

<b>RESA-I STATUS REPORT</b>	
<b>PROGRAM:</b>	<b>ABE TECHNOLOGY COORDINATION</b>
<b>DATE:</b>	<b>June 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><b>Continued development of “Adult Basic Education Management Information System (AEMIS)”</b></p> <p>1. General maintenance of error messages</p> <p>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.</p>	<p>WV Adult Basic Education (ABE) Instructors / Administrators Statewide</p>	<p>Contract with Strictly Business, to maintain and continue development</p>
<p><b>Provide Technical Assistance to WVABE Instructors statewide upon request</b></p> <p>1. Student Enrollment Deletions</p> <p>2. Student Deletions</p> <p><b>3. Misc. Calls / E-mails</b></p> <p><b>4. Duplicate Students</b></p> <p><b>5. Duplicate SSNs</b></p>	<p>WV Adult Basic Education (ABE) Instructors / Administrators Statewide</p>	
<p><b>AEMIS Updates</b></p> <p>1. Professional Develop modifications needed for inputting of professional development hours / workshops</p> <p>2. Document created: AEMIS Updates to be Completed in Accordance to June, 2013 NRS Implementation Guidelines - Table 7 specs updated</p>	<p>WVABE Statewide</p> <p>WVABE Statewide</p>	<p>Contract with Strictly Business, to maintain and continue development</p> <p>Working document; Submitted to Strictly Business</p>

<b>AREA: Professional Development Provided</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
NRS4U Online Class	WVABE Statewide	22 Completers YTD
TechSHOW Observations	WVABE Statewide	11 Completers YTD
AEMIS4U On-line (Moodle) Professional Development Course	WVABE Statewide	43 Completers out of 51 84% Completion Rate

<b>AREA: Miscellaneous</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
WVABE Professional Development Mtg	WVABE Statewide	June 5, 2013; RESA 3
WVABE Regional / State Staff Mtg	WVABE Statewide	June 9-11, 2013; Waterfront, Morgantown

<b>RESA-I STATUS REPORT</b>	
<b>PROGRAM:</b>	<b>ADULT BASIC EDUCATION &amp; SPOKES</b>
<b>DATE:</b>	<b>June 2013</b>
<b>STAFF:</b>	<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>
<b>FUNDING SOURCE:</b>	<b>STATE / FEDERAL</b>

<b>AREA: GED</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
<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 the GED exam.</li> <li>• Initiated invoices to pay counties for GED exams administered.</li> <li>• Verified, coded and processed timesheets for examiners.</li> <li>• Continued CBT testing application for Mercer County.</li> <li>•</li> </ul>	<p>Braxton, Greenbrier, Mercer, Nicholas, Raleigh, Summers, Webster Counties</p>	

<b>AREA: ABE</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
<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>• As part of NRCTC collaboration, facilitated Transitions training.</li> <li>• Supported teacher academy by providing technology.</li> </ul>	<p>All programs</p> <p>Greenbrier, Webster</p> <p>Pocahontas Webster</p>	<p>Under RESA direction 1 full time and three part-time ABE classes conducted.</p> <p>Provided technical assistance and supervision to identified programs.</p>

<b>AREA: ABE cont.</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
<ul style="list-style-type: none"> <li>• Worked with McDowell County to gain approval for budget revisions, resulting in purchase of technology for the classroom.</li> <li>• Attended and supported ABE graduations in Braxton, Webster, Summers and Pocahontas Counties.</li> <li>• Worked with instructors and ABE directors to review AEMIS.</li> <li>• Input AEMIS for Pocahontas programs.</li> </ul>		

<b>AREA: SPOKES</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>

<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>• Completed annual evaluations.</li> <li>• Worked with instructors to review AEMIS reports.</li> </ul> <p>Braxton: Sandra Adkins</p> <ul style="list-style-type: none"> <li>• GED Graduation - 16 graduates attended the celebration.</li> <li>• "Attended" kickoff webinar for the Designing Contextualized Lessons Program .</li> <li>• Guest Speaker - Ami Cook (WVU Extension) - Strong Families Eat Together.</li> <li>• 3 Students completed all modules of FDIC Money Smarts.</li> <li>• Received TIS endorsement on teaching license!!!</li> </ul>	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>

<b>AREA: SPOKES cont.</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
<ul style="list-style-type: none"> <li>• 2 Students obtained jobs!</li> <li>• Celebrated WV Day with students preparing PowerPoints about WV.</li> </ul> <p>Fayette: Shelia Radfor &amp; Tiffanie O'Brien</p> <p>Raleigh and Fayette SPOKES classes jointly participates in a workshop facilitated by Lauren Weatherford from the WVU Extension Office: "Healthy Families Eat Together" and students were given information on ways to incorporate healthier meals and snacks, the importance of family dinners, and fun ways to start conversations with reluctant kids. Lauren shared healthy recipes families can make together. At the end of the presentation, Lauren made smoothies to demonstrate how healthy foods can be made quickly. The students were surprised that they actually enjoyed a healthy fruit smoothie!</p> <p>Pocahontas: Vanessa Clay &amp; Rachel Garringer</p> <ul style="list-style-type: none"> <li>• attended the June 7th College Transition Workshop</li> <li>• Vanessa started TIS training this month</li> <li>• 2 students earned their GED</li> <li>• Classes will close for July &amp; August</li> </ul> <p>Raleigh: Helena Ellis &amp; Tiffanie OBrien</p> <ul style="list-style-type: none"> <li>• Gene Whitlow Education Outreach Counselor, Trio Education Opportunity Center</li> <li>• GED Recognition luncheon for Tammie Nunez and Johnathan Foster</li> <li>• Smoking Cessation, Donald Reed, Director of Special Projects, Southern Coalfields Tobacco Prevention Coalition Network</li> </ul> <p>Nicholas: Susan Leggett &amp; Tiffanie O'Brien</p> <p>WVU Extension - Canning &amp; Freezing class - June 4 &amp; 5</p>		

<b>AREA: SPOKES cont.</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
<p>WVU Extension - Strong Families</p> <p>WVU Extension - Money Management</p> <p>1 student passed GED, 2 became IC3 certified, 5 passed Living Online IC3, 2 passed Key Application IC3, 2 passed Computing Fundamentals IC3, 3 obtained employment</p> <p>Wyoming (Carmella Browning &amp; Joy Walker)</p> <ul style="list-style-type: none"> <li>• CPR &amp; First Aid Certification classes for ABE &amp; Spokes students.</li> <li>• New mothers monthly meeting</li> <li>• 2 GED graduates, 1 IC3 certification, and 3 Customer Service certifications.</li> </ul>		

<b>RESA-I STATUS REPORT</b>	
<b>PROGRAM:</b>	<b>Adolescent Health Initiative</b>
<b>DATE:</b>	<b>June 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: EDUCATION AND AWARENESS</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
6-11-12-2013	RESA 1	Selina Vickers, Adolescent Health Initiative Coordinator for RESA 1, attended Kid Strong Conference in Charleston, WV. Kid Strong is a statewide conference for nurses, physical education teachers and other youth health related professionals. Selina networked with multiple individuals on health and safety of adolescents. She attended training sessions and therefore increased her knowledge base on several youth health related issues. Specifically, on increasing physical activity in youth (Xbox Kinetic), eating healthier (community and school gardens, farm to school), teen pregnancy prevention (WV WISE, etc) and substance abuse prevention.

<b>RESA-I STATUS REPORT</b>	
<b>PROGRAM:</b>	<b>COORDINATED SCHOOL PUBLIC HEALTH</b>
<b>DATE:</b>	<b>June 2013</b>
<b>STAFF:</b>	<b>Ann Sammons</b>
<b>FUNDING SOURCE:</b>	<b>WVDE Office of Healthy Schools</b>

<b>AREA: EDUCATION AND AWARENESS</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Completed the 8 week Citizen's Police Academy of the Beckley Police Department		

<b>AREA: LEADERSHIP and COLLABORATION</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Meeting with Natalie Pack, Prevention Coordinator for Change the Future WV to discuss upcoming opportunities	Raleigh	Will focus on implementing the KEYS 4 Healthy Kids Grant at Crescent Elementary
Conference call for the KEYS 4 Healthy Kids Grant	Raleigh	
Attended the two day S3 Conference at Stonewall Resort	McDowell Summers Mercer	Working with Montcalm and Summers High to provide mental health services
Attended the S3 Cadre Team Meeting	McDowell Summers Mercer	



<b>RESA-I STATUS REPORT</b>	
<b>PROGRAM:</b>	<b>MEDICAID</b>
<b>DATE:</b>	<b>June 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	82,951.47
	Mercer	292,156.82
	Monroe	40,302.93
	Raleigh	237,512.68
	Summers	36,949.56
	Wyoming	105,502.61

<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 and ran remittances.

<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.
		Random Moment Time Study Compliance Reports weekly
Meetings/Training	All Counties	Attended Medicaid Specialist Meeting at RESA-3

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

<b>AREA: FIRE COMPLETED</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Emergency Vehicle Driving	Nicholas	Craigsville Fire Department (17)
Emergency Vehicle Driving	Raleigh	Beaver Fire Department (14)
Firefighter 1	McDowell	McDowell County Firefighters (31)
Firefighter 1	Mercer	Princeton Fire Department (8)
Firefighter 1	Webster	Cowen Fire Department (15)
Firefighter 2	Wyoming	Cyclone Fire Department (9)
Fire Officer 1	McDowell	McDowell County Firefighters (44)
Fire Officer 2	McDowell	McDowell County Firefighters (44)
Hazardous Materials Awareness	McDowell	McDowell County Firefighters (25)
Hazardous Materials Awareness	Webster	Cowen Fire Department (15)
Hazardous Materials Operations	Mercer	Princeton Fire Department (8)

<b>AREA: EMS STARTED</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
CPR	McDowell	McDowell 911
CPR	Wyoming	Cedar Ridge Logging
First Aid	McDowell	McDowell 911
First Aid	Wyoming	Cedar Ridge Logging

<b>AREA: EMS COMPLETED</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Basic EMT	Greenbrier	Fairlea (25)
Basic EMT	Raleigh	Jan Care/Beckley (20)
CPR	McDowell	McDowell 911 (4)
CPR	Mercer	Princeton Fire Department (8)
CPR	Greenbrier	Fairlea (25)
CPR	Nicholas	Metal Craft Mining Supply (4)
CPR	Pocahontas	Snowshoe Security (6)
CPR	Raleigh	Beckley (7)
CPR	Raleigh	Jan Care/Beckley (20)
CPR	Fayette	Alpha/Republic (8)
CPR	Fayette	Alpha/Republic (2)
CPR	Webster	Alpha/Brooks Run (13)
CPR	Webster	Alpha/Brooks Run (8)
CPR	Wyoming	Cedar Ridge Logging (6)
CPR	Wyoming	Wyoming County Spokes (5)
Emergency Medical Responder	Pocahontas	Snowshoe Security (6)
EMT Mining	Fayette	Alpha/Republic (8)
EMT Mining	Fayette	Alpha/Republic (2)
EMT Mining	Raleigh	Beckley (7)
EMT Mining	Webster	Alpha/Brooks Run (13)
EMT Mining	Webster	Alpha/Brooks Run (8)

<b>AREA: EMS COMPLETED cont.</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
First Aid First Aid First Aid First Aid First Aid	McDowell Mercer Nicholas Wyoming Wyoming	McDowell 911 (5) Princeton Fire Department (8) Metal Craft Mining Supply (4) Cedar Ridge Logging (6) Wyoming County Spokes (5)

<b>AREA: SCHOOL IN-SERVICE</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
CPR First Aid CPR First Aid CPR First Aid	Nicholas Nicholas Raleigh Raleigh Wyoming Wyoming	Transportation (51) Transportation (45) Transportation (29) Transportation (29) School Professionals (36) School Professionals(36)

<b>AREA: MEETINGS</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
WV State Fire Commission, June 6, 2013 Jackson Mills, WV	RESA 1 & 4 Firefighters	Represent RESA 1 & 4

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

<b>AREA: RESA 1 Discussion</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
6/1/2013 Submitted Professional Development Master Plan Session Report (April 2013 – June 2013)	Teachers & Administrators	Submitted trainings in all 3 goals including both informational, technical, & sustained professional development.
6/1/2013 Submitted Professional Development Master Plan Provider Sessions for the upcoming year (July 1, 2013 to June 30, 2014)	Teachers & Administrators	Submitted trainings in all 3 state goals including informational, technical, and professional development.
6/24/2013 – 6/25/2013 – Attended the Mentoring Training conducted by the WV Center for Professional Development	Teachers	The training was beneficial in showing what is expected from the beginning teachers and the use of instructional strategies to assist in the classroom.
6/8/2013 – Completed Usability Group Activity Schedule with Eric Cipra regarding the upcoming digital library for the Common Core Standards.	All RESA 1 teachers and administrators	The WVDE is developing a digital library of material to share with teachers throughout the state on common core.

<b>AREA: 21<sup>st</sup> Century Community Learning Center</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Weekly contact with Vickie Webb (site coordinator) for program updates and planning.	BEST CCLC Site Coordinator	Very productive meetings
6/14/2013 – Submitted the 21 <sup>st</sup> Century Community Learning Center Program Continuation Report Narrative	Students from Beckley-Stratton Middle School	The 15 page report was sent to Dr. Marsha Bailes, WVDE
6/19/2013 – Submitted Project Director Survey for the 21 <sup>st</sup> Century Community Learning Center	Students from Beckley-Stratton Middle School	The survey was submitted to the Benitez Jackson, WVDE

<b>AREA: MSP Grant (TEAM Project)</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
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 for participants.

<b>AREA: MSP Grant (TEAM Project) cont.</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
6/17/2013 – 6/21/2013 - Attended the MSP Academy for teachers and observed the hands on activities, the speakers, presentations, critical topics of interest, etc.	Approximately 400 students are affected by the MSP Grant that provides key instruction in mathematics to elementary school teachers in our counties.	The four day training was packed full of rigorous classroom lessons dealing with the common core standards, book study, defined STEM, action based research, technology, etc. to help our teachers move to the next level of instruction.
6/19/2013 – Met with Dr. Reynolds and Dr. Darlington, consultants with the MSP Grant and professors at Concord University.	20 teachers from various RESA 1 counties	The meeting discussed the upcoming year for the MSP Grant. Two classes taught by the Concord University professors will be provided to the students to further enhance their teaching skills in mathematics.

<b>AREA: Curriculum Planning</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
6/21/2013 – Contacted via letter all certificate coordinators throughout the RESA 1 to inform about the upcoming substitute training class that will be offered on August 20-21, 2013 at the RESA 1 office in Beckley.	All counties in RESA 1	Students are signing up for the class daily.
6/21/2013 – Have sign in sheets on the RESA 1 website for the substitute class	All counties in RESA 1	All the information regarding the training is listed on our website.
6/26/2013 – Worked on the presentation for the two day substitute training class in August 2013.	Substitute educators of RESA 1	The training will be a two day face to face training with the participants. Topics of discussion include responsibility and legal aspects of teaching, framework of teaching, instructional strategies, technology in the classroom, policies, New Generation Standards (Common Core), substitute protocol, student health issues, special education information, classroom management, and a written examination.
6/27/2013 – Met with Heather Goodman for substitute training.	Substitute training.	Ms. Goodman had missed the training in April and came in for the 2 ½ hour make up session.
6/17/2013 – With Dr. Lewis, helped coordinate technology training for the social studies participants of the PRISM grant at Beckley Raleigh Convention Center.	25 teachers	Mark Moore, WVDE Technology specialist, provided training for the participants in ways to enhance the social studies curriculum.

<b>AREA: Curriculum Planning cont.</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
6/19/2013 – With Dr. Lewis helped plan and coordinate upcoming training including Using Technology and Common Core with Mark Moore on July 22, 2013 and August 6, 2013.	ELA and Math teachers	The training will be a one day event and will help teachers utilize various technological sites regarding the standards for common core.
6/19/2013- With Dr. Lewis, assisted in coordinating the Leadership forum presented by Howard Seuffer.	RESA 1 administrators	The one day session will focus on House Bill 359.
6/17/2013 – Had a blue ribbon committee, judge the RESA 1 Educator Enhancement Awards; contacted winners, notified superintendents, and scheduled presentations with the Raleigh & Mercer Counties Board of Education	Winners & Superintendents	The 3 winners included the following people: Tammy Acord (Raleigh County) , Emily Smith (Mercer County), and Lori Comer(Mercer County).

<b>RESA-I STATUS REPORT</b>	
<b>PROGRAM:</b>	<b>Special Education</b>
<b>DATE:</b>	<b>June 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>
CPI Initial Certification	Raleigh Co. Staff	Conducted CPI Initial Certification for Raleigh Co. teachers and support staff. 13 Participants
“Autism and Your Classroom” Workshop	Monroe Co. Pre-K Staff	Conducted autism overview and strategies workshop for Monroe Co. Pre-K Staff.
APTA Scoring/Professional Development	All counties of WV	Invited to present professional development on Unit Teaching and Common Core Essential Elements.

<b>AREA: Leadership and Collaboration</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
RESA Special Education and Pre-K Directors meeting	All RESA 1 Counties	Discussed: RESAs 1, 3 & 4 Math Academy, Pre-K Autism Academy, Focus Schools, Support for Specially Designed Instruction, CPI Trainings, Student Success Summit, Support for Personalized Instruction Academy, Beginning Directors Leadership Training, Pre-K New Directors and Team Training. Guest Speaker: Dr. Andrea Campbell- Concord University.
Budget Application Workshop	All RESA 1 Counties	Participated in budget application workshop @ RESA 7, Clarksburg, to develop goals for 2013-2014 fiscal year budget application.
Support for Specially Designed Instruction	All RESA 1 Counties	Attended SSDI Training, Presented by WVDE, to assist district counties with instructional strategies.
Coordinated LEA Program Director Training	All RESA 1 Counties	Attended training to assist identified Priority and Focus schools with improvement plans/strategies.
Math Academy	All RESA 1, 3 & 4 Counties	Assisted Mary Pat Farrell with organization and registration for Math Academy.
Pre-K Autism Academy	All RESA 1, 3 & 4 Counties	Attended Pre-K Autism Academy to assist district counties with autism strategies and interventions in district’s Pre-K classrooms.

<b>STATUS REPORT</b>	
<b>PROGRAM:</b>	<b>TECHNOLOGY SERVICES</b>
<b>DATE:</b>	<b>June 2013</b>
<b>STAFF:</b>	<b>JOHN D. WATSON</b>
<b>FUNDING SOURCE:</b>	<b>STATE / LOCAL</b>

<b>AREA: REPAIR AND INSTALLATION SERVICES</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Twelve field technicians responding to work orders and assistance requests.	Entire RESA 1 service area	The team of 12 field technicians responded to 1345 work orders and assistance requests throughout the service area. The technicians addressed 39 server issues 16 network issues 7 WVEIS issues 4 data circuit issues 11 router issues 1157 workstation issues 111 printer and miscellaneous issues

<b>AREA: TRAINING</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
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 <sup>st</sup> Century Tools for Schools purchases. Technicians are training on the new Windows 8 courseware. On demand of quarterly webinar made available,

<b>AREA: INFRASTRUCTURE SUPPORT</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
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 processed, No routers are expected soon to be installed in our service area.
Cymphonix Appliance Installation	Entire RESA 1 service area	We are continuing the experimentation with this device. We are learning to configure the many features of this device to assist in supporting the current and future installations in our service area.



<b>AREA: PERSONNEL</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
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	Board approval of candidates for additional technician positions for Raleigh county.
Technology System Specialist	Mercer County	Discussions for this position through the department. Posting and advertisement for this position.

<b>AREA: Special Projects</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
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 additional location this month.
Filtering Options for out of network computers	SPOKES service area	Additional implementations of Net Sweeper completed this month.

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

<b>AREA: WVEIS</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.
Initializing Cartridges and Diskettes	All Counties	Entire system saved monthly. Saves performed at Consolidation Site (RESA III)
Program Updates/Upgrades	All Counties	
Equipment Failures	RESA-I	For use on AS400 for backup. Cartridges are at Consolidation Site (RESA III).
Devices/Configurations	All Counties	All software changes and updates loaded at Consolidation Site (RESA III)
Phone Communication Failures	All Counties	None to report.
System Jobs/Tasks	All Counties	Devices configured as needed for new installations or problems in all counties.  GTE failures in Mercer, McDowell, Raleigh.  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.**

<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 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.**

<b>AREA: IN-HOUSE DATA PROCESSING</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
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 6 <sup>th</sup> Six Weeks Report Cards and 2SA Transcript Labels for all Raleigh County Schools. Printed Student Custom Transcripts for Raleigh County High Schools. Printed 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 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.

<b>AREA: WVEIS</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Set up New Users as requested. Set up new User Assignments for 2013-2014 School Year. Assisted Users with WVEIS 'WOW' Issues & 10 <sup>th</sup> Month Submissions.	MCDOWELL	Reset passwords as requested. Conducted FY14 Scheduling Session for Elementary/Middle Schools.
Set up New Users as requested. Set up new User Assignments for 2013-2014 School Year. Assisted Users with WVEIS 'WOW' Issues & 10 <sup>th</sup> Month Submissions.	RALEIGH	Assisted Middle & High Schools with FY14 Scheduling. Reset passwords as requested.
Set up New Users as requested. Set up new User Assignments for 2013-2014 School Year. Assisted Users with WVEIS 'WOW' Issues & 10 <sup>th</sup> Month Submissions.	MONROE	Assisted Peterstown Middle School & James Monroe High School with FY14 Student Scheduling. Reset passwords as requested. Conducted Scheduling Session w/Mountain View and conducted Counselor Training Session at RESA 1.
Set up New Users as requested. Set up new User Assignments for 2013-2014 School Year. Assisted Users with WVEIS 'WOW' Issues & 10 <sup>th</sup> Month Submissions.	SUMMERS	Assisted Summers County High School & Middle School with FY14 Scheduling. Reset passwords as requested.

<b>AREA: WVEIS</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Set up New Users as requested. Set up new User Assignments for 2013-2014 School Year. Assisted Users with WVEIS 'WOW' Issues & 10 <sup>th</sup> Month Submissions.	WYOMING	Assisted Schools with FY14 Scheduling. Reset passwords as requested. Conducted Student Scheduling Sessions at RESA 1 w/Oceana Middle and Westside HS.
Set up New Users as requested. Set up new User Assignments for 2013-2014 School Year. Assisted Users with WVEIS 'WOW' Issues & 10 <sup>th</sup> Month Submissions.	MERCER	Assisted Princeton Middle School with FY14 Scheduling. Reset passwords as requested.
Susie and Deena participated in WVEIS State Staff Conference Calls. Deena attended the WVEIS Annual Data Conference at Snowshoe, WV.		

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

<b>AREA: TESTING</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</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	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 4 counties.

<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.  Trained Assessment Contractor	WVDE  WV Works	