

RESA-I STATUS REPORT	
PROGRAM:	ABE TECHNOLOGY COORDINATION
DATE:	August 2012
STAFF:	LOUISE MILLER
FUNDING SOURCE:	STATE / FEDERAL

AREA: ADULT EDUCATION MANAGEMENT INFORMATION SYSTEM (AEMIS)		
ACTIVITIES	POPULATION SERVED	COMMENTS
<p><i>Continued development of "Adult Basic Education Management Information System (AEMIS)"</i></p> <p>1. General maintenance of error messages</p> <p>2. CPS Updated for PY'13</p> <p>3. Student Achievement Report Updated for PY'13</p>	<p>WV Adult Basic Education (ABE) Instructors / Administrators Statewide</p>	<p>Contract with <i>Strictly Business</i>, to maintain and continue development</p>
<p>Provide Technical Assistance to WVABE Instructors statewide upon request</p> <p>1. Student Enrollment Deletions</p> <p>2. Student Deletions</p> <p>3. Class Deletions</p> <p>4. Misc. Calls / E-mails</p> <p>5. Duplicate Students</p> <p>6. Class Creations</p> <p>7. Duplicate SSNs</p> <p>8. PY'13 400 Update (Institutional Ed)</p>	<p>WV Adult Basic Education (ABE) Instructors / Administrators Statewide</p>	
<p>AEMIS FAQ/Requests This Month</p> <p>1. Duplicate Enrollments</p> <p>2. Duplicate SSNs</p>	<p>WV Adult Basic Education (ABE) Instructors / Administrators Statewide</p>	

AREA: Professional Development Provided		
ACTIVITIES	POPULATION SERVED	COMMENTS
AEMIS Technical Assistance	Monongalia County	Technical Center September 11, 2012
AEMIS Technical Assistance	Harrison County	Career Technical Center September 12, 2012
AEMIS Technical Assistance	Institutional Education	Waterfront Hotel, Morgantown September 19-21, 2012
Preparing For PY'13 / AEMIS & NRS	Institutional Education	Waterfront Hotel, Morgantown September 20, 2012

AREA: Professional Development Attended		
ACTIVITIES	POPULATION SERVED	COMMENTS
Moodle Training	WVABE Statewide	RESA 1 September 5, 2012
WVABE State Staff Meeting	WVABE Statewide	RESA 7 September 13, 2012

AREA: Miscellaneous		
ACTIVITIES	POPULATION SERVED	COMMENTS
LINCS Conference Call	WVABE Statewide	RESA 1 September 6, 2012
Meeting with Dr. Lewis Overview of ABE Technology Program	WVABE Statewide	RESA 1 September 18, 2012
Meeting with Cathy Shank ABE Professional Development Coordinator Discuss Tech-Show PD Requirements	WVABE Statewide	RESA 3 September 27, 2012
Meeting with Shalom Tazewell Discuss AEMIS4U PD Outline	WVABE Statewide	RESA 1 September 25, 2012
Updated 400A/B		
NRS 4U / AEMIS4U Course Descriptions – Completed		

RESA-I STATUS REPORT	
PROGRAM:	ADULT BASIC EDUCATION & SPOKES
DATE:	August 2012
STAFF:	SHAWN COOK
FUNDING SOURCE:	STATE / FEDERAL

AREA: GED		
ACTIVITIES	POPULATION SERVED	COMMENTS
<ul style="list-style-type: none"> Administer the GED Exam (Peter Minogue). Verified diploma obtainment for examinees. Worked with instructors to update examinee records. Assisted ABE instructors with registering students for the GED exam. Initiated invoices to pay counties for GED exams administered. Verified, coded and processed timesheets for examiners. Met with county personnel to facilitate transition to computer based testing. Submitted phase 1 of applications. 	<p>Braxton, Mercer, Nicholas, Raleigh, Summers, Webster Counties</p>	<ul style="list-style-type: none"> GED examination administered to 52 examinees year-to-date.

AREA: ABE		
ACTIVITIES	POPULATION SERVED	COMMENTS
<ul style="list-style-type: none"> Program administration, including review of student information, leave, budgets and technical assistance to ABE classes. Verified, coded and processed timesheets for instructors and substitutes. Monitored budgets, prepared requisitions in WEVIS, coded invoices for payment. Reviewed budgets and transaction reports. Provided support to instructors with purchasing of supplies. Worked with instructors to review AEMIS. Provided pre-service and support to new teachers at McDowell ABE, Stevens Correctional Center and Snowshoe Career Center (Pocahontas). Participated in STAR review meetings for Raleigh and Braxton Counties. Conducted Fall Update professional development at Fayette Plateau. Participated in required state staff meetings. 	<p>CCS, OIEP, Braxton, Greenbrier, Nicholas, Pocahontas, Summers, Webster, Wyoming, Mercer & Braxton.</p>	<ul style="list-style-type: none"> Under RESA direction 1 full time and three part-time ABE classes conducted. Provided technical assistance and supervision to identified programs.

AREA: SPOKES		
ACTIVITIES	POPULATION SERVED	COMMENTS
<ul style="list-style-type: none"> • Monitoring • Program administration, including review of student information, leave and budgets. • Verified, coded and processed timesheets for instructors and substitutes. Monitored budgets, prepared requisitions in WEVIS, & coded invoices for payment. • Research cost effective supplies and facilitate purchases for all 12 counties within RESAs 1 & 4.. • Worked with instructors to review AEMIS reports. • Facilitated two-day staff retreat. <p>Sandra Adkins</p> <ul style="list-style-type: none"> • Attended 2-day GED Curriculum Design Committee meeting • Hosted Healthy Relationship Workshop in conjunction with Mission WV: 13 students participated • Hosted STAR Review On-Site Visit • Attended LINC'S webinar: "Using Blogs/Wikis to increase student writing fluency" • Presented 2 Learning To Achieve Modules at the SPOKES staff retreat and debriefed 1 online module • Attended webinar on "The Change Agent" an adult education newspaper for social justice published by The New England Literacy Resource Center • Sent out TIS Pre-Surveys for research project <p>Carmella Browning (Wyoming)</p> <ul style="list-style-type: none"> • Provided coverage for Wyoming County ABE program in the absence of instructor Ron Mayhew. Worked with ABE sub to ensure adequate teacher transition. • Assisted ABE students with GED registration. • Attended job fair with students. <p>Vanessa Clay (Pocahontas)</p> <ul style="list-style-type: none"> • Completed pre-service training • Fall SPOKES classes began Sept. 4 • Attended Snowshoe Mt. Career Center Partners Meeting. 	<p>Programs in all counties</p>	<ul style="list-style-type: none"> • Under RESA direction 9 full time and 2 part-time Spokes classes conducted. • Conducted 11 walk-throughs year to date.

AREA: SPOKES cont.		
ACTIVITIES	POPULATION SERVED	COMMENTS
<ul style="list-style-type: none"> • Class visit to 1 Room University to discuss college opportunities. • One student applied to enter NRCTC during Spring semester Melanie Hayslette (Webster) • Special discussion and class module for Suicide Prevention Day. • 9/11 Remembrance Susan Leggett (Nicholas) • CPR & First Aid provided for 12 students • Karen Ruckman taught a Couponing class demonstrating how to increase savings through couponing • Thom Valencia from Mt. Olive spoke about job opportunities • Amanda Parkalo from NRCTC spoke to class about college <p>Tiffanie O'Brien-CDC Raleigh, Fayette, Nicholas</p> <ul style="list-style-type: none"> • Attended Raleigh Co. Job Fair with 12 students (Raleigh & Fayette Co) 9/12 • Completed Learning to Achieve online "course" on Accommodations-certificate 9/17 • Invited/Hosted Lauren Weatherford at RESA 1 Spokes Retreat at Snowshoe 9/19 • Hosted Thom Valencia from Mt. Olive -Raleigh 9/24 and Nicholas 9/25 • Subbed 26, 27,28. 		

AREA: RESA		
ACTIVITIES	POPULATION SERVED	COMMENTS
<ul style="list-style-type: none"> • Completed editing of Annual Report. 		

RESA-I STATUS REPORT	
PROGRAM:	Adolescent Health Initiative
DATE:	August 2012
STAFF:	Selina Vickers, Adolescent Health Initiative Coordinator
FUNDING SOURCE:	Office of Maternal Child and Family Health

AREA: EDUCATION AND AWARENESS		
ACTIVITIES	POPULATION SERVED	COMMENTS
9-10-12	RESA 1	Met with state trooper, Mike Summers. Educated on role of AHIC. Discussed ways the AHIC can assist him and that we can work together.
9-11-12	Summers	Met with Summers County High School counselors. Educated on role of AHIC. Discussed ways the AHIC can assist them. Planning for bully awareness, internet safety, working on gaining access to mental health counseling.
9-19-12	Mercer	Provided anti-bully information to 40 adolescents and 8 adults at Lashmeet Church of God. Planned to return to do program with younger group in Oct.
9-24, 9-25, 9-26, 9-27, 9-28	Raleigh (and later RESA 1)	Developed mentoring/ asset building training that will be used with the IZAP (Innovation Zone After-School Program) at Independence Middle School. Training will be held first week of October. Training will be part of the resources offered by the RESA 1 AHIC.

AREA: LEADERSHIP AND COLLABORATION		
ACTIVITIES	POPULATION SERVED	COMMENTS
9-10-12	Raleigh	Met with group, Moms in Prayer. Learned about their program and discussed AHIC role. Offered opportunities for collaboration.
9-11-12	Summers	Met with Summers County High School counselors. Educated on role of AHIC. Discussed ways the AHIC can assist them. Planning for bully awareness, internet safety, working on gaining access to mental health counseling.
9-21-2012	RESA 1	Regional AHIC meeting. Shared information on programming and information each AHIC is doing in their region. Discussed opportunities to collaborate on adolescent issues.

AREA: LEADERSHIP AND COLLABORATION con		
ACTIVITIES	POPULATION SERVED	COMMENTS
9-26, 9-27, 9-28	RESA 1	Collaboration with key members in RESA 1 and the state that are working on adolescent issues. Gathered information and ideas to address adolescent issues such as health, mental health, substance abuse, teen pregnancy, etc. Information shared with team working on Race to the Top grant.
Throughout September Orientation	RESA 1	Reviewing minutes, power points, files, CD's, video, etc to orient myself to the work previously accomplished by this position and to the resources available in this office. Also, calls to the ministerial association, FRNs and community groups to set time to meet and discuss role of the AHIC.

RESA-I STATUS REPORT	
PROGRAM:	COORDINATED SCHOOL PUBLIC HEALTH
DATE:	August 2012
STAFF:	Ann Sammons
FUNDING SOURCE:	WVDE Office of Healthy Schools

AREA: EDUCATION AND AWARENESS		
ACTIVITIES	POPULATION SERVED	COMMENTS
Visited and met with the School-based Health Center at ACT.	Raleigh County	Discussed needs and the upcoming open house for Beckley-Stratton Middle School.
Visited the School-based Health Center at Beckley Stratton Middle School to meet with School Nurse.	Raleigh County	Services cannot begin until there are internet connection services. The internet provider plans to be at the school within a few days.
Visited Stanaford Elementary School	Raleigh County	Delivered Fit Ball Seats and met with the kindergarten teacher and aide. This is part of a pilot project.
Visited Summers County High School	Summers County	Met with counselors to introduce myself and offer services.
Visited the School-based Health Center at River View High School	McDowell County	Met with the provider to discuss services provided and needs.
Visited the School-based Health Center at Mount View High School	McDowell County	Met with the provider and clinic nurse to discuss services provided and needs.
Meeting with Kelli Caseman, WV School Based Health Assembly, Debra Elmore, AFT Staff Representative and Jessie Hogue-Morgenstern, Researcher with Reconnecting McDowell	McDowell County	Meeting to discuss the Reconnecting McDowell Project. Collaborating to identify and meet the needs of the school-based health clinics at the two high schools.

AREA: LEADERSHIP and COLLABORATION		
ACTIVITIES	POPULATION SERVED	COMMENTS
Attended the Southern Regional Preparedness Partnership Meeting	Mercer, Monroe, McDowell, Raleigh, Summers and Wyoming Counties	
Attended Reconnecting McDowell.	McDowell County	Participated in the Health Committee discussions. Attended the ribbon cutting for the newly built homes and participated in touring the county. This involved touring River View High School.
Attended the WV DHHR Mental Health Forum at Tamarack	Mercer, Monroe, McDowell, Raleigh, Summers and Wyoming Counties	Spoke with the Director of FMRS and the State Director of Behavioral Health concerning meeting to discuss school-based mental health services.
Attended County Wellness Council meeting	Raleigh County	Gave a report and shared the Fit Balls being used with kindergarten students at Stanaford Elementary.

RESA-I STATUS REPORT	
PROGRAM:	MEDICAID
DATE:	August 2012
STAFF:	JAMIE BAILEY
FUNDING SOURCE:	LOCAL / STATE

AREA: MEDICAID BILLING		
ACTIVITIES	POPULATION SERVED	COMMENTS
Billed Medicaid	McDowell	49,211.35
	Mercer	87,030.70
	Monroe	9,701.92
	Raleigh	479,734.37
	Summers	5,635.00
	Wyoming	3,906.81

AREA: MEDICAID		
ACTIVITIES	POPULATION SERVED	COMMENTS
Technical Assistance	McDowell	Transmitted billing files and ran remittances.
	Mercer	Assisted Mark with questions concerning Medicaid billing and provider enrollment. Transmitted billing files and ran remittances.
	Monroe	Assisted Joetta Basile with RMTS and questions concerning Medicaid. Transmitted billing files and ran remittances.
	Raleigh	Transmitted billing files and ran remittances.
	Summers	Assisted Karen Eagle with Medicaid billing errors. Transmitted billing files and ran remittances.
	Wyoming	Transmitted billing files and ran remittances.

AREA: MEDICAID		
ACTIVITIES	POPULATION SERVED	COMMENTS
Technical Assistance	All Counties	Prepared Reimbursement and Transmittal Reports for all six counties.
		Prepared Professional Development / Service Report.
Meetings/Training	RESA-4	Medicaid Specialist Interviews

RESA-I STATUS REPORT	
PROGRAM:	PUBLIC SERVICE TRAINING
DATE:	August 2012
STAFF:	RICK RICE/SANDY HAWLEY
FUNDING SOURCE:	STATE

AREA: FIRE STARTED		
ACTIVITIES	POPULATION SERVED	COMMENTS
Basic Pump Operations	Nicholas	Summersville Fire Department
Emergency Vehicle Operators Course	Nicholas	Richwood Fire Department
Emergency Vehicle Operators course	Nicholas	Summersville Fire Department
Firefighter 1	Monroe	FPC/Alderson
Firefighter 2	Fayette	Fayette County Firefighters
Firefighter 2	Greenbrier	Lewisburg Fire Department
Hazardous Materials Awareness	Fayette	Gauley Bridge Fire Department
Hazardous Materials Operations	Monroe	FPC/Alderson
Vehicle Rescue Awareness	Fayette	Danese Fire Department
Vehicle Rescue Operations	Fayette	Danese Fire Department
Vehicle Rescue Awareness	Raleigh	Ghent Fire Department
Vehicle Rescue Operations	Raleigh	Ghent Fire Department
Vehicle Rescue Technician	Raleigh	Ghent Fire Department

AREA: FIRE COMPLETED		
ACTIVITIES	POPULATION SERVED	COMMENTS
Emergency Vehicle Driving	Greenbrier	Greenbrier Hotel Firefighters (21)
Firefighter 2	McDowell	McDowell County Firefighters (13)
Pump Operations	Nicholas	Summersville Fire department (10)
Vehicle Rescue Awareness	Raleigh	Ghent Fire Department (23)
Vehicle Rescue Operations	Raleigh	Ghent Fire Department (22)
		Bluefield F.D.

AREA: EMS STARTED		
ACTIVITIES	POPULATION SERVED	COMMENTS
Basic EMT	Raleigh	MSHA/Beckley
Basic EMT	Wyoming	Brenton Fire Department
Basic EMT Recertification	Greenbrier	Fairlea Ambulance
Basic EMT Recertification	Mercer	Princeton Fire Department
Basic EMT Recertification	Raleigh	MSHA/Beckley
Basic EMT Recertification	Wyoming	Pineville Fire Department
CPR	Fayette	Western Coal
CPR	Fayette	Fayetteville Fire Department
CPR	Fayette	Goethe Mining
CPR	McDowell	Welch
CPR	Nicholas	Alpha/Green Valley Coal
CPR	Nicholas	Fola Coal
CPR	Nicholas	Nicholas County Spokes
CPR	Nicholas	Summersville
CPR	Monroe	FPC/Alderson
CPR	Raleigh	Beckley
CPR	Raleigh	Marfork Coal
CPR	Raleigh	Mountaineer Mine

AREA: EMS STARTED cont.		
ACTIVITIES	POPULATION SERVED	COMMENTS
CPR (2 Classes)	Raleigh	MSHA/Beckley
CPR (2 Classes)	Raleigh	Patriot Coal
CPR	Raleigh	Southern Safety
CPR	Webster	Evergreen Mining
CPR	Wyoming	Brenton Fire Department
CPR	Wyoming	Wyoming Spokes
CPR	Fayette	Western Coal
EMT Mining	McDowell	Welch
EMT Mining	Raleigh	Beckley
EMT Mining Recertification	Fayette	Goethe Mining
EMT Mining Recertification	Nicholas	Alpha/Green Valley Coal
EMT Mining Recertification	Nicholas	Alpha/Green Valley Coal
EMT Mining Recertification	Nicholas	Summersville
EMT Mining recertification	Raleigh	Marfork Coal
EMT Mining Recertification	Raleigh	MSHA/Beckley
EMT Mining Recertification	Raleigh	Mountaineer Mine
EMT Mining Recertification (2 Classes)	Raleigh	Patriot Coal
EMT Mining Recertification	Raleigh	Southern Safety
EMT Mining Recertification	Webster	Evergreen Mining
First Aid	Fayette	Fayetteville Fire Department
First Aid	Monroe	FPC/Alderson
First Aid	Nicholas	Nicholas county Spokes
First Aid	Wyoming	Wyoming Spokes

AREA: EMS COMPLETED		
ACTIVITIES	POPULATION SERVED	COMMENTS
CPR	Fayette	Fayetteville Fire Department (12)
CPR	Fayette	Republic Energy (13)
CPR	Fayette	Western Coal (9)
CPR	Nicholas	Alpha/Green Valley Coal (55)
CPR	Nicholas	Fola Coal (19)
CPR	Nicholas	Nicholas County Spokes (14)
CPR	Nicholas	Summersville (33)
CPR (2 Classes)	Raleigh	Arch Coal/ICG (19)
CPR	Raleigh	Beckley (7)
CPR (2 Classes)	Raleigh	Patriot Coal (40)
CPR	Raleigh	MSHA/Beckley (53)
CPR (2 Classes)	Raleigh	Marfork Coal (68)
CPR	Webster	Evergreen Mining (6)
EMT Mining	Fayette	Western Coal (9)
EMT Mining (2 Classes)	Raleigh	Arch Coal/ICG (19)
EMT Mining	Raleigh	Beckley (7)
EMT Mining Recertification	Fayette	Republic Energy (13)
EMT Mining Recertification	Nicholas	Alpha/Green Valley Coal (55)
EMT Mining Recertification	Nicholas	Fola Coal (19)
EMT Mining Recertification	Nicholas	Summersville (33)
EMT Mining Recertification	Raleigh	Mountaineer Mine (16)
EMT Mining Recertification (2 Classes)	Raleigh	Patriot Coal (40)
EMT Mining Recertification	Raleigh	MSHA/Beckley (53)
EMT Mining Recertification	Raleigh	Marfork Coal (33)
EMT Mining Recertification	Raleigh	Southern Safety (28)
EMT Mining Recertification	Webster	Evergreen Mining (6)
First Aid	Fayette	Fayetteville fire Department (12)
First Aid	Raleigh	Nicholas County spokes (14)

AREA: EMS COMPLETED cont.		
ACTIVITIES	POPULATION SERVED	COMMENTS
EMT Mining Recertification EMT Mining Recertification First Aid First Aid	Raleigh Webster Fayette Raleigh	Southern Safety (28) Evergreen Mining (6) Fayetteville fire Department (12) Nicholas County spokes (14)

AREA: OTHER PUBLIC SERVICE		
ACTIVITIES	POPULATION SERVED	COMMENTS
Instructor Methodology Course	Public Service Training	Certified New Instructors (18)

AREA: SCHOOL IN-SERVICE		
ACTIVITIES	POPULATION SERVED	COMMENTS
CPR First Aid CPR First Aid CPR First Aid	Fayette Fayette Raleigh Raleigh Raleigh Raleigh	Service Personnel (11) Service Personnel (11) Transportation (9) Transportation (9) WWHS (29) WWHS (29)

AREA: MEETINGS		
ACTIVITIES	POPULATION SERVED	COMMENTS
Flatwoods, 9/15/2012	RESA 1	RESA 1 EMT's

RESA-I STATUS REPORT	
PROGRAM:	Program Development
DATE:	August 2012
STAFF:	Michelle Moore
FUNDING SOURCE:	State & Federal

AREA: Substitute Training Class		
ACTIVITIES	POPULATION SERVED	COMMENTS
9/7/12 August Substitute Teacher Final Face-to-face training	RESA 1 Counties (30 participants)	
Contact with county personnel coordinators about referrals for the Fall 2012 class; registration letters mailed to participants	RESA 1 Counties	
9/11/12 and 9/14/12 Phone conferences with Linda Lilly, Mercer County, concerning organization and process of the 5202 substitute teacher training class	Mercer County	
9/12/12 Make-up Substitute Teacher Final Face-to-face	1 participant	

AREA: 21st Century Community Learning Center		
ACTIVITIES	POPULATION SERVED	COMMENTS
9/17/12 Webinar with WVDE 21 st CCLC to review the new online data collection system to be used in place of After School Matters.		
9/25-9/28 Attended & presented at the Multi-State CCLC Conference held in Nashville, TN	BEST and Summers County CCLC	Vickie Webb and Ashley Garland will be attending conference and presented.

AREA: Workshops Conducted		
ACTIVITIES	POPULATION SERVED	COMMENTS
9/14/12 Common Core/Next Generation follow-up meetings with Peterstown Elementary teachers	15 teachers, 1 administrator	

AREA: MSP Grant (TEAM Project)		
ACTIVITIES	POPULATION SERVED	COMMENTS
9/20/12 Meeting with Concord MSP professors, Michelle Angle, and Cheryl Barnes	MSP participants	Reviewed syllabus, assignments, student progress, participant concerns, adjustments needed to the course activities, and follow up Saturday session.
Control group participants for the MSP project selected		
Updated Edmodo group page and communication with grant participants		

AREA:	SES	
ACTIVITIES	POPULATION SERVED	COMMENTS
Agreement and job posting created for SES in Mercer County	Mercer County	60 students selected RESA 1 SES at Bluefield Intermediate
Coordinated SES tutor orientation plans with BIS principal, Linda Richards	BIS students	

AREA:	PRISM-WV	
ACTIVITIES	POPULATION SERVED	COMMENTS
9/6/12 Meeting with Dr. Bill O'Brien, Dr. Robin Lewis, regarding continued PRISM activities (depending upon possibility of carry over funding), and plans for the upcoming school year.	5 in attendance	
9/19/12 PRISM-WV meeting (follow-up)	10 in attendance	Concord University participated via telephone
PRISM budget activities		

AREA:	Graduate Cohorts	
ACTIVITIES	POPULATION SERVED	COMMENTS
9/12/12, 9/15/12, 9/21/12, 9/28/12 Spoke with potential students about the graduate cohorts		
9/27/12 submitted spreadsheet to Concord for 25 participants for Spring semester Education Leadership Certification program		Will meet with Cheryl Barnes in Oct. to begin organizing Summer courses & promoting the courses.

AREA:	Instructional Practices Inventory (IPI)	
ACTIVITIES	POPULATION SERVED	COMMENTS
9/24/12 Discuss scheduling IPI for Summers County coding teams with Dr. Brown	Summers county schools	

AREA:	TIS Consortium	
ACTIVITIES	POPULATION SERVED	COMMENTS
Planning activities and schedule for TIS meetings.	RESA 1 Technology Integration Specialists and Technology Coaches	Oct. and Dec. meeting will be a collaboration with WVDE

AREA:	Student Competitions	
ACTIVITIES	POPULATION SERVED	COMMENTS
9/17/12 Phone conference with Sumdog online math competition for K-8 students.	RESA 1 Counties	Materials will be provided to send to all K-8 schools in RESA 1 for the regional competition. Competition will be Oct. 5-11, all online.
9/17/12 Phone conference with Kirk Gerdes, Math & Science Bowl, with Regional Coordinators	RESA 1 Counties, State competition	WVU Tech will coordinate the RESA 1 competition to be held Nov. 15 th .

AREA:	Additional Activities	
ACTIVITIES	POPULATION SERVED	COMMENTS
9/4/12 Attended RESA PD Director's meeting at RESA 3		Reviewed TLI meeting results and discuss plans for addressing teacher leadership needs; New PD Spreadsheet; BOE report for Exec. Directors; Coaching for Learning program with Linda Bragg; NSF grant and Benedum grant plans
9/5/12 Attended Moodle Training		Will upgrade Moodle site for the substitute teacher course
9/10/12 Grant writing meeting for Race-to-the-top RFP	NASA SEMAA	In attendance: Dee Taylor; went through sections of the grant; planned ideas for student activities and teacher professional development
9/12/12 Attended RESA 1 staff meeting		
9/20/12 Math Polycom meeting led by Lou Maynus, Lynn Baker, and Terrie Sappington	RESAs	Follow up meetings will occur between the PD Directors and WVDE concerning math updates, coordinating training/workshops on the RESA level, building capacity of trainers.
9/21/12 Attended Regional Council Meeting		
9/24/12 Meeting with Kathy Mace at WWHS for information about organizing school SAT (Student Assistant Team) meeting.	Mercer County	Meeting scheduled for Oct. 2 nd with Lori Buchannon at PSHS to re-organize their SAT team.
9/24/12 meeting with Dr. Lewis		RTTT grant planning
9/27/12 Phone meeting with Joetta Basille (interim Superintendent Monroe County Schools)	Monroe County Schools	IPI process at the two Title II schools, and follow-up culture typology with Peterstown Elem.

RESA-I STATUS REPORT	
PROGRAM:	Special Education
DATE:	August 2012
STAFF:	Robert “Greg” Bartlett
FUNDING SOURCE:	State and Federal

AREA: Education and Awareness		
ACTIVITIES	POPULATION SERVED	COMMENTS
RESA 1 Special Education Directors Meeting	All RESA 1 Counties	Discussed: CPI Trainings, including Autism, IEP Trainings, SLD Training, Autism New Teacher Training, Common Core Essential Element Roll-Out, Autism Academy Follow-Up, WV Case Conference, WV CEC Conference, Literacy and Math Academy Follow-Ups.
New Special Education Teacher PLC- Raleigh County	Raleigh County New Special Education Teachers	Conducted training session on writing effective Present Levels of Performance
CPI Refresher Training- Mercer County	Mercer County Staff	Conducted CPI Nonviolent Crisis Intervention Refresher Training- 27 Participants
CPI Initial Certification Training- Summers County	Summers County Staff	Conducted CPI Nonviolent Crisis Intervention Training- Initial Certification- 33 Participants

AREA: Leadership and Collaboration		
ACTIVITIES	POPULATION SERVED	COMMENTS
Met with Shelly Prince	Raleigh County	Discussed: New teacher mentoring program and NCIPP presentation September 18th.
Attended Pre-K Fall Leadership Conference	All RESA 1 Counties	Professional Development for county Core Team members including panel discussions. Policy 2525
Office of Special Programs monthly staff meeting	WVDE OSP and RESA representatives	Discussed: Book studies, Fall Leadership Conference, NCIPP, and CPI Autism
State RESA Special Education Directors monthly meeting	State RESA Special Education Directors	Discussed: Academies, including 1% Academy, POs for CPI Autism training, Chief Logan Training, Fall Leadership Conference, Book Studies, Mentorship for New Directors, WVACCoP, WV Team Autism, Pre-K, TLI Follow-up, CASE and CEC Conferences
Met with Phillip Jarrell and Darren Butcher (Finance)	All RESA 1 Counties	Discussed: Expiring Grants, encumbered funds.
Attended NCIPP organizational workshop	Raleigh County and, eventually, all counties of RESA 1	Topics Discussed: Action plan for New Teacher Mentoring Program, National Board Certification and Take-One Program. (Will share with Shelly Prince, Raleigh County representative)

AREA: Leadership and Collaboration cont.		
ACTIVITIES	POPULATION SERVED	COMMENTS
Attended Special Education Directors Fall Leadership Conference	All Counties of RESA 1	Topics presented: Discipline of Students with Disabilities, Section 504 Eligibility, Co-Teaching, On-Line Learning, Compliance Manual, Out-of-State Applications, WV AIM, OSP Teleconferences, WV CASE, SPL
Attended Compliance On-Site Monitoring Training	All RESA 1 Counties	Topics presented: Monitoring Preparation, Desk Audit Process, File Reviews, School Visits, Exit Conferences, Prong 2

STATUS REPORT	
PROGRAM:	TECHNOLOGY SERVICES
DATE:	August 2012
STAFF:	JOHN D. WATSON
FUNDING SOURCE:	STATE / LOCAL

AREA: REPAIR AND INSTALLATION SERVICES		
ACTIVITIES	POPULATION SERVED	COMMENTS
Eleven field technicians responding to work orders and assistance requests.	Entire RESA 1 service area	The team of 11 field technicians responded to 1503 work orders and assistance requests throughout the service area. The technicians addressed 51 server issues 22 network issues 5 WVEIS issues 1 data circuit issues 129 router issues 1037 workstation issues 258 printer and miscellaneous issues

AREA: TRAINING		
ACTIVITIES	POPULATION SERVED	COMMENTS
Provide training and support for technicians.	Entire RESA 1 service area	Onsite and remote support for technician projects, network issues, device configuration, etc. Best practice recommendations and advice.
New Technician Assistance	Monroe county	Assistance with procedures for new technician. Replacements for Cymphonix equipment, help with trouble shooting major LAN problems etc.
HP Warranty Training	Entire RESA 1 service area	Continuation of training for all RESA 1 technicians to facilitate repairs for 21 st Century Tools for Schools purchases. Several repairs have been completed and we are working the bugs out of the system. 2 additional technicians certified this month.

AREA: INFRASTRUCTURE SUPPORT		
ACTIVITIES	POPULATION SERVED	COMMENTS
AEMIS Moodle server	Entire AEMIS service area	New Moodle Server installation and configuration tested this month. Course development in progress.
BTOP Router Installations	Entire RESA 1 service area	Installation requests for new circuits are being completed at the state level for the new BTOP circuits. Several more locations have been reported as ready to order by the vendor responsible for installing the fiber to the various sites.

AREA: PERSONNEL		
ACTIVITIES	POPULATION SERVED	COMMENTS
Reassignment of technician	Entire RESA 1 service area	Discussions with state director for part time reassignment of technician to Adult Education support. Paperwork is in process.
Technician accountability.	Entire RESA 1 service area	Continued improved tracking and verification procedures for timesheet, personal day, and travel related issues

AREA: Special Projects		
ACTIVITIES	POPULATION SERVED	COMMENTS
Technician Training Events	Entire RESA 1 service area	Plans are being made to send technicians from several counties to the State sponsored training in Bridgeport this fall.
YouTube proxy	Entire RESA 1 service area	Reconfigured equipment and worked with county contacts to implement changes for the new state YouTube proxy with Webtop authentication. Troubleshooting for several locations this month.
Technician training	Entire RESA 1 service area	Purchased updated training materials for CCNA certifications. These are available for checkout from the RESA 1 Technical services resource library
Wyoming Network Issues	Wyoming County	Assist with troubleshooting overloaded processor in networking equipment. Working with state technician to resolve issues. Visited site and updated equipment operating system on core electronics. Reconfigured network core for layer 3 switching and removed VLANS and layer 2 configurations.
Technology Coordinator Meeting	Entire RESA 1 service area	Meeting with technology managers from all RESAs. Viewed Bomgar remote appliance webinar. Discussion of Aruba products, funding sources, pending cuts, etc.
Prepare to Host VM Sphere Training	Entire RESA 1 service area	Discussion with counties and vendor to provide computer lab for advanced training in VMWare. Tests for requisite bandwidth and connectivity have been performed and results returned to vendor. Lab equipment specifications have been checked for compliance with required minimums.

RESA-I STATUS REPORT	
PROGRAM:	WVEIS
DATE:	August 2012
STAFF:	DEENA TYREE / SUSIE HANDY
FUNDING SOURCE:	STATE

AREA: WVEIS		
ACTIVITIES	POPULATION SERVED	COMMENTS
Backups/Extra System Saves	All Counties	30 Daily Saves all critical data. Extra FMS and EMS saves and restores. Entire system saved monthly. Saves performed at Consolidation Site (RESA III)
Initializing Cartridges and Diskettes	All Counties	For use on AS400 for backup. Cartridges are at Consolidation Site (RESA III).
Program Updates/Upgrades	All Counties	All software changes and updates loaded at Consolidation Site (RESA III)
Equipment Failures	RESA-I	None to report.
Devices/Configurations	All Counties	Devices configured as needed for new installations or problems in all counties.
Phone Communication Failures	All Counties	GTE failures in Mercer, McDowell, Raleigh.
System Jobs/Tasks	All Counties	Control Language Programming, Library and Program Maintenance. Library reorganization completed for all counties. Reorganized/cleaned up save files in preparation for AS400 System Maintenance performed at RESA III.

NARRATIVE: Daily Backups, Program Updates, Monthly Saves and AS400 Maintenance.

AREA: USER/PHONE SUPPORT		
ACTIVITIES	POPULATION SERVED	COMMENTS
Assisted All Schools on-line to WVEIS concerning all phases of software support.	All Counties	Designed various reports for all applications.
Assisted all counties on-line with EMS, HMS, FMS, FAS and WHS.	All Counties	Assisted counties with Self-Backups, Queries, IQ and Web-Based WVEIS.

NARRATIVE: Assisted Users by phone, in person, system messages and emails.

AREA: IN-HOUSE DATA PROCESSING		
ACTIVITIES	POPULATION SERVED	COMMENTS
Query Design	All Counties	Designed FMS, EMS, HMS and SMS Queries for all counties on-line. Implementing IQ software and security and Sequel software and security.

AREA: IN-HOUSE DATA PROCESSING cont.		
ACTIVITIES	POPULATION SERVED	COMMENTS
Database Maintenance and Development	All Counties	Printed mailing labels, student schedule cards and rolodex cards for various Raleigh County Schools.
User Menus	All Counties	Assigned menus to users as required.
EMS, FMS, WHS, HMS, FAS Processing	All Counties	Direct Deposit generated for Mercer County and Raleigh County, transmitted via Internet for Mercer and to BB&T for Raleigh. EMS Retirement submitted electronically for Raleigh County to the Retirement Board. Bank Reconciliation completed for RESA, Raleigh, McDowell, Summers, Mercer, Monroe and Wyoming Counties.

AREA: WVEIS		
ACTIVITIES	POPULATION SERVED	COMMENTS
Set up New Users as requested. Set up new User Assignments for 2012-2013 School Year. Assisted Users with WVEIS 'WOW' Issues and First Month Enrollment Report.	MCDOWELL	Met with Dwight Hutchinson, Raleigh County Vo-Tech on Adult Enrollment Issues. Met with Mary Ann Foster and Robin Dishmon on issues with new grading requirements for current school year. Worked with Park Middle on re-doing current year schedules.
Set up New Users as requested. Set up new User Assignments for 2012-2013 School Year. Assisted Users with WVEIS 'WOW' Issues and First Month Enrollment Report.	RALEIGH	
Set up New Users as requested. Set up new User Assignments for 2012-2013 School Year. Assisted Users with WVEIS 'WOW' Issues and First Month Enrollment Report.	MONROE	
Set up New Users as requested. Set up new User Assignments for 2012-2013 School Year. Assisted Users with WVEIS 'WOW' Issues and First Month Enrollment Report.	SUMMERS	
Set up New Users as requested. Set up new User Assignments for 2012-2013 School Year. Assisted Users with WVEIS 'WOW' Issues and First Month Enrollment Report.	WYOMING	
Set up New Users as requested. Set up new User Assignments for 2012-2013 School Year. Assisted Users with WVEIS 'WOW' Issues and First Month Enrollment Report.	MERCER	
Set up New Users as requested. Set up new User Assignments for 2012-2013 School Year. Assisted Users with WVEIS 'WOW' Issues and First Month Enrollment Report.		
Susie and Deena participated in one WVEIS Staff Conference call and one Hot Topics WVEIS conference call regarding Growth Model and Teacher Self-Registration for WOW.		

RESA-I STATUS REPORT	
PROGRAM:	WV WORKS ASSESSMENT SPECIALIST
DATE:	August 2012
STAFF:	SAMUEL SMITH
FUNDING SOURCE:	FEDERAL

AREA: TESTING		
ACTIVITIES	POPULATION SERVED	COMMENTS
Clay County Boone County Fayette County Greenbrier County Logan County McDowell County Mercer County Mingo County Monroe County Nicholas County Raleigh County Summers County Wyoming County	DHHR Clients, WV Works Dept., SPOKES students	Administered Test of basic skills in Reading, Math and Language at all levels. (Test of Adult Basic Education) Scored, processed, and returned results to WV Works Supervisors in 12 counties in timely, efficient manner. Administered Emotional Health Inventory and Learning Needs Screening in 12 counties. Administered Workkeys Assessment in four counties.

AREA: COORDINATION		
ACTIVITIES	POPULATION SERVED	COMMENTS
Accumulated statistical data from counties; prepared monthly reports and transmitted to State Department of Education.	WVDE	