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 |