

RESA-I STATUS REPORT	
PROGRAM:	WV ABE Technology Coordination
DATE:	January, 2014
STAFF:	Louise Miller
FUNDING SOURCE:	State and Federal

AREA: Adult Education Management Information System (AEMIS)		
ACTIVITIES	POPULATION SERVED	COMMENTS
<p><i>Continued development of “Adult Basic Education Management Information System (AEMIS)”</i></p> <p>1. General maintenance of error messages</p> <p>2. Updated programming of:</p> <p> a. Class Summary</p> <p> b. ABE 300A</p>	<p>WV Adult Basic Education (ABE) Instructors / Administrators Statewide</p>	<p>Contract with <i>Strictly Business</i>, to maintain and continue development</p>
<p>Provide Technical Assistance to WVABE Instructors statewide upon request</p> <p>1. Program Improvement</p> <p>2. Class Creations</p> <p>3. Misc. Calls / E-mails</p> <p>4. Reviewed Class Summary, 300A, CPS, DMR for errors</p>	<p>WV Adult Basic Education (ABE) Instructors / Administrators Statewide</p>	

AREA: Professional Development Provided		
ACTIVITIES	POPULATION SERVED	COMMENTS
<p>AEMIS4U Online Course – Nov 2013</p>	<p>WVABE Statewide</p>	<p>Certificates Emailed to Completers</p> <p>88% Completion Rate</p> <p>Course Total: =>90% for Majority of Enrollees</p>

AREA: Professional Development Attended		
ACTIVITIES	POPULATION SERVED	COMMENTS
<p>None</p>		

AREA: Misc.		
ACTIVITIES	POPULATION SERVED	COMMENTS
<p>ABE Performance Profile PY'2013</p>	<p>WVABE Statewide</p>	

RESA-I STATUS REPORT	
PROGRAM:	Adult Basic Education & SPOKES
DATE:	January 2014
STAFF:	Shawn Cook, Nancy Shannon, Peter Minogue, Sandra Adkins, Denise Ballard, Carmella Browning, Jared Cantrell, Vanessa Clay, Ted Davis, Helena Ellis, Teresa Godwin, Melanie Hayslette, Tammy Holcomb, Susan Leggett, Shelia Radford, Tiffanie Bishop O'Brien, Joy Walker, Tina White
FUNDING SOURCE:	State & Federal

AREA: HSE Exam		
ACTIVITIES	POPULATION SERVED	COMMENTS
<ul style="list-style-type: none"> • Verified diploma obtainment for examinees. • Worked with instructors to update examinee records. • Assisted ABE instructors with registering students for GED exam. • Initiated invoices to pay counties for GED exams administered. • Verified, coded and processed timesheets for examiners. • Inventoried and returned sensitive testing material to GED offices. • Worked to certify computer based testing for all RESA 1 served populations, and also in partnership with Wyoming County. • Attended two webinars related to the new HSE exam. 	Braxton, Greenbrier, Mercer, Nicholas, Raleigh, Summers, Webster Counties	Tested ytd 545

AREA: ABE Coordination		
ACTIVITIES	POPULATION SERVED	COMMENTS
<p>Program visits</p> <ul style="list-style-type: none"> • Program administration, including review of student information, leave, budgets and technical assistance to ABE classes. • Verified, coded and processed timesheets for instructors and substitutes. Monitored budgets, prepared requisitions in WEVIS, coded invoices for payment. Reviewed budgets and transaction reports. • Provided support to instructors with purchasing of supplies. • Completed ABE director pre-service for all Carol Bailey of CCS. • Provided ABE pre-service to instructors at Stevens Correctional (2 days) and Southern Regional. • Attended HSE training. • Provided HSE in-service in Webster, Nicholas and McDowell Counties. • Attended pre-service revision committee meeting. • Coordinated and participated in Denmar Star Audit. <p>AEMIS REVIEWS</p>	<p>Raleigh/Greenbrier McDowell/Monroe Nicholas/Summers Wyoming</p> <p>All Spokes Programs Braxton ABE CCS Stevens CC Webster ABE</p>	

AREA: SPOKES		
ACTIVITIES	POPULATION SERVED	COMMENTS
<ul style="list-style-type: none"> Monitoring. Program administration, including review of student information, leave and budgets. Verified, coded and processed timesheets for instructors and substitutes. Monitored budgets, prepared requisitions in WEVIS, & coded invoices for payment. Research cost effective supplies and facilitate purchases for all 12 counties within RESAs 1 & 4. Worked with instructors to review AEMIS reports. Continued to conduct employee observations and verify annual goals per evaluation policy. 		
Braxton: Sandra Adkins/Joy Walker and Tiffanie O'Brien <ul style="list-style-type: none"> Attended Curriculum Design Committee Meeting - Charleston Completed Peer Training for Clay SPOKES instructor Attended TASC Webinar on Accommodations Attended Pre-Service Redesign Committee 		
Fayette: Shelia Radfor & Tiffanie O'Brien <ul style="list-style-type: none"> Lauren Weatherford will present "How Not to Fall in Love with a Jerky Person" on January 29th. 		
Greenbrier: Teresa Godwin <ul style="list-style-type: none"> Elizabeth Reynolds WVU Nutrition Specialist conducted class on the 16th. Two clients from Work Force tested with me TABE 		
McDowell: Jared Cantrell & Joy Walker		
Monroe County-Ted Davis & Tina White		
Nicholas: Susan Leggett & Tiffanie O'Brien <ul style="list-style-type: none"> 3 students completed Customer Service Part I 1 student completed Word 2010 2 students completed Powerpoint 2010 1 students completed MOS Powerpoint 2010 2 students completed WV Welcome 		
Pocahontas: Vanessa Clay <ul style="list-style-type: none"> Pocahontas County ABE/SPOKES is closed for the month. As part of ongoing TIS training, Vanessa is:taking an online Intel Assessments course and attending the FETC technology conference in late-January. 		
Raleigh: Helena Ellis & Tiffanie OBrien <ul style="list-style-type: none"> Webinar-TASC Accommodations -Jan 23 Smoking Cessation Presentation- Travis Helmondollar (Southern Coalfields Tobacco Prevention Coalition Network- Scheduled for- January 29 WorkKeys Assessment-Sam Smith- January 24 		
Summers: Carmella Browning, Evelyn Phillips & Joy Walker		

Webster: Melanie Hayslette		
Wyoming (Denise Ballard & Joy Walker)		
<ul style="list-style-type: none"> Wyoming County - CPR/1st Aid - 5 participants earned their certification New Mother's Class - 3 students participated. Speaker cancelled due to weather emergency so we improvised with a session on Looking Sharp and Dressing for Success. 		

AREA: RESA		
ACTIVITIES	POPULATION SERVED	COMMENTS
Participated in annual audit		

RESA-I STATUS REPORT	
PROGRAM:	Adolescent Health Initiative
DATE:	January 2014
STAFF:	Selina Vickers, Adolescent Health Initiative Coordinator
FUNDING SOURCE:	Office of Maternal Child and Family Health

AREA:	Education and Awareness	
ACTIVITIES	POPULATION SERVED	COMMENTS
United Way of Southern WV	RESA 1	Planning for internet media “fun” education of middle school and high school age youth through YouTube, Facebook, Instagram, Twitter, etc. (5 participants)
St Francis Elementary, Middle and High School	Raleigh County	Bullying Prevention education for 3 rd -10 th grade students and teachers and administrators. (Participants) Grades 3-5 = 67 Grades 6 -10 = 47 Teachers and Admin =7 Total = 121
AREA:	Leadership and Collaboration	
ACTIVITIES	POPULATION SERVED	COMMENTS
WVU Extension IRespect	RESA 1	Training for internet safety.

Other:

RESA-I STATUS REPORT	
PROGRAM:	Regional School Wellness
DATE:	January 2014
STAFF:	Ann Sammons, BSN MS
FUNDING SOURCE:	Community School Public Health

AREA: Nutrition		
ACTIVITIES	POPULATION SERVED	COMMENTS
Visited farm sites with staff to consider expanding the Farm2School Program.	Raleigh	Great opportunity to meet with staff and discuss future plans for the Farm2School Program.
Met with Teresa Baker, Director of Child Nutrition.	Raleigh	Discussion of opportunities and concerns to participate in the Farm2School Program.
Participated in the WV State Department's Office of Child Nutrition Conference Call	All	This was a very informative call and I was able to learn more about the programs in this department.
Visit to Greenbrier Nurseries	Raleigh	Contact was made to learn more about the Farm2Table Program and possible opportunities for classroom teachers.
Attended the Farm2School Kickoff Event at the Cast Iron Skillet Cook-off held at The Greenbrier.	All	Made many contacts and received information and ideas.
Continued to work on upcoming workshop for PreK staff.	Raleigh	Workshop scheduled for February 7 th .

AREA: Coordinated School Public Health		
ACTIVITIES	POPULATION SERVED	COMMENTS
Participated in the Regional School Wellness Council conference call	All	Updated information received.
Presented School Health Issues at the RESA 1 Substitute Teacher Training.	All	The group was very attentive and asked lots of good questions.
Distributed updated HEAP stats to each county superintendent.	All	

RESA-I STATUS REPORT	
January	
PROGRAM:	Curriculum Specialist
DATE:	1/31/14
STAFF:	Sue Lee
FUNDING SOURCE:	State and Federal

AREA: Focus Schools		
ACTIVITIES	POPULATION SERVED	COMMENTS
January 2	All Focus Schools	Office
January 3	All Focus Schools	Office
January 6	Bluefield Middle School Snow Day-In Office	Office
January 7	Pineville Middle School Snow Day-In Office	Office
January 8	All Focus Schools	SREB Training, Charleston, WV
January 9	All Focus Schools	Meeting/Training for all Focus School Superintendents and Principals
January 10	All Focus Schools	Office
January 13	Pineville Middle School	Special Education Teachers
January 14	Peterstown Elem. School	Special Education Teachers
January 15	Mountain View Elementary/Middle	Special Education Teachers
January 16	Bluefield Intermediate & Bluefield Middle School	BIS-School Leadership&PLC Workshop BMS-Grade Level Team Meetings
January 17	Mullens Middle School	Special Education Teachers
January 20 – January 24	All Focus Schools	Instructional Coaching and High Impact Instruction Workshop
January 27	All Focus Schools	Debrief from Kansas Conference
January 28	Pineville Middle School Snow Day-In Office	Office – No School
January 29	Bluefield Middle School Snow Day-In Office	Office – Preparation for Workshops
January 30	Mountainview Elem-Middle School Snow Day-In Office	Office – Preparation for Workshops
January 31	All Focus Schools	Office – Preparation for Workshops

RESA-I STATUS REPORT

January

PROGRAM:	Curriculum Specialist
DATE:	1/31/14
STAFF:	Sue Baber
FUNDING SOURCE:	State and Federal

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ACTIVITIES	POPULATION SERVED	COMMENTS
January 2	All Focus Schools	Office
January 3	All Focus Schools	Office
January 6	Bluefield Middle School Snow Day-In Office	Office
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January 13	Pineville Middle School	Special Education Teachers
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January 16	Bluefield Intermediate & Bluefield Middle School	BIS-School Leadership&PLC Workshop BMS-Grade Level Team Meetings
January 17	Mullens Middle School	Special Education Teachers
January 20 – January 24	All Focus Schools	Instructional Coaching and High Impact Instruction Workshop
January 27	All Focus Schools	Debrief from Kansas Conference
January 28	Mullens Middle School Snow Day-In Office	Office – No School
January 29	Bluefield Intermediate School-Snow Day-In Office	Office – Preparation for Workshops
January 30	Peterstown Elem. Snow Day-In Office	Office – Preparation for Workshops
January 31	All Focus Schools	Office – Preparation for Workshops

RESA-I STATUS REPORT	
PROGRAM:	MEDICAID
DATE:	January 31, 2013
STAFF:	JAMIE BAILEY
FUNDING SOURCE:	STATE & LOCAL

AREA:	MEDICAID BILLING	
ACTIVITIES	POPULATION SERVED	COMMENTS
Billed Medicaid	McDowell	111,220.46
	Mercer	44,781.64
	Monroe	66,401.80
	Raleigh	152,798.39
	Summers	13,842.74
	Wyoming	30,714.96

AREA:	MEDICAID	
ACTIVITIES	POPULATION SERVED	COMMENTS
Technical Assistance	McDowell	Assisted Diane Nash, Jennifer Dunford with Medicaid billing and reports. Transmitted billing files and ran remittances.
	Mercer	Assisted Mark Townley with provider enrollment and billing. 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

AREA:	Medicaid/Special Education	
ACTIVITIES	POPULATION SERVED	COMMENTS
Technical Assistance	All Counties	<p>Prepared Reimbursement Reports for all six counties.</p> <p>Reviewed WVEIS Student Medicaid Reports, entered all missing Medicaid numbers.</p> <p>Random Moment Time Study Compliance Reports weekly</p> <p>Special Education - Inputted Professional Development data, mailed letters/ invoices TAS- received invoices, copied purchase orders , mailed to Phillip Jarrell FAST – Purchased supplies, made copies, prepared notebooks</p>
Meetings/Training	All Counties	RESA 1 Staff Meeting

RESA-I STATUS REPORT	
PROGRAM:	PUBLIC SERVICE TRAINING
DATE:	JANUARY 1 - 31, 2014
STAFF:	RICK RICE/SANDY HAWLEY
FUNDING SOURCE:	STATE

AREA:	FIRE CLASSES STARTED	
ACTIVITIES	POPULATION SERVED	COMMENTS
Core Rescue Class Firefighter 2 Fire Officer 1 & 2 Hazardous Materials Awareness Hazardous Materials Awareness Incident Command ICS – 300 Incident Command ICS - 400 Incident Command ICS - 400	Raleigh Fayette Braxton Braxton Greenbrier Nicholas Greenbrier Nicholas	Raleigh County Firefighters Montgomery Fire Department Chapel Fire Department Braxton County EMT Class White Sulphur EMT Class Craigsville Fire Department Greenbrier EMS Craigsville Fire Department

AREA:	FIRE CLASSES COMPLETED	
ACTIVITIES	POPULATION SERVED	COMMENTS
Incident Command ICS – 300 Incident Command ICS - 400 Incident Command ICS - 400	Nicholas Greenbrier Nicholas	Craigsville Fire Department (12) Greenbrier EMS (6) Craigsville Fire Department (11)

AREA:	EMS CLASSES STARTED	
ACTIVITIES	POPULATION SERVED	COMMENTS
CPR CPR (3 Classes) CPR CPR CPR Emergency Medical Responder First Aid (2 Classes) First Aid Initial EMT Initial EMT Mass Casualty Incidents Mass Casualty Incidents	Braxton Braxton Greenbrier Raleigh Wyoming Raleigh Braxton Wyoming Braxton Greenbrier Braxton Greenbrier	Braxton County EMT Class Weyerhaeuser Corporation White Sulphur EMT Class Raleigh County EOC Wyoming County Spokes Rhodell Fire Department Weyerhaeuser Corporation Wyoming County Spokes Braxton County EMT Class White Sulphur EMT Class Braxton County EMT Class White Sulphur EMT Class

AREA:	EMS CLASSES COMPLETED	
ACTIVITIES	POPULATION SERVED	COMMENTS
CPR (3 Classes) CPR CPR First Aid First Aid	Braxton Raleigh Summers Braxton Summers	Weyerhaeuser Corporation (68) Raleigh County EOC (1) Summers County Spokes (15) Weyerhaeuser Corporation (25) Summers County Spokes (15)

AREA:	SCHOOL IN SERVICE	
ACTIVITIES	POPULATION SERVED	COMMENTS
AED In-Service AED In-Service AED In-Service	Wyoming Board Wyoming Board Wyoming Board	Herndon Consolidated School (27) Mullens Elementary School (11) Mullens Middle School (21)

AREA:	OTHER PUBLIC SERVICE TRAINING	
NIMS ICS - 100	Raleigh	Beckley Sanitary Board (13)

AREA:	MEETINGS	
PST Coordinators Meeting ESCAPE Meeting	RESA 1 Pipestem State Park	Discuss All Public Service Training Finalize ESCAPE Conference

RESA-I STATUS REPORT	
PROGRAM:	Programs Development
DATE:	January 1-31, 2014
STAFF:	Drexel Sammons
FUNDING SOURCE:	State & Federal

AREA: RESA 1 Activities		
ACTIVITIES	POPULATION SERVED	COMMENTS
1/6/2013 – Submitted the final numbers of participants in the Co-hort program with Concord University to Dr. Cheryl Barnes.	Educators throughout the counties of RESA.	The co-hort will be offering 3 programs: Masters in both Leadership and Reading and an 18 hour certificate program in leadership.
1/8-12/2014 – Worked on grant from the Benedum Foundation centering on Next Generation Common Core Standards in mathematics for the priority, focus, and support schools in RESA	Staff from the 16 priority, focus, and support schools will receive PD in math instruction at a Math Academy to be held in the summer of 2014 and will receive assistance throughout the 2014-2015 school year.	The training will further enhance the Next Generation Common Core Standards in mathematics instruction for the students in the six RESA 1 counties.
1/13/2014 – Met with Scott Darling who is promoting “Reasoning Minds”.	Specific second and fifth grade students in RESA 1 schools.	Reasoning Minds is a nonprofit organization that partners with schools to deliver adaptive online math curricula and a customized professional development system for participating schools. The grant is provided through a research grant funded through the US Department of Education.
1/13/2014 – Conducted a meeting regarding the RESA 1 County Social Studies Fair to provide updates and assistance as needed.	Students in McDowell, Mercer, and Summers counties will be participating in the Social Studies Fair this year. In addition, one school in Raleigh County is participating.	The meeting was productive and reviewed the new component of the Fair, National History Day (NHD) for the middle school and senior high divisions.

AREA: 21st Century Community Learning Center		
ACTIVITIES	POPULATION SERVED	COMMENTS
1/21-24, 2014 – Met with Vickie Webb to review updates and plans for the afterschool program	Students from Beckley-Stratton Middle School	Ms. Webb provided updates on various projects at the Afterschool Program.
1/21/2014 – Along with Ms. Webb, worked on sustainability piece and supplemental grant regarding the CCLC Program.	Students from Beckley-Stratton Middle School	The sustainability piece was part of the plan submitted to the state. Mr. B. Jackson approved the supplemental grant for the use of additional funds.
1/22/2014 – Worked on Parent training for the CCLC Program at Beckley-Stratton Middle School.	Parents from Beckley-Stratton Middle School	Parent trainings sessions are being scheduled for the after school program. The training will be titled “Helping Your Child Succeed in School and Life”.

AREA: MSP Grant		
ACTIVITIES	POPULATION SERVED	COMMENTS
1/8/2014 - Met with Deborah Cantley, MSP Math Coordinator, to discuss requisitions, purchase orders, invoices, and upcoming training sessions for the MSP grant.	16 teachers in RESA 1 counties	Upcoming events include the training on February 22, 2014.
1/28/2014 – Along with Ms. Cantley, planned the Math training session with John Strebe on April 5, 2014.	Teachers from each of the six RESA 1 counties	In cooperation with the MSP training sessions, RESA 1 is inviting elementary math teachers to participate in the training with national presenter John Strebe in the use of cooperative learning in a math classroom.

AREA: Focus Schools		
ACTIVITIES	POPULATION SERVED	COMMENTS
1/7/2014 – Conducted an Overview of IPI with Mullens Middle School staff.	The students and staff at Mullens Middle School	The meeting was very positive and the staff was very supportive of the IPI initiative that focuses on student engagement.
1/9/2014 – Leadership Forum with Focus Schools	School personnel from the 6 focus schools and counties.	The meeting was well attended and a great deal of material was presented by member of RESA 1 Leadership team.
1/16/2014 - IPI Data Collection for Mullens Middle School	Students and staff at Mullens Middle School	The staff and students were very receptive and active in learning activities; reviewed the process of data collection with the administrator.

AREA: Curriculum Planning		
ACTIVITIES	POPULATION SERVED	COMMENTS
1/15/2014 – Held a Regional Staff Development Meeting with the six counties.	Curriculum staff member throughout the six counties.	The meeting was a success. The curriculum staff provided great input into upcoming various projects and trainings.
1/28/2014 – Set up the substitute training in the conference room at the Workforce building in Princeton, WV.	23 teachers throughout RESA 1.	The workers at the Workforce Center were very helpful and supportive for the training that was conducted on January 30, 2014.
1/30/2014 – Taught the Substitute Training Sessions at Workforce, Princeton, WV	23 teachers throughout RESA 1.	

RESA-I STATUS REPORT	
PROGRAM:	Special Education
DATE:	January 2014
STAFF:	Robert G. Bartlett
FUNDING SOURCE:	Federal and State

AREA: Education and Awareness		
ACTIVITIES	POPULATION SERVED	COMMENTS
CPI- Initial Certification	RESA 1 Staff	Conducted CPI- Nonviolent Crisis Intervention- Initial Certification for RESA 1 Staff. 6 Participants
Focus Schools Principal Workshop	Principals and Co. Office Admins. of Focus Schools (County FAST Teams)	Provided training, materials and strategies to principals of identified Focus Schools. Participants included Co. Office Administrators.
Instructional Practices Inventory (IPI) Overview- Mullens Middle School (Focus School)	Staff of Mullens Middle School	Provided an overview of the IPI process to the staff of Mullens Middle School, prior to Data Collection. w/ Drexel Sammons

AREA: Education and Awareness		
ACTIVITIES	POPULATION SERVED	COMMENTS
CPI- Initial Certification	All RESA 1 Counties	Conducted CPI- Nonviolent Crisis Intervention- Initial Certification for Concord University Student Teachers. 27 Participants
CPI- Initial Certification	All RESA 1 Counties	Conducted CPI- Nonviolent Crisis Intervention- Initial Certification for Concord University Student Teachers. 23 Participants
Special Education Overview	All RESA 1 Counties	Presented a Special Education Overview as a component of Drexel Sammon's substitute teacher certification training.

AREA: Leadership and Collaboration		
ACTIVITIES	POPULATION SERVED	COMMENTS
WV Team Autism Conference Call	All Counties of RESA 1	Participated in a conference call as a member of WV Team Autism, to receive information on successes and future initiatives working with students on the autism spectrum.
Instructional Practices Inventory Data Collection. Mullens Middle School (Focus School)	Staff of Mullens Middle School	Completed an initial data collection, along with Drexel Sammons, to establish baseline data for future data collections at Mullens Middle School.

Alternate Assessment Advisory Team Alternate Assessment Item Writing/PD Development	All Counties of WV	Participated in a workshop to develop assessment items for the 1% population. Participated in development of PD for special education teachers of the state, on the application of tests and practice tests in their classrooms.
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AREA: Leadership and Collaboration		
ACTIVITIES	POPULATION SERVED	COMMENTS
RESA 1 Special Education Directors Meeting	All RESA 1 Counties	Discussed: CPI Trainings, IPI, Substitute Teacher Training, Pre-K Autism Academy Follow-Up, Autism Academy- Cohort 2 Follow-Up, Menu of Services, Alternate Assessment Training, IEP Training, Monthly TAS Trainings
RESA 1 Pre-K Directors Quarterly Meeting	All RESA 1 Counties	Discussed: CPI Trainings, Pre-K Autism Academy Follow-Up, Menu of Services, County Pre-K File Reviews, Walk-Through Template.
Meeting w/ Mr. Moles- Assistant Superintendent Raleigh County Schools	Raleigh County Schools	Met with Mr. Moles to discuss TAS Grant disbursement and funding status.

AREA: Leadership and Collaboration		
ACTIVITIES	POPULATION SERVED	COMMENTS
RESA 1 Compliance Testing	All RESA 1 Counties	Participated in Compliance Testing concerning Special Education Federal Grants and their management.
Pre-K Autism Academy Face-to-Face Follow-Up	All RESA 1 and 4 Counties	Facilitated a Pre-K Autism Academy Follow-Up workshop for attendees from RESAs 1 and 4. w/ JoDonna Burdoff

RESA-1 STATUS REPORT	
PROGRAM:	WVEIS
DATE:	01/30/2014
STAFF:	Deena Tyree, Susan Handy
FUNDING SOURCE:	State

AREA: DAILY BACKUPS, PROGRAM UPDATES, MONTHLY SAVES AND AS400 MAINTENANCE		
ACTIVITIES	POPULATION SERVED	COMMENTS
Backups/Extra System Saves	All Counties	30 Daily Saves all critical data. Extra FMS and EMS saves and restores. Entire system saved monthly. Saves performed at Consolidation Site (RESA III)
Initializing Cartridges and Diskettes	All Counties	For use on AS400 for backup. Cartridges are at Consolidation Site (RESA III).
Program Updates/Upgrades	All Counties	All software changes and updates loaded at Consolidation Site (RESA III)
Equipment Failures	RESA 1	None to report.
Devices/Configurations	All Counties	Devices configured as needed for new installations or problems in all counties.
Phone Communication Failures	All Counties	GTE failures in Mercer, McDowell. Suddenlink in Raleigh.
System Jobs/Tasks	All Counties	Control Language Programming, Library and Program Maintenance. Library reorganization completed for all counties. Reorganized/cleaned up save files in preparation for AS400 System Maintenance performed at RESA III.

AREA: USER/PHONE SUPPORT		
ACTIVITIES	POPULATION SERVED	COMMENTS
Assisted All Schools on-line to WVEIS concerning all phases of software support.	All Counties	Designed various reports for all applications.
Assisted all counties on-line with EMS, HMS, FMS, FAS, SMS and WHS.	All Counties	Assisted counties with Self-Backups, Queries, Sequel and Web-Based WVEIS and Teacher Evaluation Program.

AREA: IN-HOUSE DATA PROCESSING		
ACTIVITIES	POPULATION SERVED	COMMENTS
Query Design	All Counties	Designed FMS, EMS, FAS, HMS and SMS Queries for all counties on-line. Implementing Sequel software and security.
Database Maintenance and Development	All Counties	Printed student schedules for 2 nd Semester and mailing labels for various Raleigh County Schools. Printed 3 rd Six Weeks Report Cards and First Semester Transcript Labels for all Raleigh County Schools.
User Menus	All Counties	Assigned menus to users as required.
EMS, FMS, WHS, HMS, FAS Processing	All Counties	Direct Deposit generated for Raleigh County, transmitted via Internet to United Bank for Raleigh. EMS Retirement submitted electronically for Raleigh County to the Retirement Board. Bank Reconciliation completed for RESA, Raleigh, McDowell, Summers, Mercer, Monroe and Wyoming Counties.

NARRATIVE: Assisted Users by phone, in person, system messages and emails.

AREA: WVEIS		
ACTIVITIES	POPULATION SERVED	COMMENTS
Set up New Users as requested. Set up Teacher User Assignments for 2013-2014 School Year in WOW. Assisted Teachers & Administrators with Teacher Evaluation Program.	Mercer	Reset passwords as requested and assisted users as needed.
Set up New Users as requested. Set up Teacher User Assignments for 2013-2014 School Year in WOW. Assisted Teachers & Administrators with Teacher Evaluation Program.	Monroe	Reset passwords as requested and assisted users as needed.
Set up New Users as requested. Set up Teacher User Assignments for 2013-2014 School Year in WOW. Assisted Teachers & Administrators with Teacher Evaluation Program.	McDowell	Reset passwords as requested and assisted users as needed.
Set up New Users as requested. Set up Teacher User Assignments for 2013-2014 School Year in WOW. Assisted Teachers & Administrators with Teacher Evaluation Program.	Raleigh	Reset passwords as requested and assisted users as needed. Conducted training session and Milinda Morrison (BSMS) and Anne Meadows (ACT) on WVEIS Wow.

Set up New Users as requested. Set up Teacher User Assignments for 2013-2014 School Year in WOW. Assisted Teachers & Administrators with Teacher Evaluation Program.	Summers	Reset passwords as requested and assisted users as needed.
Set up New Users as requested. Set up Teacher User Assignments for 2013-2014 School Year in WOW. Assisted Teachers & Administrators with Teacher Evaluation Program.	Wyoming	Reset passwords as requested and assisted users as needed.
Susie and Deena participated in WVEIS State Staff Conference Calls.		

RESA-I STATUS REPORT	
PROGRAM:	Assessment
DATE:	January 2013
STAFF:	Samuel Smith
FUNDING SOURCE:	TANF

AREA: Testing		
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		
ACTIVITIES	POPULATION SERVED	COMMENTS
Administered Test of basic skills in Reading, Math and Language at all levels. (Test of Adult Basic Education)	DHHR Clients, WV Works Dept., SPOKES students	
Scored, processed, and returned results to WV Works Supervisors in 13 counties in timely, efficient manner.	DHHR Clients, WV Works Dept., SPOKES students	
Administered Emotional Health Inventory and Learning Needs Screening in 13 counties. Administered WorkKeys Assessment in 5 counties.	DHHR Clients, WV Works Dept., SPOKES students DHHR Clients, WV Works Dept., SPOKES students	

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

RESA-I STATUS REPORT	
PROGRAM:	West Virginia Workplace Education Program – Statewide (75%)
DATE:	January 2014
STAFF:	Tina White
FUNDING SOURCE:	State & Federal

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

<ul style="list-style-type: none">• RESA 1 / Nonviolent Crisis Intervention Training – Attended Crisis Prevention Institute – Nonviolent Crisis Intervention Training at RESA 1 on Wed, January 8, 2014; facilitator Greg Bartlett.• AEMIS – Continue AEMIS data-entry for Workplace Education Program participants.• Invoicing – Initiate invoicing for business and industry for services rendered.		
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RESA-I STATUS REPORT	
PROGRAM:	SPOKES – Career Development Consultant (CDC) for Greenbrier, Monroe and Pocahontas (25%)
DATE:	January 2014
STAFF:	Tina White
FUNDING SOURCE:	State & Federal

AREA: Collaboration, Education and Awareness		
ACTIVITIES	POPULATION SERVED	COMMENTS
<ul style="list-style-type: none"> • Continue regularly scheduled weekly meetings with DHHR caseworkers Etta, Michelle and Madonna at the Greenbrier Co DHHR office to discuss status of current SPOKES students and those in follow-up. • Continue regularly scheduled communications with caseworkers, Debbie Walton and Michelle Gay (temporary replacement for Shelby Jennings), regarding status of SPOKES students in Pocahontas and Monroe Counties. • Continue regular meetings/visits to the Greenbrier Co SPOKES class to follow-up with current students, conduct orientation and develop self-sufficiency plans. • Forwarded employer contact/student status information to appropriate DHHR office caseworkers. • Continue employer visits throughout Greenbrier, Monroe and Pocahontas Counties on behalf of the SPOKES students in an effort to solicit positive potential job leads for the students and spread awareness of SPOKES candidates. • Continue preparing monthly CDC reports and supplemental report information; forward to Christina Harper and appropriate DHHR caseworker and SPOKES instructor each month. • Continue to copy Shawn Cook on correspondence, along with DHHR representatives. 	<p>Greenbrier Co SPOKES Students</p> <p>Pocahontas and Monroe Co SPOKES Students</p> <p>Business and industry throughout Greenbrier, Monroe and Pocahontas Co</p>	<p>Pocahontas and Monroe Co SPOKES will resume March 3, 2014</p>

RESA-I STATUS REPORT

PROGRAM:	Technology Services
DATE:	January, 2014
STAFF:	John Watson
FUNDING SOURCE:	State and Local

AREA: Repair and Installation Services - Individual technician reports for 19 field technicians		
ACTIVITIES	POPULATION SERVED	COMMENTS
Kevin Anglin	McDowell County	No Report
Jeremy Ball	Summers County	The month of January has been a very busy month I have traveled to all the Schools and offices in Summers County Schools numerous times. At Summers County High School, I responded to work orders that include part replacement, bandwidth issues, spyware issues, issues with the cameras and key cards. I also prepare 60 computers for ACT Compass testing. At Summers Middle Schools, I responded to work orders that include part replacement, bandwidth issues, spyware issues, script issues, printing issues, projectors, smart boards, ups, and server issues. Hinton Area Elementary School, I responded to work orders that include part replacement, bandwidth issues, spyware issues, projector issues, ups and installing printers. At Hinton Area I also installed a new desktop computer in the office. At Jumping Branch Elementary School, I responded to work orders that include part replacement, WVEIS WOW issues, and FSO software issues. Talcott Elementary School, I responded to work orders that include part replacement, printer installation, issues with WVEIS WOW and issues FSO software. At Summers County Board Office, I have worked on day to day issues for the users; I have also been work on setup a new server, imaging computers and sorting thru equipment. The big project this month has been to make sure all the computer are ready for WESTEST 2 online. I have spent a good part of the month doing the updates necessary, and installing the icons. I also have been working with ESG & HSC on get all the HVAC equipment on the network.
Ryan Blankenship	McDowell County	We have been working on testing software all month. I have also received replacement SMART projectors and replaced one

James Boles	Raleigh County	Orientation and resignation
Daniel Cook	Raleigh County	No Report
Delores Davis	Mercer County	Personal Leave and retirement
Vince Estep	McDowell County	concentration of state-wide testing of Westtest throughout McDowell Co. schools.
William Meador	Raleigh County	No Report
Walter Newcomb	McDowell County	During the month of January I have been concentrating my efforts on the State Dept. mandate that we install McGraw-Hill testing client required for the online WEST Test to be held in the Spring. I am currently at a 65% completion rate on this project. I'm also preparing the McDowell Co. CTC ABE facility for the On-line GED testing that will start there in February. While working on the above project I am currently awaiting a deployment schedule for the laptops that were provided to the 6th thru 8th grade students through the Re-Connect McDowell Project.
Lucy Pack	Mercer County	<p>The last month has found me doing many things, I have spent time working on the work order's in the database for Princeton High School, Bluefield high School, and Montcalm High School. I had to make sure the transfer of grades went through for each school and fix the small problems we had with them mostly just the right term to pull from and where they were to be placed in WVEIS. I had some of the administrators and the persons who were responsible for the grade transfer having some issues with WVEIS and fixed some minor issues thru out the county for them.</p> <p>I have been working on making sure the labs and software are ready for the upcoming west test. I updated a lab at Montcalm High School and another small 6 station lab for the Special Ed. Classroom there as well, started updating a lab at Pikeview High School in the Media Center. I installed a printer in a lab at Princeton High School and touched all the workstations in the Media Center to allow them to print to this printer.</p>

Joshua Prudich	Mercer County	This month has been somewhat slow with all the snow days, but no the less I have been getting laptops ready for the new smart boards that are being installed. Have installed a few new labs. Changed out a couple bulbs and done some diagnostic work on smart projectors as well as regular projectors. I have also turned in two projectors under warranty for bad fans. Also done some regular maintenance on a few teacher and lunch machines.
Justin Prudich	Mercer County	No Report
Shane Radford	Raleigh County	For the time period between 12-20-13 thru 1-19-14 my work assignments have been to support the RESA 1 office with any technical support requested. This includes website and work order system management and general computer and printer repair. A new NAS device was installed and put into production for the Public Service Training department. Site evaluations are in progress for the TASC exam that will replace the old GED exam at the Adult Education facilities in Mercer, Monroe, Greenbrier, Webster, Pocahontas, Summers and Braxton counties. Visits have been made to Monroe and Wyoming county schools for WVEIS, router, server and general workstation repair. Trainings/Conferences attended include a TASC webinar.
Aaron Reed	Mercer County	No Report
Burl Smith	Monroe County	Monroe Board of Education Food Service Program Clerk Workstation build & data transfer. BOE Office (project impact over 1000 students) Peterstown Elementary (470 students). Peterstown Middle (347 Students). BOE Financial Officer Workstation rebuild (impact full school board staff). Peterstown Elementary. Fixed & Mobile Lab updates. Multiple Laptop repairs due to various virus/ hardware/ software issues. Peterstown Middle School (impact – Full student body effected). Domain Controller hardware malfunction evaluation and solution implementation provided cost avoidance for full unit replacement. PMS lower rear lab switch replacement including wireless hardware reconfiguration. Work-around implemented until warranty switch (malfunction) can be fixed or replaced.

		JMHS. Portable Lab Project (on going) (Impact 30 workstations). Multiple Laptop repairs due to various virus/ hardware/ software issues. Mission Critical County Network Operations Center Uninterruptible Power Supply engineering solution (impact – Full County Network). Monroe County Technical Center. Multiple Laptop repairs due to various virus/ hardware/ software issues. Mountain View Ele/Mid School. Multiple Laptop repairs due to various virus/ hardware/ software issues
Daniel Via	Raleigh County	No Report
Tyler Webb	Raleigh County	During the first half of the month I spent my time at the following schools completing work orders that were entered in to the OZ databse; Liberty High, Trap Hill Middle, Clear Fork Elem, Marsh Fork Elem, and Lester Elem. When school was cancelled due to bad weather I worked on updating the desktop and mobile labs at Lester Elem. I created multiple images and imaged each lab with updated software. The last 2 weeks of January were spent at Trap Hill Middle, Clear Fork Elem and Marsh Fork Elem syncing iPads with the latest iOS and installing required apps from the BOE, including the WESTest applicaiton. The first weeks in February will be spent preparing ipads and workstations for the updoming testing.
Joel Weiss	Mercer County	I replaced a lab at Lashmeet / Matoaka Elementary school. I had to modify the script to accommodate the Windows 7 machines and to update some of the icons and shortcuts that are going to be used with the State testing in the upcoming months. I also swapped out the worst machines in another lab at the school with the best of the machines that came from the new lab. I also replaced a lab at Princeton Middle School with 30 new Windows 7 machines. Again I had to modify the login scripts to handle the new machines and install updated icons and shortcuts. I upgraded the RAM in another lab and made sure that all computers are ready for the state testing.
James Wilson	Raleigh County	The county is busy gearing up for benchmark testing. The major time is being spent on app updates and inventory management with ipads.

AREA: Training		
ACTIVITIES	POPULATION SERVED	COMMENTS
HP warranty self maintainer	RESA 1 service area	Reminder to technicians that everyone must recertify, and notification of available Windows 8 training.
Technician training	RESA 1 service area	Distributed information to all technicians for free Microsoft Jump Start Server 2012 trainings.
Online Testing	RESA 1 service area	Trainings for online testing software configurations, preparations for network test, site evaluations, distribution of installation packages and updates.

AREA: Infrastructure support		
ACTIVITIES	POPULATION SERVED	COMMENTS
Connection upgrade	Raleigh Transportation	Worked with county technical staff to resolve issues with frame relay connection. Upgraded to fiber connection.
Network issues	Wyoming County High Schools	Working with vendor, county and personnel from the Dept. of Education to troubleshoot and resolve issues including IP address space, network availability, connection, LAN, switch configuration, wireless controller, and DHCP. Configured router access for vendor support.
Apple Communication Support	Raleigh County	Reconfigured access control list in all routers to allow Apple traffic. Backed up configurations to TFTP server.
New Connection	Old Pineville Elementary School	Worked with state network engineer to determine LAN and WAN IP address range for router configuration at location where existing BTOP router was relocated to new facility.
Disconnect requests	Various	Several disconnect requests for data circuits were processed this month. Reasons range from upgraded circuits to facilities that were abandoned due to hazardous conditions.
Textbook access	Raleigh County	Reconfigured access control lists in all routers to permit access to online textbook content. Backed up new configurations to offsite server.

Gmail access	Raleigh County	Reconfigured access control lists in all routers to permit access to web based email service. Backed up new configurations to offsite server.
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AREA: Personnel		
ACTIVITIES	POPULATION SERVED	COMMENTS
Position postings	Raleigh County	Applications were accepted and screened. Candidate interviews have been scheduled for next month to replace personnel that resigned in the last sixty days
Training	RESA 1 service area	Trainings conducted for new/transferred personnel. Orientation for new hire in Raleigh County and continued trainings for new personnel.
Directed Leave Request	RESA 1 service area	Continuation of committee for the approval of directed personal leave days through the end of January.

AREA: Special Projects and Activities		
ACTIVITIES	POPULATION SERVED	COMMENTS
Updates to OZ	RESA 1 service area	Continuing modifications to the new WVNET hosted work order system to provide stakeholder data and reports as requested. Modifications for parts and invoicing were added as well as report features for some users.
Supporting Documentation	Local and State	Provided requested documentation to on site auditor to document legislative and grant compliance.