School Summer Short Courses and Workshops 2013

The Bureau of Nutrition and Health Services and Iowa State University Extension will be offering seven workshops this summer. We will start off in June with **Manager's Update** slated for June 13^{th} – immediately following the SNA Iowa Conference held in Ames at Scheman June 11^{th} and 12^{th} . Manager's Update will focus on the new School Breakfast Program regulations, the work of the Center of Excellence for School Food Safety Research housed at Kansas State University, and the new Bureau school review elements.

The following week we focus on food safety. On June 18th, the food safety certification course developed by the National Restaurant Association Educational Foundation and recognized by the Conference on Food Protection, ServSafe®, will be offered. Participants will sit for the certification exam at the end of the day. Iowa regulations require the person in charge of foodservice operations to have demonstrated knowledge of food safety principles; ServSafe® certification is one way to demonstrate this knowledge. Certificates are valid for five years. On June 19, a new course, Produce Safety, will be offered through Iowa Team Nutrition. Bureau Nutrition Consultants and School Foodservice Directors who have previously attended Produce Safety University, sponsored by the National Food Service Management Institute and USDA, will present an interactive workshop on how to purchase, receive, store, prepare, and serve fresh produce. On Thursday, June 20th, the Process Approach to HACCP will be the workshop topic. HACCP 101 is an interactive workshop that will provide an opportunity for school foodservice managers to review and evaluate their district's food safety plans. This workshop is facilitated by a food safety expert from Iowa State University and Bureau Consultants.

On June 25th and June 26th and half of the day, June 27th, we will host the **Procurement Workshop** facilitated by the National Food Service Management Institute (NFSMI). Managers and others involved in purchasing and receiving of products should attend this workshop to gain a better understanding of correctly obtaining food and services with Federal money.

On July 9-10, the **Financial Management Seminar** will again be available for foodservice managers/directors, school business officials, and others involved in financial decisions. Participants will determine how to manage the costs of operating a school food service program and will receive NFSMI-developed materials including a manual with case studies and step-by-step helpful formulas.

This year, we combine the **Healthy School Meals Workshop**, scheduled for July 30 and 31st with **New Managers Orientation** on August 1st. New Managers should plan to attend all three days. Those who have previously attended New Managers' Orientation can opt to attend only the Healthy School Meals portion of the workshop. This workshop is interactive, with participants engaging in planning, serving, and documentation of healthy school meals following the guidance materials developed by USDA and other resources available to schools. The new meal regulations will be incorporated into participant activities in all three days. Those who will be undertaking new supervisory responsibilities or persons fairly new to kitchen or program management will be especially interested in the final day of the three, where we will detail the basics of running a child nutrition program. This workshop is offered at a discounted rate--\$150 for three full days of training. If you do not plan to stay for the New Manager Orientation portion of the three days, the registration fee for the first two days is \$125.

The **Food Buying Guide Workshop** will not be held this year. Online instructional materials are available, and a new online calculator can be accessed by clicking on the title at http://teamnutrition.usda.gov/.

Please read the descriptions below for more information, and register for each workshop as directed. The following list describes the content, the intended audience, cost, timeframes, and locations. Continuing Education Units requested from School Nutrition Association are also noted. Each member of SNA should submit their own portfolio. See information at http://www.schoolnutrition.org/CareerEducation.aspx

Online registration is available at www.cpm.iastate.edu/schoolfoods. Please contact Sandra Fiegen, Sandra.fiegen@iowa.gov or call 319-377-1898 for more information.

If you have difficulties or are unable to register online, please call Registration Services at 515-294-6222 or email <u>registrations@iastate.edu</u>. They will work with you to complete the registration process within the deadlines for each workshop. There will be no guarantee of your acceptance with a late registration.

Other registration details:

- The registration fee includes all breaks, meals, and training materials.
- There will be a \$15.00 processing fee retained for cancellations. If cancellation occurs less than one week prior to the class, there will be **no refund but substitutes are welcome.** Be sure to note the name of the contact person with registration services, date of cancellation, and name of substitute if circumstances require this action.
- Send a separate check for each class.
- NEW Policy! Make check or money order payable to Iowa State University PRIOR to the scheduled workshop. Only those with accounts paid in full will be allowed to participate. Those who have registered but for whom payment is not received will not be able to participate. Checks may be written at the door if needed. Unnecessary delays in receiving workshop fees past years have led to this change in policy. A confirmation of payment will be available at registration. Questions regarding receipt of payment can be directed to Scheman Registration Services.
- Send check or money order to Registration Services, Iowa State University, 1601 Golden Aspen Drive, Suite 110, Ames, IA 50010 Tel: 515-294-6222. Please call if attempting to register late. There will be no guarantee of your acceptance with a late registration.
- Classes are subject to space availability and may be cancelled if the minimum number of registrations is not received by the deadline. If a class is cancelled due to low numbers, you will not be charged the processing fee mentioned above.

<u>The registration and payment deadlines are important</u> because classes are planned based on these confirmed registrations. Meals are ordered for which there is no reimbursement. In addition, some classes may have limited enrollment or be cancelled if not enough enroll. <u>Please Register Early!!</u> If you believe you have new staff that will be coming, please hold a space under the school name with a contact so that materials can be prepared for them.

REGISTRATION DEADLINE FOR MANAGER'S UPDATE AND SERVSAFE® is June 1, 2013 (to allow time to mail materials and book to participants for ServSafe® and prepare materials for Manager's Update)

Class: Manager's Update

Date: June 13, 2013

Time: Registration at 8:00 AM Class from 8:30-4:00

Location: Scheman Building, Iowa State University

Cost: \$75 includes lunch, materials and break

Audience: All managers and directors

Description: This course will highlight the new School Breakfast Program regulations, other questions and answers surrounding the Child Nutrition Reauthorization regulations, the Center of Excellence for School

Food Safety Research, and the new Bureau review elements to be implemented in the fall.

SNA CEU's: 6*

Minimum Class Size: 40 (class may be cancelled if less than 40 enroll)

Maximum Class Size: 120

Class: Food Safety - ServSafe® Certification Course

Date: June 18, 2013

Time: Registration at 7:30 AM

Class from 8:00-4:00, Certification Exam from 4:00 – 5:30 PM

Location: Scheman Building, Iowa State University

Cost: \$140 includes lunch, breaks, ServSafe® Coursebook and testing materials.

Audience: School foodservice directors, managers and supervisors as well as staff involved in food production should attend. This course is an excellent way to become recertified if your current certification has expired. Course information is based on *Food Code 2005 and Food Code 2009*.

Description:

Food Code 2009 will likely be adopted by the state of Iowa in the near future. Participants will learn about safe practices as food flows through a foodservice related to handling and cleaning and sanitizing. ServSafe® Course books will be sent to registered participants prior to the workshop. It is expected these are reviewed prior to the session. Participants must bring their books to the workshop as the certification exam answer form is included in the book. There will be NO extra books or exam answer forms at the workshop for those who have forgotten. The exam time cannot be changed.

SNA CEU's: 6*

Minimum Class Size: 20 (class may be cancelled if less than 20 enroll).

Maximum Class Size: 50

**REGISTRATION DEADLINE FOR PRODUCE SAFETY AND HACCP 101 is June 12, 2013.

Class: Produce Safety

Date: June 19, 2013

Time: Registration at 8:00 AM Class from 8:30-4:00

Location: Scheman Building, Iowa State University

Cost: \$35 includes lunch, break, and materials (Mileage reimbursement will be offered through Team

Nutrition)

Audience: School foodservice directors, managers and supervisors as well as staff involved in food production should attend. This course will provide instruction on how to purchase and safely receive fresh produce into the school meals program.

Description: The workshop will help school foodservice practice writing fresh produce specifications, and identify and alleviate food safety risks, while increasing the introduction of fresh produce purchased from traditional suppliers, direct from farmers, through the DoD Fresh Program, as well as produce grown in school gardens.

SNA CEU's: 6*

Minimum Class Size: 25 Maximum Class Size: 80

Class: Food Safety- HACCP 101

Date: June 20, 2013

Time: Registration at 8:00 AM Class from 8:30-4:00

Location: Scheman Building, Iowa State University **Cost**: \$75 includes lunch, materials and break

Audience: Persons in charge of school meals program and district HACCP team members

Description: This course will review foundation knowledge about HACCP and the USDA Guidelines for the Process Approach to HACCP. Registrants should have basic knowledge and understanding of food safety standards and sanitation principles and implemented prerequisite programs in their districts. Ideally, registrants have earned ServSafe® Certification or taken the class. This course will also provide an opportunity for participants to evaluate current district food safety programs and receive technical assistance with fine tuning their district's food safety plan from Bureau Consultants and ISU Food Safety Experts. Participants should bring their district's current food safety plans, recipes, SOPs, employee manual, and examples of monitoring forms. It is suggested that districts register all or several members of the HACCP team in this workshop.

SNA CEU's: 6*

Minimum Class Size: 20 (class may be cancelled if less than 20 enroll)

Maximum Class Size: 50

**REGISTRATION DEADLINE FOR FIRST CHOICE PROCUREMENT WORKSHOP is June 17, 2013.

Class: First Choice Procurement Workshop

Date: June 25, 26 and 27, 2013 Time: Registration at 8:00 AM June 25

Class from 8:30-4:30 on June 25 and 26, from 8:30-12:00 on June 27

Location: Scheman Building, Iowa State University **Cost**: \$125 includes 2 lunches, materials and breaks

Audience: Directors and others in the district responsible for purchasing goods and services for school

nutrition programs

Description: This course is facilitated by the National Food Service Management Institute (NFSMI). First Choice: A Purchasing Systems Manual materials will be given to each participant. Managers and others involved in purchasing and receiving of products should attend this workshop to gain a better understanding of correctly obtaining goods and services with Federal Child Nutrition funds.

SNA CEUs: 12*

Minimum Class size: 25 (class may be cancelled if less than 25 enroll)

Maximum Class Size: 40

**REGISTRATION DEADLINE FOR FINANCIAL MANAGEMENT WORKSHOP is July 1, 2013.

Class: Financial Management Seminar

Date: July 9-10, 2013

Time: Registration at 7:30 AM July 9 Class from 8:00-4:00 both days

Location: Scheman Building, Iowa State University **Cost:** \$ 125 includes lunches, breaks and materials

Audience: School foodservice and other district staff involved in the financial aspects of the districts' school meals program, such as foodservice directors or managers, superintendents, business managers, or board secretaries.

Description: Participants will have an opportunity to examine financial elements of effective food service management, and an information system to organize and analyze the school's foodservice financial data. Other areas to be covered include:

- ➤ Communicating the Importance of Effective Management
- ➤ Revenue Sources by Category
- > Expenditures Sources by Category
- > Accountability in Financial Reporting
- ➤ Using Financial Reports to Analyze Program Efficiency
- ➤ Forecasting Revenue and Expenditures

SNA CEU's: 12*

Minimum Class Size: 20 (class may be cancelled if less than 20 enroll)

Maximum Class Size: 40

**REGISTRATION DEADLINE FOR HEALTHY SCHOOL MEALS WORKSHOP AND NEW MANAGER'S ORIENTATION WORKSHOP is July22, 2013.

Class: Healthy School Meals Workshop

Date: July 30 and 31, 2013

Time: Registration at 8:00 AM July 30 Class from 8:30-4:00 both days

Location: Scheman Building, Iowa State University **Cost**: \$125 includes lunches, breaks and materials

Audience: School foodservice persons involved with and responsible for planning, directing the service of meals, and documenting the meals offered to students in schools. You should not register for this class if you are a New Manager (see New Manager's Orientation July 30-Aug 1 below).

Description: This workshop is planned to be hands-on as much as possible with learning how to use the tools and required documentation in your kitchen. We will re-write recipes and menus, discuss healthy ingredients in recipes and healthy menu items, look at what meal analysis proves about overall meal planning, and practice filling out production sheets. You will learn how to use the resources available to you in your kitchen to plan meals that meet nutrient targets, Dietary Guidelines and Wellness Policy targets. **Please bring your copy of the Food Buying Guide from your school, two weeks of menus, and a sample of your production record form.**

Minimum Class Size: 20 (class may be cancelled if less than 20 enroll)

Maximum Class Size: 75

SNA CEU's: 12*

Class: New Manager's Orientation

Date: July 30, 31 and August 1, 2013

Time: Registration at 8:00 AM July 30

Class from 8:30-4:00 on July 30 and 31, and 8:00-4:30 on August 1

Location: Scheman Building, Iowa State University **Cost:** \$150 includes lunches, breaks and materials

Audience: Foodservice managers with less than 3 years experience or others new to supervision in child

nutrition programs.

Description: New managers will be provided National School Lunch Program, School Breakfast Program, and snack program guidance specific to management functions. The current program regulations will be explained. The new manager will learn how to apply foodservice principles and procedures for menu planning. Completion of production records and other necessary paperwork will be taught. Food Safety and Wellness Policies will be reviewed; for more in-depth training on food safety, please attend the June 18 ServSafe® workshop noted above. As a foundation course, ServSafe® will help you understand why food safety is important. The day-long HACCP course offered June 20 will cover the details of HACCP requirements. The New Manager's Orientation Workshop will not cover either of these topics in-depth.

Please bring your copy of the Food Buying Guide from your school, two weeks of menus, and a sample of your production record form.

SNA CEU's: 18*

Minimum Class Size: 20 (class may be cancelled if less than 20 enroll)

*Number of anticipated CEUs