

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

<b>AREA: ADULT EDUCATION MANAGEMENT INFORMATION SYSTEM (AEMIS)</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
<p><i>Continued development of “Adult Basic Education Management Information System (AEMIS)”</i></p> <p>1. General maintenance of error messages</p> <p>2. Programming of NRS Tables completed</p> <p>a. Table 7</p> <p>b. Table 5, 5a, 10</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. Class Creations / Updates</p> <p>5. Misc. Calls / E-mails</p> <p>6. Duplicate Student Report Updated</p>	<p>WV Adult Basic Education (ABE) Instructors / Administrators Statewide</p>	
<p>AEMIS FAQ/Requests This Month</p>	<p>WV Adult Basic Education (ABE) Instructors / Administrators Statewide</p>	

<b>AREA: Professional Development Attended</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
<p>WVABE State/Regional Staff Meeting</p>	<p>WVABE Statewide</p>	<p>December 9-10, 2013 Wyngate, Bridgeport, WV</p>

<b>AREA: Miscellaneous</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
<p>Statewide NRS Tables for PY’ 13</p>	<p>WVABE Statewide</p>	<p>December 29, 2013</p>
<p>NRS Data Quality Checklist for PY’ 13</p>	<p>WVABE Statewide</p>	<p>December 29, 2013</p>

RESA-I STATUS REPORT		
<b>PROGRAM:</b>	Adult Basic Education & SPOKES	
<b>DATE:</b>	December 2013	
<b>STAFF:</b>	Shawn Cook, Nancy Shannon, Peter Minogue, Sandra Adkins, Carmella Browning, Jared Cantrell, Vanessa Clay, Ted Davis, Helena Ellis, Teresa Godwin, Melanie Hayslette, Melissa Jacobs, Susan Leggett, Shelia Radford, Tiffanie Bishop O'Brien, Joy Walker, Rachel Garringer, Mary Gladwell	
<b>FUNDING SOURCE:</b>	State & Federal	
<b>AREA:GED</b>		
ACTIVITIES	POPULATION SERVED	COMMENTS
<ul style="list-style-type: none"> <li>Administer the GED Exam (Peter Minogue).</li> <li>Verified diploma obtainment for examinees.</li> <li>Worked with instructors to update examinee records.</li> <li>Assisted ABE instructors with registering students for GED exam.</li> <li>Initiated invoices to pay counties for GED exams administered.</li> <li>Verified, coded and processed timesheets for examiners.</li> <li>Purchased testing materials.</li> <li>Attended HSE training (two days)</li> <li>Conducted weekend and evening GED testing for Wyoming and Pocahontas Counties.</li> <li><b>For the fourth straight year, RESA 1 tested more examinees than any other test center in the state.</b></li> </ul>	Braxton, Greenbrier, Mercer, Nicholas, Raleigh, Summers, Webster Counties	Tested ytd 545
<b>AREA: ABE</b>		
ACTIVITIES	POPULATION SERVED	COMMENTS
<p><b>Program visits</b></p> <ul style="list-style-type: none"> <li>Program administration, including review of student information, leave, budgets and technical assistance to ABE classes.</li> <li>Verified, coded and processed timesheets for instructors and substitutes. Monitored budgets, prepared requisitions in WEVIS, coded invoices for payment. Reviewed budgets and transaction reports.</li> <li>Provided support to instructors with purchasing of supplies.</li> <li>Completed ABE director preservice for all new directors.</li> <li>Attended state staff training.</li> <li>Attended HSE training.</li> <li>Attended Mercer County ABE advisory meeting.</li> <li>Toured new tentative ABE facility with state staff.</li> <li>Provided HSE inservice in Summers, Greenbrier and Wyoming Counties.</li> </ul> <p>AEMIS REVIEWS</p>	<p>Raleigh/Greenbrier McDowell/Monroe Nicholas/Summers Wyoming</p> <p>All Spokes Programs Braxton ABE CCS Greenbrier ABE Wyoming ABE Monroe ABE Pocahontas ABE Stevens CC Webster ABE</p>	

<b>AREA: SPOKES</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
<ul style="list-style-type: none"> <li>• Monitoring.</li> <li>• Program administration, including review of student information, leave and budgets.</li> <li>• Verified, coded and processed timesheets for instructors and substitutes. Monitored budgets, prepared requisitions in WEVIS, &amp; coded invoices for payment.</li> <li>• Research cost effective supplies and facilitate purchases for all 12 counties within RESAs 1 &amp; 4.</li> <li>• Worked with instructors to review AEMIS reports.</li> <li>• Continued to conduct employee observations and verify annual goals per evaluation policy.</li> <li>•</li> </ul>		
<p>Braxton: Sandra Adkins/Joy Walker and Tiffanie O'Brien</p> <ul style="list-style-type: none"> <li>• We participated in the Code.org Computer Science Education week and 10 students did 15 hours of coding!</li> <li>• Completed a College Entrance Workshop for DHHR on 12/10/2013</li> <li>• Christine Elkins came to shadow prior to subbing</li> <li>• Part 1 of Peer Training for new Clay SPOKES/ABE teacher</li> </ul>		
<p>Fayette: Shelia Radfor &amp; Tiffanie O'Brien</p> <ul style="list-style-type: none"> <li>• Lauren Weatherford from WVU Extension presented "Healthy Families Eat Together" on Dec 5.</li> <li>• Dec 12- Conducted workshop on Personal Accountability Fayette Spokes (O'Brien)</li> <li>• We had a student holiday appreciation on Dec 19</li> </ul>		
<p>Greenbrier: Teresa Godwin</p> <ul style="list-style-type: none"> <li>• Elizabeth Reynolds WVU Nutrition Outreach Instructor visited class four times to present nutrition information</li> <li>• Nora Overall, Financial Aid Counselor with NRCTC spoke to the class December 18th</li> <li>• Amanda Baker, Student Recruiter with NRCTC also spoke to the class December 18th</li> <li>• One GED</li> </ul>		
<p>McDowell: Jared Cantrell &amp; Joy Walker</p> <ul style="list-style-type: none"> <li>•</li> </ul>		
<p>Monroe County-Ted Davis &amp; Tina White</p>		
<p>Nicholas: Susan Leggett &amp; Tiffanie O'Brien</p> <ul style="list-style-type: none"> <li>• December 4 - WVU Extension - Strong Families</li> <li>• 3 students completed Customer Service part I</li> <li>• 4 students received the Silver Career Readiness certificate</li> <li>• 4 received the GCF Credentials</li> <li>• 2 completed IC3 Living Online</li> <li>• 1 completed MOS Word</li> <li>• 3 obtained employment</li> </ul>		

Pocahontas: Vanessa Clay		
Raleigh: Helena Ellis & Tiffanie OBrien Dec 20- Assisted with Student Appreciation in Raleigh County Spokes		
Summers: Carmella Browning, Evelyn Phillips & Joy Walker		
Webster: Melanie Hayslette <ul style="list-style-type: none"> <li>December 3rd Smoking Cessation Class</li> </ul>		
Wyoming (Denise Ballard & Joy Walker)		

<b>AREA: RESA</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
RESA staff meeting.		

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

<b>AREA: Leadership and Collaboration</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Wrote grant to the Beckley Area Foundation	RESA 1	Selina Vickers, Adolescent Health Coordinator for RESA 1 completed writing and submitted a mini-grant for the Beckley Area Foundation. If awarded, the AHIC will purchase a portable laser tag system that can be loaned out to schools and community organizations that host alcohol and drug free events for youth. The purpose of the laser tag system is to be a high interest activity that youth will want to participate in and choose an alcohol and drug free activity over other risky activities. While preventing the use of alcohol and drugs, this effort will also address prevention of teen pregnancy because the activities will be monitored by adults. The activity is also physically demanding and lends to increasing physical activity.
Quarterly AHIC meeting	RESA 1	Met with state director and other AHI Coordinators in the state. Shared information on work plans and trends related to adolescent health.

<b>RESA-I STATUS REPORT</b>	
<b>PROGRAM:</b>	<b>Curriculum Specialists</b>
<b>DATE:</b>	<b>December 2013</b>
<b>STAFF:</b>	<b>Sue Lee</b>
<b>FUNDING SOURCE:</b>	<b>State / Federal</b>

<b>AREA: Focus Schools</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
December 2	Office	Preparation for Focus Schools
December 3	Pineville Middle School	Special Ed Teachers
December 4	Bluefield Intermediate	Parent Teacher Conference and Meetings with Teachers
December 5	All Focus Schools	SREB Training, Charleston, WV
December 6	Mullens Middle School	Special Ed Teachers
December 9	Mullens Middle School	Special Ed Teachers
December 10	Pineville Middle School	Special Ed Teachers
December 11	Bluefield Intermediate & Middle Schools	IEP Meeting and Teacher Meetings & Special Ed Teachers
December 12	All Focus Schools	SPL Training
December 13	Office	Office
December 16	All Focus Schools	IPI Training
December 17	Mountain View Elem/Mid	Step Up to Writing Training

<b>RESA-I STATUS REPORT</b>	
<b>PROGRAM:</b>	<b>Curriculum Specialists</b>
<b>DATE:</b>	<b>December 2013</b>
<b>STAFF:</b>	<b>Sue Baber</b>
<b>FUNDING SOURCE:</b>	<b>State/Federal</b>

<b>AREA: Curriculum</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
<b>December 12</b>	<b>All Focus Schools</b>	<b>SPL Training Charleston WV</b>
<b>December 13</b>	<b>Out of Office</b>	
<b>December 16</b>	<b>All Focus Schools</b>	<b>IPI Training RESA 1</b>
<b>December 17</b>	<b>Mountain View Elem/Middle</b>	<b>Step Up To Writing</b>

<b>RESA-I STATUS REPORT</b>	
<b>PROGRAM:</b>	<b>MEDICAID</b>
<b>DATE:</b>	<b>December 2013</b>
<b>STAFF:</b>	<b>JAMIE BAILEY</b>
<b>FUNDING SOURCE:</b>	<b>LOCAL / STATE</b>

<b>AREA: MEDICAID BILLING</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Billed Medicaid	McDowell	45,582.91
	Mercer	63,113.96
	Monroe	41,993.74
	Raleigh	55,812.01
	Summers	32,451.87
	Wyoming	3,156.29

<b>AREA: MEDICAID</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Technical Assistance	McDowell	Transmitted billing files and ran remittances
	Mercer	Transmitted billing files and ran remittances
	Monroe	Transmitted billing files and ran remittances
	Raleigh	Transmitted billing files and ran remittances.
	Summers	Transmitted billing files and ran remittances
	Wyoming	Transmitted billing files



<b>AREA: MEDICAID</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Technical Assistance	All Counties	Prepared Reimbursement Reports for all six counties.  Prepared and mailed contracts/requisitions for TAS program.
Meetings/Training	All Counties	RESA 1 Staff Meeting

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

<b>AREA: FIRE STARTED</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>

<b>AREA: FIRE CLASSES COMPLETED</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Firefighter 2	Greenbrier	Clintonville Fire Department (17)
Firefighter 2	Monroe	FCI/Alderson Fire Department (19)
Hazardous Materials Awareness	Pocahontas	Green Bank (20)
Hazardous Materials Awareness	Wyoming	Stat Ambulance (20)

<b>AREA: EMS STARTED</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
CPR	Braxton	Sutton Fire Department
CPR (2 Classes)	McDowell	McDowell 911
CPR	McDowell	McDowell Spokes
CPR	Raleigh	SGS Minerals
CPR	Summers	Summers Spokes
EMT Mining Recertification	Raleigh	Mountaineer Mine
EMT Mining Recertification	Raleigh	RESA 1/Raleigh Convention Ctr.
EMT Mining Recertification	Raleigh	Southern Safety
First Aid	Braxton	Sutton Fire Department
First Aid	McDowell	McDowell Spokes
First Aid	Raleigh	SGS Minerals
First Aid	Summers	Summers Spokes

<b>AREA: EMS COMPLETED</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Basic EMT	Pocahontas	Green Bank (10)
Basic EMT	Wyoming	Stat Ambulance (20)
Basic EMT Recertification	McDowell	McDowell 911 (3)
Basic EMT Recertification	Pocahontas	Green Bank (10)
Basic EMT Recertification	Raleigh	MSHA/RESA 1 (34)
CPR	Braxton	Braxton 911 (8)
CPR	Braxton	Gassaway Fire Department (10)
CPR	Braxton	Sutton Fire Department (15)
CPR (2 Classes)	McDowell	McDowell 911 (10)
CPR	Pocahontas	Green Bank (10)
CPR	Raleigh	SGS Minerals (4)
EMT Mining Recertification	Raleigh	Mountaineer Mine (14)
EMT Mining Recertification	Raleigh	RESA 1/Raleigh Conven. Ctr. (120)
EMT Mining Recertification	Raleigh	Southern Safety (50)

First Aid (2 Classes) First Aid Mass Casualty Incidents 1 & 2 Mass Casualty Incidents 1 & 2 Mass Casualty Incidents 1 & 2	McDowell Raleigh McDowell Pocahontas Wyoming	McDowell 911 (10) SGS Minerals (4) McDowell 911 (5) Green Bank (10) Stat Ambulance (18)
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<b>AREA:</b>	<b>SCHOOL IN SERVICE</b>	
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
CPR AED First Aid CPR	McDowell RESA 4 RESA 4	School Employees New Bus Drivers New Bus Drivers

<b>AREA: MEETINGS</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
PST Coordinators WV State Fire Commission 12/5 – 6/2013	RESA 1 & 4 PST RESA 1 & 4 PST	RESA 3 Dunbar, WV Charleston, WV

<b>RESA-I STATUS REPORT</b>	
<b>PROGRAM:</b>	<b>Program Development</b>
<b>DATE:</b>	<b>December 2013</b>
<b>STAFF:</b>	<b>Drexel Sammons</b>
<b>FUNDING SOURCE:</b>	<b>State &amp; Federal</b>

<b>AREA: RESA 1 Activities</b>		
<b>ACTIVITIES</b>	<b>ACTIVITIES</b>	<b>ACTIVITIES</b>
12/6/2013 – Submitted the final PD report for sessions offered from July 1, 2013 to November 30, 2013.	Educators throughout the counties of RESA.	44 PD sessions were offered for educators in RESA 1 for this time period.
12/9/2013 – Attended the LDC training in Charleston with the “High Schools that Work” principals and staff.	Students and staff in Mercer County that are part of the “High Schools That Work” initiative	The training provided each school’s high school RLA teachers and administrators with knowledge for developing modules in literacy utilizing the Next Generation Common Core Standards.
12/12/2013 – Attended the Special Education training of Support for Personalized Learning in classrooms	The special education student populations throughout RESA 1	The training provided the guidance document that supports personalized learning. Each component was discussed in detail.
12/20/2013 – Conference call with Dr. C. Barnes concerning the upcoming co-horts in the masters and certificates programs with Concord University	Over 50 educators have completed applications to participate in the co-hort program with Concord University.	Currently the numbers participating in the program include the following: MA in leadership – 23 students; certification in leadership – 12 students; and MA in literacy – 15 students
12/23/2013 – Developed an MOU with Concord University for the educational graduate programs for educators in RESA 1.	The educators from the six counties in RESA 1.	The MOU is an understanding of the roles of Concord University and RESA 1 in the co-hort programs for educators.

<b>AREA: 21<sup>st</sup> Century Community Learning Center</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
12/13/2013 – Met with Vickie Webb to review updates and plans for the afterschool program	Students from Beckley-Stratton Middle School	Ms. Webb provided updates on various projects at the Afterschool Program.
12/17/2013 – Conducted the CCLC Advisory Council Meeting at Beckley Stratton Middle School.	Students from Beckley-Stratton Middle School	This accounting form was needed by the state for the CCLC report.

<b>AREA: MSP Grant (TEAM Project)</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
12/9/2013 – Met with McRel Associates regarding their role as evaluator for the MSP Grant	Participating schools and teachers that are participants of the MSP Grant	The meeting was very productive. Several suggestions were made on how McRel can improve services for the grant including following the format of the evaluation at the national levels.

12/11 & 16/2013– Met with Deborah Cantley, MSP Math Coordinator, to discuss requisitions, purchase orders, invoices, and upcoming training sessions for the MSP grant.	18 teachers in RESA 1 counties	The grant was received and teachers were paid their first installment for the school year. Upcoming events include the training on February 22, 2014.
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<b>AREA: Focus Schools</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
12/10/2013 – Attended the LSIC meeting for Bluefield Middle School at the Mercer County Vocational and Technical Center.	The students and staff at Bluefield Middle School	The meeting was very positive and gave the school a chance to showcase their achievement, report on their areas of need, and their focus for the school year.
12/17//18/2013 – Conducted a PD session on “Step Up to Writing” for Mountain View Elementary & Middle School (K-2 teachers)	12 teachers attended the training.	Excellent evaluations; teachers were excited to receive the training and are planning on implementing the writing program beginning the first of the year.
12/18/2013 – With the FAST team, planned the upcoming meeting for our focus schools on January 9, 2014.	RESA 1 staff members that are part of the FAST team. Teams.	The meeting was productive in developing an agenda for the upcoming meeting in January.

<b>AREA: Curriculum Planning</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
12/3/2013 – IPI Data Collection for Stratton Elementary School	Students and staff at Stratton Elementary School	The staff and students were very receptive and active in learning activities; reviewed the process of data collection with two of their trained teachers
12/10/2013 – Scheduled a RESA 1 Regional Staff Development meeting to cover upcoming PD sessions and grant opportunities.	Curriculum staff member throughout the six counties.	The meeting will be held on January 15, 2014 at RESA 1.
12/30/2013 – Scheduled a Social Studies Fair meeting on January 13 with representatives from each county in RESA 1.	All students in the RESA 1 counties.	Meeting will provide updates on the Social Studies Fair and the National History Day initiative.

<b>RESA-I STATUS REPORT</b>	
<b>PROGRAM:</b>	<b>Special Education</b>
<b>DATE:</b>	<b>December 2013</b>
<b>STAFF:</b>	<b>Robert "Greg" Bartlett</b>
<b>FUNDING SOURCE:</b>	<b>State and Federal</b>

<b>AREA: Education and Awareness</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
IPI Coder Training w/ Glenna Heinlein	Staff from RESA 1 Priority and Focus Schools	Conducted IPI Coder Training under the direction of Glenna Heinlein (WVDE)

<b>AREA: Education and Awareness: CPI</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
CPI- Initial Certification	Wyoming County Staff	Provided CPI- Nonviolent Crisis Intervention training for Wyoming County Staff- 23 Participants
CPI- Initial Certification	Raleigh County Pre-K Staff	Provided CPI- Nonviolent Crisis Intervention training for Raleigh County Pre-K Staff- 30 Participants
CPI- Initial Certification	Summers County Staff	Provided CPI- Nonviolent Crisis Intervention training for Summers County Staff- 22 Participants

<b>AREA: Leadership and Collaboration</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Special Education and Title 1 Directors Fall Conference	All Counties of RESA 1	Attended WVDE sponsored Special Education Fall Conference
RESA 1 Special Education Directors Meeting	All Counties of RESA 1	Discussed: 2014 School Year, CPI, IPI, Stride Academy (Meeting held in Embassy Atrium during Fall Conference)
New Special Education Directors Training	McDowell, Monroe and Mercer Counties	Accompanied directors to New Directors Workshop
Kids Learning Center Observation and Report	Monroe County Pre-K	Conducted observation of Kids Learning Center of Monroe County as part of preparation for Monroe County Pre-K File Review.
SPL Training	All Counties of RESA 1	Attended WVDE sponsored SPL training to further assist Focus and Priority Schools of RESA 1
RESA 1 Focus Assistance Support Team (FAST Team) meeting	Monroe, Mercer and Wyoming Counties	Meeting to discuss progress and initiatives for RESA 1 Focus Schools

<b>RESA-I STATUS REPORT</b>	
<b>PROGRAM:</b>	<b>WVEIS</b>
<b>DATE:</b>	<b>December 2013</b>
<b>STAFF:</b>	<b>DEENA TYREE / SUSIE HANDY</b>
<b>FUNDING SOURCE:</b>	<b>STATE</b>

<b>AREA: DAILY BACKUPS, PROGRAM UPDATES, MONTHLY SAVES AND AS400 MAINTENANCE</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
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 1	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. Suddenlink in 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.

<b>AREA: USER/PHONE SUPPORT</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
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, SMS and WHS.	All Counties	Assisted counties with Self-Backups, Queries, Sequel and Web-Based WVEIS and Teacher Evaluation Program.

<b>AREA: IN-HOUSE DATA PROCESSING</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Query Design	All Counties	Designed FMS, EMS, FAS, HMS and SMS Queries for all counties on-line. Implementing Sequel software and security.
Database Maintenance and Development	All Counties	Printed student schedules and mailing labels 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 Raleigh County, transmitted via Internet to United Bank 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.

<b>AREA: WVEIS</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Set up New Users as requested. Set up Teacher User Assignments for 2013-2014 School Year in WOW. Assisted Teachers & Administrators with Teacher Evaluation Program.	Mercer	Reset passwords as requested and assisted users as needed.
Set up New Users as requested. Set up Teacher User Assignments for 2013-2014 School Year in WOW. Assisted Teachers & Administrators with Teacher Evaluation Program.	Monroe	Reset passwords as requested and assisted users as needed.
Set up New Users as requested. Set up Teacher User Assignments for 2013-2014 School Year in WOW. Assisted Teachers & Administrators with Teacher Evaluation Program.	McDowell	Reset passwords as requested and assisted users as needed. Participated in conference call with McDowell BOE Payroll Department on new software for time & attendance.
Set up New Users as requested. Set up Teacher User Assignments for 2013-2014 School Year in WOW. Assisted Teachers & Administrators with Teacher Evaluation Program.	Raleigh	Reset passwords as requested and assisted users as needed.
Set up New Users as requested. Set up Teacher User Assignments for 2013-2014 School Year in WOW. Assisted Teachers & Administrators with Teacher Evaluation Program.	Summers	Reset passwords as requested and assisted users as needed.
Set up New Users as requested. Set up Teacher User Assignments for 2013-2014 School Year in WOW. Assisted Teachers & Administrators with Teacher Evaluation Program.	Wyoming	Reset passwords as requested and assisted users as needed.



<b>AREA: WVEIS</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Susie and Deena participated in WVEIS State Staff Conference Calls. Susie and Deena attended Winter Conference in Charleston.		

<b>RESA-I STATUS REPORT</b>	
<b>PROGRAM:</b>	<b>WV WORKS ASSESSMENT SPECIALIST</b>
<b>DATE:</b>	<b>December 2013</b>
<b>STAFF:</b>	<b>SAMUEL SMITH</b>
<b>FUNDING SOURCE:</b>	<b>FEDERAL</b>

<b>AREA: Testing</b>		
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		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Administered Test of basic skills in Reading, Math and Language at all levels. (Test of Adult Basic Education)	DHHR Clients, WV Works Dept., SPOKES students	
Scored, processed, and returned results to WV Works Supervisors in 13 counties in timely, efficient manner.	DHHR Clients, WV Works Dept., SPOKES students	
Administered Emotional Health Inventory and Learning Needs Screening in 13 counties.  Administered WorkKeys Assessment in 4 counties.	DHHR Clients, WV Works Dept., SPOKES students  DHHR Clients, WV Works Dept., SPOKES students	

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

RESA-I STATUS REPORT	
<b>PROGRAM:</b>	West Virginia Workplace Education Program – Statewide (75%)
<b>DATE:</b>	December 2013
<b>STAFF:</b>	Tina White
<b>FUNDING SOURCE:</b>	State & Federal

AREA: Collaboration; Training/Education Projects and Initiatives; and Program Awareness		
ACTIVITIES	POPULATION SERVED	COMMENTS
<ul style="list-style-type: none"> <li>• <b>ABE State staff Meeting</b> – Attended ABE State Staff Meeting in Bridgeport on Mon, Dec 9, 2013.</li> <li>• <b>Bureau of Prisons (BOP)/Federal Correctional Institution (FCI) Ex-Offender Task Force</b> – Continue participation with quarterly BOP’s Southern WV Ex-Offender Task Force at the Beckley and McDowell FCIs. Coordinating <i>Bring Your A Game</i> classes to be offered at Alderson, Beckley and Welch FCIs. Delivered training materials and coordinating with trainers.</li> <li>• <b>Brake Supply Company (BSC) Downard, LLC, Princeton, WV</b> – Continuing follow-up training with entire plant staff; continuing follow-up supervisor survival and leadership training with supervisors. Meeting with plant manager on Thur, Jan 2, 2014 to develop training plan for new year.</li> <li>• <b>Brake Supply Company, Inc., Beaver, WV</b> – Continuing follow-up training with entire plant staff; continuing follow-up supervisor survival and leadership training with supervisors. Meeting with plant manager on Thur, Jan 2, 2014 to develop training plan for new year.</li> <li>• <b>A C &amp; S, Inc., Nitro, WV</b> – Continuing monthly supervisor survival and leadership training with supervisors.</li> <li>• <b>U. S. Well Services, Inc., Jane Lew, WV</b> – Continuing monthly supervisor survival and leadership training with supervisors.</li> <li>• <b>UTC Aerospace (previously Goodrich), Union, WV</b> – Continuing meetings with HR director to develop/arrange staff training. Training for entire plant staff to begin January 2014.</li> <li>• <b>New River Advanced Technology Center (NRATC), Ghent, WV</b> – Continuing initiatives in collaboration with NRATC workforce development staff regarding upcoming training requests and shared training materials. Continuing contact with interim director, Ms. Mary Igo, to continue collaboration on various business and industry training programs.</li> <li>• <b>New River Community and Technical College (NRCTC), Beckley, WV</b> – Continuing training initiatives in collaboration with NRCTC. Working w/HR on training plan for staff to be delivered during professional development week beginning on March 10, 2014.</li> <li>• <b>The Greenbrier, White Sulphur Springs, WV</b> – Continue coordination of pre-employment training for The Greenbrier.</li> <li>• <b>Snowshoe Career Center</b> – Coordinating a basic computer class and <i>Bring Your A Game</i> workshop at the Snowshoe Career Center.</li> <li>• <b>AEMIS</b> – Continue AEMIS data-entry for Workplace Education Program participants.</li> <li>• <b>Invoicing</b> – Initiate invoicing for business and industry for services rendered.</li> </ul>	<p>Ex-offenders preparing for parole.</p> <p>Business and industry, and their incumbent workers throughout the State.</p>	

<b>RESA-I STATUS REPORT</b>	
<b>PROGRAM:</b>	<b>SPOKES – Career Development Consultant (CDC) for Greenbrier, Monroe and Pocahontas (25%)</b>
<b>DATE:</b>	<b>December 2013</b>
<b>STAFF:</b>	<b>Tina White</b>
<b>FUNDING SOURCE:</b>	<b>State &amp; Federal</b>

<b>AREA: Collaboration, Education and Awareness</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
<ul style="list-style-type: none"> <li>Continue regularly scheduled weekly meetings with DHHR caseworkers Etta, Michelle and Madonna at the Greenbrier Co DHHR office to discuss status of current SPOKES students and those in follow-up.</li> <li>Continue regularly scheduled communications with caseworkers, Debbie Walton and Michelle Gay (temporary replacement for Shelby Jennings), regarding status of SPOKES students in Pocahontas and Monroe Counties.</li> <li>Continue regular meetings/visits to the Greenbrier, Monroe and Pocahontas Co SPOKES class to follow-up with current students, conduct orientation and develop self-sufficiency plans.</li> <li>Forwarded employer contact/student status information to appropriate DHHR office caseworkers.</li> <li>Continue employer visits throughout Greenbrier, Monroe and Pocahontas Counties on behalf of the SPOKES students in an effort to solicit positive potential job leads for the students and spread awareness of SPOKES candidates.</li> <li>Continue preparing monthly CDC reports and supplemental report information; forward to Christina Harper and appropriate DHHR caseworker and SPOKES instructor each month.</li> <li>Continue to copy Shawn Cook on correspondence, along with DHHR representatives.</li> </ul>	<p>Greenbrier Co SPOKES Students</p> <p>Pocahontas and Monroe Co SPOKES Students</p> <p>Business and industry throughout Greenbrier, Monroe and Pocahontas Co</p>	<p>Pocahontas Co resumed Sept 1, 2013 and run through Dec 20, 2013; and Monroe Co SPOKES resumed Sept 1, 2013 and ran through Nov30, 2013. Both Poca and Monroe will resume again on March 1, 2014</p>

<b>RESA-I STATUS REPORT</b>	
<b>PROGRAM:</b>	<b>Technology Services</b>
<b>DATE:</b>	<b>November, 2013</b>
<b>STAFF:</b>	<b>John Watson</b>
<b>FUNDING SOURCE:</b>	<b>State and Local</b>

<b>AREA: Repair and Installation Services - Individual technician reports for 19 field technicians</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Kevin Anglin	McDowell County	SRMS-Cloned a laptop HDD and joined it to the domain. SRMS-Cloned a laptop HDD and joined it to the domain. SRMS- Cloned a laptop HDD and joined it to the domain. BOE-Sorting and Inventorying of 850 laptops. BOE-Testing and troubleshooting of 850 laptops. BOE- Testing and troubleshooting of 850 laptops. MVHS- Installing and configuring software for testing on 25 workstations. Bridgeport Tech Conf. IES- Breakdown and packaging of technology in preparation of moving.
Jeremy Ball	Summers County	The month of December has been a very busy month. I have traveled to Charleston three times for training and Bridgeport for a Conference. I have also travel to RESA 1 twice, once for the training, and once too pick up equipment. I have traveled to all the Schools and offices in Summers County Schools numerous times. At Summers County High School, I responded to work orders that include part replacement, bandwidth issues, spyware issues, and issues with the cameras. I also installed three new computers in the offices at SCHS. At Summers Middle Schools, I responded to work orders that include part replacement, bandwidth issues, spyware issues, script issues, printing issues, projectors, smart boards, and server issues. Hinton Area Elementary School, I responded to work orders that include part replacement, bandwidth issues, spyware issues, projector issues, and installing printers. At Jumping Branch Elementary School, I responded to work orders that include part replacement, WVEIS WOW issues,

		and FSO software issues. Talcott Elementary School, I responded to work orders that include part replacement, printer installation, issues with WVEIS WOW and issues FSO software. At Summers County Board Office, I have worked on day to day issues for the users; I have also been work on setup a new server, imaging computers and sorting thru equipment. I attended a workshop on CISCO updates on Wednesday 12/12/13, and I also attended a two day workshop for 2014 WESTEST 2 Online writing training on 12/12/13 and 12/13/13. On 12/16/13 and 12/17/13 I attended the Network Strategies and Design conference. I also when to RESA 1 Christmas party and training session.
Ryan Blankenship	McDowell County	During the first week of the month I had received several smart replacement projectors so I replaced those and did work orders at the schools I was in for those. The second week I spent sorting through the 750 laptops we've received to give to students. The third week we were at the Network Design Conference for two days and then moved all of the technology out of Jaeger Elementary.
James Boles	Raleigh County	Awaiting BOE approval
Daniel Cook	Raleigh County	Orientation with RESA 1
Delores Davis	Mercer County	Personal Leave
Vince Estep	McDowell County	Orientation with RESA 1
William Meador	Raleigh County	No Report
Walter Newcomb	McDowell County	December has been an interesting month. In December I was in attendance for an ACA Employee time tracking meeting, the WVEIS Coordinator's Testing Site and Security Conference, and the State Network and Design Conference. During this time, one of our facilities was closed due to an emergency. So for the remainder of the month my colleagues and I prepared and organized the technology for removal and storage.
Lucy Pack	Mercer County	No Report
Joshua Prudich	Mercer County	No Report

Justin Prudich	Mercer County	For this month we have been continuing getting all of the computers up to par for testing in the spring. I have also installed a new lab at Brushfork and will be preparing to replace several other schools labs with new computers as they come in. Continuing with day to day maintenance and repair of computers is still high on my list of priorities.
Shane Radford	Raleigh County	For the time period between 11-20-13 thru 12-19-13 my work assignments have been to support the RESA 1 office with any technical support requested. This includes website and work order system management and general computer and printer repair. Technical support has been provided to SPOKES/ABE classrooms in Fayette, Nicholas, Raleigh, Webster and Wyoming counties. Visits have been made to Monroe, Summers and Wyoming county schools for WVEIS, router, server and general workstation repair. Trainings/Conferences attended include WESTEST 2 Technical Training and Network Strategies and Design Workshop. Collaborated with fellow technicians after these trainings to inform, discuss and test the WESTEST 2 software.
Aaron Reed	Mercer County	No Report
Burl Smith	Monroe County	Orientation with RESA 1
Daniel Via	Raleigh County	No Report
Tyler Webb	Raleigh County	No Report
Joel Weiss	Mercer County	No Report
James Wilson	Raleigh County	The month of December has been a lot of catching up on various tasks, most notably pc repairs and transitioning users to the new macbooks.

<b>AREA: Training</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
New Technician Training	RESA 1 service area	Orientation and training for technicians for several counties.
Network Design Conference	RESA 1 service area	Several technicians were in attendance representing most of our counties.

Online Testing	RESA 1 service area	Technicians that attended the trainings in Charleston were peer leaders and passed the information on at our Holiday meeting.
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<b>AREA: Infrastructure support</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Bandwidth Monitoring	RESA 1 service area	Reconfigured bandwidth statements in several routers to more accurately reflect actual usage on Statseeker monitoring application
Router configuration updates	RESA 1 service area	Reconfiguration of all Cisco 3945 routers in RESA 1 for new forensic software being tested by state network administrators has caused problems where bandwidth is above 100M . Statements were removed from several location to restore normal functionality.

<b>AREA: Personnel</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Directed Leave Request	RESA 1 service area	Committee formed and business conducted. Approval of donated directed days.

<b>AREA: Special Projects and Activities</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Updates to OZ	RESA 1 service area	Continuing modifications to the new WVNET hosted work order system to provide stakeholder data and reports as requested.



<b>RESA-I STATUS REPORT</b>	
<b>PROGRAM:</b>	<b>Regional School Wellness</b>
<b>DATE:</b>	<b>December 2013</b>
<b>STAFF:</b>	<b>Ann Sammons, BSN MS</b>
<b>FUNDING SOURCE:</b>	<b>Community School Public Health</b>

<b>AREA: Bullying Prevention</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Meeting with county bullying prevention group	All counties	This meeting was for sharing the events that took place during Bullying Prevention Week. Those present had very successful activities and school involvement. I will be compiling a list of the activities to share with others to assist counties in planning for next year.

<b>AREA: Physical Activity</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Planning with Gerry Workman to provide FitnessGram Training for new PE Teachers	All Counties	Tentatively scheduled for February 21 <sup>st</sup> during the morning hours.

<b>AREA: Nutrition</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Meeting with Carol Cooper to continue planning for upcoming training with Pre-K staff on childhood obesity.	Raleigh County	Workshop is planned for February 7 <sup>th</sup> .
Meeting with Heather Copen, Dr. Lewis and Bekki Leigh from the Office of Child Nutrition to discuss plans for the Farm to School Program	All	
Attended Farm to School Workshop in Bridgeport	All	

<b>AREA: Coordinated School Public Health</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Attended the meeting for the Regional School Wellness Specialists in Charleston		The Regional School Wellness Specialists are now under Richard Goff and the Office of Child Nutrition. Cybele Boehm is the Wellness Coordinator. This was our first meeting for this school year.
RESA 1 Regional School Wellness Council meeting	All Counties	This meeting was held at RESA 1 on December 19 <sup>th</sup>