



Division of Elementary and Secondary Education

Transforming Arkansas to lead the nation in student-focused education

Johnny Key
Secretary

May 7, 2021

Dr. Ivy Pfeffer
Deputy
Commissioner

Child Nutrition Unit
2020 West 3rd Street, Suite 404
Little Rock, Arkansas 72205

Stacy Smith
Deputy
Commissioner

To: VIRTUAL Culinary Directions Part I Training Participants

**State Board of
Education**

From: Stephanie Alsbrook, MS, RDN, LD, Associate Director, Child Nutrition Unit

Charisse Dean
Little Rock
Chair

The Arkansas Department of Education, Division of Elementary and Secondary Education, Child Nutrition Unit welcomes you to the VIRTUAL 2021 Culinary Directions Part I Training! **This letter is to confirm that you have completed the registration process and are officially enrolled in Part I Training.**

Ouida Newton
Poyen
Vice Chair

Training will be conducted virtually in 2021 due to COVID-19. A couple of days prior to the start of the workshop, participants will receive an email with a link to a Zoom Meeting. Emails will be sent to the email address provided for the participant during the registration process. At **1pm on Monday, June 7th**, participants will click the link to join the Orientation session. The remaining days of training, participants will click on the same original link for their Breakouts by Topic. Course materials will be emailed to participants, as well. Participants will be responsible for their own printing.

Susan Chambers
Bella Vista

Dr. Fitz Hill
Little Rock

Districts must ensure that Part I participants have access to the email provided during the registration process, reliable internet access, a laptop or computer with a microphone and camera, and a quiet space for learning. Participants should know how to access their email, send an email, open a link, open an attachment, access the internet, and use the general functions of a laptop or computer, including the camera and microphone. Please consult your district technology coordinator for assistance.

Kathy McFetridge
Springdale

Dr. Sarah Moore
Stuttgart

Steve Sutton
Marion

This two-week workshop provides basic training on Child Nutrition Program regulations and requirements, human resources, meal preparation documentation, and sanitation and safety. Four sessions, each an hour and a half long, will be held virtually each day, **Monday through Friday, June 7th – 18th**, to cover each of the four Breakouts by Topic. Sessions will be held Monday – Friday and will require full-time (8:30 – 4:30), intensive work for the two-week period. Daily attendance is required and will be monitored.

Adrienne Woods
Rogers

Failure to attend the required sessions could result in no credit for the course. Despite this being offered virtually, participants are expected to attend with their cameras on, to participate with a positive attitude, and to engage in discussions and activities. If issues or concerns arise regarding attendance, the training coordinator will discuss with the participant, the participant's supervisor, and the participant's superintendent.

Participants are expected to attend all courses, and any absence should be discussed with the training coordinator, prior to the absence. Excused absences will be limited to emergency doctor's visits, funerals, and court hearings.

The participant MUST have the following supplies available to them throughout the training:

- Access to the email that was provided on the registration form as the participant's email address
- Reliable internet access
- A laptop or computer, including a microphone and camera
- Online access to the Food Buying Guide
- Hand-held calculator
- Binder or folder for printed materials
- Paper
- Pencils
- Highlighting pens
- Post-it-Notes
- Tote bag or backpack
- Hard copy of – or access to online – local school district's Food Service Policy Handbook or list of policies for school food service programs, if available.

For questions or concerns prior to the workshop and/or during training, please contact Stephanie Alsbrook at (501) 324-9502 or by email at Stephanie.alsbrook@ade.arkansas.gov .

If you need to cancel your Part I training reservation, please email UCA Outreach at profdev@uca.edu by June 2, 2021. The registration fee, minus \$10, will be refunded for cancellations received in this manner. No refunds will be given after the workshop begins.

We look forward to virtually seeing you in June!