



# Division of Elementary and Secondary Education

*Transforming Arkansas to lead the nation in student-focused education*

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**Johnny Key**  
Secretary

May 7, 2021

**Dr. Ivy Pfeffer**  
Deputy  
Commissioner

Child Nutrition Unit  
2020 West 3<sup>rd</sup> Street, Suite 404  
Little Rock, AR 72205

**Stacy Smith**  
Deputy  
Commissioner

**To: VIRTUAL Culinary Directions Manager Part II, Session A, Training Participants**

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

**State Board of  
Education**

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

**Charisse Dean**  
*Little Rock*  
**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 11am on Monday, June 7<sup>th</sup>**, participants will click the link to join the Orientation session. For the remaining days of training, participants will click on the same original link for the Breakouts by Topic. Course materials will be emailed to participants, as well. Participants will be responsible for their own printing.

**Ouida Newton**  
Poyen  
**Vice Chair**

This one-week session provides training in culinary techniques, food science, management of school meal programs, kitchen efficiency, and basic culinary math. Sessions will be **Monday through Friday, June 7<sup>th</sup> through June 11<sup>th</sup>**, and will require full-time (8:30 – 4:30), intensive work.

**Kathy  
McFetridge**  
*Springdale*

Daily attendance is required. Attendance will be monitored using the registered email address for each manager, so individual computers and learning spaces will be required daily. Participants will not be able to share computers/laptops.

**Dr. Sarah Moore**  
*Stuttgart*

Districts must ensure that Part II participants have access to the email provided during the registration process, reliable internet access, a laptop or computer with a microphone and camera, a quiet space for learning during classroom instruction, and a school kitchen that is equipped with the supplies and ingredients needed to prepare the assigned recipes. 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.

**Steve Sutton**  
*Marion*

**Adrienne Woods**  
*Rogers*

Part II participants will be conducting food science labs in the kitchen and will be engaged in classroom experiences too. You must be prepared to be in the kitchen for half of each day, including proper dress as determined by your district food service staff policy. The other half of the day, you will be in an online classroom setting for instruction. The morning and afternoon groups in the kitchen will vary each day. An agenda and overview of expectations will be provided during Orientation.

At the beginning of each Food Science Breakout, participants will click their Zoom link to virtually join a university professor for food science instruction and culinary demonstrations. Then, participants will use provided recipes to prepare (for 25 servings) their own product (offline) in their school kitchens using school equipment and supplies. Participants will re-join the Food Science Breakout using the original link to share about their product and experience. The recipes that will be used are included with this letter, and districts must ensure that managers have correct and adequate supplies and ingredients to prepare the products. Districts will cover the costs of recipe supplies using the cost-savings from the registration fee.

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
- School kitchen with necessary equipment and supplies to prepare assigned recipes
- 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

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 culinary labs. 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. Due to the short duration of training, there will be no excused absences.

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](mailto:Stephanie.alsbrook@ade.arkansas.gov) .

If you need to cancel your Part II training reservation, please email UCA Outreach at [profdev@uca.edu](mailto: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!