

RESA-I STATUS REPORT	
PROGRAM:	ABE TECHNOLOGY COORDINATION
DATE:	April 2013
STAFF:	LOUISE MILLER
FUNDING SOURCE:	STATE / FEDERAL

AREA: ADULT EDUCATION MANAGEMENT INFORMATION SYSTEM (AEMIS)		
ACTIVITIES	POPULATION SERVED	COMMENTS
Continued development of “Adult Basic Education Management Information System (AEMIS)” 1. General maintenance of error messages 2. Discussed with Lead Programmer the updates needed to bring AEMIS up-to-date with the Cohort definitions. Submitted a budget supplement request to the WVDOE with detailed activities to be completed.	WV Adult Basic Education (ABE) Instructors / Administrators Statewide	Contract with Strictly Business, to maintain and continue development
Provide Technical Assistance to WVABE Instructors statewide upon request 1. Student Enrollment Deletions 2. Student Deletions 3. Misc. Calls / E-mails 4. Duplicate Students 5. Duplicate SSNs	WV Adult Basic Education (ABE) Instructors / Administrators Statewide	
AEMIS Updates 1. Professional Develop modifications needed for inputting of professional development hours / workshops 2. Updated CPS Report for PY’13 – to accommodate the 1-year “release of information,” new Cohort definitions, achievements, as well as other updates to the student intake / withdrawal form (ABE 400A/B) 3. Added dropdown list to CTE achievement 4. Updated listing of Assessments 5. Added ability to “Export to Excel Spreadsheet” for the Bulk PD Report 6. Updated “Teacher Aide” Role to include “CPS Report”	WVABE Statewide WVABE Statewide Institutional Education Statewide WVABE Statewide WVABE Statewide	Contract with Strictly Business, to maintain and continue development
AEMIS Updates 1. Added “export to excel” feature to all PD Reports 2. Updated ColdFusion on AEMIS Server 3. Ordered and installed new PIX box 4. VPN is not working as expected since the installation of the PIX box; issue will be investigated and AEMIS PIX Configuration and firmware updates will be backed-up in April, 2013	WVABE Statewide	Clint Conner – Updates to AEMIS

AREA: Professional Development Provided		
ACTIVITIES	POPULATION SERVED	COMMENTS
NRS4U Online Class	WVABE Statewide	18 Completers YTD
TechSHOW Observations	WVABE Statewide	3 Completers YTD

AREA: Professional Development Attended		
ACTIVITIES	POPULATION SERVED	COMMENTS
None		

AREA: Miscellaneous		
ACTIVITIES	POPULATION SERVED	COMMENTS
Prepared materials for WVABE TIS Meeting	WVABE Statewide	Louise Miller & Debbie Walker May 9-10 Holiday Inn Express, Bridgeport, WV
Troubleshoot the SSN issue on the CPS Report	WVABE Statewide	Louise Miller & Clint Conner

AREA: ABE cont.		
ACTIVITIES	POPULATION SERVED	COMMENTS
<ul style="list-style-type: none"> Continued support to new teachers at Wyoming ABE McDowell ABE, Stevens Correctional Center and Snowshoe Career Center (Pocahontas). Input AEMIS for Pocahontas programs. 	Pocahontas Webster	

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. Conducted observations as part of evaluation process. Worked with instructors to review AEMIS reports. <p>Sandra Adkins</p> <ul style="list-style-type: none"> Attended meeting with NRCTC about collaboration Accepted into the Designing Contextualized Lessons Program with LaGuardia Community College Final preparations for WV ABE Teacher Academy WV ABE Teacher Academy - April 29 - May 3 WorkKeys testing for 2 students Vanessa Clay & Rachel Garringer (Pocahontas) Attended GRASP, MOU meeting with NRCTC, and the Teacher's Academy. GED Test in April. Attended the HighSchool Drop-Out Prevention meeting. Weekly Parenting Class - at the Family Resource Network Literacy Volunteer Training (led by Shalom Tazewell) - 5 new volunteers! Class visit to One Room University (NRCTC) - 2 students applied for Fall enrollment 	Programs in all counties	<p>Under RESA direction 9 full time and 2 part-time Spokes classes conducted.</p> <p>Conducted 56 walk-throughs year to date.</p>

AREA: SPOKES cont.		
ACTIVITIES	POPULATION SERVED	COMMENTS
<ul style="list-style-type: none"> • Online job search workshop - sponsored by DRS Helena Ellis (Raleigh) & Tiffanie OBrien • Southern Coalfields Tobacco Prevention Coalition Network- Donald Reed presented- Smoking Cessation • Amanda Smarr (NRCTC) Presented admissions process/financial aid • Gene Whitlow- Trio Educational Opportunity Center- Presented services and meet individually with 2 SPOKES students • WorkKeys Assessment-Certificates awarded: 3-Silver 1-Gold Susan Leggett (Nicholas) 3 students obtained employment in April Lauren Weatherford-WVU Extension-presented "How Not to Fall in Love with a Jerky Person" I taught the students how to make freezer jam. Shelia Radford (Fayette) & Tiffanie OBrien • Hosted New River Community & Technical College in Oak Hill (Amanda Smarr and Karla Hickey) Melissa Jacobs (Summers) • WorkKeys2 silver and 2 bronze • WV Extension Office: 3 Nutrition Classes • CPR/First Aid: 8 participates received certifications • 5 Food Handler's Certifications • Employed: 1 student • Enrolled in Dolly Parton's Imagination Library: 4 children Melanie Hayslette • Workkeys Testing • Partner Meeting 		

RESA-I STATUS REPORT	
PROGRAM:	Adolescent Health Initiative
DATE:	April 2013
STAFF:	Selina Vickers, Adolescent Health Initiative Coordinator
FUNDING SOURCE:	Office of Maternal Child and Family Health

AREA: EDUCATION AND AWARENESS		
ACTIVITIES	POPULATION SERVED	COMMENTS
4-11-13	RESA 1	Common Core training.
4-17-13	Raleigh Co	Showing of <i>Finding Faith</i> Heart of God Ministries. Film followed by education and awareness on cyber bullying and internet safety. (95 present)
4-18-13	Raleigh Co	Met with the Raleigh Co Family Resource Network.. The RCFRN has several task forces addressing adolescent issues. Specifically, the RC FRN addresses adolescent substance abuse prevention and has a work plan outlining their goals. The AHIC has a similar work plan and shared resources for supporting their workplan and addressing youth substance abuse. Also addressed bullying, depression and related suicide and preventing obesity through health eating and exercise.
4-23-13	RESA 1	Attended Common Core workshop for RESA 1 teachers – train the trainers. Arranged for 2 students to present common core basics through use of the arts.
4-25-13	RESA 1	Attended Common Core workshop for RESA 1 administrators. Arranged for 2 students to present common core basics through use of the arts.

AREA: LEADERSHIP AND COLLABORATION		
ACTIVITIES	POPULATION SERVED	COMMENTS
4-11-13	Raleigh County	Participated in a community group, a forum, made up of Raleigh County BOE administration, United Way, Vista workers, parents, members of the faith community, non-profit groups, military, etc. to discuss the prevention of youth dropping out of school in Raleigh County. The forum is the beginning of a group that intends to develop a comprehensive plan to implement to decrease the number of youth that dropout each year in Raleigh County. Reasons for youth dropping out are related to substance abuse, teen pregnancy, and depression and bullying.

RESA-I STATUS REPORT	
PROGRAM:	COORDINATED SCHOOL PUBLIC HEALTH
DATE:	April 2013
STAFF:	Ann Sammons
FUNDING SOURCE:	WVDE Office of Healthy Schools

AREA: EDUCATION AND AWARENESS		
ACTIVITIES	POPULATION SERVED	COMMENTS
Attended the two-day WV School Counselor Conference held at Chief Logan Conference Center		Attended sessions on the Early Warning System, Common Core Standards, High School Sharing Session, Policy 4373, Getting More Mental Health Services, and Suicide Prevention
Attended the Not-On-Tobacco Facilitator Training held at FACES in Welch, McDowell County	Raleigh Summers Wyoming McDowell Mercer Monroe	
Attended meeting for writing a KEYS for Healthy Kids Grant	Raleigh	This meeting was a required step before being eligible to write a grant

AREA: LEADERSHIP and COLLABORATION		
ACTIVITIES	POPULATION SERVED	COMMENTS
Administered the Youth Risk Behavior and Youth Tobacco Surveys at Woodrow Wilson High School, Shady High School, and Independence Middle School.	Raleigh	
Attended the CCLC Advisory Council meeting at Beckley-Stratton Middle School	Raleigh	
Collaborated with the following to write the KEYS 4 Healthy Kids Grant	Raleigh	Crescent Elementary, ACT, Raleigh County Solid Waste Authority, WVU Extension Family Nutrition Program, USDA, Beckley-Raleigh County Health Department, City of Beckley
Wrote a KEYS 4 Healthy Kids Grant	Raleigh	Will focus on nutrition and physical activity at Crescent Elementary.
Presented bullying prevention and school-based clinic information at principal's meeting	McDowell	Working with the WV Dental Director to bring oral health services to the school-based clinics.
Visited Welch Hospital to meet and introduce myself to the pediatrician and staff	McDowell	
Provided guidance for school nurses on health services	Raleigh Monroe	
Participated in meeting with the Office of Child Nutrition to learn more about Farm to School opportunities.	Wyoming Raleigh McDowell	

AREA: LEADERSHIP and COLLABORATION cont.		
ACTIVITIES	POPULATION SERVED	COMMENTS
Participated in the RESA “Next Generation Educator Enhancement Academy” and facilitated a book study group.	Raleigh Summers Wyoming McDowell Mercer Monroe	
Meeting with Debbie Williams, Family Resource Network to discuss drug abuse prevention projects for the upcoming school year	Raleigh	
Delivered Portable Speaker System to Westside High School for being a “Call Me, Maybe” state winner	Wyoming	
Provided guidance and resource for a high school health teacher on reproductive health	McDowell	
Attended the Reconnect McDowell Meeting in Charleston	McDowell	Met with Mr. Spencer and WV Director of Adolescent Mental Health to discuss opportunities to provide mental health services in the school setting

RESA-I STATUS REPORT	
PROGRAM:	MEDICAID
DATE:	April 2013
STAFF:	JAMIE BAILEY
FUNDING SOURCE:	LOCAL / STATE

AREA: MEDICAID BILLING		
ACTIVITIES	POPULATION SERVED	COMMENTS
Billed Medicaid	McDowell	58,368.59
	Mercer	59,966.14
	Monroe	8,281.25
	Raleigh	251,715.84
	Summers	
	Wyoming	8,068.93

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

AREA: MEDICAID		
ACTIVITIES	POPULATION SERVED	COMMENTS
Technical Assistance	All Counties	Prepared Reimbursement Reports for all six counties.
Meetings/Training	Raleigh	Random Moment Time Study Compliance Reports weekly Met with Melissa Ryan to discuss Medicaid billing

RESA-I STATUS REPORT	
PROGRAM:	PUBLIC SERVICE TRAINING
DATE:	April 2013
STAFF:	RICK RICE/SANDY HAWLEY
FUNDING SOURCE:	STATE

AREA: FIRE STARTED		
ACTIVITIES	POPULATION SERVED	COMMENTS
ATV Rescue	Wyoming	Wyoming County Firefighters
Emergency Vehicle Driving	Braxton	Burnsville Fire Department
Firefighter 1	McDowell	McDowell County Firefighters
Firefighter 1	Mercer	Mercer County Firefighters
Firefighter 1	Webster	Cowen Fire Department
Hazardous Materials Awareness	Greenbrier	White Sulphur Fire Department
Hazardous Materials Awareness (2 Classes)	McDowell	McDowell County Firefighters
Hazardous Materials Awareness	Webster	Cowen Fire Department
Hazardous Materials Operations	Mercer	Mercer County Firefighters
Hording Fires	Wyoming	Wyoming County Firefighters
Meth Lab Awareness	Wyoming	Wyoming County Firefighters
NIMS Incident Command - 300	Wyoming	Wyoming County Firefighters
Vehicle Fires	Wyoming	Wyoming County Firefighters

AREA: FIRE COMPLETED		
ACTIVITIES	POPULATION SERVED	COMMENTS
Firefighter 1	Raleigh	Rhodell Fire Department (28)
Fire Officer 2	Greenbrier	Alderson Fire Department (11)
Hazardous Materials Awareness	Greenbrier	White Sulphur Springs Fire Dept. (16)
Hazardous Materials Awareness	McDowell	McDowell 911 (24)
Hazardous Materials Awareness	Raleigh	Rhodell Fire Department (28)

AREA: EMS STARTED		
ACTIVITIES	POPULATION SERVED	COMMENTS
CPR	Braxton	Burnsville Fire Department
CPR	Fayette	Brookfield Power
CPR (2 Classes)	Fayette	Republic Energy
CPR	McDowell	McDowell County Firefighters
CPR	Mercer	Mercer County Firefighters
CPR	Pocahontas	Durbin
CPR	Summers	Summers County Spokes
CPR	Raleigh	Rock & roll Construction
CPR	Webster	Cowen Fire Department
CPR	Wyoming	Pineville Fire Department
EMT Mining (2 Classes)	Fayette	Republic Energy
EMT Mining	Raleigh	Rock & Roll Construction
First Aid	Braxton	Burnsville Fire Department
First Aid	Fayette	Brookfield Power
First Aid	McDowell	McDowell County Firefighters
First Aid	Mercer	Mercer County Firefighters
First Aid	Pocahontas	Durbin
First Aid	Summers	Summers County Spokes
First Aid	Webster	Cowen fire Department
First Aid	Wyoming	Pineville Fire Department
First Responder	Raleigh	Coal City Fire Department

AREA: EMS COMPLETED		
ACTIVITIES	POPULATION SERVED	COMMENTS
Basic EMT	Welch	McDowell 911(13)
CPR	Braxton	Burnsville Fire Department (7)
CPR	Fayette	Brookfield Power (5)
CPR	Greenbrier	Clintonville fire Department (30)
CPR	McDowell	McDowell 911 (13)
CPR	Pocahontas	Durbin (5)
CPR	Raleigh	Pocahontas Coal (8)
CPR	Raleigh	Rhodell Fire Department (28)
CPR	Raleigh	Rock & Roll Construction (4)
CPR	Summers	Summers County Spokes (9)
CPR	Wyoming	Pineville Fire Department (20)
EMT Mining	Raleigh	Pocahontas Coal (8)
EMT Mining	Raleigh	Rock & Roll Construction (4)
First Aid	Braxton	Burnsville Fire Department (7)
First Aid	Fayette	Brookfield Power (5)
First Aid	Greenbrier	Clintonville fire Department (30)
First Aid	Pocahontas	Durbin (5)
First Aid	Raleigh	Rhodell Fire Department (28)
First Aid	Summers	Summers County Spokes (9)
First Aid	Wyoming	Pineville Fire Department (20)

AREA: OTHER PUBLIC SERVICE TRAINING		
ACTIVITIES	POPULATION SERVED	COMMENTS
Blood Bourne Path.	Braxton	Braxton Industries (5)

AREA: SCHOOL IN-SERVICE		
ACTIVITIES	POPULATION SERVED	COMMENTS
CPR	Fayette	Transportation (138)
First Aid	Fayette	Transportation (138)
CPR	Monroe	Teachers (5)
First AID	Monroe	Teachers (5)

AREA: MEETINGS		
ACTIVITIES	POPULATION SERVED	COMMENTS
State Fire Commission, April 4 – 5, 2013	Flatwoods	Represent RESA 1 Public Service
State Fire Commission, April 22, 2013	Charleston	Training Represent RESA 1 Public Service Training

RESA-I STATUS REPORT	
PROGRAM:	Program Development
DATE:	April 2013
STAFF:	Drexel Sammons
FUNDING SOURCE:	State & Federal

AREA: RESA 1 Discussion		
ACTIVITIES	POPULATION SERVED	COMMENTS
4/1/2013 Submitted Professional Development Master Plan Session Report (Nov. 2012 to Mar. 2013)	Teachers & Administrators	Submitted trainings in all 3 goals including both informational & sustained professional development

AREA: 21st Century Community Learning Center		
ACTIVITIES	POPULATION SERVED	COMMENTS
Weekly contact with Vickie Webb (site coordinator) for program updates and planning.	BEST CCLC Site Coordinator	
4/5/2013 – Submitted a letter of intent to apply for the 21 CCLC grant		
4/18 – 4/19/2013 – Attended the Community Learning Center Spring Conference in Charleston, WV		
4/22/2013 – Attended a work session on the SMART goals for the 21 st Century Grant		Wrote two goals with objectives utilizing the Smart format.
4/18/2013 - Attended a presentation with Miss WV who presented a talk on “Healthy Kids, Healthy Choices”	20 students from Beckley-Stratton Middle School	
4/29/2013 – Attended and conducted the Advisory Council meeting for the 21 st Century Grant		Gained a partner for new grant (Amy Lilly, Raleigh County Public Library)

AREA: MSP Grant (TEAM Project)		
ACTIVITIES	POPULATION SERVED	COMMENTS
Weekly contact with Jo Miller Frost (site coordinator) for program updates and planning.	20 teachers from various RESA 1 counties	Provided advice to Jo regarding various day to day happenings with the grant; support the initiative; approve various make up sessions from participants.
4/8/2013 – Met with Concord University professors regarding the upcoming plans for the Summer MSP Academy; commitment from participants and obligations from the professors		Wrote a MSP Contract for the participants of the grant; will be opening up new slots for new participants of the grant for the upcoming year.
4/13/2013 – Met with MSP grant participants at Concord University to discuss various issues, scheduling, upcoming events, and contract.	20 teachers	Students were vocal but appreciated the information given to them; contracts are required to be signed by each participant

AREA: Curriculum Planning		
ACTIVITIES	POPULATION SERVED	COMMENTS
4/10/2013 – Attended the “Take Over County” Training held by the WVDE	McDowell County	

AREA: Curriculum Planning cont.		
ACTIVITIES	POPULATION SERVED	COMMENTS
4/10/2013 – Attended the “Take Over County” Training held by the WVDE	McDowell County	
4/20/2013 – Met with Dr. Lewis and L. Bennett to write the preliminary application for the Southeastern WV STEM Learning Center Grant	Projected fifth grade students throughout the RESA 1 counties.	Several partners for the grant were secured.
4/29/2013 – Met with Dr. Lewis and Greg Bartlett to discuss upcoming plans for RESA 1.		Discussed the Priority and Focus Schools Discussed visits to the schools that are in RESA that are either priority or focus
4/26 – 4/30 – Worked on the 21 st Century Grant for 4 schools in Raleigh County (Beckley, Cranberry-Prospersity, Sophia Soak Creek, and Stratton Elementary Schools	Projected to serve over 150 students	Principals or their designee will be brought in the first week of May to discuss the grant.

AREA: Professional Development – RESA 1 Next Generation Educator/Leadership Enhancement Academy		
ACTIVITIES	POPULATION SERVED	COMMENTS
4/1 – 4/23/2013 -With the team, planned, organized, and held the kickoff for the “Next Generation Educator Enhancement Academy”	Over 140 teachers	Great day, teachers were excited and very positive about the training; evaluation were excellent; some commented how much they enjoyed the “new faces of RESA 1”
4/11/2013 – Held a conference call with the RESA 1 curriculum directors in each county to finalize the upcoming Educator/Leadership academy	6 directors/assistant superintendents	Directors request a copy of the material that from the WVDE regarding the upcoming trainings; decided to place in teachers’ packets on day of sessions.
4/1 – 4/25/2013/2013 – With the team, planned, organized, and held the kickoff for the “Next Generation Leadership Enhancement Academy”	Over 40 administrators	Very good training, principals were receptive to the new common core, excellent evaluations
4/11/2013 – Met with representative from University of Charleston regarding the Common Core “train the trainers” on May 29, 30, and 31.		Using the John W. Eye Center and 7 rooms in O’Dell Hall along with the cafeteria for meals

RESA-I STATUS REPORT	
PROGRAM:	Special Education
DATE:	March 2013
STAFF:	Robert "Greg" Bartlett
FUNDING SOURCE:	State and Federal

AREA: Education and Awareness		
ACTIVITIES	POPULATION SERVED	COMMENTS
CEC National Conference San Antonio, Texas	National	Invited to present, with Shelly Prince, of Raleigh Co., on our collaboration and work with Special Education Teacher Mentoring
Alternate Assessment (APTA) Administration	McDowell Co. Special Education Teachers and Administrators	Training/Workshop for teachers and administrators on the administration of the WV APTA.
Alternate Assessment (APTA) Administration	Monroe Co. Special Education Teachers	Training/Workshop for teachers and administrators on the administration of the WV APTA.
Differentiated Instruction	Monroe Co. Special Education and General Education Teachers	Workshop to supply training and resources for differentiating Instruction in all classroom settings.
Differentiated Instruction	Raleigh County- New Special Education Teachers and Mentors	Workshop to supply training and resources for differentiating Instruction in all classroom settings.
CEC National Conference San Antonio, Texas	National	Invited to present, with Shelly Prince, of Raleigh Co., on our collaboration and work with Special Education Teacher Mentoring
Alternate Assessment (APTA) Administration	McDowell Co. Special Education Teachers and Administrators	Training/Workshop for teachers and administrators on the administration of the WV APTA.
Alternate Assessment (APTA) Administration	Monroe Co. Special Education Teachers	Training/Workshop for teachers and administrators on the administration of the WV APTA.
Differentiated Instruction	Monroe Co. Special Education and General Education Teachers	Workshop to supply training and resources for differentiating Instruction in all classroom settings.
Differentiated Instruction	Raleigh County- New Special Education Teachers and Mentors	Workshop to supply training and resources for differentiating Instruction in all classroom settings.
CEC National Conference San Antonio, Texas	National	Invited to present, with Shelly Prince, of Raleigh Co., on our collaboration and work with Special Education Teacher Mentoring

AREA: Leadership and Collaboration		
ACTIVITIES	POPULATION SERVED	COMMENTS
State RESA Special Education Directors monthly meeting	All RESA 1 Counties	Discussed Focus Schools
Pre-K Collaborative Teams Meeting	All RESA 1 Counties	Discussed: ECERS-R Training, Reflection of Pre-K Webinars, Legislative Agenda, Preparation for 2013-2014 Webinars, Fiscal Reports, Contract/Budget verification, Addendums, Data verification, Program Reviews, School Readiness Profile- 2012, WVEIS VPN, Pre-K WVDE Website, Summer Pre-K Autism Academy.

AREA: Leadership and Collaboration cont.		
ACTIVITIES	POPULATION SERVED	COMMENTS
Annual Desk Audit Steering Committee	Raleigh County	Invited to be a member of Raleigh County Annual Desk Audit Steering Committee. Reviewed audit for submission.
Due Process Collaboration	Summers County	Asked to collaborate with Summers County Special Education Department concerning mediation of an IEP meeting.
Alternate Assessment Advisory Team	All Counties of WV	Workshop to develop professional development modules to be presented during Alternate Assessment scoring week. For County Teacher/Leaders to deliver at the county level.
Concord University	All RESA 1 Counties	Met with Special Education faculty to discuss the Autism Guidance Document and to finalize planning for PD for Concord student-teachers- May 13, 14, and 15.

STATUS REPORT	
PROGRAM:	TECHNOLOGY SERVICES
DATE:	April 2013
STAFF:	JOHN D. WATSON
FUNDING SOURCE:	STATE / LOCAL

AREA: REPAIR AND INSTALLATION SERVICES		
ACTIVITIES	POPULATION SERVED	COMMENTS
Twelve field technicians responding to work orders and assistance requests.	Entire RESA 1 service area	The team of 12 field technicians responded to 2178 work orders and assistance requests throughout the service area. The technicians addressed 54 server issues 23 network issues 30 WVEIS issues 5 data circuit issues 17 router issues 1687 workstation issues 362 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.
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. Technicians are training on the new Windows 8 courseware. On demand of quarterly webinar made available,
Network Design and Strategies attendance	Entire RESA 1 service area	Several counties were represented by RESA 1 technicians for this April conference. Information presented is being passed to the technicians who were not in attendance.

AREA: INFRASTRUCTURE SUPPORT		
ACTIVITIES	POPULATION SERVED	COMMENTS
AEMIS Moodle server	Entire AEMIS service area	Course development continues this month. Several units of courseware active and in use.
BTOP Router Installations	Entire RESA 1 service area	Updated documentation for relocated router installations has been requested this month. New signatory sheets with BTOP regulatory information is being sent to all schools that received a router through this program..
Cymphonix Appliance Installation	Entire RESA 1 service area	Thanks to the gracious generosity of the BridgeIT, we have installed a Cymphonix traffic shaping appliance in the RESA One network. We are learning to configure the many features of this device to assist in supporting the current and future installations in our service area.

AREA: PERSONNEL		
ACTIVITIES	POPULATION SERVED	COMMENTS
Development of Work Plan	Entire RESA 1 service area	Discussions were held this month to determine the future of goal setting in the professional development of the IT staff. A work plan has been proposed and a draft is in the works.
Technician accountability.	Entire RESA 1 service area	Continued improved tracking and verification procedures for timesheet, personal day, and travel related issues.
Additional Technician position	Raleigh County	Discussion for possible additional technician position for Raleigh county.

AREA: Special Projects		
ACTIVITIES	POPULATION SERVED	COMMENTS
Technician training	Entire RESA 1 service area	Continued training in field for several technicians.
Localized network issues	Entire RESA1 service area	Assist with troubleshooting random intermittent problems with Internet access and perceived slow networks. Visit several sites and assist county and RESA personnel with network optimization, switch stack configuration, and other solutions. BTOP router processor module replacement at one location with chronic connection issues
Filtering Options for out of network computers	SPOKES service area	Additional implementations of Net Sweeper completed this month.
OZ work order updates	Entire RESA 1 service area	Meeting with WVNET, procurement of MOU, meeting with technology program heads from other RESAs and Dept. of Ed representatives. Videoconference with RESA directors and RESA technology departments.
Electronics Recycling	RESA 1	Coordinated an electronics recycling pickup for RESA 1
Backup Software Evaluation	Entire RESA 1 service area	Webinar and virtual meeting with tech support specialist to evaluate Dell Appassure backup application for use on critical server implementations.

RESA-I STATUS REPORT	
PROGRAM:	WVEIS
DATE:	April 2013
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, Sequel 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 Sequel software and security.
Database Maintenance and Development	All Counties	Printed Rolodex Cards for various Raleigh County Schools. Printed Mailing Labels for various schools. Printed Report Cards and failure lists for 5 th Six Weeks for Raleigh County Schools.
User Menus	All Counties	Assigned menus to users as required.

AREA: IN-HOUSE DATA PROCESSING cont.		
ACTIVITIES	POPULATION SERVED	COMMENTS
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. Set up various users with FY14 Assignments.	MCDOWELL	Set up numerous teacher ids and assignments for access to WVEIS WOW. Reset passwords as requested.
Set up New Users as requested. Set up new User Assignments for 2012-2013 School Year. Assisted Users with WVEIS 'WOW' Issues. Set up various users with FY14 Assignments.	RALEIGH	Set up numerous teacher ids and assignments for access to WVEIS WOW. Assisted Middle & High Schools with FY14 Scheduling. Reset passwords as requested.
Set up New Users as requested. Set up new User Assignments for 2012-2013 School Year. Assisted Users with WVEIS 'WOW' Issues. Set up various users with FY14 Assignments.	MONROE	Set up numerous teacher ids and assignments for access to WVEIS WOW. Conducted FY14 Scheduling Session with Peterstown Elementary School. Reset passwords as requested.
Set up New Users as requested. Set up new User Assignments for 2012-2013 School Year. Assisted Users with WVEIS 'WOW' Issues. Set up various users with FY14 Assignments.	SUMMERS	Set up numerous teacher ids and assignments for access to WVEIS WOW. Assisted Summers County High School & Middle School with FY14 Scheduling. Reset passwords as requested.
Set up New Users as requested. Set up new User Assignments for 2012-2013 School Year. Assisted Users with WVEIS 'WOW' Issues. Set up various users with FY14 Assignments.	WYOMING	Set up numerous teacher ids and assignments for access to WVEIS WOW. Reset passwords as requested.
Set up New Users as requested. Set up new User Assignments for 2012-2013 School Year. Assisted Users with WVEIS 'WOW' Issues. Set up various users with FY14 Assignments.	MERCER	Set up numerous teacher ids and assignments for access to WVEIS WOW. Assisted Princeton Middle School with FY14 Scheduling. Reset passwords as requested.
Susie and Deena participated in WVEIS Hot Topics Webinar and attended meeting at Raleigh County Schools Central Office concerning changing of banks for RESA and Raleigh County Schools (attendees included Darrin Butcher, Michael Click, Phillip Jarrell, Susie, Deena and four representatives from United Bank).		

RESA-I STATUS REPORT	
PROGRAM:	WV WORKS ASSESSMENT SPECIALIST
DATE:	April 2013
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 5 counties.

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