



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

RICK SNYDER
GOVERNOR

MICHAEL P. FLANAGAN
STATE SUPERINTENDENT

February 26, 2014

MEMORANDUM

TO: State Board of Education

FROM: Michael P. Flanagan 

SUBJECT: Approval of State Board of Education and Michigan
Department of Education Cosponsorship

The State Board of Education and Michigan Department of Education have been asked to cosponsor the following conference:

- School Nutrition Association of Michigan 2014 Annual Conference

It is recommended that the State Board of Education support the cosponsorship of the conference, as described in the Superintendent's memorandum dated February 26, 2014.

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COSPONSORSHIP

Title of Event: School Nutrition Association of Michigan
2014 Annual Conference

Primary Sponsoring Agency: School Nutrition Association of Michigan

Cosponsor(s): Michigan Department of Education

Dates: October 24 – 26, 2014

Location: Traverse City, Michigan

Purpose: To provide information and resources to school food service directors through a multiple-day workshop that will focus on USDA program requirements and all aspects of school meals program operations at the local districts.

Major Speaker(s): To be determined; includes School Nutrition Programs unit staff.

Audience: School food service directors and staff from multi-site school districts.

Staff Involvement: Provide training and technical assistance through formal presentations and informal networking with local district food service staff.

Financial Obligation: Federal X State Other

Staff Costs (including fringe benefits and number of days):	
20 staff for 3 days	\$10,258
Other Costs (including meals, phone, postage, travel, etc.):	
Registration – 20 staff x \$140	\$ 2,800
Meals - 20 staff x \$31/day x 3 days	\$ 1,860
Lodging - 20 staff x \$123/night x 2 nights	\$ 4,920
Mileage - 362 miles round trip x .390 = \$141 x 8 cars	\$ 1,128

State Board Participation: Invited Guests

The following "Statement of Cosponsorship" will appear on the printed agenda for the meeting or conference:

Cosponsorship of a conference by the State Board of Education and Michigan Department of Education assumes the active participation of Department of Education staff in the planning and development of the agenda. No person shall be denied the opportunity to participate on the basis of race, color, religion, national origin or ancestry, age, sex, marital status or disability. The conference facility must meet federal and state accessibility standards. Commercial products or services displayed or presented as a part of the conference are not considered endorsed by the State Board of Education or Michigan Department of Education.