Welcome to the Managers Recertification & DECIDE to Succeed “READINESS” Training!

The training will start at 2:00 p.m.
March 3, 2022
“Readiness Checklist” for Managers Recertification & DECIDE to Succeed

April D. Catchings, Director of Training & Program Outreach

Director of Training and Program Outreach
State Board of Education  STRATEGIC PLAN GOALS

1. **ALL** Students Proficient and Showing Growth in All Assessed Areas
2. **EVERY** Student Graduates from High School and is Ready for College and Career
3. **EVERY** Child Has Access to a High-Quality Early Childhood Program
4. **EVERY** School Has Effective Teachers and Leaders
5. **EVERY** Community Effectively Uses a World-Class Data System to Improve Student Outcomes
6. **EVERY** School and District is Rated “C” or Higher
To create a world-class educational system that gives students the knowledge and skills to be successful in college and the workforce, and to flourish as parents and citizens.

To provide leadership through the development of policy and accountability systems so that all students are prepared to compete in the global community.
Let’s get **READY** for the 2022 Managers Professional Standards Trainings?

**Discussion Topics:**

- Managers Recertification
- **DECIDE** to Succeed an Orientation for NEW Managers
- These trainings are required by the State Board of Education Policy
Managers Recertification

• To ensure all managers have everything they need for the upcoming trainings, we will provide you with the following “Readiness Checklist”!

• If you can check (✔) the items on this list, your managers will be ready for training!
Pre-Registration is Required

- All Managers **must** register for only one (1) a.m. or p.m. training class.
  - **Session 1:** 8:15 a.m. – 10:30 a.m.
  - **Session 2:** 1:15 p.m. – 3:30 p.m.
  - *Training slots are first come, first served*

- Total of eighteen (18) training sessions will be offered
  - May 10\textsuperscript{th} - 12\textsuperscript{th}
  - May 17\textsuperscript{th} - 19\textsuperscript{th}
  - May 31\textsuperscript{st}, June 1\textsuperscript{st} & June 2\textsuperscript{nd}
GoSignMeUp (GSMU) Registration

Managers must:

- Have a GSMU Username (UN) and Password (PW)
- Register themselves or SFSAs can register managers if they have their UN & PW
- Complete all registration fields in GSMU (select correct school district)
- Enter district email address in GSMU (no personal emails)
- OCN Staff & Trainers must be able to identify names with email addresses

- **Examples:** Jane Smith should have an email of: janeshmith@school.org, jsmith@school.org, smithjane@school.org
- Jane Smith should NOT have an email of: prettygirl2020@yahoo.com
State Agency Staff & Trainers will Contact Managers

- MDE/OCN will send an introductory email to Managers & SFSAs
- Trainers will email managers and SFSAs prior to the training
- Managers **must** respond to the trainer’s introduction email
  - Lack of response to trainers will **forfeit** their registration in that class
  - They must check their email regularly
Managers Contact Form

Managers Recertification 2022
Contact Form

This form must be completed and returned to ocntraining@mdek12.org no later than
Wednesday, April 20, 2022.

Managers Information:

Managers Name: ________________________________________________________________

School District Name: __________________________________________________________

Email Address: ________________________________________________________________

Cell Phone Number: ___________________________________________________________

School Food Service Administrator (SFSA) Information:

SFSA Name: ___________________________________________________________________

Cell Phone Number: ___________________________________________________________

E-mail: _______________________________________________________________________

Due: April 20th
ICN iLearn Courses

Managers must complete all assigned ICN courses prior to training (trainers may ask to see them).

SFSAs must keep a copy of ICN Certificates on file for Administrative Reviews.

SFSAs must submit a Verification Form certifying managers have completed ICN iLearn courses.
ICN iLearn Course Titles

Course #1: School Meal Pattern

- Overview of the Meal Pattern requirements for a reimbursable lunch and breakfast meal.
- Includes an overview of the USDA Offer Versus Serve Guidance for NSLP & SBP.
- Six (6) hours of instruction

Course #2: Cleaning and Sanitizing

- Explains best practices regarding Summer Food Service Program (SFSP) sites.
- Includes cleaning and sanitizing surfaces, equipment, and utensils.
- Fifteen (15) minutes of instruction

*Total Managers Recertification Training Hours = 6.25 Hours
Managers requirements for the day of training?

- Individual Computers with cameras and audio
  - No sharing computers
  - District managers could possibly be in separate classes
- Be on time for class
- Give their undivided attention (no distractions)
- Actively Participate
- Have all training materials and resources
NEW Managers hired after June 2021 must register and attend.

Managers **must** have a High School Diploma, Official HS Transcript or GED from an Accredited Institution prior to being certified.

OCN must have a complete *New Hire Application Packet (revised 2/15/22)* on file prior to registering for DECIDE.
DECIDE to Succeed Dates

- Pre-Registration is required

- *Training slots are first come, first served*

- Managers must attend only one (1) week of training.
  - **Week 1:** June 13-16, 2022
  - or
  - **Week 2:** June 20-23, 2022

- Training sessions will be four (4) hours per day.
GoSignMeUp (GSMU) Registration

NEW Managers must:

- Have a GSMU Username (UN) and Password (PW)
- Register themselves or SFSAs can register managers if they have their UN & PW
- Complete all registration fields in GSMU (select correct school district)
- Enter district email address in GSMU (no personal emails)
- OCN Staff & Trainers must be able to identify names with email addresses
  - Examples: Jane Smith should have an email of: jansmith@school.org, jsmith@school.org, smithjane@school.org
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Managers must complete all assigned ICN courses prior to training (trainers may ask to see them).

SFSAs must keep a copy of ICN Certificates on file for Administrative Reviews.

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ICN iLearn Course Titles

Course #1: School Meal Pattern
- Overview of the Meal Pattern requirements for a reimbursable lunch and breakfast meal.
- Includes an overview of the USDA OVS Guidance for NSLP & SBP.
- Six (6) hours of instruction

Course #2: Cleaning and Sanitizing
- Explains best practices regarding SFSP sites.
- Includes cleaning and sanitizing surfaces, equipment, and utensils.
- Fifteen (15) minutes of instruction

*Total DECIDE to Succeed Training Hours = 22.25 Hours
Managers requirements for the day of training?

- Individual Computers with cameras and audio
  - No sharing computers
  - District managers could possibly be in separate classes

- Be on time for class

- Give their undivided attention (no distractions)

- Actively Participate

- Have all training materials and resources
  - DECIDE Manuals will be mailed to the School District’s Central Office Address
  - Start mailing the week of March 28th.
Readiness Checklist “Recap”:

Managers Must:

• Pre-register for the training
  • Managers Recertification – attend one (1) day only
  • DECIDE to Succeed – attend one (1) week) only

• Reply to Trainers introductory emails.

• Have camera’s & microphone/audio on computers.

• Be on time for class

• Be attentive & fully engaged during the training

• Complete all required ICN Pre-requisite coursework.
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<thead>
<tr>
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