



Mercer County Public Schools

DEBORAH S. AKERS, Ed.D.
Superintendent

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

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TO: Central Office and School Secretaries

FROM: Ashley L. Vaughn, Ed. D.

SUBJECT: Continuing Education August 2019

DATE: June 10, 2019

As requested, we are scheduling training for secretaries as soon as all secretaries are back from summer vacation. This training will occur on August 1st and August 2nd. Please see the schedule below.

August 1, 2019

TIME	Central Office Secretaries	School Secretaries
8:00-11:00	<p>Compassion, Fatigue, Burnout, Time Management, and Self-Care</p> <p>Princeton Senior High School Media Center</p> <p>Robin Atkinson, KVC West Virginia Training and Development Specialist</p> <p>*Please note that cell phones are not allowed during this training. They may be used during breaks.</p>	<p>There are 2 options for School Secretaries</p> <p>1) CPR/First Aid Athens School Rooms 303 and 305</p> <p>*Only for those needing renewal. Please check school email to see if you are in this course.</p> <p>2) Compassion, Fatigue, Burnout, Time Management, and Self-Care</p> <p>Princeton Senior High School Media Center</p> <p>Robin Atkinson, KVC West Virginia Training and Development Specialist</p> <p>*Please note that cell phones are not allowed during this training. They may be used during breaks.</p>
11:00-12:30	Lunch	
12:30-3:30	<p>Compassion, Fatigue, Burnout, Time Management, and Self-Care (Continued from AM)</p> <p>Princeton Senior High School Media Center</p> <p>Robin Atkinson, KVC West Virginia Training and Development Specialist</p> <p>*Please note that cell phones are not allowed during this training. They may be used during breaks.</p>	<p>1) CPR/First Aid (Continued from AM) Athens School Rooms 303 and 305</p> <p>or</p> <p>2) Compassion, Fatigue, Burnout, Time Management, and Self-Care (Continued from AM)</p> <p>Robin Atkinson, KVC West Virginia Training and Development Specialist</p> <p>*Please note that cell phones are not allowed during this training. They may be used during breaks.</p>



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August 2, 2019

TIME	Central Office Secretaries	School Secretaries
8:00-9:00	De-escalation Techniques, Public Safety, and Employee Safety	Accounts Payable, Payroll, and Coding
9:00-11:00	Captain Keith Gunnoe, Princeton Fire Department and Detective Sean Severt, Princeton Police Department Central Office Conference Room	Joy Hubbard, Margie Shrader, Julienne Smith, and Tammy Paitsel PSHS Little Theatre
11:00-12:00	Lunch	
12:00-1:00	Technology Tools Brent Murphy PSHS Little Theatre	
1:00-2:00	Purchasing and Finance Leslie Wellman and Elizabeth Williams PSHS Little Theatre	
2:00-3:00	Primer Marsha Crawford PSHS Little Theatre	