



COLORADO DEPARTMENT OF EDUCATION

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Robert K. Hammond
Commissioner of Education

Diana Sirko, Ph.D.
Deputy Commissioner

Keith Owen, Ph.D.
Associate Commissioner

To: Regional Training Attendees

From: Jeanne M. Aiello, SNS, Senior Consultant, 303-866-6659

Date: September 15, 2011

Subject: Regional Training for Managers

The central area training for managers will be held on Monday and Tuesday, October 10th and 11th, in Colorado Springs.

Where: Widefield Administration Office Board Room
1820 Main Street
Colorado Springs, CO 80911
719-391-3562

Directions: *From Interstate 25 southbound:* Exit 135, take ramp right and follow signs for Academy Blvd. (.3 mi.). Turn left onto CO-83 N./S. Academy Blvd. (.3). Take ramp right and follow signs for Bradley Rd. (1 mi.). Turn right on Main.
From I25 northbound: Turn right onto CO-83 North / S Academy Blvd (1.1 mi.) Take ramp right and follow signs for Bradley Road (0.2 mi.). At roundabout, take 3rd exit onto Bradley Rd (1.0 mi.).

When: Monday: 9 a.m. – 4:30 p.m.
Tuesday: 9 a.m. – 2:30 p.m.

Coffee and fruit will be provided each morning; and lunch will be provided on Tuesday. You will be on your own for lunch on Monday.

Jess Harvat from the USDA Food Distribution Program will be present to review how to order USDA foods and answer questions.

Please bring a few pencils, your district HACCP plan, the USDA *Food Buying Guide* and one week of completed Daily Production Records with corresponding menus. I look forward to seeing you in October and in the meantime, please feel free to call us with any questions you may have (303-866-6661 or toll free 888-245-6092).