



Office of Elementary, Middle, Secondary and Continuing Education
School Operations and Management Services
Child Nutrition Program Administration, Room 55, Albany, NY 12234-0055
Tel. (518) 473-8781
Fax (518) 473-0018
<http://www.nysed.gov/cn/cnms.htm>

June 2004

TO: District Superintendents
Superintendents of Public Schools
Chief Administrators of Nonpublic Schools Participating in the
National School Lunch and School Breakfast Programs
Chancellor of New York City Public Schools
Executive Directors of Residential Child Care Institutions
Food Service Directors/Managers

FROM: Frances N. O'Donnell, Coordinator

SUBJECT: Workshops for New School Food Service Directors/Managers and
Refresher for Experienced Food Service Personnel and Administrators

The New York State Education Department will conduct five workshops for new school food service directors/managers during the month of August. These comprehensive sessions, offered at no charge to attendees, will familiarize new directors/managers with Child Nutrition Program regulations and provide them with management techniques to administer a cost-effective operation. Attendees will be provided the information and tools to successfully administer the National School Lunch and School Breakfast programs, including how to order and use donated foods. We strongly encourage you to take advantage of this professional development opportunity, as these sessions will, in most instances, replace our on-site assistance visits to new managers during the school year. Interested school business officials, supervisors, cook managers, and others involved with the operation of the Child Nutrition Programs are also invited to attend. If you contract with a Food Service Management Company, please inform the company representatives of our meeting and encourage them to attend. The workshops will be held at various locations throughout the State for your convenience. A listing of the sites is attached and includes meeting dates, times, and directions. All new managers/directors should plan to attend the full two-day workshop.

TOPICS TO BE DISCUSSED WILL INCLUDE:

- *Applications, Direct Certification, Verification*
- *Collection Methods, Accountability*
- *Menu Planning Requirements for National School Lunch and School Breakfast Programs, Offer versus Serve and Snacks in After School Care*
- *Coordinated Review Effort (CRE) Monitoring Process*
- *Standardized Recipes, Production Records, School Meals Initiative (SMI) Review*
- *Techniques for Meeting the Dietary Guidelines*
- *Claims for Reimbursement, Recordkeeping*
- *Financial Management*
- *Merchandising and Marketing*
- *Donated Foods*

* For those requiring specific times when topics will be covered, request a copy of the agenda a week or two prior to the meeting.

(over)

Each day, time will be allotted to allow attendees an opportunity to receive personal assistance with child nutrition questions applicable to topics discussed that day. Attendees are encouraged to bring a copy of their menu, production records, and other forms used by the school/facility to the meeting if assistance is needed.

These sessions will be conducted at a facility, which will, to the greatest extent possible, meet the accessibility needs of individuals with disabilities. In addition, if special accommodations, such as interpreters, large print or Braille materials are needed, please contact your Child Nutrition office.

Refreshments will not be provided, you may bring them with you. Lunch can be obtained at a cafeteria or restaurant in the vicinity of the workshop you are attending.

Please pre-register by calling, or faxing the registration form to the contact person listed at the site you are attending. For additional information, call your respective Child Nutrition office.

SUMMER 2004 WORKSHOPS FOR NEW SCHOOL FOOD SERVICE DIRECTORS/MANAGERS

LONG ISLAND AREA

Tuesday, August 10, 2004

9:00 a.m. – 9:30 a.m. Registration

9:30 a.m. - 3:30 p.m.

Wednesday, August 11, 2004

9:00 a.m. – 3:30 p.m.

Dennison County Building
100 Veterans Memorial Highway
Hauppauge, NY 11788

Contact: Dee Krawczyk
(518) 474-3956
(518) 473-0018 (fax)

Directions:

From the East: Take the Long Island Expressway (495) west to Exit 57. This is Veterans Memorial Highway. The Dennison Building is on the left.

From the West: Take the Northern State Parkway to the end. Northern State turns into Veterans Memorial Highway. The Dennison Building is on the right.

The meeting will be held in the Media Room, which is located on the lower level.

We suggest you bring your own refreshments. Lunch may be purchased in area restaurants.

ALBANY AREA

Tuesday, August 17, 2004

8:30 a.m. – 9:00 a.m. Registration

9:00 a.m. – 4:30 p.m.

Wednesday, August 18, 2004

8:30 a.m. – 4:30 p.m.

Capital Region BOCES
Meeting Rooms A & B
1031 Watervliet Shaker Road
Albany, NY 12205

Contact: Dee Krawczyk
(518) 474-3956
(518) 473-0018 (fax)

Directions:

Traveling North or South on the Thruway, take Exit 24 to the Northway (I-87). Then continue below.

Traveling North or South on the Northway (I-87) take Exit 2W. Travel west on Route 5 (Central Avenue) about 2 miles. Take a right onto Route 155 and travel about $\frac{3}{4}$ mile. Continue through the intersection of Watervliet Shaker Road and take the first right into Shaker Pine Shopping Plaza. The Administration Building is a two-story red brick building to the left of the stores. Enter by the flagpole to get to Meeting Rooms A & B.

Traveling from the West on Route 5 (Central Avenue), take a left at the intersection of Route 5 and Route 155. Continue through the intersection, take the first right into Shaker Pine Shopping Plaza.

Parking is available in front of the Shaker Pine Mall, the upper East lot side of the BOCES Administration Offices, and the front lot of Building A of the Albany VoTec Campus.

We suggest you bring your own refreshments. Lunch may be purchased in area restaurants.

BUFFALO AREA

Tuesday, August 17, 2004

8:00 a.m. - 8:30 a.m. Registration

8:30 a.m. – 4:00 p.m.

Wednesday, August 18, 2004

8:00 a.m. – 4:00 p.m.

Erie I BOCES
Conference Room A
355 Harlem Road
West Seneca, NY 14224-1892

Contact: Joan Gaczewski
(716) 821-7350
(716) 821-7357 (fax)

Directions:

From the North: I-290 (Youngman) to I-90 (NYS Thruway) to Exit 54 (Rt. 400 Aurora Expressway) to Seneca Street Exit. Turn right on Seneca Street, then turn right on Harlem Road.

From the Northeast: I-90 (NYS Thruway) to Exit 54 (Rt. 400 Aurora Expressway) to Seneca Street Exit. Turn right on Seneca Street, then turn right on Harlem Road.

From the Southeast: Rt. 400 (Aurora Expressway) to Seneca Street Exit. Turn right on Seneca Street, then turn right on Harlem Road.

From the South: I-90 (NYS Thruway) to Exit 54 (Rt. 400 Aurora Expressway) to Seneca Street Exit. Turn right on Seneca Street, then turn right on Harlem Road.

We suggest you bring your own refreshments. Lunch may be purchased in the BOCES cafeteria or area restaurants.

NEW YORK CITY AREA

Tuesday, August 17, 2004

8:30 a.m. – 9:00 a.m. Registration

9:00 a.m. – 4:30 p.m.

Southgate Tower Hotel
371 Seventh Avenue
New York, NY 10001-3984

Contact: Kaleen Edwards
(518) 473-1525
(518) 473-0018 (fax)

Directions:

Take subway/train to 34th St./Penn Station, Manhattan. Exit Penn Station onto 7th Avenue. Walk to 31st Street. Southgate Tower is on the corner of 7th Avenue and West 31st Street.

We suggest you bring your own refreshments. Lunch may be purchased in area restaurants.

SYRACUSE AREA

Tuesday, August 24, 2004

8:30 a.m. – 9:00 a.m. Registration

9:00 a.m. - 4:30 p.m.

Wednesday, August 25, 2004

9:00 a.m. – 3:00 p.m.

TriPlexus

Madison-Oneida BOCES

4937 Spring Road

Verona, New York 13478-0168

Contact: Joan Gaczewski

(716) 821-7350

(716) 821-7357 (fax)

Directions:

From the NYS Thruway: Take Exit 33 and merge onto Rte 365 east (follow the right ramp after the toll booth). At the second stop light, (about one mile), turn right onto Spring Road. You will see the BOCES campus on the left about ¼ mile ahead. Continue to the first intersection and turn left onto Tilden Hill Road. Turn in at the last driveway where it says TriPlexus. The TriPlexus conference room is located in the front of the building facing the road.

We suggest you bring your own refreshments.