



Office of Elementary, Middle, Secondary and Continuing Education
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Child Nutrition Program Administration
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June 2001

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

The New York State Education Department will conduct five two-day 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 that you 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, 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:

Day 1

- *New Manager's Perspective*
- *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*

Day 2

- *Coordinated Review Effort (CRE) Review 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 will be addressed at all meetings.

(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 for reference.

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.

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 2001 WORKSHOPS FOR NEW SCHOOL FOOD SERVICE DIRECTORS/MANAGERS

BUFFALO AREA

Monday, August 20, 2001

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

8:30 a.m. – 4:30 p.m.

Tuesday, August 21, 2001

8:30 a.m. – 4:30 p.m.

Erie I BOCES

Conference Room A - August 20

Conference Rooms D & E - August 21

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.

Lunch may be purchased in the BOCES cafeteria or area restaurants.

SYRACUSE AREA

Wednesday, August 22, 2001

8:30 a.m. – 9:00 a.m. Registration

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

Thursday, August 23, 2001

9:00 a.m. – 3:00 p.m.

North Syracuse CSD Offices

Cafeteria

5355 West Taft Road

North Syracuse, NY 13221

Contact: Pat Minnoe

(315) 453-3100

(315) 453-3120 (fax)

Directions:

From the north: Take Route 81 south to Exit 28 and turn right onto Taft Road. Proceed on Taft Road to the fourth traffic light. Turn right at the North Syracuse Junior High School entrance. The District Offices are in the first building on the left.

From the south: Take Route 81 north to Exit 28 and turn left onto Taft Road. Proceed on Taft Road to the fifth traffic light. Turn right at the North Syracuse Junior High School entrance. The District Offices are in the first building on the left.

From the NYS Thruway: Take Exit 36 (Route 81) and follow directions for "From the south".

ALBANY AREA

Thursday, August 23, 2001

8:30 a.m. – 9:00 a.m. Registration

9:00 a.m. – 4:30 p.m.

Friday, August 24, 2001

8:30 a.m. – 4:30 p.m.

Sand Creek Middle School Library

329 Sand Creek Road

Albany, NY 12205

Contact: Dee Krawczyk

(518) 474-3956

(518) 473-0018 (fax)

Directions:

From the New York State Thruway West or South (87): Take Exit 24 off the Thruway and follow signs for 87 North Montreal. Take Exit for Wolf Road and Route 5, Albany. At the end of the ramp, go straight ahead on Wolf Road. Travel approximately 1 mile (Colonie Center is to the right). Turn right onto Sand Creek Road at the Hoffman Car Wash and proceed approximately 1 mile. School will be on the left side of the road at the 4th traffic light.

From Northway (87) coming South: Take Exit 2E, Albany Route 5, Central Avenue. Once on Central Avenue take the first left-hand turn onto Wolf Road at the traffic light. Travel approximately 1 mile (Colonie Center is to the right). Turn right onto Sand Creek Road at the Hoffman Car Wash and travel 1 mile ahead. School will be on the left at 4th traffic light.

Take front entrance. Check in at the main office on the left inside the doors. You will be directed to the library on the 2nd floor.

Refreshments other than coffee will be available.

LONG ISLAND AREA

Tuesday, August 28, 2001

9:00 a.m. – 9:30 a.m. Registration

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

Wednesday, August 29, 2001

9:00 a.m. – 3:30 p.m.

New York State Office Building

250 Veterans Memorial Highway

Hauppauge, NY 11788

Contact: Dee Krawczyk

(518) 474-3956

(518) 473-0018 (fax)

Directions:

Long Island Expressway (495)

From the East: Take LIE West to Exit 57. Follow signs for 454 (North). This is Veterans Memorial Highway. The NYS Office Building is on the left, look for signs.

From the West: Take the Northern State Parkway to the end. Northern State turns into Veterans Memorial Highway (Rt. 454). The NYS Office Building is on the right, follow signs.

The meeting will be in Room 3A-8.

We suggest you bring a snack and refreshment.

NEW YORK CITY AREA

Tuesday, August 28, 2001

9:00 a.m. – 9:30 a.m. Registration

9:30 a.m. – 4:30 p.m.

Wednesday, August 29, 2001

9:30 a.m. – 4:30 p.m.

Directions: BY SUBWAY

IRT: Broadway 7th Avenue Line
Routes 1, 9, 2, 3
Chambers Street Stop

St. John's University (Formerly College of Insurance) – Room 123
101 Murray Street
New York, NY 10007

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

IND: 8th Avenue Line
Routes A & C
Chambers Street Stop

From the corner of Chambers and West Broadway, walk with traffic along West Broadway for 2 blocks to Murray Street. Take right on Murray Street and walk 1 block to the University (pinkish 10-story stone building with green windows).

Directions: BY CAR

Traveling from the Triborough Bridge, cross bridge to Manhattan and onto FDR Drive South. Stay on FDR Drive to the tip of Manhattan, past Battery Park onto West Highway North. Turn right on Murray Street (3 blocks past the World Trade Center).

Traveling from Long Island, take Brooklyn-Queens Expressway to Brooklyn Bridge, into Manhattan. Take a left on Chambers Street and then left on Broadway. Take a right on Murray Street and go 4 blocks to the University.