

RESA-I STATUS REPORT	
PROGRAM:	Adult Basic Education & SPOKES
DATE:	June 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. • Verified, coded and processed timesheets for examiners. 	Braxton, Greenbrier, Mercer, Nicholas, Raleigh, Summers, Webster Counties	

AREA: ABE Coordination		
ACTIVITIES	POPULATION SERVED	COMMENT S
<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. • Assisted with and participated in Teacher Academy (1 week) • Attended Denmar and Braxton graduation. • Working with grant from WVDE, obtained \$80,000 in instructional resources. Through alternative shipping, was able to save over 7000 in shipping costs. Savings utilized to purchase math workshop supplies. <p>AEMIS REVIEWS & Data Quality Audits</p>	<p>Raleigh/Greenbrier McDowell/Monroe Nicholas/Summers Wyoming</p> <p>Braxton, Monroe, Pocahontas, Webster ABE & Spokes, Fayette Spokes, Nicholas Spokes, Wyoming Spokes</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 		

<p>goals per evaluation policy.</p> <ul style="list-style-type: none"> • Participated in Summers team meeting 		
<p>Braxton: Sandra Adkins/Joy Walker and Tiffanie O'Brien</p> <ul style="list-style-type: none"> • Celebrated the 2014 GED/HSE graduates on June 3 • Participated in the 2014 Teacher Academy at Glade Springs Resort - June 9 to 13 • Assisted with presentation of new Math Lessons at Academy • Guest Speaker: Ami Cook, WVU Extension - 5 Love Language of Appreciation in the Workplace 		
<p>Fayette: Shelia Radfor & Tiffanie O'Brien Tiffanie O' Brien: (see Raleigh)</p> <ul style="list-style-type: none"> • Presentation by Lauren Weatherford, WVU Extension: "Stress Less" • 1 – Employed • 4 – Customer Service, Level 1 • 3 – Customer Service, Level 2 • 2 – Living Online Achievement Credentials • 1 – Computing Fundamentals Achievement Credential • 1 – MOS Certification • 38 – FEMA Certifications • 3 – WV Welcome Certifications • WorkKeys testing given on June 30; 2 Bronze & 1 Gold 		
<p>Greenbrier: Teresa Godwin</p> <ul style="list-style-type: none"> • One student earned TASC • Two earned CS1 • One CS2 • Two TABE assessments completed for Work Force • Stacie Green NRCTC recruiter spoke to the class on the 30th • Legal Aid of West Virginia spoke on the 13th • Five students joined Elizabeth Reynolds, WVU Nutrition Outreach at IGA "Food Shopping Savvy" on the 16th 		
<p>McDowell: Jared Cantrell & Joy Walker</p> <ul style="list-style-type: none"> • Mr. Freeland conducted CPR/First Aid class for 12 students on June 24th. • Participated in the 2014 Teacher Academy on June 10th, 11th, 12th, 13th and attended Sessions on UDL, Lesson Planning, Math Resources and Activities and others. 		
<p>Monroe County-Ted Davis & Tina White ABE/SPOKES instructor attended 2014 Teacher's Academy, and receiving tutoring on higher level math. Also participated in an annual review.</p>		
<p>Nicholas: Susan Leggett & Tiffanie O'Brien</p> <ul style="list-style-type: none"> • June 2 - NRCTC presented to class • June 9 - Lauren from WVU Extension - Stress Less • June 11 - Crystal Lively from Division of Rehab • 8 obtained employment • 3 students completed Customer Service • 1 Gold Career Readiness • 1 Silver Career Readiness • 1 Bronze Career Readiness • 3 GCF Word 2010 • 2 GCF Powerpoint 2010 • 1 Living Online 		

<ul style="list-style-type: none"> • 2 WV Welcome 		
<p>Pocahontas: Vanessa Clay</p> <ul style="list-style-type: none"> • TIS training - completed June 9th • HSE testing: June 16th • last day of SPOKES for summer- June 20th 		
<p>Raleigh: Helena Ellis & Tiffanie OBrien</p> <ul style="list-style-type: none"> • June 4- Gene Whitlow, Educational Outreach Counselor, TRIO • There have been no SPOKES students since June 10, so any scheduled activities were cancelled. <p>Tiffanie O'Brien</p>		
<p>Summers: Carmella Browning, Evelyn Phillips & Joy Walker</p> <ul style="list-style-type: none"> • Guest Speaker from New River CTC • Meeting was held with Debi Conrad, Shawn Cook, Summers Co. LAMP Program, & DHHR. • Work Keys Testing on 6/4/14 • 2 students started work • 4 students earned Customer Service Part 1 certifications • 2 students earned Customer Service Part 2 Certifications • 1 student earned IC3 Living Online & Computing Fundamentals Certification • 2 students obtained Microsoft Expert Level of IC3 • 2 students obtained Microsoft Master Level of IC3 		
<p>Webster: Melanie Hayslette</p> <ul style="list-style-type: none"> • 12 FEMA Certificates • 6 Students Obtained Employment • 1 Food Handlers Certification 		
<p>Wyoming (Denise Ballard & Joy Walker)</p> <ul style="list-style-type: none"> • June 3, Teresa Wayman from Southern Community and Technical College came to speak for our New Mother's class and discussed the benefits of attending college, RESA provided lunch • 2 students obtained employment • 4 students earned IC3 GS4 Key applications certificates • 3 students earned certificates in Microsoft Word (GCF) • 2 students earned certificates in Microsoft Excel (GCF) • 3 students earned certificates in Microsoft PowerPoint (GCF) • 1 student earned a certificate in Microsoft Access (GCF) 		

AREA: RESA		
ACTIVITIES	POPULATION SERVED	COMMENTS
Attended staff meeting		
Attended health care workshop		
Attended Office 365 raining		

RESA-I STATUS REPORT	
PROGRAM:	MEDICAID
DATE:	June 30, 2014
STAFF:	JAMIE BAILEY
FUNDING SOURCE:	STATE & LOCAL

AREA: MEDICAID BILLING		
ACTIVITIES	POPULATION SERVED	COMMENTS
Billed Medicaid	McDowell Mercer Monroe Raleigh Summers Wyoming	105,152.16 277,911.93 52,880.16 531,068.74 106,861.69 228,973.73

AREA: MEDICAID		
ACTIVITIES	POPULATION SERVED	COMMENTS
Technical Assistance	McDowell Mercer Monroe Raleigh Summers Wyoming	Medicaid Provider Revalidation/ transmitted billing files and ran remittances

AREA: Medicaid/Special Education		
ACTIVITIES	POPULATION SERVED	COMMENTS
Technical Assistance	All Counties	Prepared Reimbursement Reports for all six counties. Random Moment Time Study Compliance Reports weekly Special Education - Inputted Professional Development data, mailed letters/ invoices TAS- received invoices, copied purchase orders , mailed to Phillip Jarrell
Meetings/Training	All Counties	

RESA-I STATUS REPORT	
PROGRAM:	PUBLIC SERVICE TRAINING
DATE:	JUNE 1 - 30, 2014
STAFF:	RICK RICE/SANDY HAWLEY
FUNDING SOURCE:	STATE

AREA:	FIRE CLASSES STARTED	
ACTIVITIES	POPULATION SERVED	COMMENTS
Firefighter 2 Hazardous Materials Awareness NIMS ICS - 300	McDowell Raleigh Pocahontas	McDowell 911 Jan Care/Beckley Shavers Fork Fire/Rescue

AREA:	FIRE CLASSES COMPLETED	
ACTIVITIES	POPULATION SERVED	COMMENTS
Confined Space Refresher (4 Classes) Firefighter 2 NIMS ICS - 300	Braxton McDowell Pocahontas	Weyerhaeuser Corporation (86) McDowell 911 (17) Shavers Fork Fire/Rescue (9)

AREA:	EMS CLASSES STARTED	
ACTIVITIES	POPULATION SERVED	COMMENTS
CPR CPR CPR CPR CPR First Aid First Aid First Aid First Aid Initial EMT MCI	Greenbrier McDowell Mercer Raleigh Raleigh Greenbrier McDowell Mercer Raleigh Raleigh	Quinwood Fire Department McDowell Spokes Oakvale Fire Department Jan Care/Beckley Sophia Quinwood Fire Department McDowell Spokes Oakvale Fire Department Sophia Jan Care/Beckley Jan Care/Beckley

AREA:	EMS CLASSES COMPLETED	
ACTIVITIES	POPULATION SERVED	COMMENTS
CPR (2 Classes) CPR CPR CPR CPR CPR First Aid (2 Classes) First Aid First Aid First Aid First Aid First Aid	Braxton Fayette Greenbrier Mercer McDowell Raleigh Braxton Fayette Fayette McDowell Mercer Raleigh	Weyerhaeuser Corporation (40) Meadow Bridge Fire Department (13) Quinwood Fire Department (10) Oakvale Fire Department (8) McDowell Spokes (10) Sophia (1) Weyerhaeuser Corporation (40) Meadow Bridge Fire Department (13) Quinwood Fire Department (10) McDowell Spokes (10) Oakvale Fire Department (8) Sophia (1)

AREA:	SCHOOL IN SERVICE	
ACTIVITIES	POPULATION SERVED	COMMENTS
CPR CPR CPR First Aid First Aid First Aid	Nicholas Raleigh Wyoming Nicholas Raleigh Wyoming	Service Personnel (16) Transportation (5) School Employees (69) Service Personnel (16) Transportation (5) School Employees (69)

AREA:	MEETINGS	
ACTIVITIES	POPULATION SERVED	COMMENTS
Instructor Methodology Course RESA 3 June 6 – 8, 2014 WV State Fire Commission Meeting Jackson Mill June 26 – 27, 2014	RESA 1 & 4 RESA 1 & 4	Evaluate Instructor New Instructors Report on Fire Training

RESA-I STATUS REPORT	
PROGRAM:	Programs Development
DATE:	June 1-30, 2014
STAFF:	Drexel Sammons
FUNDING SOURCE:	State & Federal

AREA: RESA 1 Activities		
ACTIVITIES	POPULATION SERVED	COMMENTS
6/01/2014 – Attended the State PD meeting in Clarksburg	All educators within the RESA1 area	The meeting was productive; discussion centered on the PD component of the master plan for the state.
6/02/2014 – Met with Michael Click to discuss the role of the Affordable Act on employees.	RESA 1 staff	The meeting was an eye-opener in viewing how new regulations will affect all employees.
6/05/2014 – Met with Barbara Yurick to write a STEM grant from the Beckley Area Foundation.	Raleigh County students	Barbara and I met to write a BAF grant for STEM activities in various Raleigh County Schools for the upcoming school year.
6/09/2014 – Met with Tina White and Dr. R. Asbury about upcoming PD for secretaries during August.	Secretarial staff from RESA 1	RESA 1 is planning one day of training for our secretaries on either July 30, 2014 or August 6, 2014.
6/13/2014 – Planned the training for Common Core ELA for middle and high school teachers on June 16 & 17, 2014.	All counties in RESA 1	The training was successful and had each teacher create a module for their particular subject area.
6/27/2014 – Invited over 50 participants to attend the upcoming substitute teacher training in July.	RESA 1	County Certification Coordinators have done a wonderful job in keeping up with participants that they have selected to attend the 2 day face to face training on July 24-25, 2014.

AREA: 21st Century Community Learning Center		
ACTIVITIES	POPULATION SERVED	COMMENTS
6/23/2014 – Completed the CCLC Continuation Report Narrative from both Beckley Stratton Middle School and Hinton Area Elementary School.	Students at Beckley Stratton Middle School and Hinton Area Elementary School	The afterschool program has been a tremendous success and was implemented by great leaders and workers.
6/25/2014 – 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.

AREA: MSP Grant		
ACTIVITIES	POPULATION SERVED	COMMENTS
6/5/2014 – Met with Debbie Cantley, MSP Math Coordinator, to plan the upcoming MSP Academy in June.	25 teachers throughout RESA 1	The Academy was held the week of June 24, 2014 for 4 days at University of Charleston in Beckley. Evaluations were excellent and showed that the academy was a tremendous success.
6/24/2014 – Held the MSP Academy with 25 teachers from across RESA 1.	25 teachers throughout RESA 1	The MSP Academy was a tremendous success and provided the teachers with innovative ideas to use in their math classroom for the upcoming school year.

AREA: Focus & Priority Schools		
ACTIVITIES	POPULATION SERVED	COMMENTS
6/19/2014 – RESA 1 Focus school team met briefly to discuss the upcoming school year. .	Students & staff from the focus schools	The meeting went very well and was positive. A brainstorming activity

AREA: Curriculum Planning		
ACTIVITIES	POPULATION SERVED	COMMENTS
6/2014 – Worked on the Summer Academies and Training for our counties	RESA 1 staff	Several academies and trainings are being held for our teachers this summer.
6/24-26, 2014 - Attended the WV State Conference on PBIS (Positive Behavioral Intervention and Support) with other RESA 1 schools	RESA 1 students and staff	The training was excellent and will be implemented in 3 of our schools this year (Bluefield Intermediate School, Bluefield Middle School, and Mt. View Middle and High Schools).

RESA-1 STATUS REPORT	
PROGRAM:	WVEIS
DATE:	06/30/2014
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 6 th Six Weeks Report Cards and 2SA Transcript Labels for all Raleigh County Elementary & Middle 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. Assisted Teachers & Administrators with Teacher Evaluation Program. Set up 2014-2015 Assignments for various users. Assisted schools with Tenth Month submissions.	Mercer	Reset passwords as requested and assisted users as needed. Assisted schools with FY15 Student Scheduling.
Set up New Users as requested. Assisted Teachers & Administrators with Teacher Evaluation Program. Set up 2014-2015 Assignments for various users. Assisted schools with Tenth Month submissions.	Monroe	Reset passwords as requested and assisted users as needed. Assisted schools with FY15 Student Scheduling.
Set up New Users as requested. Assisted Teachers & Administrators with Teacher Evaluation Program. Set up 2014-2015 Assignments for various users. Assisted schools with Tenth Month submissions.	McDowell	Reset passwords as requested and assisted users as needed. Assisted Middle Schools & High Schools with FY15 Student Scheduling.
Set up New Users as requested. Assisted Teachers & Administrators with Teacher Evaluation Program. Set up 2014-2015 Assignments for various users. Assisted schools with Tenth Month submissions.	Raleigh	Reset passwords as requested and assisted users as needed. Assisted schools with FY15 Student Scheduling.
Set up New Users as requested. Assisted Teachers & Administrators with Teacher Evaluation Program. Set up 2014-2015 Assignments for various users. Assisted schools with Tenth Month submissions.	Summers	Reset passwords as requested and assisted users as needed. Assisted schools with FY15 Student Scheduling.
Set up New Users as requested. Assisted Teachers & Administrators with Teacher Evaluation Program. Set up 2014-2015 Assignments for various users. Assisted schools with Tenth Month submissions.	Wyoming	Reset passwords as requested and assisted users as needed. Assisted schools with FY15 Student Scheduling.
Susie and Deena participated in WVEIS State Staff Conference Calls and attended the WVEIS State Data Conference at Canaan Valley Resort.		

RESA-I STATUS REPORT	
PROGRAM:	Assessment
DATE:	June 2014
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 12 counties.	DHHR Clients, WV Works Dept., SPOKES students	
Administered WorkKeys Assessment in 4 counties.	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:	Adolescent Health Initiative
DATE:	June 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
Camp Hope (Hospice of Southern WV)	Raleigh, Summers, Wyoming, Mercer	RESA 1 staff assisted the Hospice of Southern WV who hosted a camp for youth that experience the loss of someone important in their lives. Camp goals are to assist youth in the grief process and learn positive coping skills. Through this, youth will be less likely to experience depression, commit suicide or engage in negative coping behaviors, such as drinking, smoking, reckless behavior, etc. (45 participants)
Raleigh County Collaborative	Raleigh County	Focus on teen pregnancy prevention. Local and state legislators, local health organizations, school personnel, DHHR staff and local non-profits, met to discuss furthering the cause of teen pregnancy prevention education. (75 participants)

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

AREA: Nutrition		
ACTIVITIES	POPULATION SERVED	COMMENTS
Meeting with Heather Copen, Farm 2 School to review activities and upcoming events.	All	

AREA: School Health		
ACTIVITIES	POPULATION SERVED	COMMENTS
Distributed <i>School Wellness Highlights</i> to all principals and contacts via email	All	
Met with Drexel Sammons and Barbara Yurick to discuss a grant opportunity that would promote physical activity in the elementary classroom.	Selected schools	
Closed out grants for current school year.		
Completed end of year reports		

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

AREA: Education and Awareness: CPI		
ACTIVITIES	POPULATION SERVED	COMMENTS
CPI- Key Point Refreshers- am session and pm session.	Raleigh County Staff	Provided CPI- Nonviolent Crisis Intervention- Key Point Refreshers for Raleigh County Staff. 30 Participants.

AREA: Leadership and Collaboration		
ACTIVITIES	POPULATION SERVED	COMMENTS
State RESA Special Education Directors Monthly Meeting	All RESA 1 Counties	Discussed: 2014-2015 Professional Development, CPI Training, PBIS Academies, Academy Grants, 2014-2015 Meeting Dates, WVACEEC Meeting Dates, Procedures for finalizing IEPs, Dates to Note
Office of Special Programs Monthly Meeting	All RESA 1 Counties	Discussed: Office 365, Professional Development, LEA ADA Determinations, OSP Positions, Standards-Based IEPs, State Systemic Improvement Plan (SSIP), State Performance Plan/Annual Performance Report, Up-coming Dates.

AREA: Leadership and Collaboration		
ACTIVITIES	POPULATION SERVED	COMMENTS
RESA 1 Special Education Directors Meeting	All RESA 1 Counties	Discussed: CPI Trainings, Summer Trainings, IEP Sign-Off (Paper vs. Electronic), IEPs finalized within 5 days following meeting, Summer Academies, Professional Development (State and RESA), PBIS Training, WVACEEC Meeting, CASE Survey.
Alternate Performance Task Assessment (APTA) Scoring	All Counties of the State	Served as room coordinator for the scoring of the APTA. Presented Professional Development on Unit Planning.
Support for Specially Designed Instruction (SSDI) Academy	All RESA 1 Counties	Attended WVDE SSDI Academy at Glade Springs.

AREA: Leadership and Collaboration		
ACTIVITIES	POPULATION SERVED	COMMENTS
Positive Behavioral Interventions and Supports (PBIS) Academy	All RESA 1 Counties	Attended WVDE PBIS Academy at Glade Springs to become a PBIS Coach for RESA 1 Schools.

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

AREA: Adult Education Management Information System (AEMIS)		
ACTIVITIES	POPULATION SERVED	COMMENTS
Continued development of “Adult Basic Education Management Information System (AEMIS)” 1. General maintenance of error messages 2. Sent PY’15 programming requests to Strictly Business	WV Adult Basic Education (ABE) Instructors / Administrators Statewide	Contract with <i>Strictly Business</i> , to maintain and continue development
Provide Technical Assistance to WVABE Instructors statewide upon request 1. Program Improvement 2. Misc. Calls / E-mails	WV Adult Basic Education (ABE) Instructors / Administrators Statewide	

AREA: Professional Development Provided		
ACTIVITIES	POPULATION SERVED	COMMENTS
Email Training	Fayette Cty ABE	June 16, 2014

AREA: Professional Development Attended		
ACTIVITIES	POPULATION SERVED	COMMENTS
WIA Webinar	WVABE Statewide	June 3, 2014
NRS Pre-conference Webinar	WVABE Statewide	June 3, 2014
WVABE Teacher Academy	WVABE Statewide	Glade Springs June 10-11, 2014
CTE/ABE TIS Cohort Meeting	WVABE Statewide	Raleigh Cty Convention Center June 24, 2014
TIS Regional Meeting	WVABE Statewide	RESA 1 June 18, 2014

AREA: Misc.		
ACTIVITIES	POPULATION SERVED	COMMENTS
Data Quality Audie	Mercer County	June 30, 2014

RESA-I STATUS REPORT	
PROGRAM:	Curriculum Specialist
DATE:	6/30/14
STAFF:	Sue Lee
FUNDING SOURCE:	State and Federal

AREA: Focus Schools		
DATE	POPULATION SERVED	COMMENTS
June 5	All Focus Schools	Finalizing 2013-2014 school year
June 6	All Focus Schools	Finalizing 2013-2014 school year
June 9	All Focus Schools	Finalizing 2013-2014 school year
June 10	All Focus Schools	Finalizing 2013-2014 school year
June 11	All Focus Schools	Finalizing 2013-2014 school year
June 12	All Focus Schools	Finalizing 2013-2014 school year
June 13	All Focus Schools	Finalizing 2013-2014 school year
June 16	All Focus Schools	Preparing for 2014-2015 school year
June 17	All Focus Schools	Preparing for 2014-2015 school year
June 18	All Focus Schools	Preparing for 2014-2015 school year
June 23	All Focus Schools	Office and Travel to PBIS Workshop
June 24	All Focus Schools	PBIS Workshop
June 25	All Focus Schools	PBIS Workshop
June 26	All Focus Schools	PBIS Workshop
June 27	All Focus Schools	Preparing for 2014-2015 school year
June 30	All Focus Schools	Preparing for 2014-2015 school year

RESA-I STATUS REPORT	
PROGRAM:	Technology Services
DATE:	June 2014
STAFF:	Shane Radford
FUNDING SOURCE:	State and Local

AREA: Repair and Installation Services - Individual technician reports for 18 field technicians		
ACTIVITIES	POPULATION SERVED	COMMENTS
Kevin Anglin	McDowell County	At Southside Intermediate I hung a Smart projector and also at Riverview High School I performed the same install. At Kimball Elem. I performed work orders and cleaned 1 laptop of spyware. At the CTC I helped load E-cycle. At Kimball Elem. I delivered a laptop to a teacher. At Fallriver Elem. I troubleshot a printer in Room 208. At Riverview High School I troubleshot Drop box for the counselor and installed a Smart board module, repaired a printer, installed additional RAM in the Spanish PC's. At Kimball Elem. I installed a monitor in the lab and at Anawalt Elem. I delivered and installed a server in the rack.
Jeremy Ball	Summers County	The month of June 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 windows update, software updates and access controls settings. I have also been performing regular maintenance on equipment and servers. At Summers Middle Schools, I responded to work orders that include windows update, software updates and access controls settings. I have also been performing regular maintenance on equipment and servers. Hinton Area Elementary School, I responded to work orders that include windows update, software updates and access controls settings. I have also been performing regular maintenance on equipment and server. At Jumping Branch Elementary, I responded to work orders that include windows update, software updates and access controls settings. I have also been performing regular maintenance on equipment and server. At Talcott Elementary School, I responded to work orders that include windows update, software updates and access controls settings. I have also been performing

		regular maintenance on equipment and server. At Summers County Board Office, I have worked on day to day issues for the users; imaging computers and sorting thru equipment. The big project this month has been updating email account to Office 365. I have also been performing regular maintenance on equipment and server. I have also worked at Summers County Bus Garage with the mechanics on making sure the cameras are working on the buses.
Ryan Blankenship	McDowell County	During the month of June we have spent several days collecting our new servers from the schools. We are now installing operating systems on our servers so we can get them physically installed and build our new county wide domain.
Daniel Cook	Raleigh County	During the past month I have assisted with troubleshooting during WESTEST 2 Online Assessment at all schools in my region. Additionally, performed year end maintenance on nearly two thousand iPads. This included inventory, reconciliation of inventory and database and performing a factory reset of all devices from Pre-K through 12th grade at all four schools in my region. Cleared remaining work orders from the school year and preparing to being summer projects for Raleigh County Schools.
Vince Estepp	McDowell County	While school is out for the summer, we are working on replacing all servers in the schools and updating to MS Server 2008 as a precursor to having the one primary server for all of McDowell county.
William Meador	Raleigh County	For the month of June I have continued to perform daily service while school was in session and since the end of school I have inventoried and performed end of year service on over a 1000 iPads.
Walter Newcomb	McDowell County	This month has seen the end of our 2013-14 school year as well as our preparation for the McDowell County summer school program. Which is currently in session until the end of June. Work accomplished this month has been more on the delivery and retrieval side of things. We have traveled the county procuring all old technology and E-Waste that is to be recycled, as well as, assisting the remaining School Staff in their end of year check-out procedures.
Lucy Pack	Mercer County	I have been working on an inventory list of the high schools to see what we can

		upgrade to Windows 8.1 and what we will have to either replace or use with Virtual software. I have also been working on the work orders in the data base.
Joshua Prudich	Mercer County	This month I have been replacing model 35 projector's with a NEC projector and mount. Also replaced a few 55's from our county wide replacement with Pomeroy.
Justin Prudich	Mercer County	This month I have been helping Josh replace the model 35 projectors in the county. I have also continued my duties with the iPads and generally computer maintenance. While Joel is away I have also been placed in charge of checking the badge system.
Aaron Reed	Mercer County	This month I have been focusing on two projects. First, we are planning to roll out Windows 8.1 to county computers, and I have been setting up Windows Deployment Services to increase the speed and efficiency of the rollout. Second, Mercer County has purchased the Veeam Backup and Recovery application, and I have been working with the program to backup all county servers running VMware ESXi to centralized storage at the Board of Education.
Anthony Sever	Raleigh County	This month has mostly been focused on reconciliation of iPads and the related data into the database. Also there are some school alarm issues being dealt with as well.
Burl Smith	Monroe County	The Monthly report for the current reporting period identified multiple challenges and many opportunities to serve the Monroe County School system. Injection of new technology into the system and retirement of end of life assets took up the majority of the reporting period allotted time. Monroe County BOE is planning a transition to a Microsoft Virtual Server operational platform during the summer making cleanup of all other facility based assets mission critical. With Windows XP no longer supported (April 8, 2014), the incidence of virus manifestations was recorded, evaluated, and eradicated at a noticeably increased rate. Reporting of state email account closure also increased and required immediate action to reduce educator access downtime. These actions have impact across the entire school

		system. Careful monitoring, root cause analysis, and measurable solution metrics become valuable tools in continuous process improvement and quality technical service delivery.
Daniel Via	Raleigh County	For the period between 15 May and 15 June 2014 I was able to collect, erase and check in nearly 1,200 student I-Pads for 4 elementary and one middle school. This included alphabetizing and locking them away in storage. During this period I also ensured that any WESTEST sessions, such as make-ups, went on without any technology issues.
John Watson	Mercer County	I have been documenting and familiarizing myself with the network infrastructure in my newly assigned county. Planning for a mass deployment of Windows 8.1 in July has been a challenging task. Research into Enterprise Mode for Internet Explorer 11 and setting up test implementations show promise for a larger audience than just this county, and I will post details to OZ. Prepping new laptops and some router upgrades have rounded out the month.
Tyler Webb	Raleigh County	The last part of May and the first half of June I have been completing iPad inventory for the following schools: Marsh Fork Elem, Clear Fork Elem, Lester Elem, Trap Hill Middle, Liberty High. After the inventory was complete I reset and unsupervised each device to have it ready for the new management system for the upcoming school year. Aside from the iPad project my duties have been to complete work orders as they are submitted. Some upcoming projects that I will be working on will be to image and install new POS Workstations to replace the lunch netbooks at the above schools. We will also be working to reorganize the network racks at each school since most desktop drops are no longer being used. During the second week on July, Carnegie Learning will be releasing a patch for the math program and will need to be installed on all mobile and desktop math labs in the county. This assignment will probably consume my time for that whole week.
Joel Weiss	Mercer County	I have been assisting with any technical problems during the West Test at Princeton Middle School and Lashmeet/Matoaka School. I changed

		two of the main switches at PikeView High School. I have downgraded multiple administrative computers to Internet Explorer 10 to keep them compatible with WVEIS WOW. I took a detailed inventory of all machines at Princeton Middle School in preparation for upgrades over the summer break.
James Wilson	Raleigh County	Summer project work has started up in Raleigh county. We have been given a list of items to start on for the projects and get our sites coordinated. I have started into imaging of my elementary schools. Almost all of the elementary level labs are still running Windows XP. This will take up my work schedule for most of this month.

AREA: Training		
ACTIVITIES	POPULATION SERVED	COMMENTS
Technician training	RESA 1 service area	Discussed Smart Board certification with a SMART representative.
Technician training	RESA 1 service area	Notified technicians of Office 365 training opportunities.
Server training	RESA 1 service area	McDowell County offering online Server 2008 training. Made arrangements for attending technicians

AREA: Infrastructure support		
ACTIVITIES	POPULATION SERVED	COMMENTS
Switch configuration	Summers County	Assisted with replacement of antiquated network switches.
Twinax Controller replacement	RESA 1 service area	Replaced twinax controller running STUN protocol at the RESA 1 office with a twinax over IP device. Replacement of this device will enable RESA to continue providing grade card printing and other print services.
Twinax Controller replacement recommendation	Summers and Mercer Counties	Made recommendations on a device to replace unsupported twinax controllers.

AREA: Personnel		
ACTIVITIES	POPULATION SERVED	COMMENTS
Position postings	Raleigh County	Applications were accepted and screened. Candidates to be contacted in the very near future.
Training	RESA 1 service area	Office 365 Trainings attended at RESA 1

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 viewing and invoicing were made this month.

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

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 – Continue coordinating/delivering <i>Bring Your A Game</i> classes for upcoming parolees at FPC Alderson, and FCIs Beckley and Welch. • 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. • Brake Supply Company, Inc., Beaver, WV – Continuing follow-up training with entire plant staff; continuing follow-up supervisor survival and leadership training with supervisors • 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; delivering training as approved and appropriate. • Region 1 Workforce Investment Board/Workforce Center staff – Delivering professional development training for Region 1 Workforce WV Career Center staff on Friday, July 18, 2014. • Greenbrier Co BOE – Facilitating professional development training for Greenbrier Co BOE on Tues, Aug 5. • Pendleton Co BOE – Facilitating professional development training for Pendleton Co BOE on Tues, Aug 19 at Pendleton Co High School. • RESA 1 – Coordinating professional development training for Wed, July 30 and Wed, Aug 6. • Experience Works “Participate Assistant” – Continuing training opportunities for individuals enrolled in Experience Works Participate Assistant program. • Mercer County Workforce WV Career Center Partner Meeting – Attend monthly Career Center Partner Meetings. • ABE Teacher’s Academy at Glade Springs Resort – Facilitated training on Tues, June 10th at the Annul ABE Teacher’s Academy. • Pocahontas Co/Snowshoe Career Center Partner Meeting – Attend Pocahontas County/Snowshoe Career Center Partner Meetings/Continue coordinating training for Pocahontas Co area to be delivered 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"> • Pocahontas County Memorial Hospital – Coordinating training with Ms. Lay to deliver <i>Bring Your A Game</i> to Work curriculum. • K.I.S.R.A. “Getting the Job You Really Want” classes – Attending KISRA training classes in Princeton. • 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. The new NRCTC director will be announced and begin on July 1, 2014. • New River Community and Technical College (NRCTC), Beckley, WV – Continuing training initiatives in collaboration with NRCTC. • The Greenbrier, White Sulphur Springs, WV – Continue coordination of pre-employment training for The Greenbrier. • Snowshoe Career Center – Continuing basic computer classes and <i>Bring Your A Game</i> workshops at the Snowshoe Career Center. • AEMIS – Continue AEMIS data-entry for Workplace Education Program participants. • Invoicing – Initiate invoicing for business and industry for services rendered. 		
--	--	--

RESA-I STATUS REPORT	
PROGRAM:	SPOKES – Career Development Consultant (CDC) for Greenbrier, Monroe and Pocahontas (25%)
DATE:	June 2014
STAFF:	Tina White
FUNDING SOURCE:	State & Federal

AREA: Collaboration, Education and Awareness		
ACTIVITIES	POPULATION SERVED	COMMENTS
<ul style="list-style-type: none"> Working with Beverly Ballengee, DHHR Caseworker Supervisor on date/time to facilitate workshop for unit workers on job search strategies. 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 Aimee Coots, regarding status of SPOKES students in Pocahontas and Monroe Counties. Continue regular meetings/visits to the Greenbrier, Monroe and Pocahontas Co SPOKES class to follow-up with current students, conduct orientation and develop self-sufficiency plans. 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 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, appropriate DHHR caseworker and SPOKES instructor each month. Continue to copy Shawn Cook on correspondence, along with DHHR representatives. 	<p>Greenbrier Co SPOKES</p> <p>Greenbrier Co SPOKES</p> <p>Monroe and Pocahontas Co SPOKES</p> <p>Business and industry throughout Greenbrier, Monroe and Pocahontas Co</p>	<p>Monroe and Pocahontas Co SPOKES resumed March 3, 2014 and will conclude for short hiatus on June 30, 2014 (classes will resume again September 2014).</p>