



**Renewal of Agreement  
Steps Project Year 5  
September 22, 2007-September 21, 2008**

Please carefully review the following renewal agreement for linkage between the Broome County Steps to a HealthierNY Project and participating schools.

**PURPOSE:**

The purpose of this agreement is:

- To continue to provide a means for the Steps to a HealthierNY project to provide resources and opportunities to school district to assist with identified evidence-based interventions throughout year 5 of this project.
- To continue to establish a collaborative partnership with schools to carryout evidence-based strategies to impact children's health.

**SERVICE AREA:**

This cooperative agreement covers all Broome County School Districts.

**OPPORTUNITIES:**

The Steps program will provide:

1. Programming, resources and technical assistance for the schools throughout the project.
2. At least two professional development opportunities.
3. Schools that sign and agree to Part 1 will have the opportunity to receive additional programming and resources as described in Part 2 per availability.

## **PART 1:**

1. Districts should maintain and/or expand their district school health advisory council. Districts should email or mail meeting notices to the Steps School Health Coordinator at least one month prior meeting date. Districts should provide agendas and/or meeting minutes.
2. A representative from your district should attend quarterly Broome County School Health Advisory Committee meetings at the Broome County Health Department.
3. A Health/Wellness Leadership Team should be identified and 5 individuals from each district will attend 4 HEART Team professional development opportunities.
4. Districts should include a link to [www.BroomeSteps.org](http://www.BroomeSteps.org) on their website and allow [www.BroomeSteps.org](http://www.BroomeSteps.org) to list a link to your district website if they haven't already done so.
5. Upon request districts should participate in at least one Steps to a HealthierNY Series on WBNG-TV and/or Walking Wilmarth segment on WIVT. All participants must complete a Department of Health and Human Services photo release form prior to taping.
6. Elementary schools should continue to implement and report on the American Lung Association's Open Airways program for schools via SUNY Binghamton Decker School of Nursing. Contact: Judy Quaranta, MS, RN, CPN (607) 777-6170 or email at [jquarant@binghamton.edu](mailto:jquarant@binghamton.edu)
7. Elementary schools should plan on continuing to implement the Give Me 5 program as a part of a comprehensive program to improve school nutrition. Contact: Diane O'Hora (607)778-3921 or [dohora@co.broome.ny.us](mailto:dohora@co.broome.ny.us)
7. Middle schools class room teachers should utilize SUNY Binghamton Decker School of Nursing to provide nutrition education in the classroom. Contact: Judy Quaranta, MS, RN, CPN (607) 777-6170 or email at [jquarant@binghamton.edu](mailto:jquarant@binghamton.edu)
8. Districts should plan on submitting a mid (January) and year end (June) report reflective of Part 1 and Part 2.
9. A representative from your district should plan on attending the quarterly H.E.A.R.T.S. Team meeting facilitated by Broome-Tioga BOCES when appropriate.
10. A district representative should be present for the Fall Steps School Advisory Council meeting. At this the MOA will be explained and questions will be answered. If one is not able to attend it is essential that you notify me so that we can schedule a meeting.



## Learning In Motion



### 2. Learning in Motion Course.

Teachers will learn about the relationship between brain function and movement, and how to incorporate physical activity and multi-sensory experiences into academic lessons that enhance learning. This integration will help students to: improve attention, concentration, and memory; decrease stress; and increase their physical fitness. This intervention is open to elementary educators.

- a. Schools should plan on releasing teachers for one day of training.
- b. Schools must send teachers in teams of at least three.
- c. Schools will receive a stipend for substitute teachers.
- d. Participants will receive resources and materials.
- e. Participants will receive in service credit upon request.
- f. At least one class room observation will be requested.

## **YOGA : Professional Development for Physical Educators and After School Program Opportunity**

1. During the December H.E.A.R.T. Team meeting all Broome County physical educators are invited to learn strategies to incorporate yoga tools such as breath, postures, games and visualization into their existing curriculum to help them meet state and national PE Standards.
2. Eligible middle schools may request stipends to expand yoga strategies into meaningful after school physical activity opportunities. Yoga helps develops self-awareness and life skills. It also helps to lay the foundation for lifetime health/wellness. Eligible schools include: Deposit, Harpursville, Maine Endwell, Susquehanna Valley, Windsor and Vestal (non PEP grant recipients)

## Staff Wellness Opportunities



### 1. Mission Meltaway:

- a. Districts must commit to having one person trained in the Mission Meltaway program if a facilitator is not already employed by the district.
- b. Facilitator must offer at least one Mission Meltaway program that is open to all employees.
- c. Facilitator must provide required statistics.
- d. Steps will provide at least two opportunities for designees to attend Mission Meltaway facilitator trainings.
- e. Steps will provide a speaker's bureau list and necessary materials.



### 2. Shape Up Broome Schools:

This Spring promotion is designed specifically to motivate Broome County school staff to lose weight and keep it off in 2008, **Steps to a HealthierNY, Excellus BlueCross BlueShield, United Health Services, Clear Channel Radio, Greater Binghamton Chamber, Lourdes Mission in Motion** and other key partners will be challenging Broome County Schools to "Shape Up" during this county wide weight loss competition.

### 3. Staff Interest and Behavior Survey:

Please ask your staff to log onto <http://www.broomesteps.org/hd/steps/survey/> to take part in the Steps staff survey.

The user id is **schoolstaff** and the Password is **survey**.

Whenever possible Steps will provide written materials and link districts to community resources per request based on wellness survey results.

4. **Other.** Please describe the opportunity that you would like funding for and provide evidence that it will reduce the burden of diabetes, obesity and/or asthma. Proposed interventions must be sustainable and be linked to a systems, policy or environmental change.

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**Broome County Steps to a HealthierNY Brand and Identify Contractor Guidelines:**

The Steps logo is an integral part of our public image and all components of the brand must be communicated together to reflect the philosophy and mission of the entire program. The Steps logo must be positioned prominently on all materials including print, broadcast, promotional items, brochures, signs, and electronically to ensure brand consistency and program identity. The logo must always be reproduced as is, in color or in black and white and the words must remain the same.

**Broome County Steps to a HealthierNY Contract Sustainability Clause:**

As a funded Broome County Contractor and Partner of the Broome County Steps to a HealthierNY program, you agree to create a Steps related policy, systems and/or environmental change within your sector or service area. Through this partnership, proper nutrition, physical activity and/or the cessation of tobacco use will be promoted as part of a community wide effort to enhance the sustainability of the Steps to a HealthierNY program interventions. It is the vision of the Steps to a HealthierNY program to encourage chronic disease prevention and healthy lifestyle behavior countywide.

**LINE OF AGREEMENT**

This renewal of agreement shall continue to September 2008 and may be terminated by either party by a 30-day written notice to include explanation of cause. Cause may include, but is not limited to, a change in state, federal, or local funding. In the case of termination of this contract, all remaining funds will be returned to Broome County Steps to a HealthierNY. The effective renewal date is the date that this agreement is signed by both parties.

**SIGNATURE**

These responsibilities are hereby agreed upon by the following authorized signatories.  
The Broome County Steps to a HealthierNY Project:

Name: Claudia Edwards, MS Title: Broome County Public Health Director

Signature \_\_\_\_\_ Date \_\_\_\_\_

Participating School:

Name: (print) \_\_\_\_\_ Title: Superintendent or Designee

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please return to me by October 31, 2007**

Becky Gelunas, School Health Coordinator  
Broome County Steps to a HealthierNY  
Broome County Health Department  
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