HEALTHY MEETING TOOLKIT
A GUIDE FOR OUSD STAFF, FAMILIES & COMMUNITY PARTNERS TO CREATE A HEALTHY & SUPPORTIVE SCHOOL ENVIRONMENT
Toolkit also available online at: www.ousd.k12.ca.us/schoolwellness

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Benefits of Planning Healthy Meetings

The food you eat and the amount of physical activity you get every day affects your health and productivity. Eating well and being active will not only help you feel better, but will also give you the energy you need to get through your busy days.

By making just a few small changes at meetings, you’ll be supporting the overall health and productivity of your employees while helping reduce their risk of obesity and chronic disease. And most importantly, you’ll take a big step down the road to developing a long-lasting culture of health at your workplace.

- **Healthy staff perform better.** The healthiest employees are three times more productive than unhealthy employees—and are nine times less likely to be out sick.¹

- **One small step = one giant leap toward good health.** Encouraging employees to both eat healthy and stay active will help to create a culture of wellness. In one minute, a 150 pound person burns approximately 10 calories walking up stairs and only 1.5 calories riding an elevator.²

- **Provides Consistent Messages.** Both students and staff need to receive consistent, reliable health information and ample opportunity to apply it. That means, avoid leaving unhealthy snacks in office break rooms! Healthy and active meetings reinforce positive messages and promote a healthy learning and working environment.

This toolkit will help you plan staff meeting and events with good health in mind. From parent group and school council meetings to admin retreats, this toolkit offers healthy ideas that will energize your team and show them how easy it can be to live a healthier life. By using the resources available to you within this toolkit, you demonstrate the school district’s commitment to helping our employees stay well and sending a consistent message to our peers, parent partners and the students we serve.

¹ The Health of Australia’s Workforce, Medibank Private, November 2005.

² Healthy Worksite Initiative, Centers for Disease Control and Prevention, 2010.
When ordering food for meetings, keep in mind that there are a variety of healthy and delicious combinations that meet nutritional guidelines in the OUSD Wellness Policy. For the full text of the nutritional guidelines, please contact Michelle Oppen at michelle.oppen@ousd.k12.ca.us or 510.273.1676

**Nutrition Policy Overview**

_OUSD shall provide food and beverages that promote good health and meet or exceed all State and Federal requirements._

**Food and Beverages:** All foods and beverages sold, served, or otherwise made available on campus, including those provided by District meal programs served in cafeterias, a la carte, fundraising, celebrations, and in vending machines shall comply with this wellness policy and with all State and Federal requirements. In California these standards are contained within SB 12 and SB 965.

**Food Guidelines:** Any person bringing foods to a school event, meeting, or celebration shall make sure the food follows these general nutritional guidelines:

- No more than 1/3 of the calories from fat (except nuts/seeds).
- No more than 10% of calories from saturated fat
- No more than 1/3 of the weight from sugar

**Beverages Guidelines:** Only the following beverages shall be allowed:

- 100% fruit juice
- Nonfat and 1% milk (including chocolate milk)
- Organic soy milk
- Water

In addition to nutritional standards in SB 12, the following foods shall not be served and/or sold at any time on school grounds:

- Candy
- Gum
- Cereals containing more that 6 g of sugar and/or 400 mg of sodium per 1 oz portion
- Other foods that do not meet nutritional standards of the Wellness Policy

**Vending Machines:** OUSD shall implement a district-wide vending machine program that places exclusive authority over all vending machines under control of the OUSD administrators.

**Celebrations:** Food and beverages served as part of a celebration held on school grounds (for example, birthday parties, dances, and so on) shall meet or exceed nutritional standards of the Wellness Policy and CURFFL (California Uniform Retail Food Facility Law).

**Rewards:** Food offered to students and employees of OUSD during the day as an incentive or reward for performance shall be consistent with the standards of this Wellness Policy. The withholding of food as punishment for students is prohibited.

**School Events:** Any food served or sold in school sponsored after school activities shall adhere to the nutritional standards of the Wellness Policy.

**Fundraising:** Any food served or sold for school-sponsored fundraising events shall adhere to the nutritional standards of the Wellness Policy.
Breakfast & Brunch

- Serve fruit and 100% fruit and/or vegetable juice
- Offer skim or low-fat milk
- Offer whole grain toast, bagels, and muffins instead of donuts, biscuits and pastries cut into quarters
- Offer oatmeal and a variety of high-fiber cereals like bran flakes and low-fat granola
- Offer fruit spreads in addition to butter or margarine
- Offer hardboiled eggs
- Offer vegetables like mushrooms, red peppers, onions, tomatoes, green peppers, and spinach for omlette fillings or as additions to scrambled eggs
- Limit high-fat meats like bacon and sausage; opt for Canadian bacon or turkey/chicken sausage instead
- Limit fried foods like hash browns

Lunch & Dinner

- Offer whole-grain breads
- Offer low-fat or fat-free salad dressings on the side
- Offer broth or vegetable-based soups instead of cream soups
- Include fruit with every meal
- Serve at least 2 vegetables with each meal, and season with fresh herbs instead of butter or cream sauces
- Serve pastas with tomato-, pesto-, or other vegetable-based sauces instead of cream sauces
- Offer chicken, turkey, and fish when possible
- Include a vegetarian alternative to all meals
- Choose steamed, poached, baked, and broiled meats instead of fried or sautéed
- Avoid fried foods like french fries, onion rings, and fried chicken
- Offer fresh fruit salad, fresh fruit with chocolate or caramel dipping sauce for dessert

Breaks

- Offer 100% fruit and vegetable juices
- Offer low-fat fruit and vegetable dips
- Offer fruit smoothies
- Offer hummus and pita bread or low-sodium tortilla chips with bean dip
- Offer reduced-fat cheese assortment with whole-grain crackers
- Offer pretzels, popcorn (no butter or sweetened) or trail mix
Local Healthy Catering Tips

Ordering Tips
In most cases, caterers can tailor your menu to comply with nutrition guidelines. Here are some helpful tips when ordering food for your meetings:

- Make a specific request to substitute sides, snacks, sodas for healthier options
- Ask for salad dressings on the side
- Have bagels cut into quarters, sandwiches cut into halves, and sliced fruit
- Have a pitcher of water available throughout entire meeting

Local Healthy Caterers

**OUSD Nutritional Services**
Donnie Barclift  
900 High St.  
Oakland, CA 94601  
Phone: 510-434-2258  
[donnie.barclift@ousd.k12.ca.us](mailto:donnie.barclift@ousd.k12.ca.us)

**La Cucina Italiana**
Nelson Younan  
1410 Jefferson Street, Oakland, CA 94612  
Phone: 510-452-2533  
Fax: 510-452-2563

**The Big Apple Cafe**
Khalil Hamadeh  
401 14th Street, Oakland, CA 94612  
Phone: 510-465-7011  
Fax: 510-465-4750
General Tips for Office Potluck Events

You just never know what is going to show up at a potluck event. To help avoid the “all dessert, no healthy main dish” syndrome, suggest specific categories of dishes. Offer suggestions for fruit, vegetable, and grain dishes on the sign-up sheet rather than general categories of side dish, main dish, and dessert. If your participants need a little incentive, offer small prizes for healthy dishes like “Best Use of Grain” or “Most Creative Fruit and Vegetable Platter.” Below are additional tips to consider to ensuring a healthy and fun potluck event.

- **Request that participants bring recyclable/reusable materials**—not just water cups, but also utensils, serving trays, etc.
- **Label all dishes**. Have post-its or labels available for potluck participants to display the name of their dish and provide a brief description including the key ingredients, in case of allergies and/or dietary restrictions.
- **Make sure participants are aware of food safety standards.** According to CA Retail Food Code, whether food is prepared in the home or bought from a retailer...
- **Host a salad potluck.** Potluck organizers can provide greens, and participants bring in toppings, from garnishes of meat and cheese, heirloom tomatoes, to dressing and sauces. Consider having at least 2-3 different salads (vegetarian and non-vegetarian) if it is a large group. Some fun ingredients can include tofu, sliced fresh fruit (e.g. mango, strawberries, or apple), candied walnuts...
- **Choose a theme.** Similar to a salad potluck, participants can bring in dishes based on a theme inspired by an ethnic cuisine, holiday, etc.
- **Challenge in potlucks are people not having an idea of what to bring** and the cost associated with making a dish for everyone else. A way to make this easier is to bring in cookbooks or recipe books that have a potluck section or have dishes associated with the theme you have chosen.
- **Share recipes.** Potlucks are a great way to build a team environment and to learn about one other’s homemade dishes. At the end of or after the potluck, collect recipes to compile an office cookbook of fun, easy, and healthy recipes for everyone to try at home. The “cookbook” can be a simple word doc or PDF to be distributed electronically.
Potluck Food Safety Guidelines

Help ensure that the food at your potluck is safe by following the food safety guidelines below:

- **WASH HANDS.** Wash hands often to prevent contamination. Always wash hands thoroughly (rubbing hands together with soap and warm water for at least 20 seconds) before handling any food.

- **COOK.** Even though meat may look done, it may not have reached the safe cooking temperature that kills germs. Cook food to the following safe temperatures, and use a food thermometer to make sure it’s done:
  - 160°F for fish, roasts, steak, pork or ground meats like hamburger and sausage
  - 165°F for ground turkey or chicken
  - 180°F for whole poultry, casseroles, and stuffed meats

- **CLEAN.** Wash utensils and surfaces with hot soapy water before and after handling any food. Wipe counters and dip cleaned utensils in a mixture of bleach and water to provide added protection. (Use 1 tsp. bleach + 1 gallon water)

- **CHILL.** Refrigerate or freeze perishables, prepared food and leftovers within 2 hours of preparing or serving.
  - **During preparation:** Take out only the food that you are preparing at that time, leave all other perishables in the refrigerator until you need them.
  - **At the potluck:** Do not leave any food out for more than 2 hours. If possible, use a refrigerator to hold foods until they are ready to be put out, and use ice to keep foods cold on the serving line.

- **SEPARATE.** Keep uncooked meat and poultry separate from other foods during storage and preparation. Use separate cutting boards and utensils to prevent contaminating your cooked and ready-to-eat foods. Always thoroughly wash utensils, platters and cutting boards after they have been use for uncooked meat and poultry.

**ADDITIONAL REMINDERS:**

- If you must transport foods:
  - **Hot foods:** Use a crock pot or other container to keep the food hot or wrap it in foil and heavy towels.
  - **Cold foods:** Use a cooler with ice or freezer packs.

- Keep hot foods at or above 140°F during the event. Use electrical hot holding devices such as Nesco roasters or crock pots.

- If foods were previously cooked and cooled, they should be reheated to at least 165°F before serving.

- All foods should have serving utensils such as spoons, tongs, spatulas, or forks. No one should handle food on the serving table with bare hands.

- If perishable food has been held at room temperature during serving and/or transport for more than 2 hours throw the food away. It may have germs in it that may not be destroyed during reheating.

- Do not let hot foods sit out to cool, refrigerate foods quickly after cooking or serving. Use small, shallow containers and make sure there is room for air to circulate around the food in the refrigerator.
General Tips for Active Meetings

Sitting and listening to presentations meeting after meeting, day after day, can make your participants restless, make it harder for them to pay attention, and leave them feeling drained at the end. Whether you schedule a meeting for 1 hour or 1 full day, incorporating activities that encourage people to get up and move should be part of your meeting agenda. Use the following tips to infuse activity (and energy) into your meetings. Participants who are already active regularly will appreciate the opportunity to keep up their level of activity while attending the meeting. Those who are not usually active will be able to see how easy it is to work physical activity into their day.

- **Pick a meeting location that makes it easy and safe for participants to walk outdoors.** If meeting attendees will be spending the night, look for places where they can walk to dinner, hike, or enjoy other forms of entertainment and physical activity. Include this information in your pre-meeting materials.

- **Provide participants with maps of nearby attractions and walking trails.**

- **Provide incentives for being active.** Hand out forms for participants to keep track of minutes spent being physically active, or hand out pedometers to keep track of number of steps walked. Give prizes for those who are active at least 30 minutes each day of the meeting, or who walks the highest number of steps.

- **Encourage participants to use the stairs** instead of the elevator whenever possible. Place directional signs for the meeting near the stairwells and at the elevators pointing the way to the stairs.

- **Play up-tempo music,** and inspire people to move for 5 to 10 minutes before or during scheduled breaks.

- **If you plan on eating out, find a local restaurant within walking distance.**

- **Some meetings are better held on the go.**
  - Design a simple walking route for one-on-one meetings.
  - Reserve a conference space in another building across campus to encourage employees to walk.
  - Encourage larger groups to get creative – breaking the participants out into groups of 2 and 3 to walk around campus together. The group can meet up at planned stops and either switch partners or reconvene.
Healthy Meetings Checklist

PLANNING HEALTHY MEALS

For this meeting, I’ve:

☐ Done my best to ensure this meal meets OUSD Wellness Policy and nutritional guidelines
☐ Included at least three of the five major food groups—grains, vegetables, fruits, dairy, and meats and beans—in the meal option and at least two of the five in the snack offerings
☐ Included fruits and vegetables
☐ Ordered healthier dessert options
  ☐ Fruit salad or naturally sweet whole pieces of fruit
  ☐ Smaller sweets, like individual chocolates
☐ Made sure that most of the food is low-fat, low-sodium, and/or low-sugar
☐ Requested smaller plates or serving sizes
☐ Requested condiments on the side
  ☐ Salad dressings
  ☐ Sandwich toppings
  ☐ Sauces
☐ Ordered healthy drinks and water
  ☐ Avoided soda and sugary drinks
  ☐ Provided tea as well as coffee
  ☐ Arranged for water to be available and refilled
☐ Asked about or considered dietary restrictions like vegetarian, vegan, low- or no-sugar, or gluten and lactose intolerance
☐ Asked caterers to place nutritional information next to the food being served, with facts like serving size and calorie count

ORGANIZING HEALTHY ACTIVITIES

☐ Scheduled at least one five-minute stretch break for every meeting lasting longer than an hour
  ☐ Simple yoga poses
  ☐ Chair exercises like leg lifts and back twists
  ☐ Arm and body stretching
☐ Arranged for one 15-minute physical activity break during a full-day meeting (in addition to five-minute breaks)
  ☐ Invited an employee wellness champion to lead a brief workout
  ☐ Organized a walk around the building or campus
  ☐ Organized a stair climb
Sample Email for Meeting Planners

As a wellness champion, you’re the first line of health promotion at your site. Use this ready-to-send e-mail to introduce your meeting planners to this healthy meetings toolkit:

Subject: Use these easy, convenient tools to organize your next school meeting

In moving toward a full-service community school district, one of our goals is to create a culture of health—encouraging employees to eat well, move more, make healthy long-term decisions for themselves and their families, and model healthy behaviors for our parent partners and students. It’s a lot easier to make the right choices when we’re supported by a healthy environment, so let’s team up to give our coworkers and community the support they need to be at their best every day.

Meetings are a great opportunity to take a healthy step forward—and a simple way to ease our team into thinking about long-term health. By starting to encourage good habits at your meetings, you can help your coworkers stay more focused and engaged throughout the workday. It can be low-cost, flexible enough for small events, and easy to do. Even just including a quick stretch break at your daily team meeting is a healthy start.

Visit the Healthy Meeting Toolkit [link to OUSD wellness site] to learn more and to download these practical tools:

- **Healthy Meetings Checklist**—your quick guide to healthy foods and activities
- **General Tip Sheets**—a handy resource for helping you order snacks and meals and promote active meetings
- **Healthy Catering Options**—a list of healthy menu options from OUSD Nutritional Services and local vendors

When planning your next meeting or conference—or even conference call—use these tools to create an environment that will help your coworkers feel healthier and more energized so they can perform their best. Thank you for taking such a central role in supporting the overall health and well-being of our team!

Sincerely,

Adapted from Kaiser Permanente Workforce Health Resource Center: [https://businessnet.kp.org/health/plans/ca/workforcehealth/resourcecenter/doityourself](https://businessnet.kp.org/health/plans/ca/workforcehealth/resourcecenter/doityourself)
## Healthy School Potluck Sign-Up Sheet

### Appetizers/Snacks (2 items max)
- Vegetables with low-fat dip
- Cheese & whole grain crackers
- Sliced fruit
- Other:

### Side Dish (2 items max)
- Salad with low-fat dressing on the side
- Whole grain bread/rolls
- Other:

### Main Dish (3 items max)
- Chicken or Turkey dish
- Vegetarian/Fish dish
- Salad entrée with protein
- Other:

### Dessert (2 items max)
- Banana, pumpkin or zucchini bread
- Sliced fruit with chocolate dip
- Other:

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**Potluck Theme:**

**Potluck Date:**

**Location:**

**Notes:** Water and cups will be available, however we encourage you to bring your refillable water bottle if you have one!
Additional Resources & References

Information provided in this toolkit was adapted from the following resources:

**American Cancer Society. Meeting Well: A Tool for Planning Healthy Meetings and Events**
http://www.ACSWorkplaceSolutions.com/

**Kaiser Permanente. Workforce Health**
https://businessnet.kp.org/health/plans/ca/workforcehealth

**CA Department of Public Health. California Fit Business Kit**
http://www.cdph.ca.gov/programs/cpns/Pages/WorksiteFitBusinessKit.aspx

**Madison & Dane County Department of Public Health. School Potluck Food Safety**

**CDC Healthier Worksite Initiative**
http://www.cdc.gov/nccdphp/dnpao/hwi/index.htm

**CDC Motivational Signs for the Office - Walking, Using the Stairs**
http://www.cdc.gov/nccdphp/dnpao/hwi/toolkits/stairwell/motivational_signs.htm

For questions or suggestions to improve this toolkit, please contact Michelle Oppen, Program Manager, Coordinated School Health at michelle.oppen@ousd.k12.ca.us