



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

GRETCHEN WHITMER
GOVERNOR

MICHAEL F. RICE, Ph.D.
STATE SUPERINTENDENT

Re: School Meals Overview Workshop

The staff of the Michigan Department of Education (MDE) School Nutrition Programs unit are pleased to announce a hands-on, activity-based workshop for school nutrition staff. This workshop is targeted to food service and administrative support staff and will provide active sessions where participants can interact with MDE staff.

The workshop consists of two days. Day One will cover nutrition and menu planning related information and Day Two will cover program administrative information. There is no cost for the workshop and participants are welcome to attend one or both days.

To enhance the learning experience, it is highly recommended that attendees bring a laptop and your menus for the Day One workshop. Group activities will provide the opportunity to save information that can be used in your operation. See draft agenda on the following page.

Registration for the training is required. Use the links below corresponding to the workshop you wish to attend. Registration will close one week prior to each workshop or when each workshop is filled. **Please register for each day you plan to attend.** Space is limited, so register early.

Dates: **April 23 and 24, 2025**

Washtenaw ISD, Teaching & Learning Center, 1819 S. Wagner Rd, Ann Arbor
Day One Registration- <https://forms.office.com/g/b51t7gmxGN> Targeted Training-
Washtenaw ISD

Day Two Registration-<https://forms.office.com/g/yrkvPVJ4Dc> Targeted Training-
Washtenaw ISD

Dates: **June 11 and 12, 2025**

Delta-Schoolcraft ISD, 2525 3rd Ave S. Escanaba, MI 49829
Day One Registration- <https://forms.office.com/g/vk7WHaZrSa> -Targeted Training-
Escanaba ISD

Day Two Registration-<https://forms.office.com/g/LqWurEAJ1V> - Targeted Training-
Escanaba ISD

Cost: No charge

Time: 8:30 a.m. to 9:00 a.m. – Registration (Day One and Day Two)
9:00 a.m. to 3:00 p.m. (Day One and Day Two)

Meals: Lunch is on your own. Local restaurants are close by or feel free to bring your own lunch.

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Draft Agenda:

Day One – Nutrition Related Topics	Day Two – Administrative Related Topics
Menu Development and Meal Patterns Offer versus Serve (OVS) Production Records	Point of Service (POS) Counting and Claiming General Areas of Compliance
BREAK (lunch on own) Noon – 1 p.m.	BREAK (lunch on own) Noon – 1 p.m.
Recipes and Labels Meal Component Tool Demonstration Develop your own Meal Component Tool	Direct Certification Free/Reduced Applications Verification

Persons with disabilities needing reasonable accommodations for effective participation in the training should contact the School Nutrition Programs office at 517-241-5374. All requests for accommodations should be made by two weeks before the start of the training.