

<b>RESA-I STATUS REPORT</b>	
<b>PROGRAM:</b>	<b>ABE TECHNOLOGY COORDINATION</b>
<b>DATE:</b>	<b>April 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>
<b>Continued development of “Adult Basic Education Management Information System (AEMIS)”</b> 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
<b>Provide Technical Assistance to WVABE Instructors statewide upon request</b> 1. Student Enrollment Deletions 2. Student Deletions <b>3. Misc. Calls / E-mails</b> <b>4. Duplicate Students</b> <b>5. Duplicate SSNs</b>	WV Adult Basic Education (ABE) Instructors / Administrators Statewide	
<b>AEMIS Updates</b> 1. Professional Develop modifications needed for inputting of professional development hours / workshops 2. Document created: AEMIS Updates to be Completed in Accordance to June, 2013 NRS Implementation Guidelines 3. Webinar w/ Clint Conner, Barry Kelly, Bill Rawlinson, Ed Dorsey and Louise Miller	WVABE Statewide  WVABE Statewide  WVABE Statewide	Contract with Strictly Business, to maintain and continue development  Working document; Submitted to Strictly Business  May 24, 2013 AEMIS Overview; Professional Development; Training Environment

<b>AREA: Professional Development Provided</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
NRS4U Online Class	WVABE Statewide	19 Completers YTD
TechSHOW Observations	WVABE Statewide	5 Completers YTD
WVABE TIS Meeting	WVABE Statewide	14 Participants; May 9-10, 2013 ♦ My Strategic Compass ♦ National Technology Sharing ♦ WVABE TIS Discussion / Paperwork
AEMIS4U On-line (Moodle) Professional Development Course	WVABE Statewide	30 Completers as of May 30, 2013 75% Completion Rate 49 Completers Anticipated as of June 24, 2013 96% Completion Rate Anticipated

<b>AREA: Professional Development Attended</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
LINCS Partner Meeting	WVABE Statewide	Charlotte, NC

<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>	<p>Braxton, Greenbrier, Mercer, Nicholas, Raleigh, Summers, Webster Counties</p>	<p>GED examination administered to 710 examinees fiscal year-to-date.</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>Continued work with Dr. Carrie DeAtley of NRCTC and partners to develop collaborations increasing transition of ABE students into college.</li> <li>Supported teacher academy by providing technology.</li> <li>Worked with McDowell County to gain approval for budget revisions, resulting in purchase of technology for the classroom.</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>• Attended and supported ABE graduations in Raleigh, Fayette and Mercer Counties.</li> <li>• Attended Mercer County ABE advisory council.</li> <li>• Worked with instructors and ABE directors to review AEMIS.</li> <li>• Conducted TABE assessment workshop for Stevens Correctional Center.</li> <li>• Input AEMIS for Pocahontas programs.</li> </ul>		

<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 and annual evaluations.</li> <li>• Worked with instructors to review AEMIS reports.</li> </ul> <p>Sandra Adkins</p> <ul style="list-style-type: none"> <li>• Attended WVABE Teacher Academy- culminating 2 years of committee work</li> <li>• Attended WVABE TIS Meeting</li> <li>• Attended TIS ePortfolio Meeting</li> <li>• COMPLETED TIS Training!!!! 320 hours of professional development done!</li> <li>• CPR/First Aid class provided by RESA 1 Public Service - 8 students</li> <li>• WorkKeys testing - 2 Golds and 3 Silvers</li> <li>• Healthy Relationship workshop held - 11 participants</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>
<p>Vanessa Clay &amp; Rachel Garringer (Pocahontas)            Helena Ellis (Raleigh) &amp; Tiffanie OBrien</p> <ul style="list-style-type: none"> <li>• Donald Reed, Director of Special Projects (Tobacco Reduction) from Southern Coalfields Tobacco Prevention Coalition Network-Smoking Cessation</li> <li>• Attended and participated in the GED Graduation at Park Middle School</li> <li>• Terrill Peck, WVU Extension Agent for Families and Health Programs presented "Don't Marry a Jerk/Jerkette and Money Habitudes</li> <li>• Terrill Peck, presented 5 Love Languages (About relationships)</li> <li>• Sam Smith, WorkKeys assessment</li> </ul> <p>Teresa Godwin (Greenbrier)</p> <ul style="list-style-type: none"> <li>• Elizabeth Reynolds continues to provide nutrition education through the WVU extension office on a weekly basis.</li> <li>• A recognition lunch was provided for Joy Jauz and Michael Lewis, SPOKES students.</li> <li>• Student Michael Lewis attended the Greenbrier Job Fair where he made ten job contacts and interviewed on the spot for one position.</li> <li>• Greenbrier County SPOKES and RESA was represented at the Greenbrier DHHR May 29<sup>th</sup> for the retirement luncheon for Dorothy Ellison-Hunter by Teresa Godwin &amp; Tina White CDC.</li> </ul> <p>Susan Leggett (Nicholas)</p> <p>Community Career &amp; Resource Fair            - May 30 - 5 students attended            New River Community &amp; Technical College - May 13 - Amanda spoke to the students about upcoming semesters            Customer Service Certifications - 4            2 Silver Career Readiness Certifications            4 students obtained employment</p> <p>Melanie Hayslette</p> <ul style="list-style-type: none"> <li>• Our class relocated.</li> </ul>		

<b>RESA-I STATUS REPORT</b>	
<b>PROGRAM:</b>	<b>Adolescent Health Initiative</b>
<b>DATE:</b>	<b>April 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>
5 -1-13 to 5-2-13	RESA 1	Attended NASW Social Work Conference
5-16-13	RESA 1	Participated in Team Building planning effort for RESA 1. (4 attended)
5-18-13	McDowell Co	Provide McDowell county youth with positive, fun and educational out of school environment. Educated on substance abuse, teen pregnancy prevention, suicide and depression, bullying and nutrition. (100 attended)

<b>AREA: LEADERSHIP AND COLLABORATION</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
5-13-13	RESA 1	Governor's Substance Abuse Task Force - Coordinate local, regional and state substance abuse programming. Plan for needed substance abuse programming, which is also related to accidents, accidental suicide and depression. Develop consistent messages and education to legislative officials and policy makers with input from local planning. (75 attended)
5-16-13	Raleigh Co	Met with the Raleigh Co Family Resource Network. The RCFRN has several task forces addressing adolescent issues. Specifically, the RC FRN addresses adolescent substance abuse prevention and has a work plan outlining their goals. The AHIC has a similar work plan and shared resources for supporting their workplan and addressing youth substance abuse. Also addressed bullying, depression and related suicide and preventing obesity through health eating and exercise. (22 attended)

<b>RESA-I STATUS REPORT</b>	
<b>PROGRAM:</b>	<b>COORDINATED SCHOOL PUBLIC HEALTH</b>
<b>DATE:</b>	<b>April 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>
Follow-up provided for counties to have schools registered for the “Just Dance” statewide challenge.	Wyoming Summers Mercer Monroe McDowell Raleigh	
Prepared articles for RESA Newsletter	All	
Reminder sent to complete the HEAP	All	
Spoke at the McDowell County’s Principal’s Meeting	All	

<b>AREA: LEADERSHIP and COLLABORATION</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Received a KEYS 4 Healthy Kids Grant	Raleigh	Will work with Crescent Elementary to implement this grant.
Provided two trainings for principals and assistant principals on the Discipline Management System	All	Plan to offer another training prior to new school year.
Returned completed YRBS/YTS surveys to the State DOE	Mercer Raleigh Wyoming Monroe	
Discussion on providing school-based mental health services with Director of Children’s Mental Health Services at FMRS	Monroe Summers Raleigh	
Reconnect McDowell Conference Call for Health WrapAround Services	McDowell	
Conference call with the WV School-based Health Assembly’s Communication Team concerning the Mental Health Assessment Project		
Toured the School-based Health Centers at Mt. View and River View with Dr. Jason Roush, WV State Dental Director and Tim Crofton, CEO of the Tug Valley Health Association. Purpose: Assess the clinic needs in order to provide oral health services to students.	McDowell	Optimistic there will be something in place during the fall semester.
Visit to Stratton Elementary to meet with principal concerning garden project.	Raleigh	

<b>AREA: LEADERSHIP and COLLABORATION cont.</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Visited the school-based health centers in Monroe County with Dr. Seibold, Director of School-based Health Services for Monroe Health Center and Kelli Caseman, WV School-based Health Assembly to assess needs.	Monroe	Reviewed reason immunizations were not being provided in the school setting. This is being resolved so students will have access to vaccines in the school-based health center.
Attended the Regional School Wellness Specialist's Meeting in Charleston		
Attended the WV Obesity Conference	Raleigh	Requirement for receiving the KEYS 4 Healthy Kids Grant.



<b>RESA-I STATUS REPORT</b>	
<b>PROGRAM:</b>	<b>MEDICAID</b>
<b>DATE:</b>	<b>April 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	59,068.33
	Mercer	192,210.83
	Monroe	42,165.50
	Raleigh	56,769.07
	Summers	61,668.64
	Wyoming	5,503.12

<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, and provider enrollment. 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		Attended RESA-I Regional Council Meeting

<b>RESA-I STATUS REPORT</b>	
<b>PROGRAM:</b>	<b>PUBLIC SERVICE TRAINING</b>
<b>DATE:</b>	<b>April 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>
Emergency Vehicle Driving	Fayette	Oak Hill Fire Department
Emergency Vehicle Driving	Raleigh	Beaver Fire Department
Firefighter 1 On-line	Raleigh	RESA 1
Firefighter 2 On-line	Raleigh	RESA 1
Haz Mat Operations On-line	Raleigh	RESA 1

<b>AREA: FIRE COMPLETED</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Emergency Vehicle Driving	Braxton	Burnsville Fire Department (7)
Emergency Vehicle Driving	Fayette	Oak Hill Fire Department (18)
Emergency Vehicle Driving	Summers	Hinton Fire Department (2)
Firefighter 1	Fayette	Fayetteville Fire Department (28)
Firefighter 1 On-line	Raleigh	RESA 1 (40)
Firefighter 2 On-line	Raleigh	RESA 1 (46)
Hazardous Materials Awareness	Raleigh	Beaver Fire Department (13)
Hazardous Materials Operations	Fayette	Fayetteville Fire Department (29)
Hazardous Materials Operations On-line	Raleigh	RESA 1 (46)
ATV Rescue	Wyoming	Wyoming County Firefighters (17)
Hording Fires	Wyoming	Wyoming County Firefighters (31)
Meth Lab Awareness	Wyoming	Wyoming County Firefighters (16)
NIMS Incident Command - 300	Wyoming	Wyoming County Firefighters (5)
Vehicle Fires	Wyoming	Wyoming County Firefighters (27)

<b>AREA: EMS STARTED</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
CPR	Braxton	Braxton Spokes
CPR	Fayette	Fayetteville Fire Department
CPR	McDowell	McDowell Spokes
CPR	Raleigh	Beckley
CPR	Summers	Summers Spokes
CPR (2 Classes)	Webster	Alpha Natural Resources
EMT Mining	Raleigh	Beckley
EMT Mining (2 Classes)	Webster	Alpha Natural Resources
First Aid	Braxton	Braxton Spokes
First Aid	Fayette	Fayetteville Fire Department
First Aid	McDowell	McDowell Spokes
First Aid	Summers	Summers Spokes
First Responder	Raleigh	Coal City Fire Department

<b>AREA: EMS COMPLETED</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Basic EMT	Fayette	Mt. Hope Fire Department (27)
Basic EMT	Monroe	Union Rescue Squad (16)
Basic EMT	Raleigh	Jan Care Ambulance (31)
Basic EMT	Webster	Webster Springs (32)
CPR	Braxton	Braxton County Spokes (8)

<b>AREA: EMS COMPLETED</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
CPR	Fayette	Fayetteville Fire Department (12)
CPR (2 Classes)	Fayette	Kingston Mining (15)
CPR	Fayette	Mt. Hope Fore Department (27)
CPR	McDowell	McDowell Firefighters (16)
CPR	McDowell	McDowell Spokes (9)
CPR	Monroe	Union Rescue Squad (16)
CPR	Raleigh	Jan Care Ambulance (31)
CPR (3 Classes)	Raleigh	Marfork Coal Company (102)
CPR	Summers	Summers County SAR (7)
CPR	Summers	Summers County Spokes (6)
CPR	Webster	Cowen Fire Department (18)
CPR	Webster	Erbacon Fire Department (10)
CPR	Webster	Webster Springs (32)
EMT Mining ( 2 Classes)	Fayette	Kingston Mining (15)
EMT Mining (3 Classes)	Raleigh	Marfork Coal Company (102)
First Aid	Braxton	Braxton County Spokes (8)
First Aid	Fayette	Fayetteville Fire Department (12)
First Aid	McDowell	McDowell Firefighters (16)
First Aid	McDowell	McDowell Spokes (9)
First Aid	Webster	Cowen Fire Department (19)
First Aid	Webster	Erbacon Fire Department (10)
First Responder	Raleigh	Coal City Fire Department (14)

<b>AREA: SCHOOL IN-SERVICE</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
AED/CPR	Wyoming	Glen Fork Elementary (22) Pineville Elementary (46) Pineville Middle (18)

<b>AREA: MEETINGS</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Public Service Training Coordinators Meeting, RESA 7 Clarksburg. Pikeview Middle School, May 31, 2013	RESA 1 & 4 Pikeview Middle School	Work on classes to be approved by WV State Fire Commission, June 6, 2013 Discuss career day with sixth grade students.

<b>RESA-I STATUS REPORT</b>	
<b>PROGRAM:</b>	<b>Program Development</b>
<b>DATE:</b>	<b>April 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>
5/31/2013 Begin submission of 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

<b>AREA: Curriculum, After School 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	
5/24/2013 – Completed 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
5/2/2013 – Conducted meeting with 5 schools in RESA 1 that are part of the grant proposal for the After School program.	Beckley Elementary School, Cranberry Elementary School, Sophia Soak Creek Elementary School, Stratton Elementary School, Summers County High School	The team developed goals, objectives, and activities utilizing the Logic Model for the proposed grant.
5/2013 – Completed two grant applications for the After School Programs at 4 elementary schools in Raleigh County and 1 high school in Summers County.	Beckley Elementary School, Cranberry Elementary School, Sophia Soak Creek Elementary School, Stratton Elementary School, Summers County High School  Projected to serve over 150 students	The grant proposal for the After School Program at the elementary schools is titled “Connecting the Dots”.  The grant proposal for the After School Program at the high school is titled “Stepping Up”.

<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.
4/20/2013 – Assisted in planning the MSP Academy for teachers during the week of June 17, 2013 with 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 is packed full of rigorous classroom lessons dealing with the common core standards, book study, defined STEM, action based research, etc. to help our teachers move to the next level of instruction.

<b>AREA: Curriculum Planning</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Planned the 3 day Educator Enhancement Academy In cooperation with the WVDE and members of the RESA 1 staff.	Gearing up with RESA 4, over 240 educators attended the 3 day academy at University of Charleston/Beckley campus	Educators enjoyed the Academy tremendously; evaluations were very positive
5/23/2013 – Set up graduate level class on the Common Core through Marshall University for the Educator Academy	Jacob Bolen	Forty-three teachers signed up for the graduate level class on the Common Core.
5/23/2013 – Met with representatives from University of Charleston regarding the Common Core “train the trainers” on May 29, 30, and 31.		We used 8 classrooms in O’Dell Hall along with the cafeteria for meals.
5/29/2013 – 5/30/2013 - Held the 3 day Educator Enhancement Academy on Common Core Standards.	Educators in RESA 1 and RESA 4	Educators enjoyed the Academy tremendously; evaluations were very positive; members from the State Department of Education commented that it was “the best academy to date”.

<b>AREA: Curriculum Planning cont.</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
5/6/2013 – 5/22/2013 Provided a Substitute Training Class for over 54 college graduates from the counties of RESA 1	All counties in RESA 1	Students were very attentive; completed the assignments in a timely fashion.
5/17/2013 – Attended the Obesity Conference in Charleston, WV	The students at Crescent Elementary School in Beckley, WV	The RESA 1 School Wellness Specialist secured a grant titled <i>KEYS 4 Healthy Kids</i> involving planting a school garden for the students.
5/20/2013 – Reviewed and discussed the 4 new approved goals for statewide professional development.	All educators of RESA 1	Discussed the goals with the Executive Director and developed a plan for the upcoming year to provide specific training on the 4 state wide goals.
5/21/2013 – Met with Concord University administrators (Dr. Bill O’Brien) and instructors regarding the PRISM grant and upcoming summer events	8 people from RESA 1 and Concord University	Discussed the current budget, expenditures, and offers of Professional Developments sessions that teachers can utilize during the summer months.
5/23/2013 – Met with Greg Bartlett, Ann Sammons and Dr. Robin Lewis to get input in the PD for the upcoming school year.	All counties of RESA 1	Discussed the WV PD Goals for the upcoming school year; developed the planned professional development and training sessions to submit in June 2013.
5/23/2013 – Met with Nate Wray with the School Improvement Network to discuss the PD 360 on line professional development	All teachers in RESA 1	PD 360 is a great on demand professional development with over 2,500 videos on more than 125 topics available for specific trainings.
5/28/2013 – Participated in a Conference Call with the Directors of Program Development throughout the 8 RESAs to discuss the Professional Development Plan for the upcoming school year.	8 RESA Directors of Programs Development	Follow up meeting will be scheduled to further discuss the PD components.

<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>
CPI- Key Point Refresher	Raleigh Co. Staff	Conducted Key Point Refresher for core team annual renewal. 36 Participants
RESA 1 Special Education Directors Meeting	All RESA 1 Counties	Discussed: CPI Trainings, Satisfaction Survey, Summer Planning, Focus Schools, Special Education Directors Meeting- June 19, Oglebay (Fast Teams), Cancellation of Summer Leadership Academy, Summer Academies, Autism Mentor Policy, Special Guest Presenter- Vicki Thomas- <i>Houghton Mifflin Harcourt</i>
CPI- Initial Certification	Concord University Student Teachers	Conducted CPI Initial Certification training for Concord University, graduating student teachers. 48 Participants
IEP: PLEPs and Goals workshop	Concord University Student Teachers	Conducted an IEP: PLEPs and Goals workshop for Concord University, graduating student teachers. 48 Participants
SPL Parent Training/Survey	Monroe Co. Staff and Parents	Facilitated a Support for Personalized Learning parent workshop.
SPL Parent Training/Survey	Wyoming Co. Staff and Parents	Facilitated a Support for Personalized Learning parent workshop.
SPL Parent Training/Survey	Raleigh Co. Staff and Parents	Facilitated a Support for Personalized Learning parent workshop.
SPL Parent Training/Survey	McDowell Co. Staff and Parents	Facilitated a Support for Personalized Learning parent workshop.
SPL Parent Training/Survey	Summers Co. Staff and Parents	Facilitated a Support for Personalized Learning parent workshop.
SPL Parent Training/Survey	Mercer Co. Staff and Parents	Facilitated a Support for Personalized Learning parent workshop.
CPI- Initial Certification	McDowell Co. Pre-K Staff	Conducted a CPI Initial Certification training for Pre-K teachers and support personnel. 27 Participants

<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: ESEA Flexibility Waiver, PD Chart Updates, Elementary SPL Scheduling, Pre-K Autism, Chief Logan, Summer Academies, Autism Mentor Policy, Grant Application Workshop- June 5, RESA 7, Clarksburg
Office of Special Programs monthly staff meeting	All RESA 1 Counties	Discussed: ESEA Flexibility Waiver, Priority Schools, Focus Schools, FAST Teams, "On Target", Formal Written Complaints, Professional Development, TAS Specialists, Planning for Focus Schools, Flexibility/Federal Grant Administration, Areas of Reform, SPR/APR Revisions.
Diagnostic Visit- Priority Schools- Spanishburg Elementary	Mercer County	Conducted Diagnostic Visit with WVDE Staff

<b>AREA: Leadership and Collaboration cont.</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
IEP Meeting: Summers County High School	Summers County	Facilitated an IEP meeting, at the request of the County Superintendent.
Disabilities Awareness Forum	All Counties of RESA 1	Invited to join Disabilities Awareness Forum for public awareness and education.

<b>STATUS REPORT</b>	
<b>PROGRAM:</b>	<b>TECHNOLOGY SERVICES</b>
<b>DATE:</b>	<b>April 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 1832 work orders and assistance requests throughout the service area. The technicians addressed 62 server issues 90 network issues 38 WVEIS issues 4 data circuit issues 116 router issues 1353 workstation issues 169 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, several more 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	Posted for and interviewed candidates for additional technician position for Raleigh county.
Evaluation of personnel	Entire RESA 1 service area	Technicians were interview for their annual evaluations, recommendations for professional growth were made, and introductions to the new work order system and new work plan were discussed.

<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 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	Data provided to WVNET for development of new work order system for RESA 1

<b>RESA-I STATUS REPORT</b>	
<b>PROGRAM:</b>	<b>WVEIS</b>
<b>DATE:</b>	<b>April 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. Printed Report Cards and failure lists for 5 <sup>th</sup> Six Weeks for Raleigh County Schools.

<b>AREA: IN-HOUSE DATA PROCESSING cont.</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
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.	MCDOWELL	Reset passwords as requested. Assisted schools with FY14 Scheduling.
Set up New Users as requested. Set up new User Assignments for 2013-2014 School Year. Assisted Users with WVEIS 'WOW' Issues.	RALEIGH	Assisted Middle & High Schools with FY14 Scheduling. Reset passwords as requested. Conducted Elementary School Scheduling Sessions. Printed 6 <sup>th</sup> Six Weeks Report Cards & Transcripts for Seniors.
Set up New Users as requested. Set up new User Assignments for 2013-2014 School Year. Assisted Users with WVEIS 'WOW' Issues.	MONROE	Assisted Middle School & High School with FY14 Student 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.	SUMMERS	Assisted Summers County High School & Middle School with FY14 Scheduling. Reset passwords as requested.
Set up New Users as requested. Set up new User Assignments for 2013-2014 School Year. Assisted Users with WVEIS 'WOW' Issues.	WYOMING	Assisted 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.	MERCER	Assisted Princeton Middle School with FY14 Scheduling. Conducted FY14 Scheduling Session with Elementary & Intermediate Schools. Reset passwords as requested.
Susie and Deena participated in WVEIS 'WOW' Discipline Training Session with Electa Crowder and Ann Sammons for Administrators.		

<b>AREA: RESA</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
<ul style="list-style-type: none"> <li>Attended CTE Consortium meeting with Dr. Lewis.</li> </ul>		

<b>RESA-I STATUS REPORT</b>	
<b>PROGRAM:</b>	<b>WV WORKS ASSESSMENT SPECIALIST</b>
<b>DATE:</b>	<b>April 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 6 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	