



Professional Standards – Successfully Completing your Annual Training Hours During Coronavirus Distancing

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MOLLY STENBERG: Ok, hello everyone, and welcome to today's Wednesday Webinar. We're going to be talking about professional standards and how you can successfully complete your annual training hours during coronavirus social distancing. Thank you for joining us today. My name is Molly Stenberg and I'm pleased to share this important topic with you. We feel like it's really timely information and I think we'll get some great ideas from our attendees as well today. So, as we go through, if you have ideas, or things that have worked well in doing professional training in your schools, please feel free to share that with us as we go through. Thank you for starting to sign in through the chat box. We will be using the chat box as the sign in method, So, if you would sign in with your name, your school name, and an e-mail address, that way, we'll know who's on today. And if you have co-workers that are sitting in with you, please feel free to list their names as well. Right now, all of the attendees are on mute, but if you would like to unmute at any time and ask a question, or share information, feel free to do that. And you would just unmute yourself by clicking your little microphone, and it will turn from red to green. You can also ask questions through the Chat box.

This webinar will be recorded, and we'll post it to the School Nutrition Website in MAPS, and then we will send a follow up e-mail message out to anyone who attended and that provided an e-mail with a link to the recording. And we'll also give you a certificate of participation, and a few handouts from today's training. So, this webinar is sponsored by Montana OPI School Nutrition Programs, and Montana Team Nutrition, and it is being provided with support from a USDA Team Nutrition Training grant. Friends, so let's go ahead and jump on in here. These are the lovely ladies - lovely and fun I should say - that are will be presenting today. Gretchen Groves is a new staff member at Montana Team Nutrition. She started in December, and she's been working mostly with the 2019 Team Nutrition grant. And she's really looking forward to getting out to the schools and meeting you guys in person. So, I'll let Gretchen, I think she wanted to say a few words.

GRETCHEN GROVES: Can you hear me OK?

MOLLY STENBERG: Yes, we can.

GRETCHEN GROVES: Great. Sorry, I had some technical difficulties. Yes, I'm really excited to meet you all in person, but a virtual meeting with you is a great start.

MOLLY STENBERG: Ok, then we also have Caroline Olson with us today. She's a Regional Specialist for School Nutrition Programs, and she's also the Fresh Fruit and Vegetable Program Manager. Just looking at the chat box, I also appreciate and see that we have Rochelle Davies is on, she is also one of the Regional specialists. And is there anyone else, Clay, are you on? Ok, great, Deb and Erin, I guess I was looking at the wrong box. So, if you guys have things to share as we go through, we welcome you to share your expertise. And feel free to help answer questions as we go through. Ok, so, today, we're going to just give you a really brief review of the USDA Professional Standards requirement. We'll help you determine how many hours are required for your food service staff and how you can easily document those hours. Then we will also identify the many opportunities for free, online, professional development training, both through the state- things that Montana programs have developed – and things that are also available nationally. So, the good news for all of us is there's lots of options available for professional development. So, in these changing times, wow, I don't think any of us would have ever thought how much our world will change in the last few weeks, or even in the few months. So, we want to tip our hat to all of you that are serving meals at this time, you're really supporting families that are stressed and you're helping nourish kids so that they stay healthy and they're able to learn. So, as we think about how our meal service platforms have changed, we also will be thinking about how we're able to do our professional training, or what we're going to do for professional development that will be changing as well. So just like you guys are so good at rolling with the flow, you'll be able to figure out ways to get your training hours in that as will not stress you. I can see that we have Camille on now, so that's great. Thank you, Camille and Kelli Johnson, is a specialist in Region One.

Ok, so I think many of you have seen, this handout is one that school nutrition programs designed years ago. Maybe it was Emily Dunklee with her great formatting skills. Any school that's participating in a federal school meals program needs to meet the professional standards requirement, and so this, in a nutshell, is what it looks like. This is for school nutrition program positions. The positions are either the program director – which for most schools would be the food service director. So if you're the person who's really overseeing all aspects of your school nutrition program, if you're administering it, planning, directing, assessing, evaluating, and if you are running the program, then you are the program director, and you would require 12 annual training hours. If you're the Program Manager, and oftentimes in Montana's schools, that could be either the site manager for a satellite kitchen or someone in charge of the satellite kitchen that's overseeing food production in service there. Or if you're in a large district, and you have numerous sites, or possibly if you're a head cook in a larger program. So, if you're a program manager, you would need to get 10 hours of annual training. For everyone else, support staff, cashier's anyone else working under the School Nutrition Program, if you're working or greater than or equal to 20 hours a week, you would need six annual training hours. And any staff working less than 20 hours a week would need 4 annual training hours. And please remember that any training that lasts 15 minutes or longer counts towards these hours. I know you're doing lots of teaching, so any teachable moments that you are doing in your kitchen can be counted towards those training hours. Which is really handy. Ok, so, training for professional standards is categorized into four key areas. So, these four areas would really encompass almost all of the things that you are doing or things that you're proficient in or would be teaching your staff to do. And that would be nutrition, operations, administration, or communications and marketing. So, you will be documenting your training hours throughout the school year and, we will talk and show you some really simple methods on how to do that. I've listed a couple websites for you

here. If you're looking for lots of information on professional standards, I think the best place to go to first is the Montana's School Nutrition Programs Professional Standards page. Then, if you need the USDA professional standards, the official information, you can go to their page, as well. Ok, so let's talk about some tips that we can use or talk about to help you track your training hours. So, the first thing that you're going to do is identify which position you and your staff are in. And, so, there's only four categories that you can fit into, and, again, that's the program director or manager, staff working over 20 hours a week, or staff working under 20 hours per week. One good little tip that I learned from Caroline Olson when we were preparing for this webinar is your Professional Standards Timeframe. The year that you're tracking your professional standards in, runs from July first to June 30th. We can see that when we're talking about this, lots of school nutrition staff prefer to get their training hours in at the Summer Conference. And because the summer conference will not be held in person, or virtually this year. There are other options you can do in the summertime to get these hours in. So, if you are trying to get your hours in for July first of this year, you still have lots of time to do that, and you'll see that there's many things that you can do. One nice thing is that hours completed in the summer can apply to either the school year that's just finishing up. So, if you're doing yours this summer, you can apply it to the 2019 - 2020 school year. Or you can go ahead and apply it to the 2020 - 2021 school year. So, you can apply it to one or the other, but not to both. And if you can come up with a really simple system to document and keep track of those hours, you'll have smooth sailing from here on out. Ok, so let's talk a little bit about what counts towards your professional standards training. So, this is just a list of things that I just put together. Caroline said most people are amazed that lot of the things are already doing does count. So, it's just a matter of knowing that, what you're doing, that you can count that. So, if you guys are doing civil rights training for your staff, if you're doing an in-service on kitchen equipment, if you're doing an in-service on job safety, or if you're reviewing your HACCP plan with your employees. If you're all going through category 1, 2, 3, or 4 recipes. And how you take care of those recipes. If anybody is, I'm talking about standardized recipes. Either introducing your staff to new ones. Or talking about how to develop those throughout the school year. If you're doing a review of offer versus serve, which is an excellent way to get everybody on board with how that works at the beginning of the school year. You could be demonstrating what portion sizes are so your staff can really become experts at eyeballing what a quarter cup of carrot sticks looks like versus a half cup of carrot sticks. So, any in person training counts towards professional development hours, but also, anything done online counts as well, as long as it's 15 minutes or longer.

So, I'm wondering if anybody would share in the chat box, what do you guys do right now that you always count towards your professional development training? Are you doing anything in your kitchens for your employees that really works well to count towards this? Serve safe certification training, yes. And if you're doing the eight hours, serve safe, whew, that's almost all your hours in one training. Food safety and sanitation, yes, Wednesday webinars, those add up for sure, civil rights training. Shelli from Deer Lodge, " We just did a fun little game to see who could eyeball measurements the best, I guess we could use that." Yes. And that's a great way to get out some serving some portion cups and actually do put those servings on a tray and make sure that you can identify the difference. We do. Learning lunches - we take an hour once every other week to go over training materials or topics. Great. No, I think I missed one up here from. Oh, watching webinars? Yeah, there's so many good webinars. So, if you can keep track of what you're doing - thing that already work into your regular routine or are things that you're already doing with your staff, that makes it even easier because it's not requiring any extra time or resources to do that. Ok, so when we suggest that you have a simple system to track your hours, when we say simple, we truly mean simple. So, the three things that you need to keep track of to document your hours are: when did the training happen - the date the training occurred, what it was covered - what the subject matter was, and how many hours of training were provided. So, how many hours are you claiming for this

professional development event? So, thinking that you just need to keep track of those three things, don't overcomplicate it. When the specialists come to look at your professional development tracking or to check this during your review, you'll want to make sure that the director is keeping track of the annual training hours for themselves and also for their employees. Certificates of participation are not required. We all like to get a certificate of participation, and it's nice to keep those in your book to keep track of, but they are not required, and I would encourage you to come up with a tracking system. So, when you are under Administrative Review, you can say, Yes, I do track professional development hours, and this is how I do it. So, use a tracking system for that. Oh, Lisa [is asking], how should we track it? We're just going to talk about that. I'm just going to step back [and read the chat] if it's OK with you guys - we had a few more training ideas. "We made pizza in Parfait cups with flatbread", so if you're demonstrating a new menu item, you could count that as a training. "We have played Hang Man for new staff to learn some of the terms lunch folks use." that sounds really fun, Cyndi. "Student safety and emotional support." Yes. So, there's all kinds of topics, especially now that really relate to how food service staff can really support students. "We also sat and went over the tips on Facebook posts to get new ideas for our kitchen." Wow. You guys are doing some great things. Ok, so let's talk about how you're going to track these options for tracking your hours. There are two different options that we're going to show you today. The first one I'm just going to show you really quickly is the USDA Professional Standards tracker tool. And it's available at this website. You would need to create an account to use this tracker tool and, unfortunately, it has a lot of broken links, and it's a little more cumbersome to work with. So, while that is an option, we would prefer that you find it easier tracker tool to use, and Montana School Nutrition programs has developed one for you.

Caroline Olson, a few years ago, developed this tracking tool, and it's available in MAPS on the School Nutrition Programs Web site. So, if you go to the School Nutrition Programs Main page, and go into the Agreements, Claims and Data section, and you will login to MAPS. And once you're into MAPS, you will go into the Download Forms section. And if you scroll down to Professional Development - actually, it's Professional Standards- it's listed right here as a tracking tool. Ok, so, when you download that tracking tool, you will see that it is an Excel file. I'm going to try to make it a little bigger here. Ok, so, this is what the Montana Professional Standards tracker tool looks like and it's an Excel file. If you look along the bottom of the file, the bottom of your page, you'll see that there's four different tabs or sheets in this Excel file. And the first one is just an instruction page, and this just provides simple instructions on how to use this tool. This tool will help you identify the three simple things that you're tracking. So, the first, the second page is your employee info. So, on this page, you would list all of your employees, the date they were hired, what their title or position is. You could list a brief list of there, responsibilities, or their core duties. And then, moving over, you would say if they're a full-time or part-time employee. And if they are part time, list how many hours they work per week - do they work 20 hours, 10 hours, 30 hours. And then the last column of the spreadsheet sheet is you where would choose which of the four positions they are in. So, if it's a program director, they need 12 hours. The manager, 10 hours, if its staff working 20 hours or more, six hours, and a staff working less than 20 hours, they need four hours. OK, so once you have your employees listed, then you'd go into the third tab on this sheet, and this is the hours of tracking. So, like if you were going to count this webinar today, you would - Well, let's go up here. First, you'd put in your school district name, the school year that you're using to track, And then the date of the trainings. So, we could put in today's date.

This is a Wednesday webinar on professional standards. The key areas we talked about, there's four key categories that training can be provided in, and that's listed on the fourth or the last sheet in this Excel file. So, for today, I would count this as an administration topic. Human Resources and Staff Training is 3400. So, for this particular event, we're going to count it as training code, 3000, So we'll put 3000 in here. And this drop-down menu lets you choose this as an administrative training. And if we go for 45 minutes

today, that would be three quarters of an hour. So, we'll do 0.75 hours. And this - where you see the names coming across the top of this file to put in the names of your own staff, you just click on the top here and type your name in. So, if I wanted to put my name in here, I'd type that in. Then I'd go to the next one, and I could put Gretchen. Ok, go to the next one and put Caroline. So, from your second page, where you listed all of your employees, you would carry all of those employee names over and put them at the top of this table. Then, throughout the year, you will keep track of what trainings you and your staff are doing, and at the bottom of this table, you'll see that it automatically adds up all of the hours for each employee that has a spot in this table. So, it's really easy to use and we feel like that it's a little more manageable and a lot simpler than the USDA tracker tool. Does anybody on the webinar today have any feedback? Have you used this tool, the Montana Tracking Tool, and did you like it? Or has anybody use the USDA tracker tool online and do you have any feedback to share about that? Camille, just put a comment in the chat box that this is an excellent way to monitor your professional development hours for your staff, without having to save certificates. Thank you, Camille. That's one less item of paperwork you have to deal with because no certificates needed for this method. We are going to send you a blank copy of this Excel file as a handout from this webinar, so you can either download it from MAPS or you can use the Excel file that we'll be sending you. I guess since we have so many regional specialists on the call. Do you have suggestions or advice for schools on how they can track this, things that you've seen out in the schools that worked well? Or schools, if you have questions for the specialist's, you could ask them now, as well.

CAROLINE OLSON: Can you hear me?

MOLLY STENBERG: Oh, now, I can.

CAROLINE OLSON: Ok. I was going to say that another good thing about this - if you wanted to use the excel for your way to track your methodology, you can keep a blank copy and then just, you know, create a new file for each school year. Like you can go no straight from that blank copy and save it as school year 2021, for example. Then, you can already have all of your - say you already have all your employees in it, and then just, you know, transfer that over to the next year and start tracking for the next year, if that makes sense. But, like we said, if this isn't - you know - I've been in plenty of schools where maybe the food service director isn't as comfortable with computers or isn't as tech savvy per say. And that's totally OK. You know, if you wanted to do it, like Molly said, don't over complicate it. If you wanted to do it on a hardcopy paper that way - don't feel like you know that you're doing it wrong. If you're not using like the Excel or anything where it's here for you to make it, you know, for your convenience. Basically, do whatever works for you because I've seen both. I've seen schools where - this makes our life so much easier because they can just go in and enter it and then I've seen schools where they love the hardcopy method. So, don't think that it's wrong as long as you're keeping track of those things that Molly talked about. You know - when it happened, how long, who was there and what was covered then you're on your way for sure.

MOLLY STENBERG: Thank you, Caroline. There's some good stuff coming through the chat here - Deb Jones suggested that big programs that you might attend or conferences, you might save the program and highlight the sessions you attended before you put it in the spreadsheet. And I know I do that to tracking my continuing ed hours for dietitians. When I go to Montana SNA, I circle the sessions, I did, and I keep track of per day of how many hours. And then I just write it on a sticky note and put it in my folder where I keep track of my hours. So, if you guys like the certificates, and you only have two people in your program, you can keep your certificates. And just on a sticky note, add up how many hours your certificates show for the year. So, like we said, you could use electronic method if you'd like, but you certainly don't have to. Just as long as you're tracking those three simple things. Rochelle Davies said [in the chat] that staff that are hired and start after January first, midway through the school year are only required to get half of their annual hours in that first year. That's good to know. Then Erin Turner suggests

that it's definitely easier to track hours as you go, instead of trying to remember every training to enter it in at the end of the year. So, even if you can just track as you go, it will really save you time later, OK? Any other questions or comments? About tracking methods? Oh, I'm going to turn it back over to Caroline here in a minute to talk about something that's not my area of expertise. But, before that, I just wanted to throw out this idea and I'm curious if any of you are already doing it.

I guess one good thing about professional standards is it really brings to light or elevates or makes it more visible that you guys are professionals. And your school district should really view you as the professionals in school nutrition. You're the experts. So, if you could try if you could talk to your administrators about ways that you could build professional development into your school year's calendar of PIR days, that'd be great because it would make it easier. You wouldn't have to leave your school to get the training and you wouldn't have travel costs associated with it. So, if your school is one that brings in your employees for a beginning of the year orientation, maybe it's possible that the School Food Service staff could do that as well. If your school is offering training through regular PIR days for all of the school staff - if it's a topic that is pertinent to your school food service staff, it'd be great if they could sit in on that training as well. And if the topic isn't pertinent, perhaps they could have their own little track and bring in a speaker, or watch a webinar, or something that's really specific and pertinent to them. Or I know some schools in the state, specifically like the ones in north-western, Montana, like Libbie, Troy, Eureka. They get together for an afternoon on regular PIR days, and they do a training with their food service staff. So, they could bring in a sanitarian, they could possibly host a Farm to School Showcase, or they could do a school health or safety topics. So if you can think of ways to make professional development part of your school year calendar or regular PIR days, I think that will really help - especially into the fall when we're looking at schools that are really scrambling to get kids caught back up and maybe they are short on budgets and not wanting people to travel. So, OK, with that being said, I'll turn it over to Caroline to quickly talk about this topic.

CAROLINE OLSON: Can you hear me again?

MOLLY STENBERG: Yes.

CAROLINE OLSON: Ok. Great. Thanks. All right. So, this is the reverse of our, our professional standards handout. Molly already showed you the first page earlier on. This lays out the hiring requirements for new food service directors, OK? So before - you know - if you've never looked at this, don't panic. This is for when school districts hire new program directors. The USDA came out with hiring standards, because, like Molly said, you are professionals. And this is to basically what's required in this position to really justify it. And basically, it goes based on your student enrollment. I know, like we have a lot of smaller schools. As you can see, most of our sponsors fall under that less than 500 students. And so, wherever your district falls, these are the requirements for when you hire a new director. So that being said, before anyone panics, don't worry. If you're looking at this, and you're thinking, OK, I didn't meet any of these - we're not going to, like, take away your birthday. Because if you're in a region, where the district is unable, based on the candidates that apply for a position to meet at least one of the following under whichever category you fall. We have, you know, we have ways to accommodate that.

As Molly put a square around, OPI School Nutrition programs can approve a candidate who meets the educational standards as listed with less than 2499 students but has less than three years of experience. So, there is wiggle room because we understand especially if you get into a really rural area, that the districts aren't always able to meet this. So, no matter what, don't panic if for some reason, you're discovering that [the requirements] weren't satisfied when you got hired, because that's in the past. But going forward, these are the requirements for when districts are to hire. Just to kind of keep in mind - I think it helps a lot of districts. Especially if you are in a situation where they aren't lucky enough to have, you know, their previous food service director stick around and train their replacement basically. We all know that a lot of districts have gone through that, and they might not have any clue of what to be

looking for. So, this is to help districts to make sure that they are hiring a candidate who satisfies the needs of the position, But these are the official USDA requirements and, basically, yeah, it goes by it enrollments, and then it's just meeting one of the requirements in that category. Oh, I also wanted to say, Molly talked about our Professional Standards page on our website, and we have a link to if you need to request a wiggle room. I'm not thinking of the correct technical terminology right now, but as a district, you're not, able to meet the requirement, and you need to request an exemption. We have a form on our website to go through to do that on the professional standards area, and it's called Request for Hire. But if anyone has any questions, you can always reach out to your Regional specialist. You can type them in the chat box right now or you can e-mail anyone from our office, and we can get them answered for you. Great, thank you, Caroline. Ok, I'm going to turn it over to Gretchen now, and so Gretchen, I'm going to try to make you the presenter.

GRETCHEN GROVES: Can everyone see the PowerPoint now, and hear me OK?

MOLLY STENBERG: Yes.

GRETCHEN GROVES: Great. Ok, so now that Molly and Caroline have provided such a great overview of what the professional standards are and how to track them, you may be wondering, where do you go to find professional development activities? We know that many of you probably rely on workshops, or the School Nutrition Association Conference to get your professional development hours. And as we are in kind of different times right now, we wanted to make sure you were aware of everything that is online or in a remote learning format so you can still meet your hours. I'm going to start with talking about some of the resources that are available in Montana. I'm going to provide a brief overview, and then, I do have a resource to share with you that will have detailed links and names of different trainings that you can do. But I just wanted to let you know where to go first. So, in Montana - Montana Team Nutrition, Montana Farm to School, and Montana Office of Public Instruction School Nutrition Programs all have really wonderful resources available for professional development.

I like to encourage people to check out the Montana resources first because we know that, Montana is a unique state and sometimes we have unique challenges as well as benefits to operating school nutrition programs here, because we're such a large rural state, and we have just, sometimes a different experience than that of the national school lunch programs. So, if you want to go get more specific, and maybe more relevant, suggestions, Team Nutrition, Farm to School, and Montana Office of Public Instruction are all great resources for that. Montana Team Nutrition and Montana Farm to School, both have a website, as well as YouTube pages. The YouTube pages have archived webinars that we've done in the past, that you can go back and watch, and then the Montana Office of Public Instruction, School Nutrition Programs have archived webinars in their MAPS website, as well, so you can login and find those. And then, they also have their website, which has a variety of professional development activities, such as a local school wellness policy course that you can look into.

There are also national resources, and these are just a few of them and are some of the biggest ones that I found when I was looking into this. The first is the School Nutrition Association Training Zone. So, they have weekly live webinars. They have webinars on demand. And then they also have training modules. Just be aware that most of what the School Nutrition Association has in their training zone is free if you're a member of the SNA already. And they're not always free if you're not a member. However - they recently have had a lot of COVID- 19 webinars. And all of those are free to nonmembers. So, even if you aren't a member of SNA, you can go back and watch, I think they have about 4 or 5 webinars on COVID 19 that are all about an hour and 15 minutes long. So that would be a great place to go. The Institute of Child Nutrition has an E-learning portal that has over 35 different topic areas and they have quite a few different videos and self-paced online courses. I really like this resource because you can do it on the computer, or you can do it on a Smartphone. So, for those of you who maybe have staff who are at home who don't have access to a computer, or maybe you are still in the kitchen, but you still only have one

computer. You can have staff watch these videos and do these courses on their phone. And that might be an easier way for them to participate. As for topics in the ICM, they have food safety, they have things like farm to school, they have culinary trainings, including videos on like herbs and spices, scaling recipes, that sort of thing. And then they also have things on human resource, like conflict management, or Then there's two food handling courses that are available right now. The Serve Safe has a food handler course that's free until tomorrow, April 30th. So, if you decided you wanted to brush up on your food handling skills, it would be a great day, today or tomorrow to sign up on that while it's still free. It includes a course and an assessment, and I think you have 90 days to do it, so you can do it self-paced. Food Handler Solutions also has a three module, food safety and food handling course. That's free and available right now.

Then, the USDA has a professional development database that has all sorts of trainings and workshops and online webinars from across the country. I will caution you that this can be a little bit difficult sometimes to directly get linked to where you want to go. So, if you are on that website and you find a training or webinar that you're interested in, you can always search it in Google. You know, take the title on the source and put it in Google and see if you can find it that way, if the link or if the instructions aren't available in that way. So, to give you a little more detailed, look at this, I'm going to show you the resource that Montana Team Nutrition created with the help of OPI as well. So, this is the Montana Team Nutrition website - if you go to the Professional Development tab, we have this information up here that talks about online Professional Development. We do have a fill in the blank certificate that's available. But if you click on this Online Professional Development opportunities, we have done our best to compile all of, well, not all, but a majority of the online Webinars and learning opportunities that we have. So, it has the name, the source, when it was made. So, if you wanted to start on the most recent ones, you can do that, and then click on the direct link to that training. So if I clicked on this link right here, it would take you directly to the YouTube page that would allow you and your staff to watch the feeding students safely in COVID-19 with grab and go meals, that Katie Bark with Team Nutrition did just at the beginning of the month. I was hoping with this resource, it would make it even simpler to be able to kind of look at what's available and then pick something. So, this is the COVID 19 and School Nutrition videos that we did with Webinar Wednesdays. I listed these free videos from SNA, on COVID19 - I believe Dayle Hayes is in one of these, as well. Then there's topics like food safety and food allergies from Montana Team Nutrition. There's quite a few videos on Smarter Lunchrooms and School Wellness, so if you wanted to brush up on any of these topics, you could go back and watch them and you could go also to the website, like if you wanted to watch the Smarter Breakfast Webinar. You can go and look at the Smarter Breakfast Scorecard on the Montana Team Nutrition website as well if you wanted an interactive piece. Then there's Montana Farm to School and Harvest of the Month, there's quite a few wonderful videos for that. These Harvest of the Month videos are really well done and if you are looking for some inspiration, they're a great place to start.

I know for me, personally, I've been cooking a lot of lentils and chickpeas and I've gone back through, and looked at some of these videos, and some of the recipes on the websites to get some inspiration. For those of you – you know, Cindy, I think you mentioned that you do Hang Man with new staff, this, if you ever wanted to adapt or create any interactive activities for your staff, such as watching a video, and then making a recipe, that would be a really awesome thing to do. And it might be fun for your staff to be able to participate in a kind of hands-on way. And then, some further resources – so OPI created a local school wellness policy through the OPI teacher learning hub. It was created by OPI SNP Specialists, Jackie Roller and Rochelle Davies and it's all about school wellness policy and it's self-paced and it's a really great course that you could take if you had some time and wanted to do that. Again, the OPI Webinar Wednesdays, there's quite a few archived. They cover topics such as the Fresh Fruit and Vegetable Program, claiming reimbursable meals, verification of free and reduced-price meal applications, USDA

Foods, just there's so many out there. You could learn anything you wanted to learn. Then, of course, we have these resources on pleasant mealtimes, smarter lunchrooms, recess before lunch, and, et cetera. And then, again, here are these national resources down here. I'm going to stop and look - are there any questions so far? I know I've kind of went over that a little bit quickly. Ok, I'm going to just quickly show you some of the websites.

So, this is the ICN e-learning Portal. And you can go in and see all of the awesome videos that they have. You do have to create an account, but it is free, so you would go up here and register and create your account, and then you could do all the videos you wanted. I'll show you the course list. You can sort by hours of instruction. So, if you were incredibly ambitious, you could do all 12 hours in one course on financial management, or you could just do a 1 hour one. And it also tells you target audience. So, you can kind of tell if you're assigning videos to staff, you would be able to tell what would fit them based on their job title. And like I said, there's just a lot of really great videos on here. This is the SNA training zone. So, you can see they have Webinar Wednesdays and on demand webinars, and then this is the COVID19 Series. If it has this, you know, it's going to be free for you even if you are a non-SNA member. You do have to create a guest account to watch those, just so you know. Ok, and then Rochelle, I saw you asked where it is again, I'm just going to go show you guys back where that resource is. So, if you go to the Montana Team Nutrition website, click on Professional Development. Then click on this online professional development link. It will take you right to this resource, and you can download it and save it for, you know, save it on your personal computer if you'd like. And we will try to update it as needed. Ok, does anyone have any questions or comments?

KATIE BARK: This is Katie Bark and Gretchen, one thing that people are wondering about, in the chat box is how to get Serv Safe Training, because a lot of times, they get it at the annual conference. The only thing I could think of if we could reach out to our MSU Extension State specialists - Breanna Routh, to see if any of the county agents know Molly, they used to do a lot of serv Safe Training. And I don't know if they're doing it anymore. Does anybody know if Sysco is doing any kind of serve safe trainings around the state?

MOLLY STENBERG: I have not been in contact with Breanna Routh for a while. She at MSU Extension. I can ask her if now a good time is to update the training schedule to see what's going to be out there. And I wonder if they will be doing group trainings in the fall. Or we can also find out if people want to take it online, we could try to find a proctor for different areas of the state. Because I think when you take the online class, you still have to sit in a computer lab with a proctor. And so, Camille and I can work together to come up with some ideas on finding a local dietitian or extension agent or a county sanitarian that could help proctor for an online exam.

KATIE BARK: Thanks, Molly.

MOLLY STENBERG: Does anybody else have ideas on how to address the need for Serve Safe Training this summer?

GRETCHEN GROVES: I will just clarify that for the food handler one - you don't need a proctor, but that is not the managerial one. So, if you had staff who wanted to just do that one, that can be online without a proctor. But, again, it's not the same as the managerial one, so I don't know if that's a little confusing.

CAROLINE OLSON: Yes, good point, Gretchen about the difference. Since that 8 hour one - that must, I would imagine be what the food service directors are looking for, is the managerial. But that's still a good point for their staff, though. That they can have access to that online, without the limitation of a proctor. But yeah as far as right this second goes, we don't have the answer that everyone needs. But like Molly said, we will work between Montana Team Nutrition, and OPI to get some more information to you guys. I'm also wondering about the fall - if they will be offering, you know, I guess what it'll look like. I know for a while all the testing centers where you can get that kind of thing done were closed. But, obviously, that was weeks ago. And I have no idea what it looks like right now. But, um, yes, but I had thought about

how everyone relies on conference for, you know, their overall hours, but it had not struck me that so many people do the Serv Safe at conference. So, I will definitely also bring this up to Louise Chandler, the President of the Montana SNA Board. And try to see if we can brainstorm some things because I am the OPI representative on the board. And we've obviously had many discussions about conference and how that is affecting everyone. But we haven't specifically talked about how we can refer people to get that certification and other by other means, so I'll also reach out to her.

KATIE BARK: Caroline, this is Katie, again, And I think that's a great idea. And I realize that in doing that webinar with the Department of Public Health about school safety precautions, I remember the sanitarian saying that they have approved, I thought, three other programs for the managers to get food safety training that is not Serv Safe. And I haven't had time to go back to her and ask which ones those are. So, I'm wondering, too, if there's some other options. I'm not sure if they're online, which I think people want now, but we can check into that, too.

CAROLINE OLSON: Yes. Good point. There are other options. Our office talked about this with one of the state level sanitarians and the names of the other ones are escaping me right now as well. So, if any of the specialists, remember, definitely throw it in there. But there are other options as well that are approved.

KATIE BARK: It looks like Erin Turner put a link in the chat box with maybe the link to those options. Looks like, Erin, I don't know if you can use a microphone or not if you want to expound on that?

ERIN TURNER: Hi. This is Erin. Yeah, I found a link to them. Montana Department of Health and Human Services are on the Montana.gov website and they have listed contact information for proctors who provide services and their contact information throughout the state. So, it just maybe another option to check it out. But I do know that health departments have the county sanitarian and most of them, well, you can set up an appointment to proctor for the exam. And Serve Safe does provide online training, so they can get all the learning materials, through serve safe online, at their own pace. They don't have to do that part in person, but to actually get the exam, it does need to be with an actual proctor.

MOLLY STENBERG: Thank you, Erin.

Gretchen Groves: Does anyone else have any other questions before we kind of wrap it up, so we're not going over time? Oh, and we will be sending you the slides of this, and I believe this webinar will be posted on MAPS, and we'll be sure to get that Serv Safe information out to everyone as soon as we maybe know a little bit more.

KATIE BARK: Gretchen, this is Katie. There was one more question from Lisa Ey from Florence Carlton about salad bars. I think their question was will they be able to have salad bars possibly next year? And I just know that FDA, the Food and Drug Organization, has information on their website about food and salad bars during a pandemic and obviously right now during them they are not recommended. So, Till we know more where we're at in the fall, I think it will just depend on if we're still in pandemic mode. So, Salad bars or food bars, or buffets, are not recommended during that, obviously, so, hopefully that answers your question, Lisa.

GRETCHEN GROVES: Great, thank you, Katie. And if you do have questions, this is a great segue to -just a reminder that tomorrow, we're having another School Nutrition Thursday Chat. So, that's April 30th from 3 to 4, and this is a great opportunity for any of you to jump on and ask questions with Montana Team Nutrition, and the Office of Public Instruction School Nutrition staff. So, any questions or any thoughts, feel free to join that. Every time we've had one so far, we've had really great discussion, and we've been able to hear a lot from people in schools from across the state about what's going on in their school districts. Then, on May 6th, we have the Summer Food Service Program 101 webinar. So, if you have questions about that, that would be a great webinar to join. And then on May 13th, there's a MAPS Applications, 101 webinar. And if you have any other requests for webinars at this time, please feel free to pass them along to us, and then here is our contact information for Montana Team Nutrition and OPI

School Nutrition Programs. So, I think that we'll wrap that up. Thank you so much for attending, everyone.

MOLLY STENBERG: I'd just like to end by giving you all a happy National School Lunch Hero day is on May 1st, and we'll be celebrating all of you and thanking our lucky stars that you're in our lives and for all the great work that you do.

GRETCHEN GROVES: Yes, thank you so much, everyone, we're just so appreciative all the work you're doing.

MOLLY STENBERG: Have a great afternoon, everyone.



The Montana Harvest of the Month program showcases Montana grown foods in Montana communities. This program is a collaboration between Montana Farm to School, Office of Public Instruction, Montana Team Nutrition Program,