

Marshall County Schools

2024-2025



Back to School Schedule for All Employees

August 14, 2024

Report to school site, Principal led

- All professional and service personnel need to sign-in at their home school. Half time employees may work for the entire day to complete the trainings and write the entire day on their timesheets.
- Principals need to submit a service personnel sign-in sheet to Barb Peabody.
- Service personnel please refer to Appendix A of this document for specific assignments.

August 15, 2024

County Assigned Curriculum Development Day

QR codes for attendance will be provided upon arrival at assigned locations.

8:00-11:00a.m.

- Service personnel please refer to Appendix A of this document for specific assignments.
- Half time employees may work for the entire day to complete the trainings and write the entire day on their timesheets.
- All K-5 Teachers and Instructional aides, Middle/High School Math Teachers, and K-12 Special Education Teachers and aides who teach students who take the GSA will report to MMS for Math training.
 - Kindergarten Teachers and ECCATs - Room 205 (Library)
 - Grade 1 Teachers and ECCATs - Room 124 (1st Floor)
 - Grade 2 Teachers and ECCATs - Room 101 (1st Floor)
 - Grade 3 Teachers - Room 401 (1st Floor next to room 109)
 - Grade 4 Teachers - Room 106 (1st Floor)
 - Grade 5 Teachers - Room 107 (1st Floor)
 - Grade 6-8 Teachers - Room 108 (1st Floor)
 - Grade 9-12 Teachers - Room 109 (1st Floor)
 - Title I, Interventionists, School Psychologists, Teacher of DHH, Teacher of VI, Special Ed Teachers who teach students who take the GSA including gifted,

and Special Education Aides of students who take the GSA may choose a room assignment that aligns with their daily teaching schedule.

- All other professional employees report to JMHS and refer to Appendix B for specific assignments.

12:00 – 3:00p.m.

- Service personnel please refer to Appendix A of this document for specific assignments.
- Professional Personnel who attended the Math training in the AM will report to JMHS. Refer to Appendix B for specific assignments.
- CTE Teachers will report to Mrs. King’s room at JMHS to work with Mr. Wilson. (Sign-in sheets need to be given to Beth Miller at the county office)
- All other professional personnel who were at JMHS for the morning, report to MMS.

	12:00 – 12:50	1:00 – 1:50	2:00 – 2:50
<ul style="list-style-type: none"> • Library Aides • Prek Teachers and Aides • Teachers of Students on Extended Standards • Aides in Self Contained Classrooms • Middle/High Counselors/Social Workers • Middle/High Nurses • Middle/High Music 	MMS Gym	MMS Cafeteria	MMS 1 st Floor
<ul style="list-style-type: none"> • Custodians • Elem. Counselors/Social Workers • Elem. Nurses • Speech Pathologists • Elem. Teachers of PE, Music, Art 	MMS 1 st Floor	MMS Gym	MMS Cafeteria
<ul style="list-style-type: none"> • Middle/High Teachers of Science, Soc. Studies, Driver’s Ed., Languages, Art, PE • Athletic Directors 	MMS Cafeteria	MMS 1 st Floor	MMS Gym

August 16, 2024

Preparation Day / Faculty Senate

- Report to base location.
- Service personnel please refer to Appendix A of this document for specific assignments.
- Half time employees may work for the entire day to complete the trainings and write the entire day on their timesheets.

August 19, 2024

Policy Training Day

- Report to base location to complete training on-line.
- If any administrator chooses to offer group policy training, a sign in sheet must be submitted to Dr. Haines for professional and Barb Peabody for service.
- Service personnel please refer to Appendix A of this document for specific assignments.
- The on-line Policy Training has been open since July for those who choose to complete it ahead of time. They still must report to work.
- Half time employees may work for the entire day to complete the trainings and write the entire day on their timesheets.

Appendix A – Service Personnel Assignments

School Secretaries

August 6th 8am – 4pm JMHS Library

August 14th – Site based trainings principal led, please sign in at your home school.

August 15th – 8am – 8:50am JMHS Gym, Resource Fair A
9am – 9:50am JMHS 1st Floor, Resource Fair B
10am – 10:50am JMHS Commons, Kenneth Trump
12pm – 3pm Work in your school

August 16th Report to your school, preparation Day

August 19th Report to your school, complete the online policy training at a time approved by your supervisor.

County Secretaries

Complete the online policy training at a time approved by your supervisor.

Trainings approved by immediate supervisor throughout the first semester.

August 15th 8am – 8:50am JMHS Gym, Resource Fair A
9am – 9:50am JMHS 1st Floor, Resource Fair B
10am – 10:50am JMHS Commons, Kenneth Trump
12pm – 3pm work at the office unless otherwise assigned by your supervisor

Cooks

August 14: Report to school site. Principal led.

August 15: County assigned training

8am – 11am Report to McNinch with Mrs. Derico
12pm – 12:50pm – JMHS Commons, Kenneth Trump Speaker
1pm – 1:50pm – JMHS Gym, Resource Fair A
2pm – 2:50pm – JMHS First Floor, Resource Fair B

August 16: Report to base site, preparation day

August 19: Policy training report to your base site and complete.

Maintenance

September 6: 8am – 4pm Report to the maintenance building for Policy Training with Mr. Allender

October 9: 8am – 4pm Report to the maintenance building for training with Mr. Allender

November 20: 8am – 4pm Report to the maintenance building for training with Mr. Allender

Transportation Department: Mrs. Korn will send out more specific details on each of the training days.

August 14: Report to the bus garage

August 15: 8am – 11am Report to the bus garage to meet with Mrs. Korn
12pm – 12:50pm – JMHS Commons, Kenneth Trump Safety Speaker
1pm – 1:50pm – JMHS Gym, Resource Fair A
2pm – 2:50pm – JMHS First Floor, Resource Fair B

August 16: Report to the bus garage

August 19: Report to the bus garage (policy training)

Custodians:

August 14: Report to school site. Principal led.

August 15: County assigned training

8am – 8:50am – JMHS Gym, Resource Fair A

9am – 9:50am – JMHS First Floor, Resource Fair B

10am – 10:50am – JMHS Commons, Resource Fair B

Noon- 12:50pm – MMS First Floor – Safety Round Tables

1:00 – 1:50pm – MMS Gym, Mr. McGuire

2:00 – 2:50pm – MMS Cafeteria, Jonah Adkins WVDE

August 16: Report to base site, preparation day

August 19: Policy training report to your base site and complete.

JMHS Supervisory Aides:

August 14: Report to school site. Principal led.

August 15: County assigned training

8am – 8:50am - JMHS First Floor, Resource Fair B

9am – 9:50am – JMHS Commons, Kenneth Trump Safety Speaker

10am – 10:50am – JMHS Gym, Resource Fair A

Noon- 12:50pm – MMS Gym, Mr. McGuire

1:00 – 1:50pm – MMS Cafeteria, Jonah Adkins, WVDE

2:00 – 2:50pm – MMS First Floor, Safety Round Tables

August 16: Report to base site, preparation day

August 19: Policy training report to your base site and complete.

Prek ECCATs and Special Education Aides who work in Self Contained Classrooms:

August 14: Report to school site. Principal led.

August 15: County assigned training

8am – 8:50am - JMHS First Floor, Resource Fair B

9am – 9:50am – JMHS Commons, Kenneth Trump Safety Speaker

10am – 10:50am – JMHS Gym, Resource Fair A

Noon- 12:50pm – MMS Gym, Mr. McGuire

1:00 – 1:50pm – MMS Cafeteria, Jonah Adkins, WVDE

2:00 – 2:50pm – MMS First Floor, Safety Round Tables

August 16: Report to base site, preparation day

August 19: Policy training report to your base site and complete.

K/1/2 Instructional Aides/ Special Education Aides who work in with General Education Mathematics:

August 14: Report to school site. Principal led.

August 15: County assigned training

8am – 11am

Kindergarten ECCATs – MMS Room 205 (library)

Grade 1 ECCATs – Room 124

Grade 2 ECCATs – Room 101

Spec. Educ. Aides working in Gen. Ed. Classes – Report to one of the grades above with your teacher

Noon – 3pm

12pm – 12:50pm – JMHS First Floor, Resource Fair B

1pm – 1:50pm – JMHS Commons, Kenneth Trump Safety Speaker

2pm – 2:50pm – JMHS Gym, Resource Fair A

August 16: Report to base site, preparation day

August 19: Policy training report to your base site and complete.

Appendix B – Professional Personnel Room Assignments

August 15, 2024 Personnel Attending Sessions at JMHS in the AM

	8:00 – 8:50	9:00 – 9:50	10:00 – 10:50
<ul style="list-style-type: none"> • County Secretaries • Custodians • Elem. Counselors • Elem. Social Workers • Elem. Nurses • Speech Pathologists • School Secretaries • Elem PE/Music/Art 	JMHS Gym Resource Fair A	JMHS First Floor Resource Fair B	JMHS Commons Kenneth Trump
<ul style="list-style-type: none"> • CTE Teachers • 3 JMHS Supervisory Aides • Prek Teachers and Aides • Library Aides • Aides in Self Contained Classrooms (all grade levels) • Teachers of students on extended standards (all grade levels) • Middle/High Counselors/Social Workers • Middle/High Nurses 	JMHS First Floor Resource Fair B	JMHS Commons Kenneth Trump	JMHS Gym Resource Fair A
<ul style="list-style-type: none"> • Middle/High Teachers of Science, Social Studies, English, Art, PE, Languages, Music, Driver’s Ed (Subjects not math) • Athletic Directors 	JMHS Commons Kenneth Trump	JMHS Gym Resource Fair A	JMHS First Floor Resource Fair B

August 15, 2024 Personnel Attending Sessions at JMHS in the PM

	12:00 – 12:50	1:00 – 1:50	2:00 – 2:50
<ul style="list-style-type: none"> • County Academic Support • Elem Teachers k-5 • Elem Special Education Teachers teaching students taking the GSA • Interventionist/Title I 	<p>JMHS Gym</p> <p>Resource Fair A</p>	<p>JMHS First Floor</p> <p>Resource Fair B</p>	<p>JMHS Commons</p> <p>Kenneth Trump</p>
<ul style="list-style-type: none"> • Aides working with students in general education • Middle/High Library • Middle/High Special Education teachers teaching students who take the GSA • Middle/High Math Teachers • GAC Teachers 	<p>JMHS First Floor</p> <p>Resource Fair B</p>	<p>JMHS Commons</p> <p>Kenneth Trump</p>	<p>JMHS Gym</p> <p>Resource Fair A</p>
<ul style="list-style-type: none"> • Cooks • Transportation Personnel 	<p>JMHS Commons</p> <p>Kenneth Trump</p>	<p>JMHS Gym</p> <p>Resource Fair A</p>	<p>JMHS First Floor</p> <p>Resource Fair B</p>

Resource Fair A : JMHS Gym

Please scan in upon entering

1. Susie Kelch/Jessica Snider Tech Help, Password Reset, 2 Factor Authentication Assistance
2. Lisa Summers WVEA
3. Josh Gary AFT
4. Bridget Phillips WVDE National Board Certification
5. Heidi Kossuth Legal Aid, Lawyer in School Program
6. Traci Kinney Family Resource Network, Resources Available
7. Cathy Monteroso West Liberty University, Degree / Certification Programs
8. Susan Reilly Moundsville-Marshall County Library E-Books and Audiobooks
9. Lisa Ingram WVU Extension, Resources for Marshall County Adults
10. Jill Spangler WVU Medicine, Diabetes resources, PEIA resources
11. Mike Rose Student Probation / Attendance Program
12. Gene Sanders Moundsville Lions Club, Free Eyeglass Program
13. Heather Martin United Bank, Financial Resources
14. Jamie Miller MCS Employee Resources Page
15. Susan Harrison Court Appointed Student Advocate & MC Prevention Team
16. Elisa Hickman Youth Services System, Clinical and Community Based Services
17. Laura Albertini-Weigel Women Inspired in New Directions
18. Megan Elliott National Alliance on Mental Illness
19. Elizabeth Blake WV SHIP Counselor, Medicare
20. Josh Braunlich Social Security, Franklin Templeton 403B
21. Daniel Young Aspire 403B
22. Catherine Preston 457 Plan
23. Erik Bower American Fidelity
24. Bob Tscappat The Health Plan
25. Dean Monteleone Employee Assistance Program



As of 8/1/24 10:32AM

Resource Fair B: First Floor JMHS **Please Scan in upon entering**

1. Melanie Hough/Tammy Whitlatch Tech Help, Password Reset, 2 Factor Authentication Assistance
2. Lisa Nestor WVSSPA
3. Traci Tuttle WVDE Professional Development Opportunities
4. David Estep Legal Aid, Estate Planning, Power of Attorney, Guardianship
5. Trent Dayton Cockayne Farmstead, Resources and WWII Weekend
6. Joe Boczek Game Changer, Substance Misuse Prevention
7. Jessica Holubeck Wheeling University, Degree / Certification Programs
8. JoAnn Dobbs Marshall County Health Department, Resources
9. Breanna Pekula WVU Extension, Resources for Marshall County Students
10. Tracy Mercer Marshall County Schools Attendance Procedures
11. Teresa Richmond Sexual Assault Help Center
12. Mary Lough American Heart Association, Resources for Adults
13. Carrie Young Youth Services Systems, Residency Programs
14. Beth Phillips Marshall County Schools Benefit Programs Assistance
15. Nan Hartley Marshall County Schools Paycheck and W2 Online Look Up
16. Dave Solesz/Corrine Snyder Certification Assistance and Service Personnel Testing
17. Cathie Cramer Delta Dental
18. Linsey Atkins WV Consolidated Public Retirement Board
19. Kelly Ward Marshall County Federal Credit Union
20. Jacob Dobich Equitable 403B
21. Wayne Uzarski AFLAC
22. Tom Gilbert Citywide, Medicare
23. Gale Lucas AAA Services for Families
24. Katie Fitzsimmons USDA Conservation District
25. Heather McCord Praxis Testing, GED, MCS Adult Evening Classe:



As of 8/1/24 10:32 AM