

MT. DIABLO UNIFIED SCHOOL DISTRICT

Conference/ Travel Approval Request and Reconciliation

TRAVELER	40021	Machi	Dominic	Director, Food & Nutrition Services and Warehouse																																																											
	Employee ID	Last Name	First Name	Job Title																																																											
	Food & Nutrition Services		machid@mdusd.org	925-682-8000 ext.3775																																																											
	Work Site/Department		Work Email	Work Phone																																																											
For Air Travel:	Date of Birth	7/10/1963	Cell Phone	Name Above Must Match Legal ID																																																											
EVENT/TRAVEL INFO	Scratchworks Conference			Austin, TX																																																											
	Name of Event (No Abbreviations) Attach registration info & agenda/itinerary and submit to Purchasing			City, State of Event																																																											
	Mark one: Conference <input checked="" type="checkbox"/> District Business <input type="checkbox"/> Training <input type="checkbox"/> Other <input type="checkbox"/>																																																														
	School Site Plan Reference if applicable:		Goal:	Action:	Page:																																																										
	Mandated due to grant/other? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Explain:																																																														
	Number of Professional Events/Conferences/Trainings Attended School Year to Date:			0																																																											
	Briefly describe the activity and how staff and students will benefit:																																																														
	Scratchworks Conference is to learn and support cooking school meals from scratch using whole, fresh ingredients served to students.																																																														
	Plan for sharing Information upon return:																																																														
	Return with more resources for Food & Nutrition Services Staff about scratch cooking.																																																														
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Conference Requisition Submission Deadline:		3/12/2023		Requisitions submitted after deadline require justification																																																											
TRAVEL/CONFERENCE EXPENSES	1. Registration		Once approved, how will registration be paid:																																																												
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5. Meals per Diem (Max):		\$59.00																																																													
Select individual meals below:		<input type="checkbox"/> Check box if ANY meals are provided by hotel and/or conference and/or conference; do not include those meals below.																																																													
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Check box if sub required
 Absences must be entered in Sub System
 Sub System
 Job #:

MT. DIABLO UNIFIED SCHOOL DISTRICT

Conference/ Travel Approval Request and Reconciliation

PRE-APPROVALS	Pre Approval Signatures:		Date	
	Principal/Department Administrator			2/16/23
	Assistant Superintendent or Designee Executive Director			2/16/23
	Superintendent or Designee (For Out of State Travel)			
	Budget Manager (For Compliance Verification)			

- Attach registration info & agenda/itinerary to this sheet and submit to Purchasing -

Total Estimated Cost:	\$ 1,584.50	Total Actual Cost:	\$ 118.00
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BUDGET CODE : 13.5310.0000.3700.61100.000.509.009.5210

Total Amount Submitted for Reimbursement:

Signature of Employee:		Principal/Administrator:	
Date Submitted:			2.16.23

- Attach all required travel backup to this sheet and submit to Accounts Payable -

- Use this area to detail any items that require additional explanation/justification (see instructions) -

-ALL TRAVEL EXPENSES MUST BE IN ACCORDANCE WITH DISTRICT TRAVEL GUIDELINES AND ANY UNALLOWABLE OR EXCESSIVE COSTS MAY BE DISALLOWED DURING REVIEW OF THE CLAIM-



Thank you for registering

A copy of your registration information to ScratchWorks Inaugural Gathering has been sent to machid@mdusd.org.

Event Details



ScratchWorks Inaugural Gathering

April 23 - 26, 2023

The LINE Austin

111 E Cesar Chavez St, Austin, TX, 78701, US



Contact information

amy@wearescratchworks.org

Order Summary

Name: Dominic Machi

Email: machid@mdusd.org

Confirmation: 4f6afcbe30c54881ab55c8f193e0a656

Order Date: February 13, 2023 12:51 PM

1 x Attendee

Free

Attendee 1: Dominic Machi



Show this code to the organizer or check-in staff to check in.



Event description



S

ScratchWorks is a collective of school food professionals and non-profit organizations committed to supporting school districts in cooking school meals from scratch using whole, fresh ingredients that provide students with the nutrition they need for their educational success, health and wellbeing.

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A key ScratchWorks initiative is to host an annual gathering where school food professionals interested in scratch cooking can share, learn, and connect. Participants are key stakeholders in the cook-from-scratch school food movement - from pioneers in scratch cooking to aspiring operators committed to change. Attendees will leave with the resources, connections, and knowledge they need to create change in their programs.

Event sponsors



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on March
15, 2023
at 09:59
PM

Order Summary

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Sales end
on March
15, 2023



Dominic Machi <machid@mdusd.org>

ScratchWorks Annual Gathering Registration NOW OPEN!

1 message

Amy Feng <amy@wearescratchworks.org>
To: Amy Feng <amy@wearescratchworks.org>
Bcc: machid@mdusd.org

Mon, Feb 6, 2023 at 10:43 AM

Dear ScratchWorks Annual Gathering Attendee,

We are delighted to share that registration is NOW OPEN!

To register, please link to our [Whova](#) website. We ask that you **register by February 15th** and be sure to [Download the Whova app](#) to access all event details. On Whova, you will be able to:

- View the event **agenda** and plan your personal schedule
- Submit your **stipend request** in [Logistics](#) **by February 15th**
 - Stipends will be issued within 5 days of submission.
- Submit your **travel itinerary** in [Logistics](#) by March 20th
- Book your **hotel reservation** in [Logistics](#) by March 31st
- Access to **documents** and **slides** for breakout sessions
- **Find who else is attending** and reach out to people ahead of time
- Plan some social activities such as **morning yoga, coffee hours, or meet-ups** with your fellow attendees
- Receive updates such as **last-minute session changes and speakers**

Note that our session descriptions are continually being updated, so please be sure to visit them regularly as we approach the Gathering.

For your travel planning, we wanted to remind you that **ScratchWorks is providing a stipend of \$330.00** for interested participants to subsidize conference costs that we are not covering directly. **Any costs above \$330.00 will be the responsibility of the recipient.** We actually increased the stipend to help cover the following:

- Travel to and from Austin, TX
- Ground transportation to and from the airport (if flying)
- Dinner on April 25th

Other costs of the conference including registration, three nights' lodging at The Line Hotel from April 23rd - 25th, and scheduled conference meals during this period will be covered by ScratchWorks and our generous donors.

We look forward to seeing you in April in Austin, TX at the Inaugural ScratchWorks Gathering! Again, please register and complete your stipend request by February 15th, 2023. In the meantime, please do not hesitate to reach out to me directly with any questions or concerns!

Warmly,

Amy Feng
ScratchWorks
wearescratchworks.org
919.748.8240

Search

Event Schedule



Sunday, April 23

11:00 AM – 6:00 PM

Arrivals/Registration Open

Location: Topaz Lobby

Welcome to Austin! Stop by registration to check in and pick up your badge.

6:00 PM – 8:00 PM

Meet & Greet Welcome Reception

Location: TBD

Join us and your fellow attendees for a drink and a bite to eat while you mingle and meet like minded colleagues.

Monday, April 24

Tuesday, April 25

Wednesday, April 26

Navigation

- Home ([/web/n01m9WKCYGeiPrd0Bu0EQ4KZUJ0f034k5FK9k9kSj4%3D/](#))
- Agenda ([/web/n01m9WKCYGeiPrd0Bu0EQ4KZUJ0f034k5FK9k9kSj4%3D/Agenda/](#))
- Venue ([/web/n01m9WKCYGeiPrd0Bu0EQ4KZUJ0f034k5FK9k9kSj4%3D/Venue/](#))
- Logistics ([/web/n01m9WKCYGeiPrd0Bu0EQ4KZUJ0f034k5FK9k9kSj4%3D/Logistics/](#))

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Event Schedule



Sunday, April 23 

Monday, April 24 

8:00 AM – 9:00 AM

Breakfast

Location: Topaz Lobby & Ballroom

9:00 AM – 10:30 AM

Opening Session

Location: Onyx Ballroom 1

10:30 AM – 10:45 AM

Break

Location: Topaz Lobby

10:45 AM – 12:15 PM

Scratch vs. Speed Scratch

LIMITED SEATING

Location: Onyx 3

Speakers: Stephen O'Brien, Bertrand Weber

Join us for a discussion on the various terms used to describe scratch cooking. What is scratch cooking and how do you describe your program to others? Why do some districts use the work scratch while others use terms like speed scratch, quick scratch and home style?&nb...

[Read More](#)

10:45 AM – 12:15 PM

Good Food Purchasing, Values Based Procurement & Scratch Cooking

LIMITED SEATING

Location: Topaz 2

Speaker: Laura Edwards-Orr

[Read More](#)

10:45 AM – 12:15 PM

So You Want to Buy WHAT?

LIMITED SEATING

Location: Topaz 1

Speakers: Ann Cooper, Leslie Stafford

This session will provide districts with tools for accessing funding for operations and capital needs for their school food programs. We will discuss how school food leaders can participate in district bond programs and implement fundraising strategies and grant

Navigation

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(/web/n01m9WKCYGeiPrd0BU0EQ4KZUU3TU34K15FK9K9KSJ4%3D/Agenda/)

writing best practices to increase sc...

Read More

Agenda

Venue

Logistics

Lunch

Location: Onyx Ballroom 1

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1:15 PM – 2:45 PM

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But, I don't wanna! Transition Plans for Scratch Cooking that Help Directors Navigate System Change

LIMITED SEATING

Location: Onyx 3

Speakers: Ann Cooper, Anneliese Tanner

Why does scratch cooking matter? What does scratch cooking look like in schools, really? How do you make changes and get staff on board?? Hear Chef Ann Cooper, Founder & President of the Chef Ann Foundation (CAF) and former Boulder Valley SD Food Service Director, and Anneliese Tanner, Executive Dir...

Read More

1:15 PM – 2:45 PM

Farm to School – Practical Strategies for Buying Local

LIMITED SEATING

Location: Topaz 2

Speaker: Andrea Alma

Join us for an interactive conversation to help your school nutrition program move from where you are to where you want to be when it comes to sourcing local ingredients for your scratch cook operation. We will clarify what's fact and what's myth when it comes to the rules and regulations around loc...

Read More

1:15 PM – 2:45 PM

Putting your Wellness Policy into Action

LIMITED SEATING

Location: Topaz 1

Speaker: Nancy Easton

In this session, we will explore resources and strategies to help you gain buy-in for your...

Read More

2:45 PM – 3:00 PM

Break

Location: Topaz Lobby

3:00 PM – 4:30 PM

Recipe Development

LIMITED SEATING

Location: Onyx 3

Speakers: Ann Cooper, Brandy Dreibelbis

Stay Tuned!

3:00 PM – 4:30 PM

In-Depth Understanding of the Ingredient Guide for Better School Food

Purchasing

Purchasing

LIMITED SEATING

Location: Topaz 2

Speakers: Valeria la Rosa, Bertrand Weber

This session will equip you with tools to make more informed procurement decisions, educating you on the credible science behind the Unwanted and Watch Ingredients from the Ingredient Guide for Better School Food Purchasing. The Ingredient Guide is a resource for school food leaders and manufactu...

[Read More](#)

3:00 PM – 4:30 PM

Building your Brand for a Scratch Cook Program

LIMITED SEATING

Location: Topaz 1

Speakers: Patrick Durgan, Mara Fleishman, Diana Flores, Laura Smith, Lisa Weldon

Understand the why and how of building a school food brand that resonates with stakeholders from students and parents to administrators and the community. At the root of a strong brand is the ability to increase average daily participation. Hear from several seasoned school food leaders ...

[Read More](#)

6:00 PM – 6:30 PM

Transportation to Evening Event

Location: Main Lobby Entrance

6:30 PM – 9:00 PM

Reception and Dinner

Location: Ladybird Wildflower Center


Search 

Event Schedule



Sunday, April 23 

Monday, April 24 

Tuesday, April 25 

8:00 AM – 9:15 AM

Breakfast

Location: Onyx Ballroom 1

9:15 AM – 10:45 AM

Staff Utilization to Increase Scratch Cooking

LIMITED SEATING

Location: Topaz 2

Speakers: Amy Maclosky, Ryan Mikolaycik

As we continue to face challenges caused by the staffing shortage, what are your current practices geared towards preparing food? In this session, learn creative ways to utilize your staff in order to meet (and expand) your scratch cooking goals.

9:15 AM – 10:45 AM

Maximizing USDA Foods and Its Role in Your Program's Finances

LIMITED SEATING

Location: Topaz 1

Speaker: Jose R. Quinones

[Read More](#)

9:15 AM – 10:45 AM

Strengthen Skills for Powerful Conversations

LIMITED SEATING

Location: Topaz Lobby

Speaker: Nona Evans

We know that the journey to highly nutritious school meals is fraught with challenging conversations with stakeholders from board members to parents. This session will share a method to prepare for challenging topics, develop messages and a communication strategy so you are able to get your point ac...

[Read More](#)

10:45 AM – 11:00 AM

Break

Location: Onyx 3

Navigation

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(/web/n01m9WKC Y GeiPrd0Bu0EQ4KZU3TU34K15FK9K9KSJ4%3D/Agenda/)

11:00 AM - 12:30 PM

Serving Food

LIMITED SEATING

Location: Topaz 2

Speaker: Bertrand Weber

Venue

Logistics

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Substituting Equipment

LIMITED SEATING

Location: Onyx 3

Speaker: Andrew Benson

This session will help you to work with the (limited) equipment you have available. We will discuss how to be resourceful and plan for optimizing your equipment based on recipes and menus; or how to navigate around equipment malfunctions.

12:30 PM - 1:30 PM

Lunch

Location: Onyx Ballroom 1

1:30 PM - 3:00 PM

Recipe Standardization A-Z

LIMITED SEATING

Location: Onyx 3

Speaker: Patrick Garmong

This session will walk participants through the process of recipe standardization, utilizing the USDA Recipe Standardization Guide for School Nutrition Programs as the training resource. We will begin with an overview of the Three-Phase approach to recipe standardization, including a review of the r...

[Read More](#)

1:30 PM - 3:00 PM

World Cafe

LIMITED SEATING

Location: Topaz 2

Speaker: Bertrand Weber

1:30 PM - 3:00 PM

Policy Advocacy that Supports School Food Reform

LIMITED SEATING

Location: Topaz 1

Speakers: Ann Cooper, Mara Fleishman, Kim Herrington

Moving to Healthy School Meals for All (or Universal Free Meals) in your state is a coalition based initiative that has many parts and pieces. Learn from School Food Professionals that participated in state coalitions to push this type of legislation forward and how it has the opportunity to affect ...

[Read More](#)

3:00 PM - 3:15 PM

Break

Location: Topaz Lobby

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3:15 PM – 5:00 PM

Mentor Meeting

5:00 PM – 10:00 PM

Dinner on Own

Use the Whova App to meet up and find colleagues for a dinner group. Enjoy Austin!

Search 

Event Schedule



Sunday, April 23 

Monday, April 24 

Tuesday, April 25 

Wednesday, April 26 

8:00 AM – 9:00 AM

Breakfast

Location: Topaz Lobby & Ballroom

9:00 AM – 10:30 AM

State of the Union on School Food: CNR, Farm Bill, Updates on Regulations and Funding

Location: Onyx Ballroom 1

Speakers: Cindy Long, Bertrand Weber

Fireside chat with USDA Food and Nutrition Services Admi...

[Read More](#)

10:30 AM – 3:00 PM

Departures

11:00 AM – 2:00 PM

Field Trips Optional

Location: Main Lobby Entrance

Stay tuned!

Navigation