

B.U.S.D. Wellness Committee

Meeting Minutes

Thurs Dec 12th, 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. Child care and translation provided, as needed.

Presenters: Bonnie Christensen and Jezra Thompson

Additional presentations: Community groups/school site wellness policy leaders

Note taker: Rebecca Murillo

Agenda Outline- Meeting began 6:42pm

1. **Housekeeping- sign in sheet (option to opt-out)**
2. **Introductions (new folks and school site representatives in the room)**
3. **Updates**
 - a. **Wellness policy website- where are meeting minutes and action items**
 - b. **Board committee feedback**
 - c. **Next steps for developing our policy and plan**
4. **Presentations**
 - a. **Thousand Oaks site committee**
 - b. **18 Reasons- rResources for site committee, cooking lessons, healthy fundraising**
5. **Committee feedback**
 - a. **Using chromebooks to reduce paper, yay sustainability!**
6. **Review next steps and timelines**

Housekeeping

1. Superintendent saying hello and sharing his take on the importance of this policy work
2. Photo release and meeting minutes posted on the website. Sign in sheet noting if you opt out.
3. Childcare provided
4. Rebecca Murillo is taking notes for posting to our meeting minutes on our website.

5. We have a compost bin added to all rooms on the 1st floor now. New addition from the maintenance dept (thank you!)

Introductions - Jezra, 10 min

We have a growing committee contact list. We've reached out to school site etrees and BHS listserv to gain new members representative of our diverse community.

1. Circle introductions

- a. Name
- b. Which site are you representing?

Updates - 15 min (began 6:50pm) (actual time 10 minutes)

Brief history of how we got to the draft we have today

- We've developed more of an umbrella policy, not just concerning food and nutrition
- This group has pieced together a policy with work done last year and we've written a 30 page draft document

Feedback from the Board Board Policy Committee -12 min

- Bonnie and Jezra presented to the School Board Policy Subcommittee work thus far.
- They recommend parsing out the draft comprehensive wellness policy into two documents:
 - 1) a brief policy doc for Board approval, including costs, timeline, and vision;
 - and 2) a plan that outlines how we intend to implement the policy.

Feedback from Superintendent

- Bonnie and Jezra met with new Superintendent Dr. Brent Stephens in July, then again in December
- He recommends reviewing draft wellness policy and, where possible, adding updates to [existing policies](#) with language written in this draft wellness policy.
 - Next steps are to use this edited version to this draft policy with vision and goals that guides the plan.

The difference between a policy and a plan

- A **Policy** is a set of common rules and regulations, which forms as a base to take day to day decisions. **Policies** are decision oriented.
- A **Plan** outlines how we will achieve organizational goals and objectives. It includes strategies concentrated toward actions.

Next Steps- Bonnie and Jezra

- We want to update the policies that exist and create new policies, as needed and informed by the draft comprehensive wellness policy.
- Meet with the Board Subcommittee and Superintendent for feedback on policy, plan, and updated existing policies. Present back to the committee in March.

Presentations - 30 min (began at 7)

Tour our website - 3 min, led by Jezra

- Navigated to the “Comprehensive Wellness Policy” page, draft, outline of goals, responsibilities
- We post meeting minutes here and pictures. By signing the sign in sheet tonight you are opting in, unless you otherwise noted.
- We will have stories and examples from sites in the section for site committees. Jezra will work with our presenters to post their presentations there for future reference.

Surveying sites and developing site committees - [hyperlinked here](#). Presented by Vika Teicher, James Na and Hollis Williams - 20 min

Frame the presentation - Jezra

1. Introduce how we got here
2. PT leads Vika, Hollis, James presenting on their work developing site committees and surveys. The presentation will be shared on our website under site committees so we can share and reference their work for future committees.

Presenters - Vika, James, Hollis

Goals: get interest from community to join site committee.

1. Creating a wellness school board role on the PTA
2. Getting folks to sign up to join the wellness committee at back to school night
 - a. Small sign up sheet on a table, talked to a lot of people, spoke about the Wellness Policy committee + sharing big ideas
3. Share out the wellness policy and work at the PTA board meeting
 - a. Took a few minutes to gauge interest and capacity
4. Get buy in from the principal and family engagement officer
 - a. Shared goals, asked if they could join staff meeting

Lessons learned: Getting participation site committee Meetings

5. First meeting
 - a. Smaller group than they thought but a lot of passionate people
 - b. Created subcommittees to tackle different issues: classroom food, staff wellness, lunch and recess time
6. Second meeting
 - a. Solidify subcommittees

Surveys: Process for assessing survey information

1. Summarize responses, themes, and present findings to principal and policy committee (How the survey was presented. Recommendations for analyzing results, by whom, when, and what we'll do with this information).

Lessons learned: Administering surveys for staff

7. Question time, tools for analyzing. Timing of survey administration was difficult- mid october seemed like a stressful time
8. Follow the passion of the committee members
9. Finding creative ways to get parents involved
10. Presented the current survey - not open ended questions
11. Revised site survey - pilot at one elementary school
 - a. Want to make sure survey captures an inclusive sample
 - b. Ordinal and Likert scale
 - c. Hoping to administer on chromebooks in meetings
 - d. Takes a little over 5 minutes to complete vs 20+ minutes with open-ended questions
 - e. Consider adding these questions into existing site surveys that principal and PTA sends out already.

Lessons learned - Analysing survey information so it's useful

2. Difficulty analyzing open ended questions
3. Used word frequency to look through dense answers, identified key words and phrases to determine next best steps

Recommendations:

1. Vika weighed in on whether site champion should be paid or not
2. Q/A from committee (fielded by Vika, James, Hollis) (began at 7:25)
3. What will funding look like at sites?
4. Public Health City Dept rep asks: have you visited other sites who are fundraising?
 - a. Have not gotten too involved, will make an effort to connect with OUSD
5. Staff wellness: look into Kaiser Permanente; other orgs that have been putting staff wellness as a top priority for a while. Jezra is leading staff wellness activities at the district office.
6. Survey ACES in schools- affects both staff and children

18 Reasons cooking demo option for families and kids - (began at 7:37) 5 min Rebecca

Jezra introduced - Rebecca shared resources on cooking lessons and healthy fundraising for site committee trainings

1. **Goals:** Share suite of resources for healthy school communities. Inspire site champions to reach out to 18 R to provide this at their site (free of charge)
2. [Lesson Example- Fruits and Veggies](#)

Break 7:41-7:45

Committee Feedback - Partner Work (2-3 max) - 30 min (began 7:50)

Items committee provided feedback on: Jezra presented

1. Use Google chromebooks to open the doc and provide feedback via suggested editing and comments
2. Review items in our draft policy we drafted together.
 - a. Why do we need to keep these items in the policy?
 - b. Do they apply to the definition of a policy?
 - c. Can the Board approve this as a policy?
 - d. **Highlights** items to move into the plan
 - e. We need a timeline for when we can do these things. Make a note next to each action for completing this year
 - f. **Highlight** the activities we can take action on this year.
 - g. Number (order from most important to least) items that we can take action on next year.

Next Steps - 30 min

1. **Share out small group work** (only 1-2 comments about the plan or policy)
 2. **Discuss suggestions for next steps for forming site committees based on TO's model**
 3. **Meeting timelines** - Reminder of next 2 meetings and map of goals for these
 4. **Closing circle** - Gratitude talking "stick"
 5. Mark your calendars for our last 2 meetings. If you are interested in joining the committee and represent a school site or a community organization in Berkeley working on public health, please reach out to Jezra. Meetings are scheduled for the year. **Thursdays from 6:30-8:30, Rm 126 on:**
 - a. **March 12**
 - b. **June 4**
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