



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

GRETCHEN WHITMER
GOVERNOR

MICHAEL F. RICE, Ph.D.
STATE SUPERINTENDENT

Core Competencies Training for New Directors School Year 2024-2025 Registration

Audience: Food service directors who have been in their position for 2 years or less.

Goals:

- 1) Provide basic information to meet program regulations.
- 2) Create a cohort of directors who can learn and network together.
- 3) Build a strong relationship with Michigan Department of Education consultants.

Overview: Participants will view pre-recorded webinars and online training to gain basic information. This is done at their own convenience. Then live online sessions will bring the group together for additional activities, conversations, and discussions. It is an opportunity for answers to questions that were raised during personal viewing of the pre-recorded sessions. A computer is required for the live online sessions, so everyone can fully participate. Monthly virtual meetings will be held throughout the school year after the initial meetings in August.

Pre-work sessions will be shared July 2024. Initial resources are the [New Director Quick Start Guide](#), the [Program Requirements Calendar](#), and [Common Acronyms](#).

Live Sessions

Live sessions will provide a time for clarification, additional activities, and interaction. If you have questions from the pre-recorded sessions, please submit them to Emily Mattern, School District Consultant, at MatternE@michigan.gov, and we will be sure to answer them during the live session.

- *Tuesday, August 6, 2024, at 2:00-3:30 PM:* Meal patterns, Offer vs. Serve, Production Records, and Special Dietary Needs.
- *Thursday, August 8, 2024, at 2:00-3:00 PM:* Financial Compliance, and Year End Report.
- *Tuesday, August 13, 2024, at 2:00-3:00 PM:* Procurement and USDA Foods.
- *Thursday, August 15, 2024, at 2:00-3:00 PM:* Meal Counting & Claiming, Food Safety, and Civil Rights.

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Monthly Live Sessions (no pre-work, approximately 1 hour each) Once a month on Wednesdays at 1 pm. Topics subject to change:

- September 11: Student Eligibility, Direct Certification, Applications, Education Benefits Form and Count Sheets.
- October 9: How to submit a claim and Verification
- November 20: Professional Standards and Special Dietary Needs
- December 11: Smart snacks and Monitoring
- January 22: Production Records and SFA-VCR
- February 12: Local Wellness Policy
- March 19: SFSP, Afterschool Snack, At-risk Afterschool
- April 16: USDA tools and Food Safety
- May 21: Fiscal topics

Zoom

Our sessions will meet through the Zoom online conference system. We will adopt the same rules and norms as in a physical classroom (take notes; participate by asking and answering questions). For everyone's benefit, join the course in a quiet place. Turn on your video. Mute your microphone unless you are speaking. Close browser tabs not required for participating in class. Our success as an online class will depend on the same commitment, we all bring to the physical classroom. Appointments with meeting links will be sent after you register.

Registration

Register by completing the form at [Core Competencies Training for New Directors](#).

Registration Deadline

It is recommended to register at least by July 30, 2024, so there is time to complete the homework before the first session.