



# 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  
**Date:** September 12, 2011  
**Subject:** Regional Training for New Managers

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The west regional training for new Managers/Directors will be held on Tuesday and Wednesday, November 1<sup>st</sup> and 2<sup>nd</sup> in Eagle.

**Where:** District Support Center Conference Room  
757 E. 3<sup>rd</sup> St.  
Eagle, Colorado  
(970) 328-2760

**Directions:** *From Interstate 70: Take exit 147 ramp right toward Eagle. Turn right onto Eby Creek Rd. At roundabout, take second exit onto Church St. Turn left onto 3<sup>rd</sup> St.*

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

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

Jess Harvat from the USDA Food Distribution Program will be available via conference call for discussion and to 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).