

**Service Personnel Staff Development Schedule**  
**August 6 & 7, 2015**  
**Lunch – See Session Times Below**

**PreK Aides**

Date	Location	Time	Presenter(s)
August 6, 2015	MCTEC Seminar Center – Diastat, Suctioning, First Aid	8:00 – 11:00 a.m.	School Nurses
August 6, 2015	Chuck Mathena Center	12:30 – 3:30 p.m.	Dr. Deborah Akers Elementary Teachers
August 7, 2015	PVHS Auditorium	8:00 a.m. – 3:30 p.m.	BenChaabane, Bowers, Via

**Kindergarten Aides**

Date	Location	Time	Presenter(s)
August 6, 2015	MCTEC Seminar Center – Diastat, Suctioning, First Aid	8:00 – 11:00 a.m.	School Nurses
August 6, 2015	Chuck Mathena Center	12:30 – 3:30 p.m.	Dr. Deborah Akers Elementary Teachers
August 7, 2015	PVHS Auditorium	8:00 a.m. – 3:30 p.m.	BenChaabane, Bowers, Via

**Special Education Aides**

Date	Location	Time	Presenter(s)
August 6, 2015	MCTEC Seminar Center – Diastat, Suctioning, First Aid	8:00 a.m. – 11:00 a.m.	School Nurses
August 6, 2015	Bluefield High School	12:30 – 3:30 p.m.	Richard S. Boothby
August 7, 2015	PVHS Auditorium	8:00 a.m. – 3:30 p.m.	BenChaabane, Bowers, Via

**All Full-time and Part-time Cooks**

Date	Location	Time	Presenter(s)
August 6, 2015	PVMS Commons Area	8:00 a.m. – 3:30 p.m.	Various Presenters
August 7, 2015	PVMS Commons Area	8:00 a.m. – 3:30 p.m.	Various Presenters

**\*A detailed schedule of the various training sessions will be handed out at the school.**

### Central Office & School Secretaries

Date	Location	Session	Time	Presenter(s)
August 6, 2015	PMS Media Center	Purchasing and Accounts Payable Procedures	8:00 - 11:00 a.m.	Leslie Wellman, Dawn Green, Leigh Ann Owens, and Margaret Shrader
August 6, 2015	PMS Media Center	Attendance Policies & Reports	12:30 – 2:00 p.m.	Russell Lippencott & Alisha Crawford
August 6, 2015	PMS Media Center	PEIA Insurance Requirements	2:00 – 3:30 p.m.	Joy Hubbard & Nickie Smalls

### School Secretaries: Rotate between the 3 sessions throughout the day.

Date	Location	Session	Time	Time	Time	Presenter(s)
August 7, 2015	MCTEC Lab 205	Office 365	8:00-10:00 a.m.	10:00-11:00 a.m. & 12:30 – 1:30 p.m.	1:30 – 3:30 p.m.	JoAnna Burr
August 7, 2015	MCTEC Lab 206	Microsoft EXCEL	8:00-10:00 a.m.	10:00-11:00 a.m. & 12:30 – 1:30 p.m.	1:30 – 3:30 p.m.	Rick Poff
August 7, 2015	MCTEC Lab 207	Microsoft Word	8:00-10:00 a.m.	10:00-11:00 a.m. & 12:30 – 1:30 p.m.	1:30 – 3:30p.m.	Sandy Gallimore

**\*Central office secretaries received training on July 24, 2015 at PVHS.**

### Custodians

Date	Location	Time	Presenter(s)
August 6, 2015	PSHS Little Theater	8:00 a.m. – 3:30 p.m.	BRIM, Commercial Insurance/Leslie Wellman and Regina Rarick
August 7, 2015	PMS Auditorium	8:00 a.m. – 3:30 p.m.	Fred Pryor Seminars

### Maintenance/Warehouse

Date	Location	Time	Presenter(s)
August 6, 2015	PSHS Little Theater	8:00 a.m. - 3:30 a.m.	BRIM, Commercial Insurance/Leslie Wellman and Regina Rarick
August 7, 2015	PMS Auditorium	8:00 a.m. – 3:30 p.m.	Fred Pryor Seminars

### Transportation – Bus Operators

Date	Location	Time	Presenter(s)
August 6, 2015	Princeton Primary School	8:00 a.m. – 3:30 p.m.	EMT/Paramedics/Fred Scott
August 6, 2015	Bus Garage	8:00 a.m. – 3:30 p.m.	EMT/Paramedic/Fred Scott
August 10, 2015	MCTEC Seminar Center	8:00 a.m. – 3:30 p.m.	Fred Scott
August 11, 2015	MCTEC Seminar Center	8:00 a.m. – 3:30 p.m.	Fred Scott

**\*A schedule of sessions will be mailed to bus operators prior to trainings.**

**\*Substitute Aides are required to attend the August 6, 2015, session at the Mercer County Technical Education Center, from 8:00 A.M. – 11:00 A.M. (Stipend provided).**