Attachment B

SNP Memo No. 2023-2024-21

September 14, 2023

October 2023 New Director's Academy Agenda

| **Monday, 10/23/23** | **Tuesday, 10/24/23** | **Wednesday, 10/25/23** | **Thursday, 10/26/23** | **Friday, 10/27/23** |
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| **Registration** **Welcome/Overview/Ice Breaker** 8:00–8:45 a.m. **Overview of VDOE Programs & Team Intros****Mentor Program Overview**8:45–9:15 a.m.**Smart Goals** 9:15–10:05 a.m. | **Reimbursable School Meals** 8:00–9:30 a.m. | **Procurement and Inventory Management** 8:00–10:00 a.m. | **Key Performance Indicators** 8:00–10:00 a.m. | **Food Safety** 8:00–9:30 a.m. |
| **Break** 10:05–10:20 a.m. | **Break** 9:30–9:45 a.m. | **Break** 10:00–10:15 a.m. | **Break** 10:00–10:15 a.m. | **Break** 9:30–9:45 a.m. |
| **Program Accountability, Integrity, and Role of Director** 10:20–11:45 a.m. | **Reimbursable School Meals (Cont.)** 9:45 a.m.–12:00 p.m. | **Procurement and Inventory Management (Cont.)** 10:15 a.m.–12:00 p.m.**VA Procurement Thresholds** 12:00–12:05 | **Key Performance Indicators (Cont.)** 10:15 a.m.–12:00 p.m. | **Work Place Safety** 9:45–10:45 a.m. **Emergency Preparedness** 10:45–11:30 a.m.**Wrap-up,** **Celebrate Success!** **Mentor Assignments***Overall Seminar Evaluation* *Presentation of Certificates* 11:30 a.m.–12:00 p.m. |
| **Lunch** 12:00–1:00p.m. | **Lunch** 12:00–1:00p.m. | **Lunch** 12:00–1:00p.m. | **Lunch** 12:00–1:00p.m. | N/A |
| **USDA Foods** 1:05–2:15 p.m.**USDA Regulations** 2:00–2:15 p.m. | **Reimbursable School Meals (Cont.)** 1:00–1:30 p.m.**Special Dietary Needs** 1:30­–2:50 p.m. | **Customer Experience, Merchandising and Food Presentation**1:00–2:15 p.m. | **Key Performance Indicators (Cont.)** 1:00–1:30 p.m.**Farm to School (VDOE)**1:30–2:15 p.m.**VFVK/Mentoring Program**2:30–3:15 p.m.**Human Resources** 3:15–4:00 p.m. | N/A |
| **Break** 2:15–2:30 p.m. | **Break** 2:50–3:00 p.m. | **Break** 2:15–2:30 p.m. | **Break**  | N/A |
| **USDA Regulations** 2:30–4:30 p.m. | **Food Production and Operations Management** 3:00–4:20 p.m.**SNPWeb (VDOE)**4:20–4:35 p.m. | **Marketing** 2:30–4:30 p.m. | **Human Resources** 4:00–5:00 p.m. | N/A |