

REVISED Due to the Sept. 8th for Students Implemented by Governor Jim Justice
Marshall County Schools 2020-2021 Service Personnel Staff Development Schedule

This year we tried to plan far in advance and released this plan earlier than ever before. With the calendar changes, we had to make changes to this document as well. Remember that you are paid to attend CE and PL days as they are part of your contract, so if you are not reporting on these days you must call off. We have worked very hard on this schedule and hope that you find that the topics meet your needs. Please make sure that you sign a sign in sheet at your session. All half time employees must only attend the morning sessions, any questions please contact your direct supervisor.

Respectfully,
The Service Personnel Staff Development Council

Secretaries:

The majority of secretary training is completed before the opening of school so that secretaries can be in their buildings to register students etc. Therefore, secretary training will be offered as follows:

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| Aug. 13 8am – 3pm | County Office computer Lab
Ms. Tracy Mercer – Attendance codes & policy, Homebound, Home School & Transfer from out of county
Finance w/Beth P., Nan, Jamie, Kristi & Tammy F.
Mrs. Garrison – Office Tools, Back Up, Protection, etc. |
| Aug. 14 8am – 3pm | County Office Computer Lab
Back to School Training - Mr. Soltesz |
| Aug. 26 8am – 3pm | County wide policy training in your school led by the principal/completed online as directed by your principal |

Transportation Department:

Mr. Midcap will be arranging the majority of the training for the transportation department.

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| Aug. 25 8am – 3pm | Bus Garage
Steven Bradley, Worldwide Bus Company |
| Aug. 26 8am – 3pm | County wide policy training at the bus garage/completed online guided by Mr. Midcap |
| Aug. 27 8am – 3pm | Bus Garage
Bus driver & sub. bus driver training/chains/equipment check |
| Aug. 31 & Sept. 1
8am – 3pm | Special Ed aide training as scheduled by Mr. Midcap and Mrs. Cuffaro |
| Aug 28 – Sept. 4 | All bus drivers/mechanics scheduled by Mr. Midcap for bus cleaning/prep and training |
| Sept. 2 8am – 3pm | 1-hour refresher bus training for substitute aides held at bus garage |
| Sept. 3 8am – 3pm | 6-hour bus training for substitute aides held at bus garage |

Aides:

Below you will find the overall schedule for instructional aides. If your principal/immediate supervisor directs you to attend a different training, please do so (example – special education bus training, kindergarten training, Pre-k training).

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| Aug. 25 8am – noon | John Marshall High School Room 284
Michelle Toman, Jason's Law |
| Aug. 25 1pm – 3pm | John Marshall High School CPA
Mrs. Garrison Technology |
| Aug. 26 8am – 3pm | County wide policy training in your school led by the principal/completed online as directed by your principal |
| Aug. 27 8am – 3pm | John Marshall High School Room 284
Mike Curry, Cece Irvin – Behavior Intervention |
| Aug. 28 – Sept. 4 | Scheduled at the school level by principal |
| Sept. 2 8am – 3pm | 1-hour refresher bus training for substitute aides held at bus garage |
| Sept. 3 8am – 3pm | 6-hour bus training for substitute aides held at bus garage |

Custodians:

Aug. 25 8am – noon	John Marshall High School CPA Mrs. Garrison – K12 email, work order database, etc.
Aug. 25 1pm – 3pm	Work in your building After school begins maintenance personnel will come to your school to take custodians around to see all shut offs, panels, etc. Submit a sign in sheet for this training/hours.
Aug. 26 8am – 3pm	County wide policy training in your school led by the principal/completed online as directed by your principal
Aug. 27 8am – 3pm	Sherrard Auditorium 8am – 10am Mr. Cook, Health Department 10am – noon Mr. Bonar, Inspector 1pm – 3pm Mr. Cunningham, American Sanitary
Aug. 28 – Sept. 4	Report to your school/base location

Maintenance:

Mr. Price will hold trainings for the maintenance department in July and submit the sign in sheets. This affords them the opportunity to be in the schools to repair items prior to school starting. Often times when staff come back to school things need repaired prior to the first day.

Aug. 26 8am – 3pm	County wide policy training led by Mr. Price and Mr. Chaplin at the Maintenance Office
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Cooks:

Aug. 25 8am – 3pm	John Marshall High School Cafeteria – All Cooks What's on the Menu for 2021 Ms. Derico
Aug. 26 8am – 3pm	County wide policy training in your school led by the principal/completed online as directed by your principal
Aug. 27 8am – 3pm	John Marshall High School Cafeteria – All Cooks Where are we now...Post Covid 19?? Ms. Derico & Moundsville Health Dept.
Aug; 28 – Sept. 4	Report to your school/base location

“NT” Nontraditional teaching days are days when students learn remotely but all staff report to their school. There are times when principals want all service personnel in their buildings for training and other times when principals want other options for service personnel. If your principal/immediate supervisor directs you to stay in your building for training/work on any NT day that is what you do. Your principal may also approve that you attend one of the following trainings. If you want to sign up for one of these trainings you need to call Barb Peabody at 304-843-4400 ext. 350 or email her at bpeabody@k12.wv.us.

Mr. Midcap will schedule trainings or the bus rodeo on NT days. Mechanics/bus drivers should report to the bus garage on these days unless approved to attend one of the trainings listed below. Substitute bus drivers are afforded 18 hours of paid training a year per state code. Those drivers will be paid to attend with the rest of the Transportation Dept. on August 7th, November 25th, and April 6th.

October 7 th	8am – 11am	County Office Computer lab Email, listserve, internet safety
	8am – 11am	John Marshall Main Commons CPR/First Aid
	8am – 11am	John Marshall Library – 2 nd Floor by commons Food Handlers
	8am – 11am	County Office Board Room Michelle Wells – Introduction to Autism

12pm – 3pm John Marshall Main Commons
CPR/First Aid

12pm – 3pm John Marshall Library – 2nd Floor by commons
Food Handlers

12pm – 3pm County Office Board Room
Melissa Glasgow – What is Applied Behavior Analysis

8am – 3pm Bus Garage
Transportation Dept. only – Review COVID Procedures/Trainings

November 25th

8am – 11am County Office Board Room
Stacey Shay – Understanding Verbal Behavior

8am – 11am County Office Computer Lab
Programs used in schools

12pm – 3pm County Office Board Room
Cindy Lawther – Being a Good Communication Partner to an AAC User

8am – 3pm Fairgrounds
First Aid/CPR – Transportation Dept. only

December 23rd

8am – 11am County Office Computer lab
Microsoft Office

8am – 11am John Marshall Main Commons
CPR/First Aid

8am – 11am John Marshall Library – 2nd Floor by commons
Food Handlers

8am – 11am County Office Board Room
Sensory Strategies w/ Amanda Franko

8am – 11am Hilltop Gym
CPI refresher w/ Melody Burke

12pm – 3pm John Marshall Main Commons
CPR/First Aid

12pm – 3pm John Marshall Library – 2nd Floor by commons
Food Handlers

12pm – 3pm County Office Board Room
Cary Baker – Social Skills Instruction

12pm – 3pm Hilltop Gym
CPI refresher w/ Melody Burke

8am – 3pm Bus Garage
Computer/email trainings by County IT Dept. – Transportation Dept. only

February 17th

8am – 11am County Office Computer lab
Programs used in schools

8am – 11am John Marshall Main Commons
CPR/First Aid

8am – 11am John Marshall Library – 2nd Floor by commons
Food Handlers

8am – 11am County Office Board Room
Lara Himrod – Data Collection

12pm – 3pm John Marshall Main Commons
CPR/First Aid

12pm – 3pm John Marshall Library – 2nd Floor by commons
Food Handlers

12pm – 3pm County Office Board Room
Megan Roberts – Enhancing Communication with iPads

	8am – 3pm	McNinch Gym CPI training w/ Dan Wilson
	8am – 3pm	TBD – Transportation Dept. Only
April 1 st	8am – 3pm	County Office Computer Lab Using Office 365 beginners level
	8am – 3pm	Bus Garage Pre-trip inspections – Transportation Dept. only
April 6 th	8am – 3pm	County Office Computer Lab Using Office 365 advanced level
	8am – 3pm	John Marshall High School Student Parking Lot Bus Road-E-O – Transportation Dept. only