



**THE SCHOOL DISTRICT OF
PALM BEACH COUNTY, FL**

**NANCY BOLTON
DIRECTOR**

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**July 27, 2023
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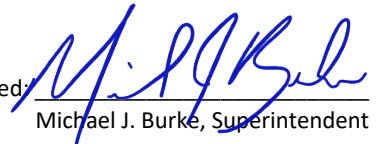
**Action By:
Various Dates**

TO: Principals and Directors
FROM: Heather Frederick, CPA / Chief Financial Officer
SUBJECT: **FY24 WELLNESS DESIGNEE SELECTION**

In order to comply with [Policy 2.035, Wellness Promotion](#), each principal must select two staff members to act as Wellness Representatives; an Assistant Principal (AP) and a Wellness Champion. Every Department must select a Wellness Champion. As a reminder, Wellness Champions are eligible to apply for stipends for the work they complete during SY23-24. Please follow the steps below as necessary.

The chosen Wellness Champion and Wellness Designee (AP) must be entered into SharePoint in the School Points of Contact page by Friday, September 1. All Wellness Champions are required to attend one of the "Kick-Off" meetings listed below. There are separate events for school and department Wellness Champions. If your Wellness Champion has not been identified prior to the dates below, please send your AP or other designee to the meeting. Schools must inform the Wellness team via email at staffwellness@palmbeachschools.org by Friday, August 4 which of the two school events below they choose to attend.

ATTENDEES	DAY	DATE	TIME	LOCATION
Department Wellness Champions	Thursday	August 3	11:30 - 1:00	FHESC Thurber A
School Wellness Champions	Tuesday	August 8	1:00 - 3:00	FHESC Board Room
School Wellness Champions	Tuesday	August 15	4:30 - 6:00	FHESC Board Room

Approved: 
Michael J. Burke, Superintendent