

# 2020 School Nutrition Summer Training

The Bureau of Nutrition and Health Services and Iowa State University Extension and Outreach will be offering several informative workshops this summer for school nutrition employees. Workshops will be held **at several locations**, be sure to read locations described below. The Scheman Building is on the Iowa State University campus in Ames at the Iowa State Center. The FFA Enrichment Center and the Iowa Culinary Institute are located at the DMACC campus in Ankeny.

- June 9 **Food Safety in Schools** Scheman Building, Iowa State University, Ames
- June 10 **Procurement 101 – Morning and Procurement 102 Afternoon** Scheman Building, Iowa State University, Ames
- June 11 **Financial Management for Managers** Scheman Building, Iowa State University, Ames
- June 18 **Culinary Skills for Healthy Meals** NewBo/Kirkwood Culinary, Cedar Rapids
- July 27 – 31 **Orientation to School Nutrition Management** Des Moines - Location to be determined
- August 5 **Healthy School Meals** FFA Enrichment Center, DMACC Campus, Ankeny
- August 6 **Manager Update** FFA Enrichment Center, DMACC Campus, Ankeny
- August 11 **Culinary Skills for Healthy Meals** Iowa Culinary Institute, DMACC Campus, Ankeny

**Registration fees include lunch, breaks, and training materials.**

**Registration deadlines are listed for each workshop.**

**Please REGISTER EARLY! Classes are limited to space availability and spaces may fill up quickly!**

Online registration is available at <https://www.regcytes.extension.iastate.edu/schoolfoods/>

For specific questions about registration, call 515-294-6222 or [registrations@iastate.edu](mailto:registrations@iastate.edu).

Classes may be cancelled if minimum number of registrants are not met by deadlines – see class descriptions. Review the cancellation policy listed below.



## Food Safety in Schools

**Date: Tuesday, June 9, 2020**

**Registration deadline: May 31, 2020**

**Training Time:** 8:00 - 4:00 Check in begins at 7:30 am

**Who Should Attend:** Managers, Directors, HACCP Team Members

**Location:** Scheman Building, Iowa State University, Ames

**Cost:** \$50

**Description:** Presented by Anirudh Naig, Iowa State University Extension Food Safety Specialist, registrants will learn ways to enhance food safety in their schools. Registrants should have basic knowledge of food safety standards and sanitation principles and familiar with the food safety plan at their schools. Ideally, registrants have earned ServSafe® Certification. The workshop is an opportunity to review fundamentals of HACCP and a sample food safety plan.

### Learning Objectives:

- Review foundation knowledge about HACCP and the USDA Guidelines for the Process Approach to HACCP.
- Evaluate current food safety programs and receive technical assistance in improving your district's food safety plan from ISU Food Safety Experts and Bureau Consultants.

**Professional Standards Key Area:** Operations 7 hours

**What to Bring:** Your district's current food safety/ HACCP plan, recipes, Standard Operating Procedures (SOPs), employee manual and/or examples of monitoring forms.

**Minimum Class Size:** 25 **Maximum Class Size:** 50



## Procurement 101

**Date:** Wednesday, June 10, 2020

**Registration Deadline:** May 31, 2020

**Time:** 8:00 - 11:30 am Check in begins at 7:30 am

**Who Should Attend:** School Nutrition Directors, Managers, Supervisors, School Business Officials involved in procurement decisions

**Location:** Scheman Building, Iowa State University, Ames

**Cost:** No Cost *Lunch is on your own*

**Description:** Keerti Patel, Consultant will lead a workshop reviewing fundamentals of an effective procurement system.

### Learning Objectives:

- Review your written School Procurement Plan and Code of Conduct with Bureau Consultants.
- Manage School Food Authority's (SFA) procurement responsibilities as a member of a Group Purchasing Organization (GPO).

**Professional Standards Key Areas:** Purchasing/Procurement (2400) 3.5 hours

**What to Bring:** Your district's purchasing/bidding policy (found in 700 series), most recent Procurement Plan and Code of Conduct, vendor paid list from school year 2019 – 2020. You are welcome to bring a laptop instead of hard copies.

**Minimum Class Size:** 25      **Maximum Class Size:** 50



## Procurement 102

**Date:** Wednesday, June 10, 2020

**Registration Deadline:** May 31, 2020

**Time:** 1:00 - 4:30 pm Check in begins at 12:30 pm

**Who Should Attend:** School Nutrition Directors and Business Officials

**Location:** Scheman Building, Iowa State University, Ames

**Cost:** No Cost *Lunch is on your own*

**Description:** Take your understanding of procurement regulation to the next level and determine what you can and cannot purchase and the proper procedure to follow.

### Learning Objectives:

- Examine solicitation documents.
- Review best practices for informal procurement. Review how to use the Small Purchase template, including how to write terms and conditions.
- Discuss advantages and disadvantages of different contract types.

**Professional Standards Key Areas:** Purchasing/Procurement (2400) 3.5 hours

**What to Bring:** Your district's most recent Procurement Plan, vendor paid list from school year 2019 – 2020, and one Small Purchase solicitation document, vendor response evaluation, and contract – *if any* – for one procurement event from SY2019-2020.

**Minimum Class Size:** 25      **Maximum Class Size:** 50

## **NEW! Financial Management for Managers**

**Date:** Thursday, June 11, 2020

**Registration Deadline:** May 31, 2020

**Time:** 8:00 – 3:00 pm Check in begins at 7:30 AM

**Who Should Attend:** Managers, Site-Based Supervisors

**Location:** Scheman Building, Iowa State University, Ames

**Cost:** \$50



**Description:** Presented by the Institute of Child Nutrition, this workshop is designed for **site-based managers and supervisors**. Participants receive instruction program cost and revenue, security practices to protect financial integrity, budget management, increasing productivity and decreasing waste and staff responsibility for sound financial practices.

### **Lesson Topics Include:**

- financial management
- production records
- forecasting
- menu item costs
- product screening
- inventory controls
- meal equivalents
- labor costs

**Professional Standards Key Areas:** Administration - 3000 6 hours

**Minimum Class Size:** 20

**Maximum Class Size:** 40

## **Culinary Skills for Healthy Meals**

**Thursday, June 18, 2020** Location: New Bo/Kirkwood Culinary, Cedar Rapids

**Tuesday, August 11, 2020** Location: Iowa Culinary Institute, DMACC Campus, Ankeny



**Training Time:** 9:00 – 3:00 Check-in starts at 8:30 am

**Who Should Attend:** Production Kitchen Staff

**Cost:** \$50

**Description:** An introductory culinary skills training specifically for school nutrition. Led by Brenda Windmuller, Chef and Consultant with the Bureau of Nutrition. Participants will observe and practice basic culinary skills with an opportunity to prepare a nutritious and appealing meal meeting meal pattern requirements. Note: Space limited to 12. Registration deadline is two weeks prior to each class.

### **Learning Objectives:**

- Understand the five step process for preparing quality meals.
- Demonstrate proper knife skills.
- Understand the importance of using standardized recipes.
- Discuss how to apply mis-en-place for preparing recipes and discuss safe food handling practices when preparing food.
- Discuss whole grain requirements and learn how to season food with less salt.
- Identify the 5 required meal pattern components.
- Learn how to creatively incorporate the 5 vegetable sub-groups into menus.

**What to Bring:** Hair net or hat, kitchen safe shoes

**Professional Standards Key Areas:** Nutrition, Operations 6 hours

**Minimum Class Size:** 10

**Maximum Class Size:** 12

## **NEW! Orientation to School Nutrition Management**

**Date:** Monday–Friday, July 27–31, 2020

**Space is limited**

**To register:** contact [Carrie.Scheidel@iowa.gov](mailto:Carrie.Scheidel@iowa.gov)

**Training Time:** 8:00–4:00 Check-in begins at 7:30

**Who Should Attend:** Newer (3 years or fewer) foodservice directors, managers, head cooks.

**Location:** in the Des Moines metro area – to be determined soon

**Cost:** No Cost – *Lunch will be on your own*

**Description:** A 4.5-day training will provide an overview of the management components of school nutrition programs. Presented by the Institute of Child Nutrition (ICN).

### **Lessons topics:**

Program Accountability, Integrity and the Role of School Nutrition Director

Food Production and Operation Management USDA

Foods

Meal Pattern

Special Needs

Customer Service, Merchandising and Food

Presentation

Federal Regulations

Farm to School: An Introduction

Financial Management

Procurement and Inventory Management

Human Resource Management

Marketing School Nutrition Programs

Food Safety Essentials

Work Place Safety and Emergency Preparedness

**Professional Standards Key Areas:** Nutrition, Operations 30.5 hours

**Minimum Class Size:** 20      **Maximum Class Size:** 40

## **School Meal Pattern Essentials**

*(formerly called Healthy School Meals)*

**Date:** Wednesday, August 5, 2020

**Registration Deadline:** July 29, 2020

**Training Time:** 8:00 am – 5:00 pm Check-in begins at 7:30 am.

**Who Should Attend:** School food service persons involved with and responsible for planning, directing the service of and documenting meals offered to students in schools. **New Directors: consider the Orientation to School Nutrition Management July 27 – 31, 2020.**

**Location:** FFA Enrichment Center, DMACC Campus, Ankeny

**Cost:** \$50

**Description:** This workshop will increase your knowledge and provide practical tips for planning and delivering menus that meet school nutrition meal pattern requirements and students' expectations.

### **Learning Objectives:**

- Learn meal pattern requirements for the National School Lunch Program and School Breakfast Program.
- Review school nutrition menu planning process and be able to: determine meal components: use standardized recipes; complete food production records properly; and practice using the Food Buying Guide.
- Identify documentation needed for school meal programs.

**What to Bring:** Please bring: 2 weeks of menus and Food Production Records

**Professional Standards Key Areas:** Nutrition, Operations 8 hours

**Minimum Class Size:** 20





## Manager Update: SMILE School Meals Improve Learning Environments

**Date:** Thursday, August 6, 2020

**Registration Deadline:** Thursday, July 30, 2020

**Training Time:** 8:00 - 4:00 pm Check-in begins at 7:30 am

**Who Should Attend:** School Meal Program Managers and Directors

**Location:** FFA Enrichment Center, DMACC Campus, Ankeny

**Cost:** \$75

**Description:** Join the Bureau of Nutrition and Health Services for current issues in school nutrition. Our theme for 2020 is highlighting the critical importance of nutrition to learning. Keynote speaker will be Dayle Hayes, MS, RD. Dayle is an award-winning child nutrition expert dedicated to making school environments healthy for students and staff. She started "School Meals that Rock" online platform. Learn ways to utilize social media to promote your school nutrition program. Explore culinary ideas and trends to increase participation for teens and the older student market. The Bureau of Nutrition will present an annual update to keep you informed.

**Professional Standards Key Areas:** Nutrition, Operations, Marketing & Communication 7 hours

**Minimum Class Size:** 40      **Maximum Class Size:** 200

## Iowa School Breakfast Summit

**Date:** Friday, August 7

**To register:** contact [Carrie.Scheidel@iowa.gov](mailto:Carrie.Scheidel@iowa.gov)

**Who Should Attend:** Teams of school stakeholders are encouraged to attend: School Nutrition Directors, School Administrators, Teachers, School Nurses, Guidance Counselors, Community Partners, etc.

**Location:** Central Iowa – Location to be determined

**Cost:** No cost *Lunch is on your own*

**Description:** Opportunity to learn more about school breakfast expansion strategies through informational sessions and a panel showcasing schools that have successfully increased their breakfast participation through innovative strategies. Dayle Hayes will deliver the keynote address focusing on the learning connection to school meals and academic success. Teams of school stakeholders are encouraged to attend.

**Professional Standards Key Areas:** Nutrition, Operations, Marketing & Communication 6 hours

**Minimum Class Size:** 40      **Maximum Class Size:** 200



**Questions?** For program content, contact [jean.easley@iowa.gov](mailto:jean.easley@iowa.gov), or call (515) 360-5149.

For registration questions, contact Registration Services at (515) 294- 6222 or [registrations@iastate.edu](mailto:registrations@iastate.edu).

### Registration Instructions:

- Send a separate check or money order for each class, to Registration Services, Iowa State University, 1601 Golden Aspen Drive, Suite 110, Ames, IA 50010 Tel: 515-294-6222.
- Payment by Purchase Order is welcome; however, your registration is not paid in full until your business office has mailed a check for payment.
- Questions regarding receipt of payment can be directed to Registration Services.

- Be sure to list the participant's name and **direct email address**. Workshop information and reminders are communicated by email.
- Please remind registrants to confirm with school offices on prepayment before driving to workshops. **Only those with accounts paid in full will be allowed to participate in the workshops.**
- Classes are subject to space availability and may be cancelled if minimum number of registrations is not received by the stated deadline. If a class cancels due to low numbers, your registration fee will be returned in full.

**Cancellation Policy:**

There will be a \$15.00 processing fee retained for cancellations made by registrants. If cancellation occurs less than one week prior to the class, **there will be no refund**, however, substitutes are welcome. Supplies are ordered and materials prepared based on confirmed number of paid registrants on date of registration deadline. Therefore, costs associated with attendance are still incurred. Please contact Registration Services prior to the workshop if an emergency situation arises that prevents a registrant from attending, such as illness or death in family. Workshop organizers will work with participants with these situations on a case by case basis. Please contact Registration Services at [registrations@iastate.edu](mailto:registrations@iastate.edu) or 515 294 6222 with date of cancellation and name of substitute if necessary.