School Nutrition
Summer Short Courses 2016

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 staff. Many workshops will be held at the Scheman Building, located on the Iowa State University campus at the Iowa State Center, Lincoln Way, Ames, Iowa. Please note Manager’s Update will be held in Coralville following the School Nutrition Association meeting.

- Manager’s Update
- Financial Management
- ServSafe® Certified Food Protection Manager Course
- HACCP 101
- Smarter Lunchroom
- New Manager Orientation
- Healthy School Meals

Registration fees include lunch and break refreshments, and training materials. Please Register Early! Classes are “first come, first serve” and limited to space availability. Spaces fill up! Registration deadlines are listed for each workshop.

Online registration is available at http://register.extension.iastate.edu/schoolfoods
Contact Registration Services at 515-294-6222 or registrations@iastate.edu with any questions about registration.
Classes may cancel if there are not enough participants as noted in class descriptions. Cancellation policy is listed below.

Manager’s Update
Date: Thursday, June 16, 2016
Registration Deadline: June 9, 2016
Training Time: 8:30 - 4:00  Check-in begins at 8:00 am
Who Should Attend: School Meal Program Managers and Directors
Location: Brown Deer Golf Club Facility, 1900 Country Club Drive, Coralville, Iowa
Located one mile north of Marriott in Coralville where School Nutrition of Iowa (SNAI) is meeting. Check SNAI website for more information.
Cost: $85
Description: Learn what’s new with school nutrition programs. Conveniently scheduled following the School Nutrition Association Conference in Coralville.

Learning Objectives:
- Review approaches to reduce food waste in your school meal program.
- Learn strategies to effectively train your staff and keep Professional Standards up-to-date.
- Keep informed of expectations regarding Procurement.
- Explore examples of how herbs, seasonings and fresh ingredients can create both interest and good nutrition.
- Hear creative ways districts are generating participation with their programs while meeting nutrition regulations.
- Discover what is happening with school health and wellness policies across Iowa.

Key Areas: Nutrition, Operations, Marketing & Communication  
SNA CEU’s: 6*  
Minimum Class Size: 40  Maximum Class Size: 200

Financial Management Seminar - Now One Day!
Date: Tuesday, June 21, 2016
Registration Deadline: June 13, 2016
Training Time: 8:00-4:30  Check-in begins at 7:30 am
Who Should Attend: School foodservice Directors, Managers, Superintendents, Business Managers and other district staff involved in financial aspects of school meal programs.
Location: Scheman Building, Iowa State University, Ames, Iowa
Cost: $75
Description: Participants will examine financial elements of effective food service management and learn tips to organize and analyze the school’s foodservice financial data.

Learning Objectives:
- Recognize the importance of financial management to program integrity.
- Demonstrate use of financial records and reports consistent with federal, state and local policies.
- Use revenue and expenditure data and other financial management tools and standards for program evaluation and improvement.
- Interpret the benefits of budgeting and other financial information as they relate to school nutrition programs.

Key Area: Operations (3300) Financial Management  
SNA CEU’s: 6*  
Minimum Class Size: 20 (class may be cancelled if fewer than 20 enroll)  
Maximum Class Size: 40
ServSafe® Certification Course

Date: Tuesday, June 21, 2016
Registration Deadline: June 1, 2016 - Allows time to mail your ServSafe® study materials!
Training Time: 8:00 - 4:00  Check-in begins 7:30 am
Certification Exam from 4:00 – 5:30 pm
Who Should Attend: School foodservice directors, managers, supervisors, staff involved in food production.
Location: Scheman Building, Iowa State University, Ames, Iowa
Description: Regulations require at least one employee be a Certified Food Protection Manager. ServSafe® Certification program is approved by the Conference on Food Protection as meeting this requirement. ServSafe® certificates are valid for five years. Renew yours if it has expired!
Cost: $150 includes lunch and breaks, ServSafe® Resource Book, testing materials and administration.
Learning Objectives:
- Learn current best practices related to safe handling as food flows through a foodservice including staff health and hygiene, temperature controls, and cleaning and sanitizing.
- Learn how to create a culture of food safety.
- Receive a ServSafe® book sent prior to the workshop. It will be mailed to the registered participant mailing address provided. It is expected the book will be read prior to workshop.
- Complete the Certification Exam.
What to Bring*:
- ServSafe® Book (exam answer form is included in each book).
- Photo Identification required.
Key Area: Operations (2620) Food Safety  SNA CEU’s: 6*
Minimum Class Size: 20 (class may be cancelled if fewer than 20 enroll)
Maximum Class Size: 50

*Please do not forget to bring your ServSafe® book! No extra books or exam answer forms will be available at the workshop. To comply with proctoring requirements, participants must show a photo ID prior to exam administration.

HACCP 101 - Food Safety Plan

Date: Wednesday, June 22, 2016
Registration deadline: June 14, 2016
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, Iowa
Cost: $75
Description: Registrants should have basic knowledge of food safety standards and sanitation principles and have a food safety plan in place. Ideally, registrants have earned ServSafe® Certification.
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.

Key Area: Operations (2610) Food Safety & HACCP SNA CEU’s: 6*
What to Bring: Your district’s current food safety plan, recipes, SOPs, employee manual and/or examples of monitoring forms.
Minimum Class Size: 20
Maximum Class Size: 50

Smarter Lunchroom Workshop
Date: Thursday, June 23, 2016
Registration Deadline: June 16, 2016
Time: 8:00 - 4:00  Check-in begins at 7:30 am
Who Should Attend: School Foodservice Directors, Managers, Supervisors, Foodservice Staff
Location: Scheman Building, Iowa State University, Ames, IA
Cost: $40
Description: A smarter lunchroom is one that nudges kids towards nutritious foods. The Smarter Lunchroom applies research-based principles that lead children to make healthy choices when provided with the full spectrum of choice. Smarter Lunchroom techniques focus on specific aspects of school meals. The hands-on workshop will be presented by Cornell Center for Behavioral Economics in Child Nutrition Programs, sponsored by Iowa Team Nutrition.
Learning Objective:
- Learn no-cost to low-cost solutions to increasing participation and decreasing waste.
- Identify three changes you can make in your cafeteria that will promote healthy food choices.
- Select several 10-minute Smarter Lunchroom trainings that you can provide for your foodservice staff.

Key Areas: Communication and Marketing (4160) Smarter Lunchrooms Techniques SNA CEU’s: 6*
Minimum Class Size: 20
Maximum Class Size: 100
New Manager Orientation  
**Date:** Tuesday, July 19 through Thursday, July 21, 2016  
**Registration Deadline:** July 12, 2016  
**Training Time:** 8:00-4:00  
**Check-in begins at 7:30 am**  
**Who Should Attend:** Newer food service directors (3 years, or fewer), managers, head cooks.  
**Location:** Scheman Building, Iowa State University, Ames, Iowa  
**Cost:** $125  
**Description:** New to managing school nutrition programs? This three day “basic training” will provide guidance regarding the National School Lunch Program and School Breakfast Program. On the 1st day, New Managers meet separately then join others for Healthy School Meals workshop on 2nd and 3rd days (registration information below).  
**Learning Objectives:**  
- Learn regulations for the National School Lunch and Breakfast Program.  
- Apply Food Service Principles for Menu Planning.  
- Complete Food Production Records accurately.  
- Review Food Safety, Procurement, Wellness Policies.  
**Note:** For more in-depth training on food safety, please attend ServSafe® and/or HACCP. The New Manager Workshop will not cover these topics in-depth.  
**What to Bring:** Please bring your copy of the Food Buying Guide from your school, either electronically or the manual, two weeks of menus, and a sample of your production record form  
**Key Areas:** Nutrition (1000) Operations (2100)  
SNA CEU’s: 18*  
**Minimum Class Size:** 20  
(class may be cancelled if fewer than 20 enroll)

Healthy School Meals  
**Date:** Wednesday - Thursday, July 20 - 21, 2016  
**Registration Deadline:** July 12, 2016  
**Training Time:** 8:00-4:00  
**Check-in begins at 7:30 am**  
**Who Should Attend:** School food service 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, instead (see New Manager’s Orientation July 19-21, above).  
**Location:** Scheman Building, Iowa State University, Ames, Iowa  
**Cost:** $100  
**Description:** A training to increase knowledge and improve practical ability to plan menus that meet meal pattern requirements.  
**Learning Objectives:**  
- Plan menus that meet meal pattern requirements for the National School Lunch Program and School Breakfast Program.
• Complete accurate Food Production Records along with other regulations relating to the school meals program.
• Understand CN labeling, product formulation statements and how to credit components for school meal pattern.
• Practice in standardizing recipes, using the Food Buying Guide and determining components.

**What to Bring:** Please bring your copy of the Food Buying Guide from your school, two weeks of menus, and a sample of your Food Production Record form.

**Key Areas:** Nutrition (1000) Operations (2100)  SNA CEU’s: 12*

**Minimum Class Size:** 20 (class may be cancelled if fewer than 20 enroll)
**Maximum Class Size:** 75

*Number of anticipated CEUs

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**Program Content Questions:**
Jean Easley, jean.easley@iowa.gov, or call (515) 281 – 5356 for more information on workshop content.

**Registration Questions:**
Call Registration Services at (515) 294 – 6222 or email 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.
• Be sure to list participant name and direct mailing address. Workshop information is mailed directly to mailing address provided. Participant may not receive important information if the district address is used.
• Please confirm with your school office on prepayment before driving to Ames. Only those with accounts paid in full will be allowed to participate.
• Questions regarding receipt of payment can be directed to Scheman Registration Services.
• 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 full registration fee will be returned.

**Cancellation Policy:**
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, however, substitutes are welcome. Please contact Registration Services at registrations@iastate.edu with date of cancellation and name of substitute if necessary.