

B.U.S.D. Wellness Committee

Meeting Minutes

Thurs September 26th, 2019

B.U.S.D. District Office - 2020 Bonar Street, Room 126, Berkeley, CA

6:30 p.m.- 8:30 p.m.

Details: Dinner Provided. First meeting (1 of 4). [Presentation items for the meeting are here.](#)

Presenters: Bonnie Christensen and Jezra Thompson

Note taker: Mia Villanueva

Attendees

[Sign in sheet](#)

Aliza Rothman Labowitz, Thousand Oaks Elementary Parent

Bonnie Christensen, BUSD Director of Nutrition Services

Cindy Atases, Oxford Elementary Satellite Operator

Jezra Thompson, Supervisor, BUSD Gardening & Cooking Program

Linda Kim, John Muir Elementary Parent

Liza Lutzker, Sylvia Mendez Elementary Parent, Walk Bike Berkeley Member, and UC Berkeley Researcher

Mia Villanueva, Program Specialist, BUSD Gardening & Cooking Program, Emerson Parent

Rebecca Murillo, 18 Reasons/Cooking Matters Program Manager

Steve Collins, BUSD Maintenance Manager, Sustainability Manager

Vika Teicher, Nutrition Educator, BUSD Gardening & Cooking Program, Thousand Oaks Parent, Certified Nutritionist

Agenda: PPT Presentation

Meeting Goals

- Review great work done last year
- Organize site committees/participate to do projects aligned with the policy goals

Outline - 5 min (meeting talking points below)-Jezra introduced outline

1. Introductions - Welcome new participants
2. Updates on items we worked on together last year
 - a. [Draft Wellness Policy](#)
 - b. [Lunch Study](#)
 - c. [Beginning draft of our staff survey](#)
 - d. [BUSD Wellness page](#) draft
3. Planning for this year
 - a. Outline goals to get out draft policy approved and set up site work
 - b. Connecting sustainability plan with our wellness policy
4. Working Groups
 - a. [Feedback/edit survey](#) activity for working groups
 - b. [Surveying staff](#) folder for site participation/leadership feedback
5. Review next steps and timelines

Introductions - 10 min-Jezra lead conversation

Intro question: What are you most interested in doing/learning about tonight?

Question: can Wellness Policy be shared in draft form? TBD

Reflecting on What We Accomplished Last Year - 10 min- Bonnie lead conversation

Focused on Community Involvement, Outreach and Communications

Last year, with your help, the District developed a draft policy with plan for implementation to manage and coordinate the execution of this wellness policy. **The plan delineates roles, responsibilities, actions and timelines specific to each school;** and includes information about who will be responsible to make what change, by how much, where and when; as well as specific goals and objectives for nutrition standards for all foods and beverages available on the school campus, food and beverage marketing, nutrition promotion and education, physical activity, physical education and other school-based activities that promote student wellness.

In Reflection: Our committee participants led and participated in small group work and brainstorming ideas. Together, we asked and began to answer the following questions:

1. What is the existing policies?

2. What should be in the updated policy?
3. How will this policy be implemented?

What we have accomplished last year (hyperlinked)

- Review where to find meeting notes - our website
- [Draft Wellness Policy Update](#)

Current policy draft aggregated comments based on feedback from this group

Draft currently sitting on Superintendent's desk. Bonnie shared that recess before lunch was a pressing concern. Superintendent asked that Bonnie and Jezra present to Policy Subcommittee which is made up of 2 school members, 2? cabinet members, and 1? Community member (open to community). Subcommittee will eventually send to school board with recommendations. Approval needed by end of academic school year. The goal is a comprehensive wellness policy. Keep working with intention of plan.

- [Lunch Study Update](#)

[Washington Post](#) and Good Morning America media citing recent studies brought light to issue.

Recess before lunch PLUS extending lunch period by 10 minutes. Concern is that this would extend staff time. Superintendent put out community statement that it is a concern they are looking into. Malcolm X successfully moved recess before lunch this school year. Decision to shift schedule can only be made at the start of school year due to variables (bussing schedules, etc). Current teacher negotiations also effect extending lunch which could extend the school day.

- [Comments:](#)

- Student spoke to issue at spring school board meeting

- Lunch issues is an equity issue

- Potential Berkeley teacher tax measure in March or November 2020 aims to increase teacher pay

- Schools currently scheduling recess before lunch: BAM, Malcolm X, Oxford, Rosa Parks, Sylvia Mendez, Thousand Oaks

- Beginning draft School Site Survey for BUSD Staff

Connecting with other District plans and policies - 5 min-Jezra lead the conversation

Introducing the Sustainability Plan (Steve Collins presented)

1. An overview of the work done and state of the Sustainability Plan
Plan passed November 2018. Grant money to implement January-June 2019. District consulting with [Strategic Energy Innovations](#). Eight categories, some facility based, ie. solar.
2. If interested in participating in the districtwide Sustainability Committee this year, let Steve know. First meeting in late October. Experts from Lawrence Livermore National Laboratory have reached out. Successes: plastic cups replaced with paper cups. Hydration stations at sites! Future goal to remove paper cups and possibly distribute water bottles.

Comment: Extend committee invite to participants of sustainability efforts in previous years.

Introduce healthy fundraising training as option for site training (Rebecca Murillo, Cooking Matters)

Healthy fundraising modeled after Contra Costa County. Ask for outside sponsors, ie. Clif, Annie's, etc. to donate gifts to students/classrooms as incentives at school fundraisers such as Walkathons. Cooking Matters would train site leaders on how to run fundraisers at school sites and act as liaison for large companies. Comment: partner with Safe Routes to Schools and other champions

Questions:

- Who wants to participate in this plan at district committee meetings?
- Are there other methods for getting your feedback?
- How will the plan and policy collaborate on work?

Working Group - 30 min

1. Feedback/edit survey activity for working groups
2. Surveying staff folder for site participation/leadership feedback

Working groups will provide feedback and edits on the survey we drafted.

The intent of the survey is to garner staff participation in this work at sites for stipend.

Work in pairs to:

1. Suggest edits on hard copy.
2. Share out key edits to the larger group. 2-3 min each.
 - a. Comments: Distribution - How survey is shared will depend on how it is received, ie. email from a principal vs live presentation at a staff meeting from a Wellness Committee member. Deb Shell now on PTA council as

Wellness Rep (?), survey distribution goal is in one month

b. Edits:

- i. Simplify intro.
- ii. Define what vision of health environment is
- iii. Specific to site: "what would your site need to achieve this for: staff, site, community"
- iv. Be more elaborate on what we are talking about in terms of wellness
- v. Move stipend info in intro to Q4

Bonnie and Jezra checked in with groups and help answer questions, etc.

Reference the document for keeping track of edits on this work [here](#).

Revisit Feedback from Participants: What can we follow up on from feedback shared during last year's meetings?

1. Parent group at Washington Elementary School created a questionnaire based on asking teachers what they wanted to change and identifying issues. The principal organized a meeting and presented it to the staff.
2. Liza can help write survey questions in specific ways to solicit feedback on health and wellness in schools. - Liza, Sara Zimmerman and Vika Tiecher weighed in on initial draft shared.
3. Surveys should be administered in late September/early October. They should be shared with the team prior and it may be helpful in highschool to have students surveying their peers.
4. It would be useful to think about technology and try to include cell phone survey which may really help to get more participants.
5. Information about the wellness policy meetings and progress should be added to the district homepage, A+ news, and fliers.
6. PTA should reach out to each site and survey staff/students at the beginning of the school year.
7. Increase outreach to everyone in the district. Jezra and Bonnie will add this to the presentation to Superintendent and Board as method for buy in and feedback for site committee.
8. Talking points - Vika suggested that it would be helpful to have talking points and a strategy to reach out to people who could be potential wellness champions. How the liaison can reach out to wellness champions. Parents that lead the lunch study would be good sources to gather talking points.
9. There needs to be special consideration for underserved schools in the district

(Btech, etc).

Next Steps: Beginning to Think About Mapping Out This Year - 10 min

This year, we will focus on implementation plans for the district and the sites. Together, we will ask and answer the following questions, amongst others:

4. Who should be on the district and site committee?
5. How will we advocate for site participation?
6. How do we support site committees?
7. Do you want to participate/lead a site committee or the district wellness committee?
8. What are the existing tools for implementing site projects and aligned policies, and what are the updated tools we'll need to create?

Implementation plan - resources, tools, timeline. - Jezra

1. Forming site committees. Soliciting BUSD staff participation.
 - a. [Surveying site staff](#) folder with notes for participation in site committees. We'll ask Maggie Riddle to provide this to site staff. We'll include incentives for completion (local gift cards)
 - b. Implementing survey in October, gathering survey data, discussing at our next meeting on Dec 12
 - c. We'll invite folks who have expressed interest in forming site committees to our next meeting.
 - d. Communicate that there is funding of site leadership as wellness champion and make sure we reach out to those who understand and who have demonstrated that they are invested in the improvement of their students and schools.
2. Support site committees on:
 - a. Assess school health and wellness climate. Identify where work needs to be and prioritize
 - b. Evaluate site based on policy goals
 - c. Initiate projects, support existing projects, that engage these priorities
 - d. Share out district committee meeting notes and bring feedback to this group. -If they can't make it to the meeting, submit a report for us to report out to the group in their absence.-

Encouraging Site Participation/Leadership - What you can do now until our next meeting

Reaching out to your networks to get the word out

1. Engaging all BUSD site staff
 - a. Principals to nominate and enforce
 - b. Recruitment legwork to create interest and seek advocates at sites.

- c. Get buy-in, survey interests.
 - d. Survey all site staff. Approved by District communications team. Survey created by district committee and provided to staff from principals.
 - e. Engage principals. Encourage them to contact all potentially interested staff.
 - f. Wide outreach with repeated attempts to invite people through various communication methods (emails, newsletters, robocalls, questionnaires, staff meetings, PTA meetings)
 - g. OFEE Office of family engagement and equity, staff do outreach.
 - h. Running club teachers (Lupercio, Estrada, Frias) - Sylvia Mendez.
2. Students
- a. Announcements (PA)
 - b. Incentives- Money, Extra credit, CTE internship, competitions
 - c. Student ambassadors
 - d. Public health and AMPs interns/students
3. Need for materials: Recruitment flyer, "job description" that describes what qualities are desired. Survey for staff
4. Site community members: Who can participate in committees (without stipend)?
- a. ECE site music and movement consultants (Healthy me kids program) and Cooking Matters staff partners
 - b. YMCA family advocates involved in BUSD
 - c. Family pantry representative for site
 - d. PTA members
 - e. Nutritionist/dieticians & MDs
 - f. Berkeley Food Policy Council members
 - g. WIC staff at ECE sites
 - h. Other nonprofits, like Ecology Center youth interns outreach and their staff.

Thank You For Being A Wellness Champion - Activity 10 min

Closing circle - pick a flower/herb from the jar, share out, pass on

1. Share a gratitude and something you will do to support participants at sites from now until our next meeting

Before you go - post it notes and pens near sign in sheet

1. What will you do to engage sites/staff to participate [in the Wellness Policy work]? - write them down on a post it note.
2. Please hand it to me when you are done!
 - a. Aliza or Vika?: I will email the principal to request a few minutes at the next staff meeting. I am grateful for having an opportunity to improve the well being of TO families, students, and staff.
 - b. Name?: Solicit parent/student involvement for the staff.
 - c. Name?: We will attend a staff meeting to promote the wellness committee and the new wellness policy and to get staff excited about it.

- d. Liza Lutzker: I'll be working with the sustainability plan folks [and] help draft/edit the parent survey.
- e. Mia Villanueva: I will mention this wellness work to my principal when I meet @ the SSC meeting on 10/17.
- f. Rebecca Murillo: I will ask staff about what helps them stay well and how they have shared/learned from their co-workers.
- g. Steve Collins: I will drive sustainability forward in all areas.
- h. Vika Teicher: will begin survey edits and practice at school sites

Next meetings - Reminders will be sent out.

Meeting from 6:30-8:30 in room 126. Dinner Provided. Childcare and translation provided if notice for request in 4 days advance of the meeting.

Mark your calendars

- December 12, 2019
- March 12, 2020
- June 4, 2020