

Mercer County Schools  
 Service Personnel Staff Development  
 August 5, 2019

Locations: Pikeview High School, Warehouse, Home School Sites

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

TIME	Transportation Pikeview High School Auditorium	Maintenance/Warehouse Maintenance/Warehouse Conference Room	Pre-K and Kindergarten Aides, Special Education Aides, Cooks (Full and Part-Time), and Custodians	Transportation Aides
8:00-11:30	Special Needs Training, Confidentiality, and Railroad Crossing Safety  Oka Boothe	*8:00-9:30*  Employee Code of Conduct and Required Policies  *9:30-11:30*  Inventory Direct and Updated Procedures Leslie Wellman, Chris Stanley, and Shannon Brimm	Attend Sessions at your Home School with your Immediate Supervisor	Special Needs Training, Confidentiality, and Railroad Crossing Safety  Oka Boothe  PVHS Auditorium
11:30-12:30	LUNCH			
12:30-3:30	Policy Review: A-06, G-24, I-42, J-12, JG, 2525, 4336  Oka Boothe	Inventory Direct and Updated Procedures Leslie Wellman, Chris Stanley, and Shannon Brimm	Attend Sessions at your Home School with your Immediate Supervisor	Attend Sessions at your Home School with your Immediate Supervisor

Mercer County Schools  
Service Personnel Staff Development  
August 6, 2019

Locations: Pikeview High School, Pikeview Middle School, Bluefield Middle School, and Princeton Middle School

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

TIME	Transportation Pikeview High School Auditorium	Pre-K Aides	Kindergarten Aides	Special Education Aides	Maintenance/Warehouse	Custodians	Cooks (Full and Part Time) Pikeview Middle School and Pikeview High School
8:00-9:00	*Those Scheduled for CPR/First Aid attend Sessions at Athens Elementary*  Employees not in CPR/First Aid Discipline on the School Bus  Oka Boothe	Pre-K Updates and Revised College and Career Readiness Standards  Stefanie Kopp BMS Cafeteria	Proper Lifting Techniques and Confidentiality/ FERPA  Cathy Linkous and Emily Huddle  BMS A135	There are multiple options for the morning You may choose One 3 hour session, or Three 50-minute sessions  <b>Choose 1 from 8:00-10:50</b>  1) Mental Health/Trauma BMS A 124 Stephanie Teixeira  2) CPI Renewal BMS Gym (Pre-Register with Special Education, Special Educators Only)  <b>OR</b>  <b>Choose 3 from 8:00-8:50, 9:00-9:50, and 10:00-10:50</b>  1) Bookshare Melissa Perdue BMS A112  2) Specific Instructional Strategies April Halsey and Robin Garrett BMS A125  3) Kansas Writing Strategies Sue Pelts BMS A123	Forklift Training  Chris Stanley and Shannon Brim  PMS Band Room	Cleaning Basics and Chemical Safety  Spartan and SupplyWorks  PMS Auditorium	Welcome and Updated Food Codes  Krista Kessinger and Carl Carter PVMS Cafeteria
9:00-10:00	*9:00-10:30*  Trip and Driving Times  Oka Boothe		Phonemic Awareness and Rich Read-Aloud  LaCosta Hodges and Racine Stefancic  BMS A133				*Employees will be divided into three groups to attend the following sessions. Each session offered at following times: 9:00-10:30, 12:00-1:30, and 1:30-3:00*  1) Culinary Techniques and Presentation Lindsay Comer PVHS Cafeteria  2) Kitchen Techniques and Safety/ Product Ordering and Receiving Krista Kessinger and Kellie Miles, US Foods PVMS Cafeteria  3) Dairy Recipes Sharon Maynard PVHS Kitchen
10:00-11:00	*10:30-11:30*  Forms and Documents  Oka Boothe and Staff  *11:30-12:30 Lunch*	Proper Lifting Techniques and Confidentiality/ FERPA  Cathy Linkous and Emily Huddle  BMS A135			Maintenance/Warehouse Procedures and Driver Safety  Chris Stanley  PMS Band Room		<b>* 10:30-12:00 Lunch Provided*</b>  Recipes and Food Show  Angela Ferguson PVMS Kitchen/Cafeteria
11:00-12:00		<b>LUNCH</b>					
12:00-1:00	*12:30 Return From Lunch*	Social/Pragmatic Language (Make and Take)  Dollar Divas  BMS Cafeteria	Go Math  BMS 159/160	Proper Lifting Techniques and Confidentiality/ FERPA  Cathy Linkous and Emily Huddle  BMS 214/216	Asbestos Awareness  Jamie Bryant  PMS Auditorium		Continued Rotations from AM
1:00-2:00	12:30-3:00 Forms and Documents, Transportation Updates  Oka Boothe and Staff			Medicaid Billing  Facilitator TBA  BMS 214/216	Boiler Training  Southern Air  PMS Auditorium		
2:00-3:00	*August 7 <sup>th</sup> will be bus check-out and preparation*			Proper Protocol for Aides  Rebecca Cochran BMS 214/216			