



COLORADO DEPARTMENT OF EDUCATION

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Robert K. Hammond
Commissioner of Education

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Associate Commissioner

To: Regional Training Attendees

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

Date: September 13, 2011

Subject: Regional Training for New Managers

The northeast regional training for new managers will be held on Monday and Tuesday, October 24th and 25th, in Ft. Morgan.

Where: District Support Center
715 W. Platte Avenue
Ft. Morgan, Colorado

Directions: *From Interstate 76 eastbound:* Take exit 80 (CO-52) towards Ft. Morgan/Raymer (.2 mile). Turn right (south) onto Main Street (.6 mile). Turn right onto W. Platte Avenue (.4 mile).
From Interstate 76 westbound: Take exit 80 (CO-52) towards Ft. Morgan/Raymer (.2 mile). Turn left (south) onto Main Street (.6 mile). Turn right onto W. Platte Avenue (.4 mile).

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).