



**Miami-Dade County Public Schools  
Department of Food and Nutrition  
End of Year Update Meetings  
2023-2024**



**AGENDA**

1. Welcome
  
2. School Closing
  - a. Reducing Inventory/Menu Changes, as needed
  - b. Reduce Clutter
  - c. Clean and Sanitize
  
3. End of Year Procedures
  - a. Responsibilities
  - b. Tasks\*
  - c. Checklists\*
  
4. Mandatory Summer Training
  
5. Hurricane/Emergency Update (Food and Nutrition Procedure B-11)
  - a. Distribution of Emergency Shelter Information via Email
  
6. Summer Training Opportunities\*
  
7. Start Date of 2024-2025 School Year Per District Approved Calendar\*
  - a. Food Service Managers – August 7, 2024
  - b. Satellite Assistants – August 9, 2024 (subject to change)
  - c. Assistant Managers – August 13, 2024 (subject to change)
  
8. Food and Nutrition - Opening of School Meeting – more information forthcoming
  - a. Food Service Managers, Satellite Assistants and Assistant Managers to attend

9. 2023-2024 Full-Time Retirees

<b>School</b>	<b>Employee Name</b>
Cope Center North/8121	<b>Veronica Lattimore</b>
Cutler Bay Middle/6111	<b>Sandra Soto</b>
Hialeah Gardens Elementary/2111	<b>Hilda Rojas</b>
James H. Bright/J.W. Johnson Elementary/0481	<b>Esther Navarro</b>
Lake Stevens Elementary/2801	<b>Gaynell Keys</b>
Lenora Braynon Smith Elementary/0081	<b>Paula Alston</b>
Miami Sunset Senior/7531	<b>Romana Collier</b>
Royal Palm Elementary/4761	<b>Modesta Nicolas</b>
South Dade Middle/5003	<b>Tara Watts</b>
South Miami K-8 Center/5241	<b>Margarita Alvarez</b>
Southwood Middle/6861	<b>Marie Y. Gardner</b>
Springview Elementary/5361	<b>Paula Valhuerdi</b>
Sunset Elementary/5401	<b>Jackie Baker</b>
Thomas Jefferson Biscayne Gardens K-8 Academy/6281	<b>Dubis Diaz</b>
Vineland K-8 Center/5671	<b>Elsy Perez</b>

10. Alana Replacements

\*Attachments

***Thank you for a great 2023-2024 school year!  
We appreciate you!***

