

<b>RESA-I STATUS REPORT</b>	
<b>PROGRAM:</b>	<b>ABE TECHNOLOGY COORDINATION</b>
<b>DATE:</b>	<b>March 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>
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

<b>AREA: Professional Development Provided</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
NRS4U Online Class	WVABE Statewide	16 Completers YTD 2 Completers MTD
TechSHOW Observations	WVABE Statewide	6 Completers YTD

<b>AREA: Professional Development Attended</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
COABE (Commission on Adult Basic Education)	WVABE Statewide	<p>New Orleans, LA March 24-28, 2013</p> <p><b>Preconference Sessions – 6 hours</b></p> <ul style="list-style-type: none"> <li>• Emergency Technologies in the Adult Education Classroom (3 hours)</li> <li>• Tapping the Potential of Social Media (3 hours)</li> </ul> <p><b>Concurrent Sessions – 12 ½ hours</b></p> <ul style="list-style-type: none"> <li>• Using Twitter at Conferences &amp; As A Personal Learning</li> <li>• 21<sup>st</sup> Century Skills: Free Instructional Websites</li> <li>• Social Media in Adult Basic Education (mostly Facebook)</li> <li>• Energize Instruction with Technology</li> <li>• Livebinders: Using the Internet in the ABLE/GED Classroom</li> <li>• Visited Vendors</li> <li>• Wheels and Widgets: Shared Resources to Build Student Success in a Blended Online Environment – BEST WORKSHOP, made entire conference!</li> <li>• Out of this World Instruction Using Android Tablets</li> <li>• Visual Bookmarking with Pinterest</li> <li>• Be Prepared! Using a Free Online Course to Help Students Succeed in Postsecondary!</li> </ul>

<b>AREA: Miscellaneous</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Configured percentages for Federal CORE Indicators	WVABE Statewide	Per request of Barry Kelly, WVABE Assistant Director
Continued working on Part 2 of AEMIS4U	WVABE Statewide	Louise Miller & Clint Conner

<b>RESA-I STATUS REPORT</b>	
<b>PROGRAM:</b>	<b>ADULT BASIC EDUCATION &amp; SPOKES</b>
<b>DATE:</b>	<b>March 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> </ul>	Braxton, Greenbrier, Mercer, Nicholas, Raleigh, Summers, Webster Counties	GED examination administered to 647 examinees fiscal year-to-date.

<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>Worked with instructors and ABE directors (Summers) to review AEMIS.</li> <li>Continued support to new teachers at Wyoming ABE McDowell ABE, Stevens Correctional Center and Snowshoe Career Center (Pocahontas).</li> <li>Continued work with Dr. Carrie DeAtley of NRCTC and partners to develop collaborations increasing transition of ABE students into college.</li> </ul>	CCS, OIEP, Braxton, Greenbrier, Nicholas, Pocahontas, Summers, Webster, Wyoming, Mercer & Braxton.  Catholic Charities, McDowell Wyoming Friends-R-Fun, Greenbrier	Under RESA direction 1 full time and three part-time ABE classes conducted.  Provided technical assistance and supervision to identified programs.

<b>AREA: ABE cont.</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
<ul style="list-style-type: none"> <li>Facilitated discussion with Greenbrier ABE, Greenbrier Spokes and NRCTC to increase collaboration and referral.</li> <li>Input AEMIS for Pocahontas programs.</li> <li>Worked with LEA's to complete FY2014 ABE applications.</li> <li>Hosted grant writing workshop for FY2014 ABE application.</li> </ul> State Staff Meeting		

<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>Conducted observations as part of evaluation process.</li> <li>Worked with instructors to review AEMIS reports.</li> </ul> Sandra Adkins <ul style="list-style-type: none"> <li>Attended regional TIS Meeting</li> <li>Assisted Tina White with Beyond Question Responders</li> <li>TechSHOW observations at Calhoun-Gilmer ABE, Raleigh SPOKES, Fayette SPOKES for Louise Miller</li> <li>Attended Grant Workshop at RESA</li> <li>Facilitated 2 3-hour Career Exploration Workshops at Braxton DHHR Office</li> <li>WorkKeys testing for 1 student - Silver Level earned</li> <li>Partnered with MissionWV for Healthy Relationship Workshop: 8 participants</li> </ul> Vanessa Clay & Rachel Garringer (Pocahontas) <ul style="list-style-type: none"> <li>Participated in Plato webinar and grant writing workshop</li> </ul> Helena Ellis (Raleigh) & Tiffanie Obrien	Programs in all counties	Under RESA direction 9 full time and 2 part-time Spokes classes conducted.  Conducted 44 walk-throughs year to date.

<b>AREA: SPOKES cont.</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
<ul style="list-style-type: none"> <li>• Extension Agency-Terrill Peck: How not to Mary a Jerk/Jerkette and Money Habitudes"</li> <li>• Amanda Smarr- New River CTC</li> <li>• WorkKeys Assessment-Sam Smith</li> <li>• TechSHOW-observed by Sandra Adkins Responders Susan Leggett (Nicholas)</li> <li>• Lauren Weatherford - Using the library &amp; reading to your children</li> <li>• 1 student obtained GED</li> <li>• 2 students obtained employment</li> <li>• Students helped with a fundraising project for a security system Shelia Radford (Fayette) &amp; Tiffanie OBrien</li> <li>• Lauren Weatherford-WVU Extension office-presented on the importance of reading with your children. Participants toured the library, obtained library cards, and checked out books.</li> <li>• WorkKeys assessment was administered. Five students were tested; one Bronze, on Gold, and three Silver certificates were awarded.</li> </ul>		

<b>AREA: RESA</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
<ul style="list-style-type: none"> <li>• RESA staff meeting. Met with Dr. William White of WVBOE.</li> </ul>		

<b>RESA-I STATUS REPORT</b>	
<b>PROGRAM:</b>	<b>Adolescent Health Initiative</b>
<b>DATE:</b>	<b>March 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>
3-4,5,6,7 -13	RESA 1	Promoted and marketed <i>Finding Faith</i> , a film about internet safety awareness and anti-bullying and stars Erik Estrada.
3-5-13	Monroe	Teen Issues Day at James Monroe High School. Presented on the topic of Depression and Suicide Prevention. (136 present)
3-7-13	RESA 1	Showing of <i>Finding Faith</i> , a film about internet safety awareness and anti-bullying and stars Erik Estrada. Erik Estrada and another star of the film was present at the showing to answer questions and sign autographs. (425 present)
3-18-13	Raleigh	Showing of <i>Finding Faith</i> to Greater Beckley Christian School with Trooper Mike Summers. Film followed by education and awareness on cyber bullying and internet safety. (175 present)
3-20-13	Raleigh	Showing of <i>Finding Faith</i> Mount View Christian School. Film followed by education and awareness on cyber bullying and internet safety. (50 present)

<b>AREA: LEADERSHIP AND COLLABORATION</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
3-12-13	RESA 1	Participated in the initial planning for Violence Against Women Task Force. Met with other stake holders to review data and start plan development. (50 present)
3-12-13	RESA 1	Participated in the initial planning for Violence Against Women Task Force. Met with other stake holders to review data and start plan development. (50 present)
3-19-13	RESA 1	Participated in the initial planning for Youth Violence High Risk Behavior Task Force. Met with other stake holders to review data and start plan development. (75 present)
3-22-13	RESA 1	Met with state director and other Adolescent Health Initiative Coordinators. Discussed relevant state issue to Adolescent Health Initiative. Shared resources and assets. (10 present)

<b>RESA-I STATUS REPORT</b>	
<b>PROGRAM:</b>	<b>COORDINATED SCHOOL PUBLIC HEALTH</b>
<b>DATE:</b>	<b>March 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>
Attended the second session of the Health and PE Leadership Academy		This was held at Flatwoods Friday evening and Saturday.
Presented eight sessions of nutrition education to students at James Monroe High School	Monroe County	This was the first Teen Issues Day for James Monroe. Title of the presentation was, " <i>Hunger Games: Give It Your Best Shot Everyday!</i> "
Attended the showing of "Finding Faith" on sex trafficking.		
Participated in webinar: "Got Family Planning?"		

<b>AREA: LEADERSHIP and COLLABORATION</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Attended the presentation to the Welch Chamber of Commerce for the <i>McDowell Choices</i> , a WVU project to increase physical activity.	McDowell County	I am a member of the <i>Choices</i> Advisory Council.
Prepared and administered the <i>Youth Risk Behavior and Youth Tobacco Surveys</i> at Princeton High, Mullens Middle, Shady High, and James Monroe High Schools.	Mercer Monroe Wyoming Raleigh	
Toured new Marsh Fork Elementary School. Discussed the role of school-based health centers and the possibility of establishing one at this new school.	Raleigh	
Attended the Southern WV Preparedness Partnership meeting	McDowell Mercer Monroe Raleigh Summers Wyoming	Presentation on the Boy Scout Summit
Delivered WV Let's Move! Activity materials to PE Teachers at Hinton Elementary, Athens Elementary and Peterstown Elementary Schools.	Mercer Monroe Summers	
Participated in conference call for the WV School-based Health Assembly		Member of the Communications Team
Discussed role of the Pro Officer and safety plan with the Pro Officer at James Monroe High	Monroe	

<b>AREA: LEADERSHIP and COLLABORATION cont.</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Visited the School-based Health Center at James Monroe High School	Monroe	Met with the health care provider and LPN. Discussed the services required to meet the student health needs at James Monroe.
Participated in a Let's Move! National Conference Call with First Lady Michelle Obama		<i>Focus:</i> At the end of the day, it is up to each of us to make running, jumping and playing the norm for our students!
Met with Dr. Jason Rousch (WV State Director of Oral Health), Tim Crofton (Administrator for Tug Valley Health) and Nancy Sullivan (WV State DHHR)	McDowell	Discussed the oral health needs of the children in McDowell County and explored ways to meet these needs.
Attended the Mercer County Wellness Council Meeting	Mercer	Delivered iPod speakers to be given to Bluewell Elementary and Pikeview Middle. These schools were recognized as winners for the WV State Dance Challenge!!
Participated in meeting with Dr. White (WV State Department of Education) to discuss the School Wellness Program.		
Conference call with Shannon Atwell to discuss the Girls on the Run Program		<i>Girls on the Run</i> is a program for girls in grades 3-8 designed to provide physical activity and asset building. I am looking at ways to make this available to interested schools in our region.



<b>RESA-I STATUS REPORT</b>	
<b>PROGRAM:</b>	<b>MEDICAID</b>
<b>DATE:</b>	<b>March 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	2,622.93
	Mercer	194,437.51
	Monroe	11,423.86
	Raleigh	116,421.78
	Summers	
	Wyoming	40,413.64

<b>AREA: MEDICAID</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
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	Assisted Brian Baker with questions concerning provider enrollment form. Transmitted billing files and ran remittances.
	Raleigh	Assisted Beverly Winter with questions concerning Medicaid billing. 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.
Meetings/Training	Raleigh	Random Moment Time Study Compliance Reports weekly  Met with Beverly Winter to discuss Medicaid billing

<b>RESA-I STATUS REPORT</b>	
<b>PROGRAM:</b>	<b>PUBLIC SERVICE TRAINING</b>
<b>DATE:</b>	<b>March 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>
Firefighter 1 On-line	Pocahontas	Marlinton Fire Department
Firefighter 1 On-line	Raleigh	RESA 1
Firefighter 2 On-line	Pocahontas	Marlinton Fire Department
Firefighter 2 On-line	Raleigh	RESA 1
Fire Officer 1 & 2	Raleigh	Trap Hill Fire Department
Hazardous Materials Awareness	Greenbrier	Quinwood Fire Department
Hazardous Materials Operations	Pocahontas	Marlinton Fire Department
Hazardous Materials Operations	Raleigh	RESA 1
NIMS Incident Management – ICS – 400	Monroe	Union Fire Department
Vehicle Rescue	Raleigh	Army National Guard

<b>AREA: FIRE COMPLETED</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Emergency Vehicle Driving	Monroe	Union Fire Department (17)
Fire Officer 1	McDowell	McDowell 911 (36)
Fire Officer 1	Pocahontas	Marlinton Fire Department (10)
Fire Officer 1	Raleigh	Trap Hill Fire Department (4)
Fire Officer 1	Summers	Hinton Fire Department (11)
Fire Officer 2	McDowell	McDowell 911 (36)
Fire Officer 2	Greenbrier	Alderson Fire Department (12)
Fire Officer 2	Pocahontas	Marlinton Fire Department (11)
Fire Officer 2	Raleigh	Trap Hill Fire Department (4)
Fire Officer 2	Summers	Hinton Fire Department (11)
Hazardous Materials Awareness	Greenbrier	Quinwood Fire Department (15)
Incident Command NIMS ICS - 300	Monroe	Union Fire Department (16)

<b>AREA: EMS STARTED</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Basic EMT	Raleigh	Jan Care Beckley
CPR	Braxton	WV Well Diggers Association
CPR	Fayette	Kingston Mining
CPR	Fayette	St. Andrews Day Care
CPR	Pocahontas	Lowry Logging
CPR	Raleigh	Jan Care Beckley
CPR	Raleigh	MSHA/Beckley
CPR	Raleigh	Southern Safety
CPR	Wyoming	Pineville Fire Department
CPR	Wyoming	Wyoming East H.S.
EMT Mining (2 Classes)	Fayette	Kingston Mining
EMT Mining (3 Classes)	Raleigh	Marfork Coal Company
First Aid	Braxton	WV Well Diggers Association
First Aid	Fayette	St. Andrews Day Care
First Aid	Pocahontas	Lowry Logging
First Aid	Raleigh	MSHA/Beckley
First Aid	Raleigh	Southern Safety
First Aid	Wyoming	Pineville Fire Department

<b>AREA: EMS COMPLETED</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
CPR	Fayette	St. Andrews Day Care (4)
CPR	Pocahontas	Lowry Logging (9)
CPR	Raleigh	MSHA/Beckley (22)
CPR	Raleigh	Southern Safety (7)
CPR	Wyoming	Wyoming East H.S. Students (131)
First Aid	Fayette	St. Andrews Day Care (4)
First Aid	Pocahontas	Lowry Logging (9)
First Aid	Raleigh	MSHA/Beckley (22)
First Aid	Raleigh	Southern Safety (7)
First Responder	Raleigh	Clear Creek Fire Department (18)

<b>AREA: SCHOOL IN-SERVICE</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
PCII	Summers County	Principals (5)
PCII	Wyoming	Principals (12)

<b>AREA: MEETINGS</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
West Virginia Legislature 3/21, 3/22, & 3/25, 2013	Committee Meetings	Represent RESA/WVDE on firefighter training

<b>RESA-I STATUS REPORT</b>	
<b>PROGRAM:</b>	<b>Program Development</b>
<b>DATE:</b>	<b>March 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>
3/25/2012 Met with Dr. White, state board member		Discussed with Dr. White the role that RESA 1's staff development plays in the counties we serve. Talking points included Boot Camp for Beginning Teachers, Reel to Reel, and Linking with the Community

<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	
3/20/2013 Listened to Webinar on the 21 <sup>st</sup> Century CCLC Grant		RESA 1 will be submitting an application for a new 21 <sup>st</sup> Century Grant.
3/27/2013 Met with Mr. B. Jackson regarding the current grant. He discussed the Peer Leadership Team.		

<b>AREA: Social Studies Fair</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
3/19/2013, 3/21/2013 – Met with Barbie Little, Coordinator of the Regional Social Studies Fair to finalize plans for the event		Called Beckley-Raleigh County Convention Center for layout/review day of event; Met with LaDawn to order supplies and giveaways for fair; Database from State Dept.; Secured judges; created forms for fair; set up fair schedule and judging times; prepare packets for students; media contact; additional duties
3/22/2013 – Set up the Beckley/Raleigh County Convention Center for the Regional Social Studies Fair.		Several parents thanked us for allowing projects setup on Friday from 4:00 to 6:00 pm.
3/23.2013 Regional Social Studies Fair	137 participants (90 projects from McDowell, Mercer, Raleigh, and Summers	Great success; lots of compliments received about the organization and delivery model of the fair.

<b>AREA: MSP Grant (TEAM Project)</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
3/21/2013 - Met with Jo Miller Frost regarding the MSP Grant. We discussed the upcoming trainings and how important it is to have a contract with our participants. We reviewed the agenda for the upcoming events of the grant.		We will be providing a contract for the participants that outline their responsibilities.

<b>AREA:</b>	<b>Curriculum Planning</b>	
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
3/20/2013 – Met with Dr. Lewis and Greg Bartlett to discuss upcoming plans for RESA 1.		Discussed the upcoming Next Generation Educator/Leadership Enhancement Academy  Discuss the PD that has been offered from November 2012 to March 2013.

<b>AREA:</b>	<b>Staff Development – RESA 1 Next Generation Educator/Leadership Enhancement Academy</b>	
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
3/20-3/29, 2013 Planned the new Next Generation/Leadership Enhancement Academy with Dr. Lewis	All counties in RESA 1 will participate	The Academy will consist of seven days of training for teachers, principals, and central office staff. It will be held on the following dates: April 23, 25, May 29, 30, 31 and June 17, 18 2013.
3/29/2013 – Sent letter and other information to all the RESA 1 counties	All counties in RESA 1 will participate	Sent participant letter, brochures on the Academy for Train the Trainers and Leadership Academy, and spreadsheet to list participants from each county.
3/28/2013 – Met with LaDawn to order the books for the Academy		The English/LA book is “Pathway to Common Core” and the Math books are grade level specific titled “Common Core Standards in Math: A Quick Start Guide”.

<b>RESA-I STATUS REPORT</b>	
<b>PROGRAM:</b>	<b>Special Education</b>
<b>DATE:</b>	<b>March 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>
Early Learning Standards Training	All RESA 1 Counties	Workshop presented by Rhonda Crowley, on Modules 1 and 2 of the Early Learning Standards.
Autism Academy Face-to-Face Follow-Up, Cohort 2	All RESA 1 and 4 Counties	Book Study presentations, current best practice, exchanged effective classroom strategies. JoDonna Burdoff by PolyCom.
RESA 1 Special Education Directors Meeting	All RESA 1 Counties	Discussed: Introduction of Dr. Charles and Judy Chandler (TAS Specialists), TeachTown, School for the Deaf and Blind, Focus Schools, Dynamic Learning Maps Pilot, Common Core Essential Elements, CPI Trainings, Summer Academies, Congratulations to Katie Stump for monitoring prep.
IEP PLEPS and Goals	McDowell County Special Educators	Training workshop for writing effective, appropriate Present Levels of Educational Performance and goals/objectives. Discussed "What not to say at an IEP meeting".
Math Academy Follow-Up	All RESA 1 and 4 Counties	Math Academy follow-up under the direction of Mary Pat Farrell. Training by Carnegie Learning.

<b>AREA: Leadership and Collaboration</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
State RESA Special Education Directors monthly meeting	All RESA 1 Counties	Discussed: Flexibility waiver/Focus Schools, PD Chart, Elementary SPL, WV CASE Director's Mentorship Program, Pre-K Autism, Summer Academies, CTC Training, VI Task Force, Pre-K Core Team Meeting agenda, Access to the ADA, OSP Staff meetings.
Office of Special Programs monthly staff meeting	All RESA 1 Counties	Discussed: WVACEEC Recommendations, Autism Mentor Policy, Online IEP, Sequestration, Common Core Essential Elements and Community Elements, eLearning, ESEA Flexibility Waiver, SPL Trainings, RESA ESEA Flexibility Waiver Plans, Summer Academies.
Chief Instructional Leaders Workshop	All Counties of RESA 1	Spring Meeting to discuss ESEA Flexibility Waiver, West Virginia Accountability, Differentiated Recognition and Support, County Implications.
Accessible Instructional Materials Advisory Team Workshop	All Counties of the State	Workshop to review/make final edits to the AIM Guidance Document
National CEC Presentation Preparation	All Counties of the State	Met with Shelly Prince to work on presentation for the National CEC Conference, under the direction of Meg Kamman, University of Florida, and the NCIPP Project.
County Test Coordinators Training	All Counties of RESA 1	Training for Administration of WESTEST 2 and APTA

<b>STATUS REPORT</b>	
<b>PROGRAM:</b>	<b>TECHNOLOGY SERVICES</b>
<b>DATE:</b>	<b>March 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 1787 work orders and assistance requests throughout the service area. The technicians addressed 93 server issues 32 network issues 12 WVEIS issues 2 data circuit issues 33 router issues 1280 workstation issues 335 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. One additional technician has passed their certification exam this month.
Testing configuration	Entire RESA 1 service area	Distribute configuration instructions, group policy examples, etc. for Smarter Balance & Writing Assessment setup. Several new developments this month with problems using windows 8 and Internet Explorer 10.

<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	Several BTOP routers experienced documented failures this month and were replaced. Thanks to John Miller for assisting in procuring parts and licenses.
RESA 1 phone service	Entire RESA 1 service area	Walkthrough with vendor for proposal to upgrade phone service. Procure information from several online resources. Research alarm system telephone line requirements.

<b>AREA: Infrastructure Support cont.</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
RESA 1 phone service	Entire RESA 1 service area	Walkthrough with vendor for proposal to upgrade phone service. Procure information from several online resources. Research alarm system telephone line requirements.

<b>AREA: PERSONNEL</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Additional technician certification	Entire RESA 1 service area	New certifications obtained and recorded for RESA 1 technicians this month include HP Expert One Warranty service authorization and Network+ certification.
Technician accountability.	Entire RESA 1 service area	Continued improved tracking and verification procedures for timesheet, personal day, and travel related issues.

<b>AREA: Special Projects</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Technician Training Events	Entire RESA 1 service area	Approval and arrangements for several technicians to attend the Network Strategies and Design meeting in Bridgeport, April 10 and 11.
Technician training	Entire RESA 1 service area	Continued training in field for several technicians including RAID array and RAID controller troubleshooting, DHCP service configuration and warranty service procedures.
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	Updates to technician about the OZ work order system being proposed to replace the current system. Prepare for meeting with WVNET on the 9 <sup>th</sup> of April and the RESA directors on the 2 <sup>nd</sup> of April to discuss OZ.
WVDE RESA 1 information update	Entire RESA 1 service area	Worked with WVDE webmaster and RESA 1 WVEIS staff to correct old RESA 1 information on the state website



<b>RESA-I STATUS REPORT</b>	
<b>PROGRAM:</b>	<b>WVEIS</b>
<b>DATE:</b>	<b>March 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. 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.**

<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 Rolodex Cards for various Raleigh County Schools. Printed Mailing Labels for various schools.
User Menus	All Counties	Assigned menus to users as required.

<b>AREA: IN-HOUSE DATA PROCESSING cont.</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
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 2012-2013 School Year. Assisted Users with WVEIS 'WOW' Issues. Set up various users with FY14 Assignments.	MCDOWELL	Set up numerous teacher id's and assignments for access to WVEIS WOW.
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 id's and assignments for access to WVEIS WOW.
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 id's and assignments for access to WVEIS WOW. Conducted FY14 Scheduling Session with Peterstown Middle School. Conducted training session with Libby Kowalski, Angie Terry & Joetta Basile on Human Resources System and entering Certificates & Endorsements. Set up numerous teacher id's and assignments for access to WVEIS WOW. Assisted Summers County High School with FY14 Scheduling.
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 teachers id's and assignments for access to WVEIS WOW.
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 id's and assignments for access to WVEIS WOW. Assisted Princeton Middle School with FY14 Scheduling.
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	
Susie and Deena participated in meeting with Dr. Lewis, Engrade Representatives and County Personnel regarding Demo of Engrade's product.		
Held a County Contacts Meeting for RESA 1 WVEIS County Contacts and conducted a SEQUEL Training Session for Contacts from Mercer, Monroe & Wyoming.		

<b>RESA-I STATUS REPORT</b>	
<b>PROGRAM:</b>	<b>WV WORKS ASSESSMENT SPECIALIST</b>
<b>DATE:</b>	<b>March 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.	WVDE	