAP Executive and Board of Directors on the JCSH, as well as an exhibitor booth at the conference (for more details, see written Secretariat update).

Discussion:

- One member inquired as to whether CAP has a newsletter that might make reference to the JCSH and its products.
- It was clarified that CAP has both a newsletter and a journal, and that the most recent JCSH submission was submitted to the latter in 2009.
- It was suggested that upon release of the HBSC report in the fall, the JCSH might draft an HBSC-related article for submission to CAP.
- Similarly, it was suggested that recent work by the JCSH Secretariat to develop a synopsis of the 2010 CJPH Supplement might be suitable for submission to CAP.

Action: Secretariat to explore opportunities for submission to CAP newsletter and/or journal.

6. National Roundtable 2011 Planning Committee

The Manager, Partnerships and Initiatives provided the following update:

- The 2011 National Roundtable will be held on September 29-30, 2011 in Toronto. The venue will be confirmed as soon as possible.
- The Secretariat is working to develop a draft invitation letter, including objectives of the forum and what participants can expect to take away from the forum, and will circulate it to the SHCC and Management Committee shortly for their review, as well as suggested participants from their jurisdictions. The Secretariat is also working to develop a few draft titles for the forum.

Discussion:

- Consideration should be given to holding the next face-to-face meeting of the SHCC immediately following the Roundtable, as the Roundtable will likely inform the next strategic plan and workplan of the JCSH.

- Work on a JCSH Strategic Plan should be carried out during a joint meeting of the SHCC and the Management Committee.

Action: Secretariat to make contact with Ontario SHC regarding logistics for Roundtable in Toronto.

Healthy School Planner Update

The Manager, Partnerships and Initiatives provided the following update:

- The Healthy School Planner Advisory Committee has identified the need to make further changes to the draft, new, "core" module.
- This being the case, while initially a number of in-person and web-based sessions with educators across the country were to be held in late May/early June 2011 (to allow them to provide feedback on the draft "core" module while it is still under development), the timelines will not allow for such engagement to take place before the end of June, and thus, it will likely have to wait until September.
- This will have implications for the project's timeline and budget. Similarly, the direction from the Management Committee to pilot not only the new, core module, but also the revised versions of existing modules, will have implications for the timeline and budget.

- JCSH members of the Healthy School Planner Advisory Committee will be working with Propel to revise the workplan, budget and timeline, and will keep the SHCC and Management Committee apprised of proposed changes.

Discussion:

- It was confirmed that Propel and the Secretariat will keep the names of educators provided for feedback sessions on hand for future use.

7. Federal / Provincial / Territorial Group on Nutrition (FPTGN)

The PE co-chair introduced Kathleen Brennan, PE representative on the FPTGN and PE SHCC alternate; as well as Shannon Olson, federal representative on the FPTGN.

The purpose of this agenda item was to have the FPTGN provide an overview of their Annual General Meeting (AGM) held in May, as well as to discuss possible collaboration between the FPTGN and the JCSH.

Ms. Brennan provided the following update on the FPTGN AGM:

- School nutrition has been on the agenda of the FPTGN for many years, but they are now exploring how to move the issue forward.
- A project charter regarding how to improve school food environments has been approved in six jurisdictions, most of which have been in contact with their respective Ministry of Education counterparts.

- Three areas of action have been identified by the FPTGN to move the school food guidelines agenda forward: 1) improving the consistency of school food and beverage criteria (a working group and terms of reference have been established for this action item); 2) enhancing implementation efforts through collaborative work with the JCSH; and 3) development of a Minimal Data Set for school food guidelines/policy indicators.

Discussion:

- It was confirmed that the Minimal Data Set on school food guidelines/policy indicators will inform revisions to Healthy Eating module of the Healthy School Planner.
- It was agreed that work to improve the consistency of school food guidelines and enhance implementation efforts represents an opportunity for collaboration between the FPTGN and the JCSH, recognizing the challenges of differing jurisdictional policies and structures.
- It was agreed that the JCSH should explore the possibility of a presentation by the FPTGN at the next face-to-face meeting of the SHCC. Meanwhile, Ms. Olson and Ms. Brennan will explore potential collaboration between the FPTGN and the JCSH at the next teleconference of the FPTGN, including a proposed process and format for such meetings.

Action: Secretariat to remain in contact with Ms. Olson regarding potential collaboration and possible participation at the next SHCC face-to-face meeting.

The PE co-chair thanked Ms. Brennan and Ms. Olson for their presentation.

8. Communications Plan

The ad hoc Communications Working Group is drafting a new JCSH Communications Strategy and will be circulating to the SHCC for feedback as soon as it is available.

9. Emerging trends and opportunities

The PE co-chair provided the following update:

- PHAC's "Healthy Weights" dialogues are underway across the country, and may serve as an opportunity for SHCs to learn from and contribute to discussion around the role of schools under this initiative.
- The tri-ministerial meeting of SPAR, Health/Health Promotion/Healthy Living and Education has been postponed due to limited participation rate.

10. Review of Action Items Table

The action items table was reviewed without comments or questions.

11. Next Meetings

Action: Secretariat to send a Doodle to confirm July/August preference for next SHCC teleconference

12. Adjournment

Record of Discussion

School Health Coordinators' Committee Teleconference

August 11, 2011

Chair: Carol Ann Cotter (NL)

Participants	Jurisdiction
Charito Elderfield	BC
Gail Diachuk	AB
Flo Woods	SK
Andrea Lamboo-Miln Paul Paquin	MB
Jennifer Munro-Galloway	ON
Marlien McKay	NB
Dwayne Provo	NS
Carol Ann Cotter Robert Leaman	NL
Ian Parker	YT
Tom Aikman	NT
Louise Aubrey	PHAC
Secretariat	
Susan Hornby	Manager Cross Sector Engagement
Jo-Ellen Sterling	Manager Partnerships and Initiatives
Regrets	
Sterling Carruthers	PE
Kyla Christiansen	SK
Jennifer Wakegijig	NU
Charlotte Borg	NU



Ellen Coady	NL
Katherine Kelly	JCSH Executive Director

Record of Discussion

1. Welcome and Roll Call

The chair welcomed everyone to the meeting, with a special welcome for Charito Elderfield, BC, and Tom Aikman, NT.

2. Review and Approval of Agenda

The Agenda was approved with the addition of an update on HBSC, added before #11.

3. Approval of Record of Discussion from June 09, 2011 teleconference

The June 09 2011 Record of Discussion was approved without changes.

4. Review of Secretariat Update

There were no questions or comments on the Secretariat Update.

5. JCSH Strategic Planning / MC and SHCC face-to-face meetings

On behalf of the Executive Director, the Manager Cross Sector Engagement outlined the logistics of the fall Strategic Planning MC/SHCC meeting: it will tentatively be held on November 02 and 03 for the School Health Coordinators' Committee (November 01 and 02 for Management Committee).

Discussion:

- Some School Health Coordinators may not get approval to attend this meeting and the National Forum on Youth Health if the two are within a week of one another.
- School Health Coordinators requested that a draft agenda of the Strategic Planning meeting be sent as soon as possible in order for them to make travel leave application.

6. National Forum on Youth Health 2011 Planning Committee

On behalf of the Executive Director, the Manager Cross Sector Engagement outlined the logistics for the National Forum on Youth Health. The Forum will be held in Toronto, ON October 25 and 26 2011.

Discussion:

- School Health Coordinators requested that a draft agenda be sent as soon as possible in order for travel leave application to be made for the National Forum on Youth Health.

ACTION: Manager Cross Sector Engagement will review with Executive Director the concerns from School Health Coordinators over proposed dates of the National Forum on Youth Health / Strategic Planning meetings. Secretariat will respond to School Health Coordinators by email by August 18.

7. Communications Plan

The Manager Cross Sector Engagement outlined the results of the second meeting of the ad hoc communications working group. The Communications Strategy developed in 2007 has been the primary topic during both the June and the August meetings of this group. A draft of the Strategy has been circulated to the working group for feedback. When the working group is satisfied with the Strategy, it will be circulated to the School Health Coordinators' Committee and Management Committee for further feedback and discussion.

Links to two e-newsletters will be sent to School Health Coordinators. If the majority prefers that the JCSH newsletter move to this format, a draft will be compiled. If the majority prefers the current format, the Manager Cross Sector Engagement will contact the School Health Coordinators in the Atlantic Region to compile articles from the jurisdictional submissions for the 2011 Annual Report.

ACTION: Manager Cross Sector Engagement will send to School Health Coordinators links to two e-newsletters for their consideration and feedback.

8. Canadian Partnership Against Cancer – Prevention Policies Directory

The Manager Partnerships and Initiatives shared a request from Canadian Partnership Against Cancer (CPAC) that School Health Coordinators provide assistance to CPAC as it seeks to further populate its "Prevention Policies Directory."

The Manager Partnerships and Initiatives inquired if School Health Coordinators would be open to sharing the online environmental scan completed by Directorate of Agencies for School Health (DASH) BC for JCSH in March 2011. The scan, entitled: **CANADIAN ACTIVITIES/PROGRAMS ADDRESSING THE PROMOTION OF HEALTHY WEIGHTS IN THE SCHOOL SETTING, IS AN EVERGREEN DOCUMENT.**

DISCUSSION:

- It was agreed that for the purposes of further populating the Prevention Policies Directory, the scan completed by DASH BC may both be too narrow in scope (its focus is limited to healthy weights) and too broad (more than just policies and legislation, it includes programming).
- The Manager Partnerships and Initiatives will have CPAC contact each school health coordinator directly re assistance with the Prevention Policies Directory.

9. Tri-Ministers Joint Meeting: Sport, Physical Activity and Recreation; Health; and Education

On behalf of the Executive Director, the Manager Cross Sector Engagement outlined the work of the ASTP (after-school time period) working group. This group is composed of federal, provincial, and territorial officials and directed by the SPAR Deputy Ministers' sub-group. There are two issues: (1) the working group is looking for support and assistance from JCSH in bringing about a Tri-Ministers Joint Meeting to discuss the after-school time period (ASTP); (2) the working group is looking for support and assistance from JCSH School Health Coordinators in providing feedback on the *Multi-Sectoral Framework for Action on the after-School Time Period*.

Background (at request of SHCC):

August 2009: SPAR Ministers created and signed the Joint Policy Statement: *Intersectoral Action on Children and Youth Physical Activity*.

January 2010: Federal, provincial, and territorial Ministers of Health / Healthy Living / Health Promotion endorsed the Joint Policy Statement.

February 2011: The Joint Policy Statement on Intersectoral Action on Children and Youth Physical Activity was presented to CMEC. The Chair indicated that Quebec would not be signing the policy statement. Therefore, Ministers agreed that individual jurisdictions be encouraged to sign the policy statement individually.

April 2011: PE Minister of Education Doug Currie sent letter of invitation to PT Education Ministers inviting them to sign the JPS individually.

Discussion:

- School Health Coordinators requested clarification regarding the relationship between the Joint Policy Statement and the After-School Time Period Framework for Action.

- School Health Coordinators have expressed concern about the request that PT Education Ministers sign the Joint Policy Statement, when PT Health Ministers endorsed, but did not sign.
- Rather than provide jurisdictional-level input into the Dialogue questions, the SHCC would like to provide a common response.

ACTION: Manager Cross Sector Engagement will bring SHCC concerns on the Joint Policy Statement (Education Ministers' request for signatures) to the Executive Director.

ACTION: School Health Coordinators will provide individual feedback on the questions posed in the after-school time period Dialogue by August 25.

ACTION: JCSH Secretariat will compile School Health Coordinators' feedback into a response table, to be shared and approved by SHCC before sending to the ASTP working group.

10. Autism Spectrum Disorder (ASD) Surveillance

The PHAC representative outlined a request from Lisa Belzak, Manager of Surveillance of Developmental Disorders, in the Centre for Chronic Disease Prevention and Control, at PHAC. Ms. Belzak's group is mandated with surveillance of Autism Spectrum Disorder (ASD). They have found incomplete information on diagnoses trends in ASD and ask assistance from the Education sector. Ms. Belzak would like to have a contact in the Department/Ministry of Education from each jurisdiction to assist in developing a national ASD surveillance system.

Discussion:

- Diagnosis of autism spectrum disorder (ASD) is a sensitive area for Education departments.
- Some jurisdictions use the health system to track ASD.

ACTION: PHAC will send School Health Coordinators Ms. Belzak's contact information and a brief summary of her request.

11. Health Behaviour in School-aged Children

The Manager Cross Sector Engagement updated School Health Coordinators on the August 09 meeting of the HBSC Research Advisory Committee. The meeting had two purposes: (1) to find out if there are any circumstances in which researchers could use

cross-jurisdictional comparative data; and (2) to get confirmation on the dissemination of HBSC reports to schools.

(1) The Research Advisory Committee agreed that, in general, cross-jurisdictional comparative data could not be used by researchers on this collection round. However, jurisdictions may be approached on a case-by-case basis, and this issue should be discussed further, and prior to the next round of HBSC data collection. (2) Schools will receive a copy of the HBSC National Report from the Queen's University team. Each jurisdiction will decide the dissemination of its PT Report.

12. Emerging Trends, Opportunities, and Challenges

A. Request from Health Canada on Health Canada reports Survey

The Manitoba representative explained the process she undertook to find out how the province uses two reports on food preparation recently published by Health Canada. School Health Coordinators were asked to complete a survey on their jurisdictions' use of these two reports.

Discussion:

- Some School Health Coordinators turned the survey completion request over to their jurisdiction's representative on the Federal, Provincial, and Territorial Group on Nutrition (FPTGN).
- The Secretariat is requested to advise the Health Canada / FPTGN contact that School Health Coordinators, in most cases, are not the officials tasked to work directly with schools; thus, this request is outside School Health Coordinators' roles.

<p>ACTION: Secretariat will contact Health Canada/FPTGN contact on the roles of School Health Coordinators to ensure applicability of requests to this group.</p>
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13. Review of Action Items Table

14. Next Meetings

- **September 08 2011 (teleconference)**
- **October 13 2011 (teleconference)**
- **November 10 2011 (teleconference - depending on dates of strategic planning meeting)**



- **December 08 2011**

15. Adjournment

Record of Discussion

School Health Coordinators' Committee

September 08, 2011

Co-Chairs: Carol Ann Cotter (NL), Sterling Carruthers (PE)

Participants	Jurisdiction
Gail Diachuk	AB
Flo Woods	SK
Andrea Lamboo-Miln Paul Paquin	MB
Jennifer Munro-Galloway	ON
Marlien McKay	NB
Dwayne Provo	NS
Sterling Carruthers	PE
Carol Ann Cotter Robert Leaman	NL
Ian Parker	YK
Tom Aikman	NT
Jennifer Wakegijig	NU
Secretariat	
Katherine Kelly	Executive Director
Susan Hornby	JCSH Secretariat
Jo-Ellen Sterling	JCSH Secretariat
Regrets	
Charito Elderfield Scott Beddall	BC

Kyla Christiansen	SK
Ellen Coady	NL
Charlotte Borg	NU
Louise Aubrey	PHAC

Record of Discussion

16. Welcome and Roll Call

The chairs welcomed everyone to the meeting.

17. Review and Approval of Agenda

The Agenda was approved with no additions or deletions.

18. Approval of Record of Discussion from August 11 2011 teleconference

The August 11 2011 Record of Discussion was approved without changes.

19. Review of Secretariat Update

Arising from Secretariat Update discussion, the draft CJPH Supplement fact sheets will be circulated to School Health Coordinators' Committee and Management Committee members for input.

20. JCSH Strategic Planning / MC and SHCC face-to-face meetings

The Executive Director provided an update on the planning for the Management Committee / School Health Coordinators' Committee Strategic Planning meetings, which will be held in early 2012.

21. National Forum on Youth Health Planning Committee

The Executive Director advised that invitations have been sent out to all persons nominated to participate in the National Forum. The invitation package includes the letter of invitation, a high-level draft agenda, and forms for travel assistance (if needed) and to apply to register. The deadline for applications is September 20.

22. Communications Policy

The communications ad hoc working group is developing a Communications Policy for JCSH. Communications work is on hold until this policy is discussed and approved. The draft policy will be circulated to Management Committee members, with request that the MC member provide feedback that is informed by discussion of the policy with the School Health Coordinator and the alternate in each jurisdiction.

<p>ACTION: School Health Coordinators are encouraged to provide feedback on the Draft Communications Policy.</p>

23. Health Behaviour in School-aged Children National Report

The Executive Director advised that the National Report is on schedule for release this coming fall. The communications products on the National Report will be sent in advance to Management Committee, School Health Coordinators' Committee, and the JCSH Secretariat.

Discussion:

- School Health Coordinators expressed interest in finding multiple ways to make use of the National HBSC Report.
- Yukon is engaged in some follow-up work with First Nations youth and adults in one of the rural communities, with support from Health Canada.

Action: This item will be added to the October SHCC teleconference agenda.

24. Emerging Trends, Opportunities, and Challenges

A. Annual Report

The NL chair introduced the item by noting that jurisdictions make many uses of this important JCSH document and the exchange of ideas for making best use of the Annual Report would be helpful.

During discussion, the Executive Director also provided an update on the process of tabling the Annual Report this year.

Discussion:

- Jurisdictions are sharing the Annual Report with their jurisdiction's Health/Health Promotion/Healthy Living and with Education Ministers, Deputy Ministers, as well as contacts and collaborators.
- Common briefing notes and fact sheets are written providing highlights and accomplishments for sharing.
- The Annual Report is used in presentations at forums and provincial symposia; it is also shared within jurisdictions to show the work that is happening in other jurisdictions across the country.
- It is used to direct contacts to the JCSH website.
- Excerpts are used when School Health Coordinators present talks on comprehensive school health.
- It could be used to send to a standing list of key partners.

Action: Secretariat will develop a standing list of key partners and circulate to all School Health Coordinators for feedback.

Action: School Health Coordinators are asked to share any innovative uses of Annual Report with Secretariat.

B. Free Food to Kids Scan

The ON SHC introduced the concept of a scan of free food programs for students. The programs that she has been exploring are government programs and ones where the food is provided with no cost to the students. The programs may be/include free breakfast programs, lunch programs, fruit and vegetable programs.

Discussion:

- There is interest from School Health Coordinators in this scan.
- The scan would focus on websites of provinces and territories.
- The difficulty in compiling the scan is that many programs are provided by external agencies but funded by governments – how are these to be reflected?
- Costs to governments of providing the programs will be included.
- Key areas to be covered in the scan:
 - Grade levels receiving the food program
 - Targeted or universal program
 - Completely no cost or requiring some cost
 - What ministries provide the funding: (i.e. Health, Education)
 - What foods are provided in the program

Action: Secretariat will receive information from jurisdictions on free food programs available.

C. Joint Policy Statement

The Executive Director advised that 'Council of Ministers of Education, Canada (CMEC)' has been removed from the cover of the Joint Policy Statement provided to Ministers of Education.

Discussion:

- Ministers will not be able to sign the statement during elections in their jurisdictions.
- There is not an urgent deadline for receipt of signatures.
- Every government has signed through the Sport, Physical Activity & Recreation (SPAR) Ministers.

- The endorsing and signing from the Health and the Education sectors are deemed a symbolic recognition of the importance of the Joint Policy Statement when three ministries have officially supported it.

25. Review of Action Items Table

The Table will continue to be reviewed regularly to determine when items are completed or are ongoing and should be removed.

26. Next Meetings

- **November 10 2011 (teleconference)**
- **December 08 2011 (teleconference)**
- **January 12 2012 (teleconference – depending on date of face-to-face strategic planning meeting)**
- **February 09 2012 (teleconference – depending on date of face-to-face strategic planning meeting).**

27. Adjournment

Record of Discussion

School Health Coordinators' Committee

October 13, 2011

Co-Chairs: Carol Ann Cotter (NL), Sterling Carruthers (PE)

Participants	Jurisdiction
Scott Bedall Lauren Wallace	BC
Kyla Christiansen	SK
Andrea Lamboo-Miln Paul Paquin	MB
Jennifer Munro-Galloway	ON
Marlien McKay	NB
Sterling Carruthers	PE
Carol Ann Cotter	NL
Louise Aubrey	PHAC
Secretariat	
Katherine Kelly	Executive Director
Susan Hornby	JCSH Secretariat
Jo-Ellen Sterling	JCSH Secretariat
Regrets	
Charito Elderfield	BC
Gail Diachuk	AB
Flo Woods	SK

Dwayne Provo	NS
Robbie Leaman Ellen Coady	NL
Charlotte Borg Jennifer Wakegijig	NU
Tom Aikman	NT
Ian Parker	YT



Record of Discussion

28. Welcome and Roll Call

The chairs welcomed everyone to the meeting.

29. Review and Approval of Agenda

The Agenda was approved with no additions or deletions.

30. Approval of Record of Discussion from September 08 2011 teleconference

The September 08 2011 Record of Discussion was approved without changes.

31. Review of Secretariat Update

In addition to the items in the Secretariat Update, the Executive Director outlined the main points of the Agenda of the upcoming National Forum on Youth Health (NFYH).

Members also used this time to inquire as to the process for soliciting the input of SHCs in advance of the January 2012 Strategic Planning session. It was suggested that it may be helpful to circulate some focused questions to both the SHCC and the Management Committee prior to the session.

Action: The Executive Director will send the National Forum on Youth Health Participant List and Pre-Forum Package to all School Health Coordinators.

Action: Secretariat to work with facilitators to determine the best mechanism for engaging SHCs in advance of the Strategic Planning session.

32. Physical and Health Education (PHE) Canada

The Executive Director introduced Sharon May, Director of Programs with Physical and Health Education Canada, who presented an overview of PHE Canada's background and current initiatives. Ms. May advised that, above and beyond a Board of Directors, the organization has a Council of Provinces and Territories and a Council of University Professors and Researchers; the former comprises the health and physical education organizations in each jurisdiction and PHE Canada meets with the group to discern activities at the local level. The guest also stated that PHE Canada would like to work with School Health Coordinators and the JCSH Secretariat to see where the organization could assist in areas of mutual interest.

Discussion:

- The Council of Provinces and Territories has representation from the 10 Provinces; each Territory is included in representation by the Province which provides the education curricula.
- PHE Canada was awarded funding in 2011 by the Lawson Foundation for its 'Health Promoting Schools' project. Ms. May said this project's objective includes how all those interested in comprehensive school health can work together to move forward goals of health and education for all students.
- PHE Canada has held discussions with Steve Manske and Youth Excel CLASP around common issues of interest and ways to work together, and will be attending the Youth Excel Steering Committee/Phase 2 Planning meeting on Oct 26 & 27.
- PHE Canada has also been funded by the Public Health Agency of Canada (PHAC) around the after-school time period (ASTP) to determine how jurisdictions are managing the 3-6 p.m. period. A report completed by PHE following a round of focus groups in the spring of 2011 will be completed shortly She also replied that PHE Canada has been funded to look at the 3-6 p.m. time period, that activities and actions could occur in schools, but also in other community locations; within the work, PHE will see how the term 'after-school' could be better defined.
- One of PHE's research lead investigators is developing tools on fundamental movement skills and physical literacy. Workshops were created to assist teachers in teaching fundamental movement; two persons per jurisdiction have been trained to deliver these workshops.
- There seems to be considerable overlap between the work of the JCSH and that of PHE Canada and it seems of benefit to continue to liaise with that organization.
- The Healthy Living Unit of PHAC has close ties to the projects for which PHE Canada has been funded. JCSH may be able to 'mine' the information from the results of these projects, and some information might be used for policy development.
- In the past, JCSH engaged in some preliminary work around how a school might earn the designation of being a "Health Promoting School."

Action: JCSH will continue to engage with PHE Canada on areas of common interest.

Action: JCSH Secretariat will review Records of Discussion from SHCC meetings on designation of schools as "Health Promoting Schools."

33. Healthy Weights Environmental Scan

The Manager, Partnerships and Initiatives, outlined the development of the online Healthy Weights Environmental Scan (completed March 2011) and also the April decision to maintain the scan as an evergreen document. The decision was also made in April 2011 that despite the fact that the scan's contents are already publicly available on the web, the JCSH would use the document for its own purpose but would not share it more publicly. Acknowledging that it may be time-consuming on the part of SHCs to actively maintain the information in the scan, the Manager noted that there has been one request to date from an SHC, and could be future request from SHCs, to share the scan with non-governmental partners. The Manager concluded by asking School Health Coordinators whether the scan is worth updating on a regular basis, and/or whether they are comfortable sharing it more widely.

Action: Manager, Partnerships and Initiatives, will send an email to School Health Coordinators inquiring as to their intentions for the scan, both in terms of its being updated and its being shared more widely.

34. Health Behaviour in School-Aged Children (HBSC)

The Executive Director asked the School Health Coordinators' Committee for support for an ad hoc committee to review the HBSC National Report when it is released and to help prepare a release communiqué for PT jurisdictions.

The PHAC representative advised that JCSH will have a few weeks' notice of the National Report's release. At present, the earliest release of the report is scheduled for mid-to-late November. The type of release planned is a medium profile launch; key stakeholders will have the report prior to the official release. The press release will be completed by Queen's University with support from PHAC and JCSH. It is planned that a link to the national report will be available on the JCSH and the PHAC websites.

Action: JCSH Secretariat will email School Health Coordinators asking for volunteers to provide guidance and advice around the release of the HBSC National Report.

35. Emerging Trends, Opportunities and Challenges

D. JASP (Journées annuelles de santé publique) Conference

A poster on the Healthy School Planner will be presented by the Manager of Partnerships and Initiatives during the pre-conference portion of JASP in

Montreal in late November 2011. The International Union for Health Promotion and Education (IUHPE) is a co-sponsor of this pre-conference.

B. Student Rewards

There is some research/better practices information on the results of awarding badges/ other rewards for healthy eating and physical activity.

Action: Manager, Cross Sector Strategic Engagement, will locate any research on results of student awards on student behaviour/achievement.

Action: PE co-chair will locate better practices materials on results of badges/rewards to schools for physical activity / healthy eating initiatives.

36. Review of Action Items Table

Some items on the table await the results of the Communications Policy teleconference by Management Committee in December.

Action: School Health Coordinators are encouraged to connect with their Management Committee colleagues on the Communications Policy draft.

37. Next Meetings

- **November 10 2011 (teleconference)**
- **December 08 2011 (teleconference)**
- **January 18 and 19 2012 (face-to-face strategic planning meeting)**
- **February 09 2012 (teleconference).**

38. Adjournment

Record of Discussion

School Health Coordinators' Committee

November 10, 2011

Chair: Carol Ann Cotter (NL)

Participants	Jurisdiction
Sanja Ristic	BC
Kyla Christiansen	SK
Andrea Lamboo-Miln Paul Paquin	MB
Jennifer Munro-Galloway	ON
Marlien McKay	NB
Dwayne Provo	NS
Carol Ann Cotter Ellen Coady	NL
Tom Aikman	NT
Michael Torunian	PHAC
Secretariat	
Katherine Kelly	Executive Director
Susan Hornby	JCSH Secretariat
Jo-Ellen Sterling	JCSH Secretariat
Regrets	
Scott Beddall	BC
Gail Diachuk	AB
Flo Woods	SK
Sterling Carruthers	PE

Robert Leaman	NL
Charlotte Borg Jennifer Wakegijig	NU
Ian Parker	YT
Louise Aubrey	PHAC



Record of Discussion

39. Welcome and Roll Call

The chair welcomed everyone to the meeting; in particular, Michael Torunian (PHAC) sitting in for Louise Aubrey, and new School Health Coordinator Sanja Ristic (BC).

40. Review and Approval of Agenda

The Agenda was approved with one addition: announcement of National Day of the Child 2011.

41. Approval of Record of Discussion from October 13 2011 teleconference

The October 13 2011 Record of Discussion was approved without changes.

42. Review of Secretariat Update

In addition to the items in the Secretariat Update, the Executive Director addressed the current steps leading to the tabling of the 2011 Annual Report before Health and Education Ministers. The Annual Report has been accepted by Deputy Ministers of Health and will be tabled at the Health Ministers' Meeting (HMM) in Halifax November 24-25. Officials from the Council of Ministers of Education, Canada (CMEC) advise that a memo process is being used for Deputy Ministers of Education to receive and accept the 2011 JCSH Annual Report, and to approve its use and dissemination prior to tabling at the June 2012 meeting of the Council of Ministers of Education, Canada. This memo has been sent, and will be posted for two weeks. Barring any opposition, the Annual Report will be ready for dissemination November 25.

<p>Action: The Executive Director will send School Health Coordinators the memo issued by CMEC officials, as well as the Common Briefing Note to be used at the November Health Ministers' Meeting.</p>
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43. Positive Mental Health Toolkit

The Manager of Partnerships and Initiatives provided an overview of the feedback received on the Positive Mental Health Toolkit. There were numerous positive comments on the toolkit's usability and format, and there was considerable input regarding how the draft toolkit might be improved (e.g. introduction needs to be bolstered; several suggested changes / edits for improved formatting / readability / consistency / navigation). All feedback will be forwarded along to W. Morrison & Associates for integration into a revised version.

Discussion:

- Plans for the toolkit may include adaptation for languages other than English and French, and geographic and cultural contexts, i.e. having the videos be presented by people within a jurisdiction.
- Promotion might also be facilitated by establishment of a website where success stories in using the toolkit are shared.
- While toolkit dissemination will largely fall to individual JCSH jurisdictions, on occasion it may be appropriate for JCSH Secretariat to market the toolkit to national stakeholders (e.g. the Canadian Association of Principals (CAP) or the Association of Canadian Deans of Education (ACDE)).

44. Health Behaviour in School-aged Children (HBSC) National Report Communications

The PHAC representative advised that the National Report will be released in the next few months. A press release announcing the release of the National Report will be issued by Queen's University and JCSH involvement in the press release, by means of a quote from the Executive Director, would be very welcome.

Discussion:

- Feedback is positive on the concept of a series of fact sheets to communicate the HBSC national results (similar to those developed following the release of the 2008 National Report). Some have asked if a set of fact sheets attached to this current release will make connections with the last iteration of research findings.
- There is no opposition to the suggestion and invitation to the JCSH Executive Director to provide a quote in the press release announcing this National Report.

45. National Day of the Child (November 20)

The PHAC representative explained that the Division of Childhood and Adolescence is co-lead for implementing the United Nations Convention of the Rights of the Child. National Child Day is celebrated in Canada each November 20 to commemorate this country's adoption of the Convention.

The announcement of the 2011 National Child Day draws attention to resources on the PHAC website and is intended for wide distribution. It has been sent to School Health Coordinators, Management Committee, and Alternates by the Executive Director.

46. Communications Policy

The Executive Director reminded School Health Coordinators of the December 15 teleconference of Management Committee to discuss the draft Communications Policy. It is hoped that School Health Coordinators will have the opportunity to discuss the policy with their Management Committee member in advance of the December 15 meeting.

47. National Forum on Youth Health

The Executive Director thanked the School Health Coordinators who attended the Forum for their participation. She also thanked the PE, AB (Andrea), and NB SHCs for their assistance on the planning committee. School Health Coordinators are encouraged to complete the question posed to Forum participants on their thoughts and reflections for moving forward an action plan on youth health. The planning committee continues to work with the facilitators in completion of the Forum's Report.

<p>Action: The Secretariat will provide an additional reminder to Forum participants to complete the question on factors involved in developing an effective action plan.</p>
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48. Youth Excel / CLASP

The Executive Director provided an overview of CLASP (Coalitions Linking Action & Science for Prevention) and JCSH's role as co-lead with the Propel Centre for Population Health Impact (University of Waterloo) in Youth Excel, one of seven CLASPs. She also discussed the proposal for the six-month funding extension for all CLASPs to conduct knowledge exchange activities. JCSH will continue to work with Propel on key areas to complete the activities of CLASP-I (such as knowledge exchange and evaluation) and develop a proposal for CLASP-II. The final phase of CLASP-I will include a review of the contributions by all CLASPs to youth health.

Discussion:

- JCSH must decide, moving into the CLASP-II proposal period, whether a partnership with this second CLASP initiative is a good fit; it appears that Youth Excel CLASP will continue to align well with JCSH's work as a bridge across the sectors in policy, practice, and research.
- Other CLASPs may also be interested in working with JCSH.
- Time will be set aside at a future teleconference and/or face-to-face meeting for School Health Coordinators to discuss their association with the CLASPs initiatives.

Action: An agenda item will be planned for the December 08 teleconference and/or the spring face-to-face meeting to allow School Health Coordinators an opportunity to discuss their involvement with any of the seven CLASPs, including Youth Excel.

49. Emerging Trends, Opportunities and Challenges

A. PHE (Physical and Health Education) Canada – Health Promoting Schools Initiative

PHE Canada has invited JCSH to be involved in its Health Promoting Schools initiative. As a starting point, JCSH has been invited to sit on the advisory committee.

It is important when communicating with schools that a clear and common language be presented, whether it is on Comprehensive School Health or Health Promoting Schools; even if different terms are used, the language should be clear. To this end, PHE Canada has been invited to work with Propel and JCSH on a concept paper on Comprehensive School Health. The development of this concept paper is an outcome of the National Roundtable 2010.

Discussion:

- Member jurisdictions are independently determining how this PHE Canada initiative will align with their own school health work. To assist with this, jurisdictions are encouraged to touch base with their local PHE Canada representative (names and contact info can be found on PHE Canada's website).
- PHE Canada may be invited to a future SHCC teleconference to discuss the project further.

B. New(s) Releases

School Health Coordinators are encouraged to share any related government reports, news articles, resources, and / or conference announcements with the Manager Cross-Sector Engagement for inclusion in the weekly news and resources bundle.

50. Review of Action Items Table

Some items on the Action Items Table await the results of the Management Committee teleconference on Communications Policy on December 15 2011.

Action: The Secretariat will make changes to the School Health Coordinators' Committee and to the JCSH Contact List and disseminate the updated lists.

Action: The Secretariat will provide School Health Coordinators with a more detailed agenda for the January Strategic Planning meeting as soon as it is available from the facilitators.

51. Next Meetings

- **December 08 2011 (teleconference)**
- **January 18 and 19 2012 (face-to-face strategic planning meeting)**
- **February 09 2012 (teleconference)**
- **March 08 2012 (teleconference).**

The date and location of the spring face-to-face SHCC meeting has not been decided. It will likely be held in late April; there are a number of locations to consider.

Action: The Secretariat will send a Doodle link to School Health Coordinators before the end of this year with possible dates for the School Health Coordinators' Committee spring face-to-face meeting..

52. Adjournment

Record of Discussion

Joint Consortium for School Health

December 08, 2011

Co-Chairs: Carol Ann Cotter (NL), Sterling Carruthers (PE)

Participants	Jurisdiction
Scott Beddall Lauren Wallace	BC
Gail Diachuk	AB
Flo Woods Kyla Christiansen	SK
Andrea Lamboo-Miln	MB
Jennifer Munro-Galloway	ON
Marlien McKay	NB
Dwayne Provo	NS
Sterling Carruthers Kathleen Brennan	PE
Carol Ann Cotter	NL
Louise Aubrey	PHAC
Secretariat	
Susan Hornby	JCSH Secretariat
Jo-Ellen Sterling	JCSH Secretariat
Regrets	
Katherine Kelly	Executive Director
Sanja Ristic	BC
Paul Paquin	MB

Robert Leaman Ellen Coady	NL
Lorna Arsenault Stacey Burnard	YT
Tom Aikman	NT
Jennifer Wakegijig Charlotte Borg	NU

Guests: Shannon Olson (FPTGN/Health Canada); Dana Zummach, Jennifer Yessis, Steve Manske (Propel).

Record of Discussion

53. Welcome and Roll Call

The co-chairs welcomed everyone to the meeting.

54. Review and Approval of Agenda

The Agenda was approved with one change: The Emerging Trends, Opportunities, and Challenges item was moved to discussion following Item #6.

55. Approval of Record of Discussion from November 10, 2011 teleconference

The November 10 2011 Record of Discussion was approved without changes.

56. Review of Secretariat Update

In further discussion of the items in the written Secretariat Update, it was noted that program/policy implementation and evaluation studies are increasingly on researchers' radar. These are significant gaps in knowledge for both policymakers and practitioners, and the lack of research in these areas was raised during both events (JASP pre-conference, and CPAC workshop) discussed in the Update.

57. Federal Provincial Territorial Group on Nutrition (FPTGN)

The PE Health SHC Alternate (Kathleen) presented the FPTGN's work on the project charter for *Improving School Food and Beverage Environments for Canadian School Communities Project Charter*. Also present on the call was Shannon Olson of Health Canada. Kathleen explained that since the current guidelines are jurisdictional in scope, responsibility for them is housed in a variety of locations: within the Ministry of Health in some jurisdictions, the Ministry of Education in others, and still elsewhere, such as within a school board. The FPT Group on Nutrition has been working in three areas: (1) improved consistency of school food guidelines;; (2) enhanced implementation of school food guidelines; and (3) common indicators to assist monitoring and evaluation of the guidelines.

A small Working Group is looking at food and beverages available in schools from a nutrient materials perspective. It is reaching the point in its work where implementation of guidelines will benefit from Education as well as Health sector involvement. In advance of a face-to-face meeting on School Nutrition set for late February/early March 2012, the presenters set five questions for School Health Coordinators' consideration:

- I. Does the JCSH have interest to participate with FPTGN in a Pan-Canadian team to work on enhancing implementation efforts of school food guidelines and policies?
- II. In addition to those specified above are there other representatives that should be invited to be part of a SFG Implementation Working Group or Advisory Committee?
- III. Would the JCSH chair or co-chair (with an FPTGN member) this proposed SFG Implementation Working Group or Advisory Committee? Or does the JCSH envision another mechanism to enhance implementation efforts of school food guidelines and policies?
- IV. Is this how you see the education sector being involved in the nutrition criteria development? If not, how would you see the education sector being involved in improving consistency of school food and beverage criteria across jurisdictions?
- V. Does the JCSH agree to members of the Implementation Working Group or Advisory Committee attending a portion of the face-to-face special FPTGN meeting on school nutrition?

Discussion:

- In working towards consistency in implementing school food guidelines across the country, the FPTGN (Working Group?) recognizes each jurisdiction has its own set of school food guidelines.
- The current and the proposed cross-sector Working Groups would turn the nutrient criteria into user-friendly materials available to educators; they may also provide useful/needed resources to jurisdictions.
- The FPTGN is seeking representation on this cross-sector Working Group from the provinces/territories and from the JCSH. In this group, it would be most appropriate to have members with lived experience implementing school food guidelines in schools.

Action: The Secretariat will circulate above questions and the request for SHCC participation on the FPTGN cross-sector working group following the JCSH Strategic Planning meeting in January 2012.

58. Healthy School Planner

The Manager, Partnerships and Initiatives, introduced guests Dana Zummach, Jennifer Yessis, and Steve Manske of Propel, and provided an overview of progress to date with the foundational and express modules of the Planner, as well as an outline of the materials provided to School Health Coordinators as part of the package for this meeting. The pan-Canadian web-based consultations on the Planner have been deferred from November 2011 to January 2012 to provide integration of feedback from the provincial working group sessions held in Alberta and Saskatchewan.

The Manager, Partnerships and Initiatives, asked School Health Coordinators to suggest jurisdictions and schools for pilot testing the foundational module of the Planner, as well as express modules developed thus far. In addition, School Health Coordinators have one final opportunity to suggest names of people they feel should be invited to participate in the January 2012 consultations.

Discussion:

- The HSP Working Group is hoping to have at least three provinces and 42 schools from across the country as sites for the pilot of the foundation and express modules.
- The Manager, Partnerships and Initiatives, thanked SK SHC (Kyla) for her assistance in recruitment of participants in Saskatchewan. Propel indicated that pilot testing of the foundational module and express modules developed to date (i.e. physical activity and tobacco) would provide School Health Coordinators an opportunity to gauge their respective jurisdictions' interest in the revised version of the Planner before its formal launch (still anticipated for September 2012).

59. Health Behaviour in School-aged Children National Report

The Manager, Cross-Sector Engagement, advised that the Public Health Agency of Canada is working towards a contract with the Centre for Education Research at UPEI to complete a series of Fact Sheets on the national findings of the 2010 HBSC study in Canada. The fact sheets, in draft form, will be disseminated to School Health Coordinators for review and feedback. More information will be provided as soon as it is available.

60. Communications Policy

The Manager, Cross-Sector Engagement, reminded School Health Coordinators to have discussion with the Management Committee members in their jurisdictions on issues they feel are essential for moving forward with communications from the JCSH. It was emphasized that it is important that the members of the JCSH Management Committee know the views of School Health Coordinators as they prepare to make decisions regarding JCSH audiences and communications policy.

61. Emerging Trends, Opportunities, and Challenges

A. Manitoba Summit on Mental Health February 2012

The SHC (MB) advised that a Summit on Mental Health will be hosted by Healthy Child Manitoba and she has put forth to her director the possibility of JCSH presenting the Positive Mental Health Better Practices document and Toolkit, if there is an opportunity to do so.

Discussion:

- This would be an important opportunity to bring forward the work being advanced by JCSH within the school setting.

B. JCSH and CLASPs

The Manager, Cross Sector Engagement, provided an overview of the recent activities of Youth Excel CLASP (Coalitions Linking Action and Science for Prevention) to complete the work of the first phase of their initiatives, plan for a period of concentrated Knowledge Translation and Exchange (KTE), and craft a proposal for Phase II.

The Propel Centre for Population Impact (University of Waterloo) is providing the lead in proposal writing for bridge funding to conduct the between phase Knowledge Translation and Exchange work and also for Phase II of Youth Excel. Youth Excel is one of seven CLASP coalitions funded by Canadian Partnership Against Cancer; only four of the current seven will be funded in the second round. The Propel Secretariat has been conducting provincial interviews and will soon be conducting national interviews on the results of Youth Excel in the experiences of the members and their work towards improved youth health.

Discussion:

- Those provinces who were involved in the case studies (PE/NB/MB) feel the opportunity to exchange knowledge around

data collection and knowledge exchange among the three provinces was beneficial and really worthwhile. However, it is difficult to directly attribute benefits of work on youth health to Youth Excel, as many provinces were doing valuable work in the area of youth health before the work with this CLASP was initiated.

- The contribution of JCSH at the collective level is significant and important to any future involvement in Youth Excel; it is not enough to be engaged at the PT level; the Secretariat, as representation of all the jurisdictions and both sectors, provides a language, connection, and coordination function with policy that is necessary.
- National events held with the leadership of Propel and JCSH (i.e. National Roundtable 2010 and National Forum on Youth Health, 2011) were worthwhile events, but for both of them it was essential to have the JCSH Secretariat and the JCSH as a totality to bring together the wide level of representation from the jurisdictions and the grounded context and language.
- For some, based on the outcomes of the National Roundtable 2010, it is difficult to see any anticipated value added for JCSH in a future round with Youth Excel CLASP.
- One tangible benefit of YE CLASP is work carried out on the Core Indicators and Measures (CIM) (formerly the **Minimal Data Sets**), as the CIM will be used to develop express modules for physical activity, tobacco and healthy eating in the revised version of the Healthy School Planner.

Action: Secretariat will keep School Health Coordinators apprised of current work on Phase II Planning for Youth Excel and other CLASP projects.

C. PHE Canada / Health Promoting Schools Project

The Manager, Cross Sector Engagement, provided an overview of the initiative to create a concept paper on Comprehensive School Health/Health Promoting Schools. This was an outcome from the National Roundtable 2010 and originally conceived as a 2-page document. It has become a deliverable of the Health Promoting Schools initiative of Physical and Health Education (PHE) Canada and is now being discussed in the 1/3/25-page format, where

the one-pager is the key messages in bullet form, the three-pager is the Executive Summary, and the 25-pager is the full, in-depth report in a clear, lay-language style. PHE Canada has contracted with Propel to complete a concept paper on Comprehensive School Health/Health Promoting Schools/Healthy School Environments.

Discussion

- Two School Health Coordinators have been invited to the small steering committee; no one from the JCSH Secretariat has yet been invited.
- This committee needs to have JCSH Secretariat representation, so that it can represent the collective voice of the Consortium members.
- There seems to be some advocacy, outside the JCSH, for common language around the use of Comprehensive School Health / Health Promoting Schools; this may become a direction of the concept paper and reinforces the need for JCSH Secretariat involvement.
- In addition to the concept paper, many School Health Coordinators are concerned about the potential for confusion and mixed messaging to schools through, for example, PHE's 'school health grants' for 'Health Promoting Schools'.
- Already, an immense amount of work has been done in many jurisdictions on school health initiatives. In certain jurisdictions, it will be very difficult for PHE to directly access schools in order to provide school health grants if they do not intend to go through the Departments / Ministries of Education. It is critical, for the sake of the schools and the students, that communication among research, policy, and practice be as transparent as possible.

Action: School Health Coordinators are encouraged to contact their PHE Canada representatives and PHE Canada to ask for dialogue around that organization's Health Promoting School initiative.

Action: School Health Coordinators are asked to document their involvement with PHE Canada and reflections on the Health Promoting Schools initiative and send to the Secretariat.

Action: Secretariat will send the collective messaging from School Health Coordinators on the Health Promoting Schools initiative to all members of the School Health Coordinators' Committee.

62. Review of Action Items Table

The Action Items table was reviewed.

63. Next Meetings

a. *To discuss possible location and date for spring 2012 face-to-face meeting*

- **January 18-19 2012 (Face-to-face strategic planning)**
- **February 09 2012 (teleconference)**
- **March 08 2012 (teleconference)**
- **April 14 2012 (teleconference, depending on date of spring face-to-face meeting)**

64. Adjournment