



Mississippi Department of Education
Tom Burnham, Ed. D. State Superintendent of Education

Office of Healthy Schools

Shane McNeill • Director • Ph: (601) 359-1737

Gary May • Director • Child Nutrition • Ph: (601) 354-7015 • Fax: (601) 354-7595

Memorandum

Date: March 29, 2010
To: All School Food Authorities and SFS Administrators
From: Amy Olson, Director
Division of Training *ao*
Subject: "DECIDE to Succeed: An Orientation for New Managers" June 21 – 25, 2010

"DECIDE to Succeed: An Orientation for New Managers" for NEW School Foodservice Program Managers and EMERGENCY Certified Managers will be held at Ridgeland High School, Ridgeland, MS, June 21-25, 2010. New and emergency School Foodservice Managers are required to attend this workshop for initial certification. After successful completion of this workshop, managers will receive certification for two years.

Educational standards require School Foodservice Program Managers to have a high school diploma or equivalent. Submit a copy of the participant's high school diploma, high school transcript showing date of graduation, or valid GED certificate with the pre-registration form. If a high school diploma/transcript is unavailable, please submit a letter from the superintendent of the school district where the applicant graduated, documenting that the individual received a high school diploma. Program managers with emergency certification **do not** have to resubmit educational documentation with workshop applications.

The completed form verifying successful completion of the math screen must also be attached to all registration forms. This packet was distributed to all School Foodservice Administrators in 2009. If you do not have a copy of the math screen packet, please contact the Division of Training at 601-354-7016.

DECIDE participants must pre-register for the workshop through the University of Mississippi, Division of Outreach and Continuing Education. Enclosed is a brochure with more specific information including the Pre-Registration Form. The pre-registration form must be completed and returned with the required documentation by Friday, June 11, 2010. Registration **WILL NOT** be accepted on the first day of class. All participants must pre-register to attend.

The workshop fee is \$200 and includes lunch on Tuesday, Wednesday, Thursday and Friday. Lodging is separate from the workshop fee. Lodging for all DECIDE participants has been arranged at Cabot Lodge Jackson-North, 120 Dyess Road, Ridgeland, MS. To receive workshop rates for Cabot Lodge Jackson-North, pre-registration must be made through the University of Mississippi.

“DECIDE To Succeed”

March 29, 2010

Page 2

Registration for all DECIDE participants will be held at Cabot Lodge Jackson-North on Monday, June 21, 2010, from 9 – 11 a.m. Participants will be responsible for transportation between Cabot Lodge Jackson-North and Ridgeland High School. The orientation workshop will begin at Ridgeland High School on Monday, June 21, 2010, at 1:00 p.m. Directions to the school will be provided at registration.

If you have questions about *DECIDE To Succeed* or the registration process, please call Division of Training at 601-354-7016.

AO:abc

Enclosure

10-48-CN

SPONSOR

Mississippi Department of Education -
Office of Child Nutrition



COORDINATED BY

Division of Outreach and Continuing Education -
The University of Mississippi

COORDINATORS

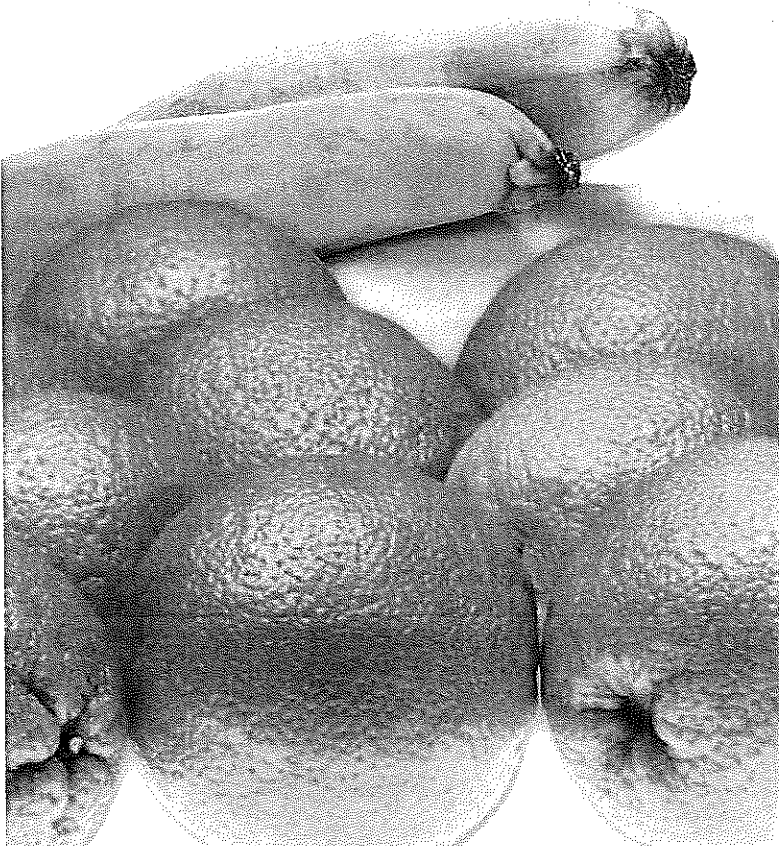
Amy Olson, Director of Training
MDE-Office of Child Nutrition

Lenora Phillips, Director of Technical Assistance,
MDE-Office of Child Nutrition

Jonnie Fitch, Senior Project Administrator
Division of Outreach and Continuing Education
The University of Mississippi

WHAT TO BRING

- USDA Food Buying Guide
- USDA Menu Planner for Healthy School Meals
- Pocket calculator, battery operated
- Casual clothes and comfortable shoes to wear during the workshop
- Light jacket or sweater



DECIDE to Succeed

AN ORIENTATION FOR NEW MANAGERS

June 21-25, 2010

Mississippi Department of Education
Office of Child Nutrition
Jackson, Mississippi

The University of Mississippi
Division of Outreach and Continuing Education



DECIDE to *Succeed*

ABOUT THE TRAINING SESSION

DECIDE to Succeed: An Orientation for New Managers will be held at Ridgeland High School in Ridgeland, Mississippi. The orientation course is required for all new school food service managers by the Mississippi Department of Education, Office of Child Nutrition. The purpose of the training is to provide information about the major roles and responsibilities of the school food service manager.

LODGING

Participants will be housed at the Cabot Lodge Jackson-North. The price listed is for the entire week. The price also includes a hot complimentary breakfast each morning. Rooms must be reserved through the University of Mississippi by June 6, 2010. If the pre-registration form cannot be submitted by June 6, call Jonnie Fitch at 662-915-7158 to reserve a room.

Participants who request double-room accommodations must choose their own roommates from other workshop participants to be eligible for the double-room rate. To receive these rates, room reservations must be made through the University of Mississippi. Participants are responsible for the additional costs for family members who join them. It is not mandatory that participants stay at the listed hotel. If participants choose to stay at another facility, they must make all of their own lodging arrangements.

TRANSPORTATION

Participants are responsible for transportation between their hotel and Ridgeland High School. Bus transportation will NOT be provided. A map to Ridgeland High School will be provided at the registration check-in on Monday morning, June 21, 2010.

TRAINING SESSION FEE

The session fee is \$200 and includes daily snacks and lunch on Tuesday, Wednesday, Thursday, and Friday. Lodging is not included in the session fee. Each participant will be responsible for the following meals:

Breakfast on Monday through Friday

Lunch on Monday

Dinner on Monday, Tuesday, Wednesday, and Thursday

A refund of the session fee and housing costs will be made if the request is received by Friday, June 18. The request can be made to: DECIDE to Succeed: An Orientation for New Managers, Division of Outreach and Continuing Education, P.O. Box 879, The University of Mississippi, University, MS 38677-0879 OR telephone (662) 915-7158 OR fax (662) 915-5138.

EDUCATIONAL STANDARDS

School food service managers are required by the State Board of Education to meet minimum educational standards. The minimum educational standard for a manager is a high school diploma or GED certificate. Managers currently holding Emergency certificates have met this requirement for the 2010 workshop. Participants must successfully complete the math screen before they are allowed to attend the workshop.

CERTIFICATION

Certification will be issued only to participants who meet minimum educational standards, who are currently employed in a school district, and who successfully complete course requirements.

PRE-REGISTRATION

Registration MUST be postmarked by Friday, June 11, 2010. Registration WILL NOT be accepted on the first day of class. All participants must pre-register to attend.

WORKSHOP CHECK-IN

Workshop Check-in will be held on Monday, June 21, 2010, from 9-11 a.m. in the lobby of Cabot Lodge, 120 Dyess Road, Ridgeland. Additional information will be sent upon receipt of pre-registration and fees.

ACCOMMODATING SPECIAL NEEDS

If you require special assistance relating to a disability, please contact the Division of Outreach and Continuing Education at (662)915-7158 prior to the seminar.

The University complies with all applicable laws regarding affirmative action and equal opportunity in all its activities and programs and does not discriminate against anyone protected by law because of age, color, disability, national origin, race, religion, sex, sexual orientation, handicap, or status as a veteran or disabled veteran.

PRE-REGISTRATION FORM: DECIDE to Succeed

Please photocopy if additional forms are required.

June 21-25, 2010 • Jackson, Mississippi

Pre-registration **MUST** be postmarked by Friday, June 11, 2010.
Registration **WILL NOT** be accepted on the first day of class.
All participants must pre-register to attend.

Name

Home Mailing Address Home Phone No.

City / State ZIP

School District/Organization

Food Service Administrator Area Code + Phone No.

School District/Organization Mailing Address

City / State ZIP

This form will serve as a request for manager certification in lieu of the required application. Please be sure authorized signatures are obtained below before submitting this pre-registration form.

Signature of School Food Service Administrator

Signature of School Food Authority

Educational documentation: Check one:

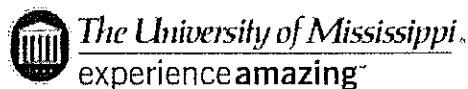
Enclosed is a copy of my high school diploma or GED certificate, or a letter from the superintendent of the school district where I graduated certifying that I have earned a high school diploma.

I currently hold an Emergency certificate and am exempt from providing educational documentation.

All participants must send in documentation that they have successfully completed the math screen.

Math screen document enclosed.

Send form, fees, and educational documentation to:
**DECIDE to Succeed, Division of Outreach and Continuing Education,
P.O. Box 879, The University of Mississippi, University, MS
38677-0879.**



REGISTRATION FEES

Enclosed is a check made payable to the *University of Mississippi* for the following:

Session fee \$200 \$ _____

PLUS Lodging:

Cabot Lodge Jackson-North

Sunday p.m. - Friday Noon

Single - \$470 one person \$ _____

Double - \$235 each person \$ _____

OR

Monday a.m. - Friday Noon

Single - \$376 one person \$ _____

Double - \$188 each person \$ _____

Total session fee and lodging \$ _____

*The double rate will be honored only if you are rooming with another workshop participant.

List roommate below.

Name of roommate for double room

Day of Arrival (check one):

Sunday, June 20

OR

Monday, June 21



The University of Mississippi
A Great American Public University

