

# Marshall County Schools



## Service Development Schedule

August 16, 2022: Staff Development Council PD Planned, see below

August 17, 2022: Staff Development Council PD Planned, see below

August 18, 2022: Report to school site, Policy Training for all staff – anyone needing help with tech, logging on, etc., may report to BOE at 8:00 am for assistance

August 19, 2022: Report to base location

August 22, 2022: Report to base location

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### School Secretaries

August 11 8am – 4pm Computer Lab WVEIS 2.0 training

Contracted day prior to Aug. 16 complete policy training

Contracted day during the first semester

- Access the Washington EAP Services home page at [www.washingtoneapservices.com](http://www.washingtoneapservices.com)
- Click on the Work-Life button in the top right of the screen
- Enter the login mcs
- Scroll to the **Online Seminars** section. Click on the **Read More: Online Seminars** button. Both the upcoming and past seminars are listed.
- Must complete six (6) hours of seminars
- Print certifications and send to Barb Peabody at [bpeabody@k12.wv.us](mailto:bpeabody@k12.wv.us)

### County Secretaries

Contracted day prior to Aug. 16 complete policy training

Trainings approved by immediate supervisor throughout the first semester

- (EAP trainings, technology trainings online or in person, WVDE trainings with supervisor)

### Maintenance

Policy Training September 13 8am – 4pm at the Board of Education, Bowles-Rice Law Firm

Safety training October 12 8am – 4pm at the Board of Education, Greg Green – WV Extension

Equipment/job specific training as scheduled by Mr. Price throughout the first semester

### Transportation Department:

Aug. 16 – US Attorney’s Office at JMHS CPA (see below)

Aug. 17 – Special Needs Bus Training Refresher/New School Year Information at Marshall County Fairgrounds

Aug. 18 – Policy training at Delf Norona Museum Auditorium

Aug. 19 – Encova and New School Year Preparation at Marshall County Fairgrounds

Aug. 22 – Luttamus/Recognitions/Preparation for New School Year at Marshall County Fairgrounds

## August 16<sup>th</sup>:

| <b>Audience</b>   | <b>Program</b>  | <b>Time/Location</b>  |
|---|---|---|
| <b>Maintenance</b>  | Regular duty schedule   |   |
| <b>Secretaries</b>  | Report to base location   |   |
| <b>Custodians</b>   | Drugs, Vaping, cyber bullying, and cyber safety, Human Trafficking, Reentry – U.S. Attorney William Ihlenfeld’s Office                  | 8am – 11am JMHS CPA<br>11am – 12:00 Lunch on your own<br>12:00 – 3:00pm JMHS CPA          |
| <b>Cooks</b>  | Chemical and Sanitation - Ecolab<br>New Products – Core Food Service<br>HAACP Training – Debbie Derico<br>Teams webinar – Debbie Derico | 8am – 11am JMHS Commons<br>11am – 12:00 Lunch on your own<br>12:00 – 3:00pm Base location |
| <b>Kindergarten Aides</b>                                     | Drugs, Vaping, cyber bullying, and cyber safety, Human Trafficking, Reentry – U.S. Attorney William Ihlenfeld’s Office                  | 8am – 11am JMHS CPA<br>11am – 12:00 Lunch on your own<br>12:00 – 3:00pm JMHS CPA          |
| <b>Preschool Aides</b>  | Drugs, Vaping, cyber bullying, and cyber safety, Human Trafficking, Reentry – U.S. Attorney William Ihlenfeld’s Office                  | 8am – 11am JMHS CPA<br>11am – 12:00 Lunch on your own<br>12:00 – 3:00pm JMHS CPA          |
| <b>Instructional Aides (other including Media Specialist)</b> | Drugs, Vaping, cyber bullying, and cyber safety, Human Trafficking, Reentry – U.S. Attorney William Ihlenfeld’s Office                  | 8am – 11am JMHS CPA<br>11am – 12:00 Lunch on your own<br>12:00 – 3:00pm JMHS CPA          |
| <b>Special Education Aides (all categories)</b>               | Drugs, Vaping, cyber bullying, and cyber safety, Human Trafficking, Reentry – U.S. Attorney William Ihlenfeld’s Office                  | 8am – 11am JMHS CPA<br>11am – 12:00 Lunch on your own<br>12:00 – 3:00pm JMHS CPA          |
| <b>Transportation Department</b>                              | Drugs, Vaping, cyber bullying, and cyber safety, Human Trafficking, Reentry – U.S. Attorney William Ihlenfeld’s Office                  | 8am – 11am JMHS CPA<br>11am – 12:00 Lunch on your own<br>12:00 – 3:00pm JMHS CPA          |

**\*\* Aides needing bus training will be contacted for a time to report to the Food Services Building behind the Board of Education on August 16<sup>th</sup> – when not in bus training, these aides will need to report to the JMHS CPA**

## **August 17<sup>th</sup>:**

| <b>Audience</b>   | <b>Program</b>   | <b>Time/Location</b>   |
|---|--|--|
| <b>Maintenance</b>  | Regular duty schedule  |  |
| <b>Secretaries</b>  | Report to base location  |  |
| <b>Cooks</b>  | Special Diet Training – Trina Kropka<br>Encova– Alicia Cunningham<br>2022-2023 Meal Patterns – Debbie Derico   | 8am – 11am JMHS Commons<br>11am – 12:00 Lunch on your own<br>12:00 – 3:00pm JMHS Commons |
| <b>Custodians</b>   | Choose one AM session from Page 4<br>Choose one PM session from Page 4<br>Do not choose the same session AM/PM | 8am – 11am<br>11am – 12:00 Lunch on your own<br>12:00 – 3:00pm                           |
| <b>Kindergarten Aides</b>   | Choose one AM session from Page 4<br>Choose one PM session from Page 4<br>Do not choose the same session AM/PM | 8am – 11am<br>11am – 12:00 Lunch on your own<br>12:00 – 3:00pm                           |
| <b>Preschool Aides</b>  | Choose one AM session from Page 4<br>Choose one PM session from Page 4<br>Do not choose the same session AM/PM | 8am – 11am<br>11am – 12:00 Lunch on your own<br>12:00 – 3:00pm                           |
| <b>Instructional Aides<br/>(other including<br/>Media Specialist)</b> | Choose one AM session from Page 4<br>Choose one PM session from Page 4<br>Do not choose the same session AM/PM | 8am – 11am<br>11am – 12:00 Lunch on your own<br>12:00 – 3:00pm                           |
| <b>Special Education<br/>Aides (all categories)</b>                   | Choose one AM session from Page 4<br>Choose one PM session from Page 4<br>Do not choose the same session AM/PM | 8am – 11am<br>11am – 12:00 Lunch on your own<br>12:00 – 3:00pm                           |
| <b>Transportation<br/>Department</b>                                  | Special Needs Bus Training<br>Refresher/New School Year Information  | Report to Bus Garage   |

**August 17<sup>th</sup> AM Training Selections 8am – 11am:**

|                                   |  |   |
|-----------------------------------|--|---|
| Melody Burke CPI Refresher        | BOE Board Room                           | Please email <a href="mailto:bpeabody@k12.wv.us">bpeabody@k12.wv.us</a> to register as seats are limited. |
| Don Morris, Astar Abatement       | JMHS Field House                         | Unlimited seating   |
| Food Handlers certification       | JMHS Senior Commons                      | Unlimited seating   |
| John Stofen, CPR/First Aid        | Moundsville Volunteer<br>Fire Department | Please email <a href="mailto:bpeabody@K12.wv.us">bpeabody@K12.wv.us</a> to register as seats are limited. |
| Susie Kelch, Microsoft Office     | JMHS Library Computer Lab                | Unlimited seating   |
| Beth Phillips, Encova and Finance | JMHS CPA                                 | Unlimited seating   |

**August 17<sup>th</sup> PM Training Selections Noon – 3pm:**

|                                   |  |   |
|-----------------------------------|--|---|
| Melody Burke CPI Refresher        | BOE Board Room                           | Please email <a href="mailto:bpeabody@k12.wv.us">bpeabody@k12.wv.us</a> to register as seats are limited. |
| Don Morris, Astar Abatement       | JMHS Field House                         | Unlimited seating   |
| Food Handlers certification       | JMHS Senior Commons                      | Unlimited seating   |
| John Stofen, CPR/First Aid        | Moundsville Volunteer<br>Fire Department | Please email <a href="mailto:bpeabody@K12.wv.us">bpeabody@K12.wv.us</a> to register as seats are limited. |
| Susie Kelch, Microsoft Office     | JMHS Library Computer Lab                | Unlimited seating   |
| Beth Phillips, Encova and Finance | JMHS CPA                                 | Unlimited seating   |