

TOTAL SCHOOL SOLUTIONS

Total School Solutions

Director of Student Nutrition Services (DNS) Training Program 2022 Inventory Skills Assessment

Candidate Student Name: Katie (Kathryn) Crouse
3/2/2022

Date:

Training Location: _____

On a scale of 1-5, circle the number that best ranks your current skills and knowledge of the following areas and provide a brief narrative describing your experiences, including an indication of whether your experience is hands-on; managerial; administrative, etc.:

1. Visionary leadership and the DNS's role as leader within a school district:

1	2	3	4	5
Not		Somewhat		Extremely
Knowledgeable		Knowledgeable		Knowledgeable

I hope that in future years the DNS position will be seen more as a leader in our district, as I believe it is in some. However, currently some of the main responsibilities (discipline/budget) of that position in my district are not that of the DNS. It is definitely viewed as a 'secondary' department.

2. Methods for demonstrating vision, positive communication, positioning and empowerment:

1	2	3	4	5
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Not _____ Somewhat _____ Extremely _____
 Knowledgeable _____ Knowledgeable _____ Knowledgeable _____

Although I'm fairly intuitive, am forward thinking, and generally communicate in a positive manner... this is an area needing growth for me. And also, positioning and empowerment within a district or industry were not something I was considering before the last year or so...so an even larger area for growth.

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

1 2 3 4 5
 Not _____ Somewhat _____ Extremely _____
 Knowledgeable _____ Knowledgeable _____ Knowledgeable _____

While more suggestions are always welcome, I'm already reaching out to my former boss, her contacts, as well as asking directors in our coop their strategies and ways their districts are handling different issues. Additionally, attending webinars and trainings (wishing this training was in person - as I heard the networking opportunity is as valuable as the class itself) As I work through issues and hire staff, will continue to expand my support structure to even more areas of need in our department.

4. Meeting facilitation and leading of groups:

1 2 3 4 5
 Not _____ Somewhat _____ Extremely _____
 Knowledgeable _____ Knowledgeable _____ Knowledgeable _____

I have more actual experience with informal meeting facilitation than structured. And this is my first management position – so lots of room for growth.

5. Identification and engagement of stakeholders in key decisions:

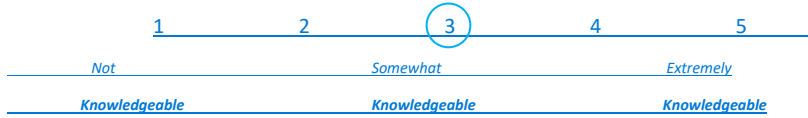
1 2 3 4 5
 Not _____ Somewhat _____ Extremely _____
 Knowledgeable _____ Knowledgeable _____ Knowledgeable _____

Another opportunity for lots of growth, lots of learning on this front even in the past few weeks – mostly on matters with HR and budget.

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

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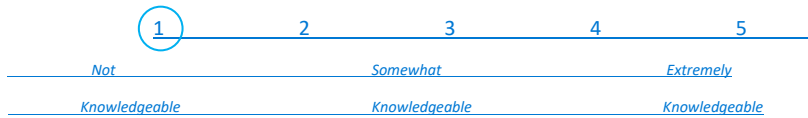


Again, a new area professionally as a director as I learn the school food service industry. But I fall back on my knowledge of this as a mother and as a dietitian in other professional environments.

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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:

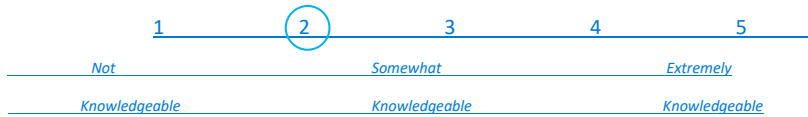
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Extremely minimal knowledge on this, except that it matters a lot to district funding, and is influenced by the way we gather socio-economic data

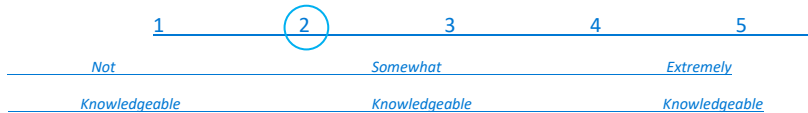
8. School district and nutrition services financial and managerial accounting:

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I understand the principles of finances and accounting, however I do not have the responsibility of managing them. Not sure the plan within our district.

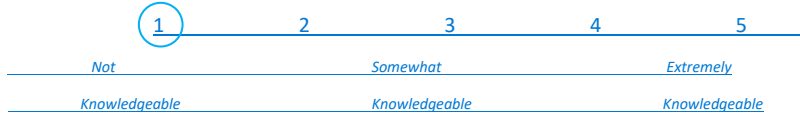
9. State and Federal Nutrition Services funding:



Learning more about that everyday as we work through claims, verification reports, CalPads and the methods of accountability for the Universal Meal Mandate

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

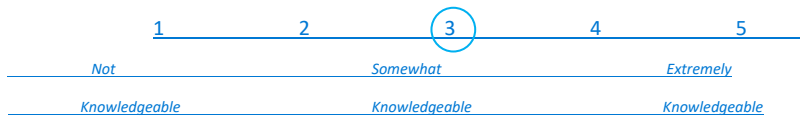
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I know very little about his Act, (though thankfully my new coordinator did her thesis on it).

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:

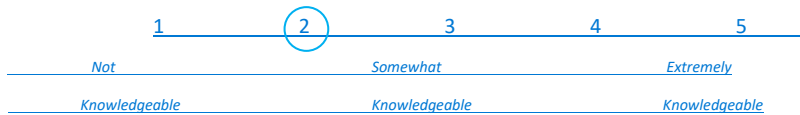
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I have been slowly gathering knowledge about this through working in management in our district over the past 2 years. An area needing growth though for some of the programs.

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

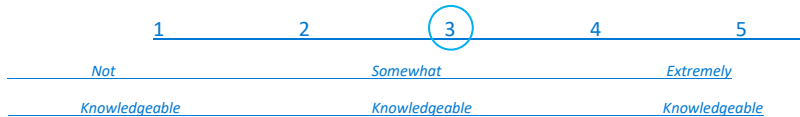
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Opportunities for growth here, besides the basics (intuitive efforts/tools). Know very little about the standards for competitive foods – we have a few places where that needs to be addressed in our district, so I keep the reading CDE website for guidance.

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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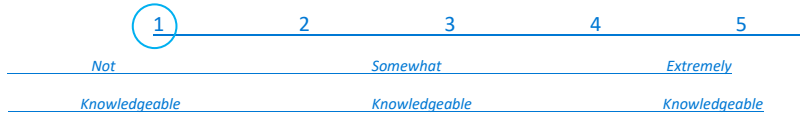


I know we can if ISP is adequate. It seems confusing though.

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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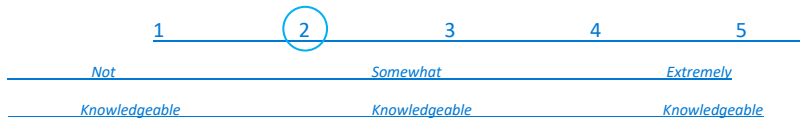
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I have never been through a review, but through discussion with directors, feel a bit apprehensive coming out of the pandemic with the major changes we went through in our department. As a usually/mostly organized person, it's what I don't know, what has slipped my mind, and what I'm working on fixing that concerns me.

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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My knowledge on this is growing by the day...though I think the issues are sort of changing due to the meal mandate.

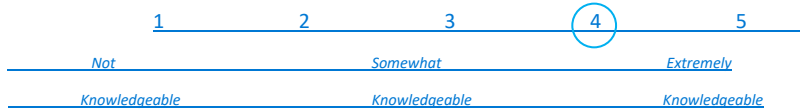
16. Meal Pattern and Nutritional Quality, Offer versus Serve (OvS) and dietary specifications and nutrient analysis:

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As a dietitian, this area I have a lot more knowledge in, especially from the previous 2 years as the main person doing menu analysis in our district.

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

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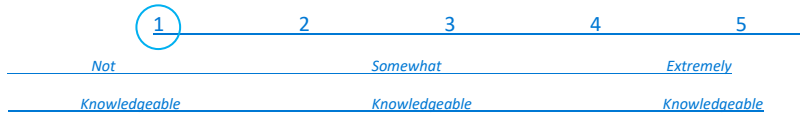


These are all areas of opportunities for growth.

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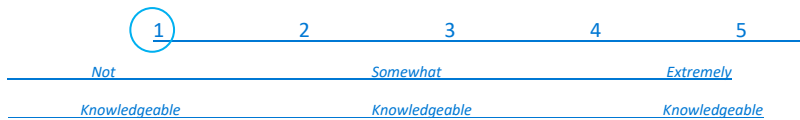
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18. School nutrition general program areas including Civil Rights, SFA On-Site Monitoring, Local School Wellness Policy (LSWP), and Smart Snacks in schools:



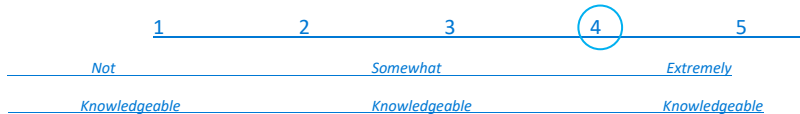
All areas for growth.

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:



All areas for growth.

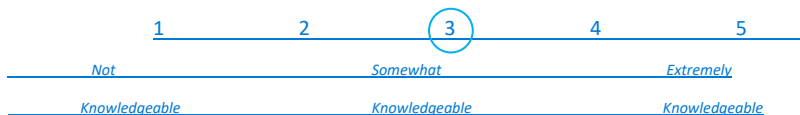
20. State and federal safety requirements and laws of the SFA's safe handling, storage, preparation, and service of food:



Was part of my education and what I practice in my own home. Also am studying for the Serv Safe Managers Cert.

21. Participation in other federal programs including:

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



Learning more about it currently as we attempt to apply to some grants. We have two schools that barely/or do not make the cut off of % Free/Reduced...depending on what time frame/method for

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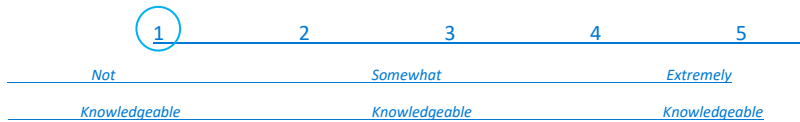
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qualification is used to calculate ISP. We do participate in CACFP, and have operated SSO in the past summers, though I know little about operational guidelines. Need to look into it more.

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:

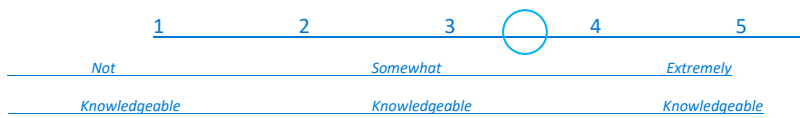
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All areas needing growth.

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

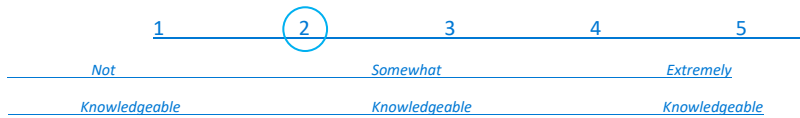
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Can I say '3.5'? I'm familiar from my clinical nutrition work. We accommodate medically documented needs and vegetarian, which fits most other preferences.

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

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Other than informing parents, teachers, students of the menu, we have not been marketing this year. This is mostly related to difficulty procuring food as well as staffing challenges.

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

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Knowledgeable Knowledgeable Knowledgeable

I've had some issues, and so am learning about this more recently.

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

1 2 3 4 5

Not Somewhat Extremely

Knowledgeable Knowledgeable Knowledgeable

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I know the basics through observation of other directors in my professional career. Was not part of my responsibilities in any professional capacity prior to this position.

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

1 2 3 4 5

Not Somewhat Extremely

Knowledgeable Knowledgeable Knowledgeable

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I'm not a part of this at all, need to read the contract – not something that I had been a part of previously.

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

1 2 3 4 5

Not Somewhat Extremely

Knowledgeable Knowledgeable Knowledgeable

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Public speaking through education/presentation experiences mostly. Minimal experience with hostile audiences.

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 interested in.

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My goal is to bring help bring food security to our LVJUSD community to enhance student learning, through diverse, nutritiously adequate and delicious meals.

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