



Mercer County Public Schools

EDWARD T. TOMAN
Superintendent

1403 Honaker Avenue ☆ Princeton, West Virginia 24740 ☆ (304) 487-1551
<http://boe.merc.k12.wv.us>

The following chart shows report locations and times for all employees.

Department	Date	Report Time	Location
Administrators	August 11 August 15	1:00 PM 9:00 AM	Pikeview High School
New Teachers Academy	August 17 August 18	7:30 AM Registration Begins	MCTEC Seminar Center
Counselors	August 18	8:00 AM	Maintenance & Tech Bldg. Training Room
Secretaries	August 18 August 22	8:00 AM	Bluefield Middle School
CPR, First Aid, & Medication Distribution (Admin. & Secretaries)	August 19	8:00 AM	Athens Elementary School
Nurses	August 19	1:30 PM	Mercer Elementary Gym
Cooks	August 22 August 23	8:00 AM	PikeView Middle School
Custodians and Maintenance	August 22 August 23	8:00 AM	Princeton Middle School
CPR, First Aid, & Medication Distribution (Transportation)	August 22	8:00 AM	Athens Elementary School
Pre-K Lead and Assistant Teachers *If assistant teacher is also a transportation aide they must attend the transportation aide session	August 22	8:00 AM	Bluefield Primary Cafeteria
Elementary Teachers	August 22	8:00 AM	Report to home school
Secondary Teachers	August 22	8:00 AM	Report to home school

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Department	Date	Report Time	Location
Art Teachers	August 22	8:00 AM	Princeton Middle School
Band Teachers	August 22	8:00 AM	Bluefield High School Band Room
Business Teachers	August 22	1:00 PM	Bluefield High School
Secondary Science	August 22	8:00 AM	Bluefield High
Adoption Training	August 23	9:00 AM	Lab 209
Vocal Choir/Music	August 22	8:00 AM	Glenwood School
World Language Teachers	August 22	8:00 AM	Princeton High School
Social Workers, Student Support, CIS, Attendance	August 22	8:30 AM	Mercer Elementary Gym
CPR, First Aid, & Medication Distribution (Aides & Teachers)	August 23	8:00 AM	Athens Elementary School
Transportation Aides	August 22	8:00 AM	Bus Garage
Transportation Drivers (* See Schedule)	August 22	6:00 AM & 10:00 AM	Bus Garage
	August 23	6:00 AM & 10:00 AM	Bus Garage
	August 24	6:00 AM & 10:00 AM	Bluefield High School
	August 25	6:00 AM & 10:00 AM	Bus Garage

ADMINISTRATORS

AUGUST 11 & 15, 2022

Pikeview High School

August 11, 2022	August 15, 2022
<p data-bbox="617 521 831 589">1:00 PM Narcen Training</p> <p data-bbox="449 631 1001 699">2:00 PM Substance Abuse & Identification Training</p> <p data-bbox="520 740 930 808">2:30 PM Classroom Door Safety Latches</p>	<p data-bbox="1142 592 1560 699">9:00 AM – 3:30 PM Legal Training (Teacher Evaluation & Title IX)</p>

New Teacher Summer Academy

2022-2023

August 17th	August 18th
Dr. Michael Bean (Opening your Classroom) 8:00 – 12:00	Jarrold O'dell and Jozett Cooper (Tips and Tricks) 8:00 – 12:00
Lunch 12:00 – 1:30	Lunch 12:00 – 1:30
Shannon Noble (Special Education Basics) 1:30 – 2:15 Amanda Aliff (504's) 2:15 – 3:00	Aleta Jo Crotty (Movement in the Classroom) 1:30 – 3:00

Counselors
August 18, 2022
Warehouse/Technology Building Training Room

Counselors

*Bring your own device to ALL training sessions.

*August 22 - August 25 Attend Sessions at your Home School with your Immediate Supervisor

Time	Session Title	Presenter
8:00-11:00	WVEIS 2.0	Alisha Lester
11:00-12:30	LUNCH	
12:30-1:45	Interventions/SAT/Special Ed	Emily Huddle
1:45-2:45	Homeless Update	Alysha Crawford
2:45-3:30	Love Shouldn't Hurt	Family Refuge Center

Secretaries
July 25, 2022 (Central Office Secretaries & Support Staff ONLY)
August 18 & 22, 2022
Bluefield Middle School

*Employees not in attendance will be responsible for obtaining missed hours of continuing education.
 *August 19, 23-25 Attend Sessions at your Home School with your Immediate Supervisor

<p style="text-align: center;">Monday July 25, 2022 *CENTRAL OFFICE SECRETARIES AND SUPPORT STAFF ONLY*</p>	<p style="text-align: center;">Thursday August 18, 2022</p>	<p style="text-align: center;">Monday August 22, 2022</p>
<p style="text-align: center;">MCTEC ROOM 206</p> <p style="text-align: center;">8:00-11:00 AM Account Coding Project Reports TBD</p> <p style="text-align: center;">Lunch 11:00-12:30</p> <p style="text-align: center;">12:30-3:30 PM Mark Moore, WVDE Excel Other topics</p>	<p style="text-align: center;">8:00-11:00 AM Purchasing A-Z Requisitions/Purchase Orders Accounts Payable Amazon School Accounting</p> <p style="text-align: center;">Lunch 11:00-12:30</p> <p style="text-align: center;">12:30-3:30 Business Office 411 Payroll Updates Substitute Payroll Optical Dental Insurance Child Nutrition Update</p>	<p style="text-align: center;">8:00-11:00 School Cash Online Training</p> <p style="text-align: center;">Lunch 11:00-12:30</p> <p style="text-align: center;">12:30-3:30 School Cash Online Training Continued</p>

Mercer County Schools

CPR, First Aid, and Medication Distribution Training

CPR, First Aid, and Medication Administration will be offered on August 19, 22, and 23, 2022 at Athens Elementary School. Please carpool as parking is limited. Employees (including aides, principals, secretaries, transportation, and substitutes) who need to re-certify have been contacted via email and will need to attend this training. If you did not receive this email, please call Amber Riffe at (304) 431-1269 or email amber.riffe@k12.wv.us.

Employees Attending	Date	Start Time	Location	Nurses Training
Administrators and Secretaries (17)	August 19, 2022	8:00 A.M.	Athens Elementary School Room Numbers 301 and 305	TBD
Transportation (59)	August 22, 2022	8:00 A.M.	Athens Elementary School Room Numbers 301 and 305	Michelle Perkins Patti Furrow Anna Marie Fuda School Nurses TBD
Aides and Teachers (47)	August 23, 2022	8:00 A.M.	Athens Elementary School Room Numbers 301 and 305	TBD

NURSES
AUGUST 19, 2022
Mercer Elementary Gym

August 19, 2022

1:30 PM
Vision Screener Training

Professional Development
August 22-23, 2022
Cooks
PikeView Middle School

*Employees not in attendance will be responsible for obtaining missed hours of continuing education.

*August 24-25 Attend Sessions at your Home School with your Immediate Supervisor

Monday August 22, 2022	Tuesday August 23, 2022
<p>*Employees will be divided into four groups to attend the sessions listed below. Each session will be offered at the following times: 8:00-9:30, 9:30-11:00, 12:30-2:00, and 2:00-3:30*</p> <p style="text-align: center;">11:00-12:30 Lunch</p> <ol style="list-style-type: none"> 1. Procedures Updates: Krista Kessinger 2. Scratch Cooking: Marsha Crawford Room 3. Paper Supplies and Presentation: Stephanie Salyers 4. Kitchen/Fire Safety: Presenter TBD 	<p style="text-align: center;">8:00-11:00</p> <p style="text-align: center;">Matt Bragg: Food Handlers Card</p> <p style="text-align: center;">11:00-12:30 Lunch</p> <p style="text-align: center;">12:30-3:30</p> <p style="text-align: center;">Focus Intent Team Building</p> <p style="text-align: center;">Eric Pories</p>

Custodians and Maintenance
August 22-23, 2022
Princeton Middle School

*Employees not in attendance will be responsible for obtaining missed hours of continuing education.
*August 24-25 Attend Sessions at your Home School with your Immediate Supervisor

Monday August 22, 2022	Tuesday August 23, 2022
Pesticide 8:00-11:00 Lunch- 11:00-12:30 Electrical Safety/ Fire Marshal Inspection- 12:30-3:30	Focus Intent 8:00-11:00 Lunch 11:00-12:30 Asbestos Refresher-12:30-3:30

Pre-K Lead and Assistant Teachers
Bluefield Primary School
August 22, 2022

***If Pre-K Assistant teacher is also a transportation aide they must attend the transportation aide session.**

*Bring your own device to ALL training sessions.

*August 23 - August 25 Attend Sessions at your Home School with your Immediate Supervisor

TIME	Session Title	Presenter
8:00-10:00	COS Modules Preview, Policy 2525, & Pre-K Timeline	Emily Huddle & Dawn Staten
10:00-11:00	ECERS-3 & Best Practices	Dawn Staten
11:00-12:30	Lunch	
12:30-3:30	Creative Curriculum	Teaching Strategies Representative Virtual

Elementary Teachers
August 22, 2022
Virtual Sessions at Homeschool

TIME	Session Title	Presenter
8:00-9:30	Introduction to “Elevate Science” SAVVAS Grades 3-5	SAVVAS Representative Virtual
9:30-11:00	Introduction to “Elevate Science” SAVVAS Grade K-2	SAVVAS Representative Virtual
11:00-12:30	Lunch	
12:30-3:30	Introduction to “Into Reading” HMH Reading Sessions by Grades: K, 1, 2, 3, 4, 5	HMH Representative Virtual

Art Teachers

August 22, 2022

Princeton Middle School

Time	Session Title
8:00-10:00	Runyon- Art Show
10:00-11:00	Gore - book binding techniques
11:00-12:30	Lunch
12:30-2:00	Pettus - TAB (teaching for artistic behavior) and student choice art stations.
2:00-3:30	Bowlick- using CANVA as a teaching tool in the art room.

Band Teachers
August 22, 2022
Bluefield High School

Time	Session Title
8:00-10:00	All County Festival Planning
10:00-11:00	County Jazz Festival
11:00-12:30	Lunch
12:30-3:30	Improving Sound through Breath Support

BUSINESS TEACHERS

AUGUST 22, 2022

Bluefield High School

August 22, 2022

1:00 PM – 3:00 PM
Major Clarity

Secondary Science Adoption Training Schedule
August 22 & 23, 2022
Lab 209 - BHS

Company/Subject	Time/Location
August 22 - HMH (AP Physics)	8:00-9:00 BHS Computer Lab 209
August 22 - McGraw Hill (Middle School Science, Physics, Human Anatomy, Earth Science, Environmental Science, Physical Science)	9:00-11:00 BHS Computer Lab 209
Lunch	11:00-12:00
August 22 - Savaas (Biology)	12:00 – 1:30 BHS Computer Lab 209
August 23 - Cengage (Astronomy, Chemistry, AP Chemistry, Forensics)	9:00-12:00 BHS Computer Lab 209

**Vocal/Music Teachers Professional Development
August 22, 2022
Glenwood School**

8:00-9:00 Staci Paitsel – Strategies for a Successful School Year
(Sub Materials, Spec Ed, Warm Ups, Team Building)

9:00-10:00 Dr. Jacob Womack – Music and Autism

10:00-11:00 Allen Kade – Recruiting, Retention, and Music Selection
for Choir Teachers

12:30-3:30 Staci Paitsel – Festival Planning

World Language Teachers Professional Development
August 22, 2022
Princeton Senior High School

8:00—10:00-- Orientation/Reviews (Workman/Clary)

Discussion of scope and sequence of Spanish 1 & 2, helpful resources and tips, additional support for new language teachers.

10:00—11:00—Technology in the Spanish Classroom (Workman/Clary)

Discussion of IXL, Savvas/Schoology integration, other helpful sites

11:00—12:30-- Lunch

12:30—1:30—Teaching Sentence Structure (Workman/Clary)

Using best practices to teach sentence creation.

1:30—3:30—Teaching Vocabulary & Culture Through Activities (Workman/Clary)

Using games, dance, arts, and crafts to teach culture.

**Social Workers, Student Support, CIS,
& Attendance**

AUGUST 22, 2022

Mercer Elementary Gym

August 22, 2022

8:30 AM

Attendance and Student Services
Collaboration

1:00 PM

Narcan Training (with Nurses)

2:00 PM

WVEIS Training

Transportation Aides

August 22, 2022

Bus Garage

* August 23 - August 25 Attend Sessions at your Home School with your Immediate Supervisor

Time	Session Title
8:00-11:00	Special Needs/Pre-K Training/Hands on Training David Via
11:00-12:30	Lunch
12:30-3:30	Return to School for Sessions

**Professional Development
August 22-25, 2022
Transportation
All bus operators and sub operators will attend.**

*Employees not in attendance will be responsible for obtaining missed hours of continuing education.
Bluefield High School Auditorium

Time	Monday August 22, 2022	Tuesday August 23, 2022	Wednesday August 24, 2022	Thursday August 25, 2022	Friday August 26, 2022
6:00-9:00	Physical Performance Test (Bus Garage) CPR/First Aide- School Nurses Athens Elementary Rooms 301&305 8:00 – 2:00 p.m. (Only select drivers that expire during school year)	Special Needs/Pre-K Training/Hands on Training David Via & Greg Pruett Bus Garage	Policy # A-06, G-04, G-22, G- 24, I-03, I-42 J-12, JG, 2510, 2525, 4336, 4373 IEP/504/Forms Active Shooter Training, Body Safety and Sexual Abuse Oka Boothe & Deborah Staten	Brake Test Chains Bus Preparation/Cleaning/Supplies Bus Garage	First Day for Students
9:00-10:00					
10:00-1:00	Physical Performance Test (Bus Garage) CPR/First Aide- School Nurses Athens Elementary Rooms 301&305 8:00 – 2:00 p.m. (Only select drivers that expire during school year)	Special Needs/Pre-K Training/Hands on Training David Via & Greg Pruett Bus Garage	Policy # A-06, G-04, G-22, G- 24, I-03, I-42 J-12, JG, 2510, 2525, 4336, 4373 IEP/504/Forms Active Shooter Training, Body Safety and Sexual Abuse Oka Boothe & Deborah Staten	Brake Test Chains Bus Preparation/Cleaning/Supplies Bus Garage	