School Summer Short Courses and Workshops 2015

The Bureau of Nutrition and Health Services and Iowa State University Extension and Outreach will be offering six workshops this summer for those who work in school child nutrition programs. All workshops will be held at the Scheman Building, located on the Iowa State University campus at the Iowa State Center in Ames, Iowa.

Two workshops in June will focus on food safety. On June 16, the Process Approach to HACCP will be the workshop topic. Each site in the district where food is prepared or served should have a written food safety plan based on HACCP principles: this course provides background information and technical assistance to develop and update the district’s food safety plan. Manager’s Update will be the same workshop offered on two days, June 17 and June 18. Plan to attend only one of the two days. Manager’s Update will include information about accommodating special diet requests with trainers from the National Food Service Management Institute (NFSMI) presenting newly developed tools and resources. Also on June 18, 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 at least one foodservice employee with management and training responsibilities to be certified in food safety; ServSafe® Certification is an approved program. Certificates are valid for five years.

On July 8-9, the Financial Management Seminar will again be available for foodservice managers/directors, school business officials, and others involved in financial decisions pertaining to federal child nutrition programs. Participants will determine how to manage costs of operating a school foodservice program and receive NFSMI-developed materials including a manual with case studies and step-by-step helpful formulas. This course is now 1 ½ days instead of two.

Once again, we have combined the Healthy School Meals Workshop, scheduled for July 28 and 29 with New Manager’s Orientation on July 30. New Managers should plan to attend all three days. Those who have previously attended New Manager’s Orientation can opt to attend only the Healthy School Meals portion of the workshop. This workshop is interactive with participants engaging in menu planning and discussions of serving as well as documentation of healthy school meals following guidance materials developed by USDA and other approved resources available to schools. Activities in all three days will enhance understanding of the child nutrition regulations. 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-day workshop as 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’s Orientation portion of the three days, the registration fee for the first two days is $125.
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. Online registration is available at [www.cpm.iastate.edu/schoolfoods](http://www.cpm.iastate.edu/schoolfoods). Please contact Sandra Fiegen, Sandra.fiegen@iowa.gov or call 319-377-1898 for more information on workshop content.

If you have difficulties or are unable to register online, please call Registration Services at 515-294-6222 or email registrations@iastate.edu. They will work with you to complete the registration process by the deadline set 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. Cancellations or substitutions must be submitted to Registration Services via email at registrations@iastate.edu.
- Send a separate payment for each class.
- Payment accepted with credit card, check or money order payable to Iowa State University PRIOR to the scheduled workshop. Please check with your school office on prepayment before driving to Ames.
- Identify name and direct mailing address of participant. Pre and post workshop information is sent directly to mailing address provided; there have been issues in past with district office addresses provided and participant has not received important information.
- A confirmation of registration will be sent to address provided with registration and payment.
- A confirmation of payment will be available at registration. Questions regarding receipt of payment can be directed to Scheman Registration Services.
- Send payment 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.

The registration and payment deadlines are important 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. Please Register Early!! 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.
Class: Food Safety- HACCP 101
Date: June 16, 2015
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 MANAGER’S UPDATE WORKSHOP is June 5, 2015. This workshop is identical to the one on June 18. Only sign up for one.

Class: Manager’s Update
Date: June 17, 2015
Time: Registration at 7:30 AM
       Class from 8:00-4:00
Location: Scheman Building, Ames, IA
Cost: $85 includes lunch, materials and break
Audience: All managers and directors
Description: Manager’s Update will include an in-depth discussion of special diet accommodations using resources from NFSMI and guest trainers from NFSMI.
SNA CEU’s: 6*
Minimum Class Size: 40 (class may be cancelled if less than 40 enroll)
Maximum Class Size: 80
**REGISTRATION DEADLINE FOR MANAGER’S UPDATE WORKSHOP is June 5, 2015. This workshop is identical to the one on June 17. Only sign up for one.**

Class: Manager’s Update
**Date: June 18, 2015**
**Time:** Registration at 7:30 AM  
Class from 8:00-4:00  
**Location:** Scheman Building, Ames, IA  
**Cost:** $85 includes lunch, materials and break  
**Audience:** All managers and directors  
**Description:** Manager’s Update will include an in-depth discussion of special diet accommodations using resources from NFSMI and guest trainers from NFSMI.  
SNA CEU’s: 6*
**Minimum Class Size:** 40 (class may be cancelled if less than 40 enroll)  
**Maximum Class Size:** 80

**REGISTRATION DEADLINE FOR SERVSAFE® is June 1, 2015 (to allow time to mail materials and book to participants for ServSafe®)**

Class: Food Safety - ServSafe® Certification Course
**Date: June 18, 2015**
**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:** $150 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 2009.  
**Description:**  
Food Code 2009 was adopted by the state of Iowa January 1, 2014. New regulations state each foodservice establishment should employ an individual certified in food safety. ServSafe® is an internationally recognized program. 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 to mailing address provided. 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. To comply with proctoring requirements, participants must show a photo identification prior to exam administration.  
SNA CEU’s: 6*  
**Minimum Class Size:** 20 (class may be cancelled if less than 20 enroll).  
**Maximum Class Size:** 50
Class: Financial Management Seminar

Date: July 8-9, 2015
Time: Registration at 7:30 AM July 8
Class from 8:00-4:30 July 8 and 8:00-12:30 July 9
Location: Scheman Building, Iowa State University
Cost: $125 includes lunch on day one, breaks both days, 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: 10*
Minimum Class Size: 20 (class may be cancelled if less than 20 enroll)
Maximum Class Size: 40

Class: Healthy School Meals Workshop

Date: July 28 and 29, 2015
Time: Registration at 8:00 AM July 28
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 28-30 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.**

SNA CEU’s: 12*

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

**Maximum Class Size:** 75

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**Class: New Manager’s Orientation**

**Date:** July 28, 29 and 30, 2015

**Time:** Registration at 8:00 AM July 28  
Class from 8:30-4:00 all three days

**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 16 will cover the details of HACCP requirements. The New Manager Orientation Workshop will not cover either of these topics in-depth. **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.**

SNA CEU’s: 18*

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

**Maximum Class Size:** 75

*Number of anticipated CEUs