

Marshall County Schools

Service Personnel Back to School Schedule 2023-2024



As we prepare for the opening of another school year, there is always much to cover and not much time to cover it. With the passing of HB4600, all school personnel must complete an online training created by the WVDE and housed on online platform called Canvas. This training is a one-time training for all employees. Additionally, there is the mandated yearly policy training that everyone must complete, therefore two days of continuing education are planned. Below you will find more detailed dates/times/locations for each service personnel category.

Remember that WV Code and State Legislation sets forth our training requirements. You must have 18 hours of continuing education yearly. This year 6 are from policy, and 6 are from HB4600. If you complete your training early, as part of your fall stipend approved by your supervisor, you still report to work on the CE days, as they are a contracted day of work.

Respectfully,

The Service Personnel Staff Development Council

School Secretaries

August 10th 8am – 4pm Board of Education Computer Lab training

Complete HB 4600 training on Canvas and Online Policy training on canvas as arranged by your supervisor so that you can be in the school on CE days working.

County Secretaries

Complete HB 4600 training on Canvas and Online Policy training on canvas as arranged by your supervisor so that you can be in the office on CE days working.

Trainings approved by immediate supervisor throughout the first semester

Maintenance

Policy Training Aug. 28th 8am – 4pm at the Board of Education, Bowles-Rice Law Firm

HB4600 training Sept. 11th 8am – 4pm at the Board of Education, Mr. Allender and Mrs. Cuffaro

Safety training October 11th 8am – 4pm at the Board of Education, Encova Company

Transportation Department: Mrs. Korn will send out more specific details soon

August 16: 8:00-3:00 - Policy Training @ Delf Norona

August 17: 8:00-3:00 - New School Year Info / Special Needs Refresher Training @ Bus Garage

August 18: 8:00-3:00 -Edulog/Routing /Special Needs Refresher Training (if needed) @ Bus Garage

August 21: 8:00-3:00 -Supervisor led training/prep for 1st day/Special Needs Refresher Training @ Bus Garage

October 11: 8:00-3:00 - HB 4600 Training at Delf Norona

All other service personnel:

Aug. 16 – Report to your base location, supervisor led training (be sure to sign in)

Aug. 17 – HB 4600 – 8am – 4pm JMHS, MMS, SMS, or CHS (see assigned locations below)

Aug. 18 – Report to school site, preparation for the opening of school

Aug. 21 – Online Policy Training at your base location

Aug. 17 HB4600 Training Assignment Locations:

Locations are assigned by base location.

JMHS CPA – JMHS, Glen Dale, Center McMechen

MMS Library – MMS, WLES, Central, McNinch, GAC

SMS Auditorium – Sand Hill, SMS, Hilltop

CHS Auditorium – CHS, Cameron Elem.