



COLORADO DEPARTMENT OF EDUCATION

201 East Colfax Avenue • Denver, Colorado 80203-1799
303.866.6600 • www.cde.state.co.us

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

The southeast regional training for new Managers/Directors will be held on Thursday and Friday, October 13th and 14th in Springfield.

Where: Elementary School, Board Room
389 Tipton Street
Springfield, Colorado
(719) 523-4391

Directions: *From Hwy160: Turn left onto US 287/US 285 (1.9 miles). Turn left onto West 4th Ave. (.1 mile). Right onto Tipton (79 ft.).*

When: Thursday: 9 a.m. – 4:30 p.m.
Friday: 9 a.m. – 2:30 p.m.

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

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).