



I'm so excited to see you all back soon for the start of the year. Below are some details about Vector online training modules, our training days and the start up of the year.

Tuesday, August 20: Managers only - 7:30 am - 1:00 pm at the District Office Lower Level School Board Conference Room

Wednesday, August 21: Red Wing All Staff Child Nutrition meeting - Leave approximately 7:30 am from the HS and return approximately at 4 pm. **NOTE LEAVE TIME CHANGE**

Monday, August 26:

Monday, August 26, 2024 Schedule Overview	
Time	Child Nutrition Staff
7:00-7:30	Optional Breakfast for All Staff at Middle School (breakfast served until 7:45)
7:45 - 10:10	Mandatory District Wide Meeting All Staff Northfield Middle School
10:10-10:30	Travel to Buildings
10:30 - 12:00	Building Meeting at Each Site (Talk with your manager to see if you will be required to attend. Each school site is different.)
12:00 - 1:00	Lunch on own
1:00-3:30	Work Time if requested by manager

Tuesday, August 27:

Tuesday, August 27, 2024 Schedule Overview	
Time	Child Nutrition Staff
7:30-8:00	Welcome and Updates (HS Media Center Lab #1)
8:00-8:45	Final Rule School Nutrition Standards (HS Media Center Lab #1) 1400 Division Street South; Enter door #1 and go right down hall to media center
9:00-9:45	Offer vs Serve Training; Review of Child Nutrition Handbook (HS Media Center Labs)
10:00-11:15	Northfield Rehab Services - Workplace Health. Chris Walker and Samuel Erickson (HS Kitchen)
11:30-4:00	Lunch provided in HS cafeteria; Complete required on-line Vector trainings (HS Media Center Lab #1) **** Note: Family Conferences/Engagement: 11 am - 7 pm at all schools. Presence of child nutrition staff at elementary schools will be determined at the managers meeting.

You are able to complete the Vector on-line courses at home or on Tuesday, August 27 and will be paid for up to 4 hours. Please notify me when you have completed your training. I will keep track of your hours and enter them into Red Rover the week of August 26, 2024. If staff have completed training prior they will be excused for the afternoon, unless Building Child Nutrition Managers will need them to do anything at their kitchens.

Also, make sure to bring your own headphones if you plan on completing the required on-line training in the computer lab. The flat insert does not work, it needs to be the round insert shown



in the picture.

You will be required to complete the following number of professional standards annual training hours each year:

Managers	10 hours	
Staff (more than 20 hours per week)		6 hours
Staff (less than 20 hours per week)		4 hours

So that we can accurately track your training for the School Nutrition Professional Standards requirements please complete the [Professional Standards 24-25 Training Tracking Form](#) after completing a course.

If you have taken the ServSafe course within the last 6 months please select Key Area- Operations 2000 and enter Key Area code 2600. Time should be 8 hours. If you took the renewal course time should be 4 hours.

Below are the links to the annual required training. You will be paid for up to 4 hours of training that includes the following:

Click [Vector Safe Schools Platform Log In](#) or to access online training: Log on to the District website. Under "About", select "Departments & Services", select "Buildings & Grounds". At the bottom of that page, click on "Vector Solutions Training". Use your first initial + last name for the ID and password (all lower case). Select start on indicated course. If you have trouble logging in contact Rachael Caspers rcaspers@northfieldschools.org.

Mandatory: To be completed by 9/1/2024 The minutes in () are the time to be recorded on the Professional Standards 24-25 Training Tracking Form and not the actual amount of time it may take you to complete the course.

1. Bullying: Recognition and Response (1 hour) Key Area:Admin Key Topic: 3450
2. Mandated Reporting - Child Abuse (30 minutes) Key Area: Admin Key Topic: 3450
3. FERPA - Confidentiality of Records (15 minutes) Key Area: Admin Key Topic: 3410
4. Blood Borne Pathogen (15 minutes) Key Area: Admin Key Topic: 3450
5. Civil Rights Training (30 minutes) Key Area: Admin Key Topic: 3410
6. Hazard Communication: Right to Understand (30 minutes) Key Area: Operations Key Topic: 2330
7. Seizures (30 minutes) Key Area: Admin Key Topic 3500
8. Restraint and Seclusion (30 minutes) Key Area: Admin Key Topic: 3450