



*This is an area that I can use guidance*

on. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**3. Developing a professional support structure with other DNS's:**

1 2 3 4 5

Not Somewhat Extremely

Knowledgeable Knowledgeable Knowledgeable

*I could use help with*  
*this.* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**4. Meeting facilitation and leading of groups:**

1 2 3 4 5

Not Somewhat Extremely

Knowledgeable Knowledgeable Knowledgeable

*Not the most well versed in this topic. I look forward to gaining skills in this*  
*area.* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**5. Identification and engagement of stakeholders in key decisions:**

1 2 3 4 5

Not Somewhat Extremely

Knowledgeable Knowledgeable Knowledgeable

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I have a basic knowledge of this after working on a couple of expansion projects within the food department, but I do not feel confident enough to lead such an effort.

**6. Conflict resolution strategies; and collaboration skills and techniques:**

1 2 3 4 5

Not Somewhat Extremely

Knowledgeable Knowledgeable Knowledgeable

My district has done some instruction with the FRISK method, however there is always room to learn this item especially as it pertains directly with food services.

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**7. The Local Control Funding Formula (LCFF) and Local Control Area Plan (LCAP) and how these apply to school district decision making:**

1 2 3 4 5

Not Somewhat Extremely

Knowledgeable Knowledgeable Knowledgeable

Help!! This is quite foreign to me. Any / all information will be great.

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**8. School district and nutrition services financial and managerial accounting:**

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1	2	3	4	5
<i>Not</i>	<i>Somewhat</i>		<i>Extremely</i>	
<i>Knowledgeable</i>	<i>Knowledgeable</i>		<i>Knowledgeable</i>	

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*This is completed by our Fiscal Services department so I have very little hands on with this subject so I warmly welcome learning anything about this.*

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**9. State and Federal Nutrition Services funding:**

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1	2	3	4	5
<i>Not</i>	<i>Somewhat</i>		<i>Extremely</i>	
<i>Knowledgeable</i>	<i>Knowledgeable</i>		<i>Knowledgeable</i>	

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*I have a basic understanding of this, and will welcome the gaining of more information about this subject.*

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**10. History, concepts, and legal aspects of the Healthy Hunger-Free Kids Act (HHFKA) of 2010:**

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1	2	3	4	5
<i>Not</i>	<i>Somewhat</i>		<i>Extremely</i>	
<i>Knowledgeable</i>	<i>Knowledgeable</i>		<i>Knowledgeable</i>	

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I have basic knowledge of this through doing some research for power point presentations.

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**11. Fundamentals of the National School Lunch Program, the School Breakfast Program, the Summer Food Service Program, and the Child and Adult Care Food Program:**

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Not                                      Somewhat                                      Extremely

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Knowledgeable                      Knowledgeable                      Knowledgeable

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The knowledge I have, I feel is basic general knowledge. I would like to know this enough where I can teach this to my team so they can gain an appreciation for what they do and why.

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**12. Standards for competitive foods sold in schools, tools to increase participation in school nutrition programs, and streamlining student meal applications:**

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Not                                      Somewhat                                      Extremely

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Knowledgeable                      Knowledgeable                      Knowledgeable

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I understand the concept and the why's of what this is about, however I feel a more detailed knowledge of this topic is I feel necessary so that again I can convey this topic to my team.

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**13. School Food Authorities (SFAs) ability to participate in Special Provision Options including Provision 1, 2, 3 and Community Eligibility Provision:**

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1	2	3	4	5
<i>Not</i>		<i>Somewhat</i>		<i>Extremely</i>
<i>Knowledgeable</i>		<i>Knowledgeable</i>		<i>Knowledgeable</i>

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*I am not overly familiar with the details of this subject.*

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**14. Preparing for a successful Administrative Review (A/R) including Meal Access and Reimbursement, Meal Pattern and Nutritional Quality, Resource Management, General Program Compliance, and other Federal Program Reviews:**

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1	2	3	4	5
<i>Not</i>		<i>Somewhat</i>		<i>Extremely</i>
<i>Knowledgeable</i>		<i>Knowledgeable</i>		<i>Knowledgeable</i>

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*I have gone through two reviews and felt there were items where things could have been improved. I will be getting another review soon and so I look forward to diving into this topic.*

**15. Meal Access and Reimbursement including the SFA's certification of a student's eligibility for free or reduced-price meals:**

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1	2	3	4	5
<i>Not</i>		<i>Somewhat</i>		<i>Extremely</i>
<i>Knowledgeable</i>		<i>Knowledgeable</i>		<i>Knowledgeable</i>

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*My knowledge of this is again basic. I know enough to get by, but not enough to say that I am well versed in this topic.*

**16. Meal Pattern and Nutritional Quality, Offer versus Serve (OvS) and dietary specifications and nutrient analysis:**

1	2	3	4	5
<i>Not</i>		<i>Somewhat</i>		<i>Extremely</i>
<i>Knowledgeable</i>		<i>Knowledgeable</i>		<i>Knowledgeable</i>

*I know the fundamentals but could be more confident in my feeling of security regarding this subject.*

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**17. Resource Management: Maintenance of the Nonprofit School Food Service Account, Paid Lunch Equity, Revenue from Nonprogram Foods, Indirect Costs, and USDA Foods:**

1	2	3	4	5
<i>Not</i>		<i>Somewhat</i>		<i>Extremely</i>
<i>Knowledgeable</i>		<i>Knowledgeable</i>		<i>Knowledgeable</i>

*I know little about this subject as again this is handled by our Fiscal Services department.*

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**18. School nutrition general program areas including Civil Rights, SFA On-Site Monitoring, Local School Wellness Policy (LSWP), and Smart Snacks in schools:**

1	2	3	4	5
<i>Not</i>		<i>Somewhat</i>		<i>Extremely</i>
<i>Knowledgeable</i>		<i>Knowledgeable</i>		<i>Knowledgeable</i>

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- Fresh Fruit and Vegetable Program (FFVP) Grant
- Seamless Summer Option (SSO)
- Special Milk Program
- Child and Adult Care Program - Supper

1                      2                      3                      4                      5

Not    Somewhat    Extremely

Knowledgeable    Knowledgeable    Knowledgeable

*We offer a Supper Program here at the high school. I feel I have a basic knowledge in this subject.*

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**22. Food Services procurement and ethics including principles of good procurement, laws and regulations, procurement process, procurement options, procurement standards, solicitations for goods and services, and stakeholder responsibilities:**

1                      2                      3                      4                      5

Not    Somewhat    Extremely

Knowledgeable    Knowledgeable    Knowledgeable

*I participate in a COOP. I am unfamiliar with the bid process.*

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**23. Accommodating children with special dietary needs and food allergies in a school nutrition programs:**

1                      2                      3                      4                      5

Not    Somewhat    Extremely

Knowledgeable    Knowledgeable    Knowledgeable

*There is one student in particular that we accommodate with special dietary requirements.*

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**24. Increasing Participation by marketing the nutrition programs to important stakeholders, such as parents, teachers, and students:**

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Not    Somewhat    Extremely

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Knowledgeable    Knowledgeable    Knowledgeable

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*This is something that I haven't had too much opportunity to practice however, I have a great passion for it. I have tried to engage other departments as well as student groups to help sell Nutrition Services. I look forward to this subject.*

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**25. Human Resources personnel regulations, laws, and personnel administration in school districts:**

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Not    Somewhat    Extremely

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Knowledgeable    Knowledgeable    Knowledgeable

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*I know very little about this subject.*

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**26. Effective supervision practices and techniques; evaluation of subordinates; staff development; and progressive discipline:**

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Not    Somewhat    Extremely

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Knowledgeable    Knowledgeable    Knowledgeable

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*I have a basic knowledge of this subject having done reviews for my staff. I know for sure that there is always room for improvement within this subject.*

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**27. California's public school collective bargaining and contract administration principles and processes:**

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1 2 3 4 5

Not Somewhat Extremely

Knowledgeable Knowledgeable Knowledgeable

*I have no real knowledge of this topic.*

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**28. Effective public speaking and developing successful presentations. Ability to defuse hostile questions from your audience and staying on message:**

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1 2 3 4 5

Not Somewhat Extremely

Knowledgeable Knowledgeable Knowledgeable

*I have given several board presentations during my time here however, I can still get nervous when having to present a topic.*

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**29. Develop a focused and clear statement, which details your career goals and is directed at the specific National School Lunch and Breakfast program area you are in interested in.**

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*It is my intention to develop and execute a plan that will motivate our students to participate in our program in such a way that they not only become properly nourished, but also learn why nutrition is so important to their overall success both in health and in their professional lives.*

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**30. Please list any other information not covered above you feel would be important to cover as part of the class:**

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*This curriculum sounds excellent. As of now, I have no further suggestions.*

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**31. Please list anything you would like to share that will make this course a total success in meeting your educational goals:**

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*Learning through experience has always proven to be the best teacher for me, so small, easily understood and clearly described exercises in each topic that will help the understanding of the given information will be of great help.*

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1. —

*Develop a focused and clear statement, which details your career goals and is directed at the specific National School Lunch and Breakfast program area you are in interested in. Not knowing the current skill level of the students, you will want to list areas of choice to assist the people taking the class.*

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2. Complete the following skills inventory assessment to assist in pinpointing the specific skill sets and practices each Director of Student Nutrition Services course participant desires to develop to become more successful school nutrition leaders.

Mark each column as described. You can have the same skill marked more than once in each column.

1. In the first column, mark each skill in which you feel competent.
2. In the second column, mark those skills that you really enjoy.
3. In the third column, mark those skills you would like to learn, or develop further?

Skill	Feel Competent	Enjoy	Would like to learn and develop
1. Visionary leadership and the DNS's role as leader within a school district.			
2. Methods for demonstrating vision, positive communication, positioning and empowerment.			
3. Developing a professional support structure with other DNS's.			
4. Meeting facilitation and leading of groups.			
5. Identification and engagement of stakeholders in key decisions.			
6. Conflict resolution strategies; and collaboration skills and techniques.			
7. The Local Control Funding Formula (LCFF) and Local Control Area Plan (LCAP) and how these apply to school district decision making.			
8. School district and nutrition services financial and managerial accounting.			
9. State and Federal Nutrition Services funding.			

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10. History, concepts, and legal aspects of the Healthy Hunger Free Kids Act (HHFKA) of 2010.			
11. Fundamentals of the National School Lunch Program, the School Breakfast Program, the Summer Food Service Program, and the Child and Adult Care Food Program.			
12. Standards for competitive foods sold in schools, tools to increase participation in school nutrition programs, and streamlining student meal applications.			
13. School Food Authorities (SFAs) ability to participate in Special Provision Options including Provision 1, 2, 3 and Community Eligibility Provision.			
14. Preparing for a successful Administrative Review (A/R) including Meal Access and Reimbursement, Meal Pattern and Nutritional Quality, Resource Management, General Program Compliance, and other Federal Program Reviews.			
15. Meal Access and Reimbursement including the SFA's certification of a student's eligibility for free or reduced-price meals.			
16. Meal Pattern and Nutritional Quality, Offer versus Serve (OVS) This needs more of an explanation as I am not sure of OVS., and dietary specifications and nutrient analysis.			
17. Resource Management: Maintenance of the Nonprofit School Food Service Account, Paid Lunch Equity, Revenue from Nonprogram Foods, Indirect Costs, and USDA Foods.			
18. School nutrition general program areas including Civil Rights, SFA On-Site Monitoring, Local School Wellness Policy (LSWP), and Smart Snacks in schools.			
19. School nutrition general program areas including Professional Standards, Senate Bill 1413—Water Access during Meal Service, Reporting and Record Keeping, and School Breakfast and Summer Food Service Program Outreach.			

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20. State and federal safety requirements and laws of the SFA's safe handling, storage, preparation, and service of food.			
21. Participation in other federal programs including: <ul style="list-style-type: none"> <li>○ Afterschool Snacks</li> <li>○ Fresh Fruit and Vegetable Program (FFVP) Grant</li> <li>○ Seamless Summer Option (SSO)</li> <li>○ Special Milk Program</li> <li>○ Child and Adult Care Program—Supper</li> </ul>			
22. Food services procurement and ethics including principles of good procurement, laws and regulations, procurement process, procurement options, procurement standards, solicitations for goods and services, and stakeholder responsibilities.			
23. Accommodating children with special dietary needs and food allergies in a school nutrition programs.			
24. Increasing Participation by marketing the nutrition programs to important stakeholders, such as parents, teachers, and students.			
25. Human Resources personnel regulations, laws, and personnel administration in school districts.			
26. Effective supervision practices and techniques; evaluation of subordinates; staff development; and progressive discipline.			
27. California's public school collective bargaining and contract administration principles and processes.			
28. Effective public speaking and developing successful presentations. Ability to defuse hostile questions from your audience and staying on message.			

29. Please list any other information not covered above you feel would be important to cover as part of the class.

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