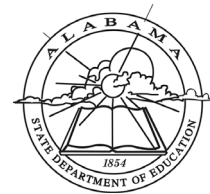




STATE OF ALABAMA
DEPARTMENT OF EDUCATION



Eric G. Mackey, Ed.D.
State Superintendent of Education

September 10, 2024

MEMORANDUM

TO: Selected Child Nutrition Directors

FROM: Angelice Lowe, Director ASL
Child Nutrition Programs ASL (Sep 10, 2024 11:41 CDT)

RE: 2024 Fall New Child Nutrition Program (CNP) Directors' Training

The Alabama State Department of Education, Child Nutrition School Programs is excited to announce the 2024 Fall New Child Nutrition Program Directors' Training Workshop. This training will be held at the Montgomery Public Schools Leadership Center located in Montgomery, Alabama. Below you will find the dates, schedule, location, and address for this training.

Date(s): October 23-24, 2024

Times: October 23-24, 2024 7:45 a.m. – 3:45 p.m.

Location: Montgomery Public Schools Leadership Center
Building B
720 Grove Street
Montgomery, Alabama 36104

Registration is required to attend this workshop and must be completed no later than October 11, 2024.

Please go to: <https://cnp.alsde.edu/nsIp/Registration/WorkshopRegistration.aspx>

*Please arrive at the designated registration time for the workshop. This will help ensure that our staff has enough time to complete set up. Please dress appropriately to prepare for cool and/or warm room temperatures.

A listing of hotels located in downtown Montgomery is attached.

If you have any questions, please contact the School Programs staff at (334) 694-4657.

AL/RS/AF

Attachments

Alabama
State Board
of Education

Governor Kay Ivey
President

Jackie Zeigler
District I

Tracie West
District II

Stephanie Bell
District III

Yvette M. Richardson, Ed.D.
District IV

Tonya S. Chestnut, Ed.D.
District V
Vice President

Marie Manning
District VI
President Pro Tem

Belinda McRae
District VII

Wayne Reynolds, Ed.D.
District VIII

Eric G. Mackey, Ed.D.
Secretary and
Executive Officer

ALABAMA STATE DEPARTMENT OF EDUCATION

CHILD NUTRITION PROGRAMS

New Directors Training

Wednesday, October 23, 2024



TIME	TOPIC	PRESENTER
11:00 - 11:15	Registration	
11:15 - 11:20	Welcome/Introductions	Julie Autrey, Education Administrator
11:20 - 11:25	Announcements	Robbie Scott, Education Specialist II, RSE
11:25 - 12:00	Meet and Greet with Mentors	Suzannah Yoder, Education Specialist
12:00 - 12:15	General Information	Robbie Scott, Education Specialist II, RSE
	- CNP Directory - Organizational Chart - Job Tasks Timeline Calendar - Technical Assistance Request Form	
12:15 - 1:15	CNP Online Application – Part I	Sharon Allison, Education Specialist II
	- Login Screen/Workshop Registration - Help Section - User Accounts/Sponsor Information/Agreement - School Sites/Cost Centers - Opening and Closing School Forms/Licenses	
1:15 - 1:30	BREAK	
1:30 - 2:30	CNP Online Application – Part II	Sharon Allison, Education Specialist II
	- Site Data Claims - Revisions/Submissions - Direct Certification/Verification - Safety Net/Severe Need	
2:30 - 3:30	Financial Management	Steven Rylant, Senior Accountant
	- Financial Management Handbook - Charged Meal Policy/Worthless Check Policy	
3:30	Dismissal	





ALABAMA STATE DEPARTMENT OF EDUCATION

CHILD NUTRITION PROGRAMS

New Directors Training
Thursday, October 24, 2024

TIME	TOPIC	PRESENTER
8:00 - 8:05	Registration	
8:05 - 8:10	Announcements	Robbie Scott, Education Specialist II, RSE
8:10 - 8:30	Reviews/Reminders • POS Systems • Constant Contact • Table Talk/Newsletter • Training and Webinars • Monthly New Director Teams	Loria Hunter, Education Specialist II
8:30 - 9:30	Procurement • Bids, RFPs, Quotes • Pre-Approved Equipment List • Equipment Disposal	Steven Rylant, Senior Accountant
9:30 - 10:00	Food Distribution/FAVVORS	Tammy Lofton, Education Specialist
10:00 - 10:15	BREAK	
10:15 - 11:00	Professional Standards • CNP Director Qualifications • Training Requirements • Professional Development Tracker • Director Certification	Loria Hunter, Education Specialist, II
11:00 - 11:15	Other Programs Overview • Summer Programs • FFVP • Farm to School • Supper • CACFP	Lori Ferguson, Education Specialist
11:15 - 11:30	Smart Snacks/Fundraisers	Joe Clark, Senior Accountant
11:30	Questions/Answers/Dismissal	



HOTELS LOCATED DOWNTOWN

Renaissance Montgomery Hotel & Spa
201 Tallapoosa Street
Montgomery, AL 36104

Hampton Inn & Suites
100 Commerce Street
Montgomery, AL 36104

Embassy Suites Hotel & Conference Center
300 Tallapoosa Street
Montgomery, AL 36104

SpringHill Suites Montgomery
152 Coosa Street
Montgomery, AL 36104

DoubleTree by Hilton Hotel Montgomery
120 Madison Avenue
Montgomery, AL 36104