

RESA-I STATUS REPORT	
PROGRAM:	Adolescent Health Initiative
DATE:	
STAFF:	Selina Vickers, Adolescent Health Initiative Coordinator
FUNDING SOURCE:	State and Federal

AREA: Bullying Prevention		
ACTIVITIES	POPULATION SERVED	COMMENTS
Abuse and Neglect Training	Raleigh County	Trained 141 Raleigh County Aides in recognizing abuse and neglect and how to report abuse and neglect.
Planning for Green Dot	McDowell Co	Met with counselor at Sandy Bend Middle School. Planned for Green Dot staff training this Spring.

AREA: Health and Nutrition		
ACTIVITIES	POPULATION SERVED	COMMENTS
Nutrition and Well Visits Training	Raleigh	Nutrition and well visit training for 12 adults.

AREA:		
ACTIVITIES	POPULATION SERVED	COMMENTS

AREA:		
ACTIVITIES	POPULATION SERVED	COMMENTS

AREA:		
ACTIVITIES	POPULATION SERVED	COMMENTS

RESA-I STATUS REPORT	
PROGRAM:	Adult Basic Education Technology Coordination West Virginia
DATE:	
STAFF:	Louise Miller, Technology Coordinator
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> <ol style="list-style-type: none"> 1. General maintenance of error messages 2. Updates to AEMIS2 <ol style="list-style-type: none"> a. Webinar Overview of AEMIS2 Updates January 22, 2016 	WV Adult Education (WVAdultEd) Instructors / Administrators Statewide	Contract with <i>Strictly Business</i> , to maintain and continue development
<p>Provide Technical Assistance to WVAdultEd Instructors statewide upon request</p> <ol style="list-style-type: none"> 1. Program Improvement 2. Misc. Calls / E-mails 3. Reset Passwords 4. Activate User Profiles 5. Create / Update Classes 	WV Adult Education (WVAdultEd) Instructors / Administrators Statewide	

AREA: Professional Development Provided		
ACTIVITIES	POPULATION SERVED	COMMENTS
AEMIS4U - Online Registration & Weeks 1-3	WVAdultEd Statewide	January, 2016

AREA: Professional Development Attended		
ACTIVITIES	POPULATION SERVED	COMMENTS
WVAdultEd Teacher Academy Planning	WVAdultEd Statewide	January 7 & 21, 2016
WIOA State Plan Mtg	WVAdultEd Statewide	January 4, 2016
FETC	WVAdultEd Statewide	January 11-16, 2016
WIOA National Convening Mtg	WVAdultEd Statewide	January 25-28, 2016
		January 22, 2016

WVAdultEd Technology Institute Planning		
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AREA: Misc		
ACTIVITIES	POPULATION SERVED	COMMENTS
Kanawha OnSite Visit	Kanawha WVAdultEd	January 8, 2016

RESA-I STATUS REPORT	
PROGRAM:	Adult Education & Spokes
DATE:	January 31, 2015
STAFF:	Shawn Cook, Director, Nancy Shannon, Secretary Teachers - Peter Minogue, Sandra Adkins, Denise Ballard, Carmella Browning, Jared Cantrell, Vanessa Clay, Tammy Judy, Helena Ellis, Teresa Godwin, Melanie Hayslette, Tammy Judy, Julia Williams Susan Leggett, Sheila Radford, Tiffanie Bishop, Joy Walker, Tina White
FUNDING SOURCE:	State and Federal

AREA: Adult Education Coordination and Administration		
ACTIVITIES	POPULATION SERVED	COMMENTS
Completed teacher observations for 5310	All	
WIOA Partner Workgroups 2/13/15	All	
Academy Planning Workgroup 21	All	
Interviewed two persons for substitute instructor	All	
Met with Greenbrier Birthing Center for possible programming	Incarcerated mothers	
Arranged math in service for AdultEd teachers 19	Raleigh	

AREA: Program Visits & Work with Programs		
ACTIVITIES	POPULATION SERVED	COMMENTS Visits YTD
	Anthony Correctional Center	1
	Braxton ABE	7
Teacher In-service	Denmar OIEP	1
	Fayette ABE	2
	Fayette Spokes	1
	Greenbrier ABE	2
	Greenbrier Spokes	
	McDowell ABE	1
Provided IPAD lab to Bluefield Program 13	Mercer ABE	2
Program visit/ Core Partner meeting 7	Monroe ABE	9
Core partner meeting 28		
	MOCC OIEP	2
	Nicholas FRF	5
	Nicholas Spokes	
Program close out 8	Pocahontas ABE/Spokes	4
In-service with Teacher 29		
	Raleigh ABE	3
	SCC-CCS	2
Core Partner Workgroup	Summers Lamp/Spokes	4
	Webster ABE/ Spokes	7

Review policy changes with Wyoming AdultEd Spokes & DHHR 4/ Observed MOC program 13	Wyoming ABE/Spokes	8
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AREA: Spokes Programs		
ACTIVITIES	POPULATION SERVED	COMMENTS
Braxton: Adkins/Bishop/Walker <ul style="list-style-type: none"> •1 SPOKES student employed •Attended WIOA Partner Workshop in Beckley •Assisted with training of Mercer County Secretaries at CE Day •Attended QUEST meeting to plan Teacher Academy 2016 •Attended NEED Energy Workshop for teaching science with hands on activities 		
Fayette: Shelia Radford & Tiffanie Bishop <ul style="list-style-type: none"> • 2 – Employed •2 – Started college classes •2 – Customer Service, Level 1 • 1 – GCF Certificates • 1 – MOS Certifications •3 – FEMA Certifications •2 – WV Welcome Certifications •2 – FDIC Money Smart Certifications • Attended WIOA partnership meeting on Jan 15 		
Greenbrier: Teresa Godwin & Tina White <ul style="list-style-type: none"> •Two Customer Service Certificates Pt.1 •16 FEMA certificates •3 West Virginia Welcome certificates •3 TABE for Work Force •Attended WIOA partner meeting in Beckley •Met with Sarah Hawkins before and after WIOA session •4 WVU Family Nutrition classes •Met with Tammy Judy for a Smart Board session •Met with Ruth Patterson-White, WV Veterans Affair Specialist to accommodate one student who is a US Navy veteran 		
McDowell: Cantrell & Walker <ul style="list-style-type: none"> •Annette Tiller with Unicare spoke with students about their various healthcare options and what Unicare specifically offered. •1 Student passed TASC Exam (HSE) •10 FEMA Certificates •1 Student entered post-secondary education •2 students passed CNA state board exams •Attended WIOA Meeting •2 GCF Learn Certificates 		
Monroe: Judy & White <ul style="list-style-type: none"> •1 student passed TASC test •Career Exploration training with Joy Walker and Julia Williams •Financial Aid training with Patricia Harmon •Pre Service Follow Up with Shalom Tazewell 		

<ul style="list-style-type: none"> •Met with Teresa Godwin for a Smart Board Session •Attended WIOA Partner Workshop in Beckley 1/15 •Met with WIOA Partners at Lewisburg Library 1/28 	
<p>Nicholas: Leggett & Bishop</p> <ul style="list-style-type: none"> • 2 Customer Service certified • 2 WV Welcome Certified • 5 Students referred to Division of Rehab. • 3 FEMA Certifications • 4 returned to college (NRCTC, Bridge Valley, UC, Glenville) • Presentation 1/27 by Jade Hoover Div. of Rehab 11 students • Presentation 1/28 by Lauren Weatherford from WVU 4 students • Attended WIOA Partner Workshop in Beckley 1/15 	
<p>Pocahontas: Williams & White</p> <ul style="list-style-type: none"> • 2 students earned WV Welcome Certification • 1 student started work • Attended WIOA Meeting • 5 students participated and earned CPR/First Aid Certification • UniCare representative visited class and discussed what's available to students • Legal Aid representatives met with class • 3 students met with Jon Vuolo the Adult Ed. Navigator to discuss College Enrollment 	
<p>Raleigh: Ellis & Bishop</p>	
<ul style="list-style-type: none"> •Instructor and CDC attended WIOA Partnership Meeting Jan 15th •WV Extention Service-Terrill Peck-Presented-Love Languages •5 students received a week's long math tutoring from Jared Bailey •EOE, Tammy Toney- Edu Outreach Counselor •2 students passed 4 parts of TASC-retesting last test in February •1 former SPOKES student volunteer in classroom for 3 weeks •Note: due to inclement weather, 3 speaker events were cancelled •1 student obtained employment 	
<p>Webster: Melanie Hayslette</p> <ul style="list-style-type: none"> • 2 WV Welcome Certificates • 4 FEMA Certificates • 1 Customer Service Part 1 • 2 Everfi Certificates • Attended WIOA Partnership Meeting Jan 15th • 1 student obtained employment • 5 TRA 	
<p>Wyoming: Ballard & Walker</p> <ul style="list-style-type: none"> •1 Customer Service 1 •1 Customer Service 2 • 1 GCF Access 2013 • 1 GCF Word 2010 • 1 GCF Word 2013 • 1 GCF Excel 2013 • 1 GCF Excel Formulas 2013 • 1 Career Awareness activity 	

<ul style="list-style-type: none"> • 1 WV Welcome • 1 IC3 Certification • 1 Microsoft Office Specialist - (Word and Excel) • 1 FEMA – Active Shooter • 3 LPN continuing education credits • 3 CPR/ First Aid • Speakers/WVU Extension: • Stephanie Lusk - Interviewing • Loren Wells – 5 Love Languages • Speaker Annetta Tiller - Unicare • Instructor attended WIOA Partner Workshop 	
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Career Development Consultant Reporting Form

Name: Joy Walker

Date: January 31, 2015

	Student	YTD	
Activity	# Participating	# Participating	Comments
Resumes Updated	10	50	
Student Credentials			
• CPR/First Aid	23	51	
• Food Handlers		12	
• Other			
Career Exploration Activity	12	67	
Students Obtaining Employment	3	11	
Job Fairs		61	
Guest Speakers	9	26	
Resource Fair		1	
Facilitated Monthly Programs			
• New Parents – Wyoming Co.	3	22	
• Other			
Follow-up			
Job Shadow-CDC Training	2	6	
Trainings Attended	1	1	WIOA Training
DHHR Meetings	2	16	
Substitute Days		6	
Employer Contacts	4	37	

Name: Tiffanie Bishop

Date: January 31, 2016

Activity	Student		
	# Participating	YTD	Comments
Resumes Prepared	20	78	
Student Credentials			
<ul style="list-style-type: none"> • CPR/First Aid 		10	
<ul style="list-style-type: none"> • Food Handlers 			
<ul style="list-style-type: none"> • Other 			
Career Exploration			
<ul style="list-style-type: none"> • WV Strategic Compass 	15	75	
<ul style="list-style-type: none"> • CFWV 		9	
<ul style="list-style-type: none"> • Other 		1	
Students Obtaining Employment	4	34	
Students Withdrawn	7	25	
Job Fairs			
Guest Speakers	6	28	
Students entered postsecondary	6	9	
CDC			
Established Monthly Programs			
<ul style="list-style-type: none"> • New Parents – 			
<ul style="list-style-type: none"> • Other 			
Modules/Workshops taught	8	29	
Additional Portfolio	13	45	
Trainings Attended	1	4	
DHHR Meetings	1	14	
Substitute Days	2	17	
Employer Contacts	3	18	

More SPOKES News & Notes



Braxton Instructor Sandra Adkins attended a NEED Energy Workshop at RESA 1 on January 29th. Even with a little snow on the ground it was a great workshop that presented a curriculum that is available for all K12 levels and is FREE. However, these activities could easily be used in an adult learning classroom to understand and explain concepts. Curriculum is found at need.org under resources. It is downloadable and reproducible.

Fayette participated workshop. covered math and household students the games at home with their children.



SPOKES students in a math games. The games different levels of used common items so that could easily play



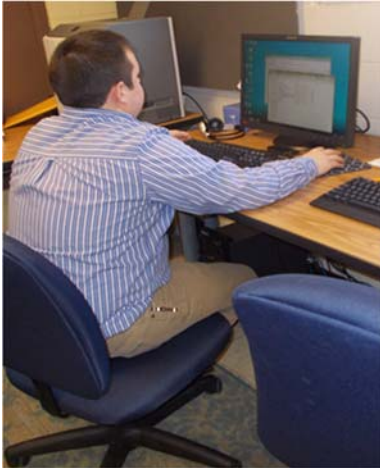
TASC Math Preparation-Old Man Weather, snow, and ice-covered roads played havoc in January, creating two-hour delay situations and lower class attendance, but those conditions did not stop a group of students from learning math skills to prepare them to take the high school equivalency exam in mid-February. Jared Bailey, one of our own SPOKES substitute instructors, helps Ashley and Kathy master the scientific calculator. Three other students who were involved in this week-long math tutoring marathon are not pictured.

Wyoming County



CPR/First Aid Class - Instructor Jeff Greene

Annetta Tiller presenting Medicaid benefits, perks and opportunities through the UniCare program



Michael Meador - RESA 1 IT Systems Technician - Updating TASC for testing center

Adult Education students preparing to take the TASC Test - Examiner Raymond Rose





Stephanie Lusk, WVU Extension Agent, presents to Wyoming County New Parents Class on Interviewing



CDC Joy Walker assists student Letha in navigating West Virginia Strategic Compass.

Student Amanda Slusher, Wyoming County SPOKES, displays her IC3 Certification and has passed her Microsoft Office Specialist Certification. She has an interview for a receptionist position with Cook's Excavating in Rock View. She also has interviewed with Family Dollar in Oceana for an Assistant Manager position



WIOA Partnership Meeting, January 15, 2016

"It is the purpose of this Action Plan to establish a cooperative and mutually beneficial relationship among its partners in order to provide our customers/clients opportunities to obtain training, achieve postsecondary credentials, and develop lifelong learning goals and workforce skills."



Top four photos: Teams group together by county to work on their activity plans

Bottom left: Angie Henson, Executive Director - Region 1 Workforce Development Board discusses WIOA and the importance of agencies working together

Bottom right: Shawn Cook and Tina White discuss specifics of the Partnership Workshop



Michael Elkins researches job sites, he is diligently seeking employment
Update: Michael has obtained employment with Asplundh Tree Service!



Students participate in CPR/1st Aid, Matt Stalnaker instructing



Shalom Tazewell, AdultEd Coordinator meets with Monroe County SPOKES Instructor Tammy Judy and Pocahontas County SPOKES Instructor Julia Williams



Patricia Harmon, New River Community and Technical College, speaks with Monroe County SPOKES students about completing the FAFSA and the importance of continuing their education



Joy Walker discusses the process of using West Virginia Strategic Compass Career and Education Exploration activity as a tool for researching options for their life after HSE or High School graduation to Monroe SPOKES students

RESA-I STATUS REPORT	
PROGRAM:	Assessment
DATE:	
STAFF:	Samuel Smith, Assessment Specialist
FUNDING SOURCE:	TANF

AREA: 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 counties in timely, efficient manner.	DHHR Clients, WV Works Dept., SPOKES students	
Administered Emotional Health Inventory and Learning Needs Screening.	DHHR Clients, WV Works Dept., SPOKES students	
Administered WorkKeys Assessments	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:	Curriculum Specialist
DATE:	
STAFF:	Cynthia Sue Lee, Curriculum Specialist
FUNDING SOURCE:	State and Federal

AREA: Education and Awareness		
ACTIVITIES	POPULATION SERVED	COMMENTS
Assisted with IPI Training	All Schools	Assisted Greg Bartlett, RESA 1 Special Education Director, in providing the training for IPI. The participants traveled to Park Middle School to get first-hand experience in the IPI model. A test was given to participants at the end of the training.
Attended The WVASA Conference	All Schools	Attended the WVASA Conference. The conference covered a briefing from the FBI, Legal Issues, The Reauthorization of ESEA, etc.

AREA: Professional Learning		
ACTIVITIES	POPULATION SERVED	COMMENTS
Provided training at Crab Orchard Elementary School	Staff at Crab Orchard Elementary School	Provided a half-day training on Math Centers
Provided training at Lester Elementary School	Staff at Lester Elementary School	Provided a training on Active Student Engagement

AREA: Improving Professional Practice		
ACTIVITIES	POPULATION SERVED	COMMENTS
Worked on developing a grant	All Schools	Worked on a grant to provide for the collaboration of all RESA's in an effort to better support all schools in West Virginia. Also, participated in the presentation of the grant at the State Board of Education.
Early Literacy Training	All Schools	I was in a training provided by the State Board of Education on the Early Literacy program.

AREA: School Support		
ACTIVITIES	POPULATION SERVED	COMMENTS
Worked in all Focus Schools as assigned to support in furthering the education of the teachers and students	Bluefield Intermediate School, Pineville Middle School, Mountain View Elem/Middle Schools	Model teaching, meeting with teachers, observing in classrooms, providing professional learning opportunities, brainstorming with teachers, and assist in expanding teacher's instructional strategies

RESA-I STATUS REPORT	
PROGRAM:	Graduation Specialist
DATE:	January 2016
STAFF:	Teresa Epperley, Graduation Specialist
FUNDING SOURCE:	State and Federal

AREA: Education and Awareness		
ACTIVITIES	POPULATION SERVED	COMMENTS
This month I participated in the following trainings/workshops:		
IPI Training	School level leaders and RESA staff	Greg Bartlett, RESA 1 Special Education Director, presented the training for IPI. The participants traveled to Park Middle School to get first-hand experience in the IPI model. A test was given to participants at the end of the training.
Audio Conference: Truancy and Students with Disabilities	District and school level staff	LRP provided the audio conference which was very informative. It gave real-world examples of legal cases, with the details that led to it being brought to a court and what the outcome was.
Audio Conference: Legal Ramifications of involving the law in students with disabilities	District and school level personnel, and SRO	Another audio conference by LRP, this one was very well done and full of good and useful information. Many of our school's resource officers were here, and it was good for them to hear about how they should react/respond in certain instances. Following the audio, the participants remained for about an hour in discussion with some of the issues we had just heard.

AREA: Team Building and Collaboration		
ACTIVITIES	POPULATION SERVED	COMMENTS
This month I traveled to the following schools regarding the Graduation 2020 initiative: River View High School in McDowell County, Wyoming East High School and Westside High School in Wyoming County	Leadership teams, some graduation coaches, and ultimately, At-risk students in each school	River View High School wants to have some training for their leadership team members on communication and on formative assessment/data-driven instruction. We scheduled that training in March. At the schools in Wyoming County, they have already identified their at-risk population and have had their

		counselors working independently with these students. They will begin working on their action plan.
Graduation Coaches	Schools and at-risk students	Graduation coaches have now been placed in the following schools: Raleigh County – Woodrow Wilson High School, Shady Spring High School, Independence High School, and Liberty High School. In Summers County at Summers County High; and in McDowell County at River View High. Mercer County high schools were approved this month for a graduation coach at each high school. The only placement so far has been in Montcalm High School.

AREA: Improving Professional Practice		
ACTIVITIES	POPULATION SERVED	COMMENTS
Graduation Coach Trainings	Retired exemplary educators who will be working with at-risk students identified in the high schools	Our January training/meeting for coaches had to be rescheduled twice due to weather. We finally met on January 29 th and I introduced the Check and Connect concept to the coaches. They also remained following their meeting for the audio conference.
Planning for follow-up trainings for WWHS faculty who attended the training held in November	Faculty at WWHS	Emails were re-sent to each teacher at WWHS who attended the November trainings so that we can follow-up with them for the implementation phase of the training. I will begin in February scheduling the observations in each of the classes to assist teachers with the concepts learned at the training.

RESA-I STATUS REPORT	
PROGRAM:	MEDICAID
DATE:	January 31, 2016
STAFF:	Jamie Bailey, Medicaid Specialist
FUNDING SOURCE:	State and Local

AREA: MEDICAID BILLING		
ACTIVITIES	POPULATION SERVED	COMMENTS
Billed Medicaid	Mercer	18,289.58
	Monroe	6,050.06
	Raleigh	755.83
	Summers	2,419.72

AREA: Medicaid		
ACTIVITIES	POPULATION SERVED	COMMENTS
Technical Assistance	McDowell	Assisted with provider enrollment/revalidation
	Mercer	Assisted with provider enrollment/revalidation, and billing questions. Transmitted billing files and ran remittances.
	Monroe	Assisted with revalidation and billing errors. Transmitted billing files and ran remittances
	Raleigh	Assisted with provider enrollment/revalidation, and billing questions. Transmitted billing files and ran remittances
	Summers	Assisted with revalidation. Transmitted billing files and ran remittances
	Wyoming	Assisted with revalidation and questions concerning RMTS. Transmitted billing files and ran remittances

AREA: Special Education		
ACTIVITIES	POPULATION SERVED	COMMENTS
Technical Assistance		Inputted Professional Development data, mailed letters.

AREA: Meetings/ Training		
ACTIVITIES	POPULATION SERVED	COMMENTS
	All Counties	Molina Training Webinar
		Met with Shelly Prince, Raleigh County at RESA-1

RESA-I STATUS REPORT	
PROGRAM:	Public Service Training
DATE:	
STAFF:	Billie Trump, Coordinator / Robbie Bailey, Training Specialist / Sandy McClung, Regional Wellness Specialist
FUNDING SOURCE:	State

AREA: CPR Classes		
ACTIVITIES	POPULATION SERVED	COMMENTS
CPR	Mercer County	Class at Pikeview High School
CPR	Raleigh County	Class at Trap Hill Middle School
CPR	Pocahontas County	Bartow/Frankfort/Durbin VFD
CPR	Wyoming County	Pineville SPOKES
CPR	Raleigh County	Raleigh BOE Transportation
CPR	McDowell County	Welch Workforce
CPR	Braxton County	Weyerhauser
CPR	Braxton County	Weyerhauser
CPR	Summers County	Summers County SPOKES
CPR	Summers County	Summers County BOE
CPR Instructor	Raleigh County	Raleigh County BOE
CPR	Webster County	Hillsborough VFD

AREA: First Aid Classes		
ACTIVITIES	POPULATION SERVED	COMMENTS
First Aid	Mercer County	Pikeview High School
First Aid	Raleigh County	Trap Hill Middle School
First Aid	Pocahontas County	Bartow/Frankfort/Durbin VFD
First Aid	Wyoming County	Pineville SPOKES
First Aid	Raleigh County	Raleigh BOE Transportation
First Aid	McDowell County	Welch Workforce
First Aid	Braxton County	Weyerhauser
First Aid	Braxton County	Weyerhauser
First Aid	Summers County	Summers County SPOKES
First Aid	Webster County	Hillsboro VFD

AREA: Fire Classes Started		
ACTIVITIES	POPULATION SERVED	COMMENTS
Rescue Core	Raleigh County	Trap Hill VFD
Firefighter 2	Mercer County	Princeton FD
Firefighter 1	Webster County	Hillsboro VFD
HazMat Operations	Webster County	Hillsboro VFD
Firefighter 2	McDowell County	War VFD
Incident Safety Officer	McDowell County	McDowell 911

AREA: EMS		
ACTIVITIES	POPULATION SERVED	COMMENTS
MCI 1	Mercer County	Bluefield Rescue Squad
MCI 2	Mercer County	Bluefield Rescue Squad

AREA: Classes Tested		
ACTIVITIES	POPULATION SERVED	COMMENTS

AREA: Meetings		
ACTIVITIES	POPULATION SERVED	COMMENTS
PST Coordinators Meeting	State	Flatwoods Conference Center
Instructor In-Service	RESA 1-4	Flatwoods Conference Center
Curriculum and Test Validation	State	Flatwoods Conference Center

RESA-I STATUS REPORT	
PROGRAM:	Regional School Wellness
DATE:	January 1-31, 2016
STAFF:	Sandy Mcclung, Specialist
FUNDING SOURCE:	State - WVDE

AREA: Substance Abuse		
ACTIVITIES	POPULATION SERVED	COMMENTS
Picked up supplies from Community Connections /To Good for Drugs & Keep a Clear Mind	All RESA Counties	Curriculum for grade appropriate students available for counselors & teachers

AREA: CPr		
ACTIVITIES	POPULATION SERVED	COMMENTS
CPR Instructor Training for Summers County School Nurses	Summers County	Provided training for nurses as CPR Instructors to provide training to their schools 1/6/16
CPR Instructor Training for Raleigh County School Nurses	Raleigh County	Provided training for nurses as CPR instructors to provide training to their schools 1/13/16

AREA: Bullying		
ACTIVITIES	POPULATION SERVED	COMMENTS
Meeting with Perry Blankenship , Sandy River Middle & Selina Vickers Adolescent Health S concerning GREEN DOT	Sandy River Middle School	

AREA: Health		
ACTIVITIES	POPULATION SERVED	COMMENTS
Healthy Lifestyles	Mercer County	Provided Healthy Lifestyles Professional Development to office staff of Mercer County 1/4/16

AREA: Youth Mental Health First Aid		
ACTIVITIES	POPULATION SERVED	COMMENTS
Scheduling of classes for Summers and Wyoming County	Summers County Wyoming County	Class for Summers County 2/4/16 @ SCHS Class for Wyoming County 2/11/16 @ DHHR

RESA-I STATUS REPORT	
PROGRAM:	Regional School Support Specialist
DATE:	January 2016
STAFF:	Amy Semonco, Specialist
FUNDING SOURCE:	State

AREA: Professional Learning/Collaboration		
ACTIVITIES	POPULATION SERVED	COMMENTS
Attendance at the WVASA Conference	All RESA 1 Counties	The conference covered a briefing from the FBI, Legal Issues in Education, The Reauthorization of ESSA, and the Campaign for Grade Level Reading, among other topics.
PBIS Coaching Call	PBIS Schools	Collaborated with PBIS Coaches and other RESA participants about PBIS issues and developments.
Grant Development/Presentation	All RESA 1 Counties	Worked on a grant to provide for the collaboration of all RESA's in an effort to better support all schools in West Virginia. Also, participated in the presentation of the grant at the State Board of Education.
Early Literacy Training	All RESA 1 Counties	Participated in Early Literacy training held by WVDE at RESA 1.
RS3 Meeting	All RESA 1 Counties	Participated in webinar for RS3's.

AREA: Professional Learning Opportunities		
ACTIVITIES	POPULATION SERVED	COMMENTS
Differentiated Instruction Training	Mercer County Teachers	Provided training on Differentiated Instruction to teacher in grades 3-5.
Differentiation in the Classroom	Fairdale Elementary	Provided training on Differentiated Instruction to teachers pre k-5.

AREA: School Support		
ACTIVITIES	POPULATION SERVED	COMMENTS
Worked with assigned Focus Schools to improve instructional strategies and skills.	Bluefield Middle, Mullens Middle, and Peterstown Elementary Schools	Modeled teaching, meeting with teachers, observing in classrooms, providing professional learning opportunities, brainstorming with teachers, and assist in expanding teacher's instructional strategies.

RESA-I STATUS REPORT	
PROGRAM:	Special Education
DATE:	January 2016
STAFF:	Robert G. Bartlett, Director
FUNDING SOURCE:	State and Federal

AREA: Education and Awareness		
ACTIVITIES	POPULATION SERVED	COMMENTS
CPI- Key Point Refresher	Mercer County Staff	Conducted a CPI- Key Point Refresher to fulfill yearly certification requirements of Policy 4373. 21 Participants
Proper Lifting Techniques and Autism Strategies	McDowell County Staff	Conducted trainings on Proper Lifting Techniques and Autism Strategies for McDowell County Staff. 25 Participants
Sensitivity/Anti-Discrimination Training	Raleigh County Staff	Conducted Sensitivity/Anti-Discrimination training for Raleigh County Staff. 2 Participants

AREA: Education and Awareness		
ACTIVITIES	POPULATION SERVED	COMMENTS
IPI Level 1 Coder Training	All RESA 1 Counties	Conducted an IPI Level 1 Coder Training for participants from RESA 1 Counties. 10 Participants
CPI- Initial Certification Training	All RESA 1 Counties	Conducted a CPI- Initial Certification training for Concord University Student-Teachers, before placement in RESA 1 schools. 35 Participants

AREA: Leadership and Collaboration		
ACTIVITIES	POPULATION SERVED	COMMENTS
Participated in State Monitoring-Entrance Interview with Mercer County SpEd Staff	Mercer County Schools	Participated in Entrance Interview Process with Mercer County Special Education Staff and WVDE Monitoring Team.
Participated in Raleigh County Early Literacy Campaign	Raleigh County Schools	Supplied Posters and Brochures for Raleigh County's Early Literacy Campaign.
Participated in State Monitoring-Exit Interview with Mercer County SpEd Staff	Mercer County Schools	Participated in Exit Interview Process with Mercer County Special Education Staff and WVDE Monitoring Team

AREA: Leadership and Collaboration		
ACTIVITIES	POPULATION SERVED	COMMENTS
State RESA Special Education Directors Monthly Meeting	All RESA 1 Counties	Discussed: State Autism Initiatives, PBIS, Office of Early Learning update, Spring Collaboratives, RESA/Office of School Effectiveness Collaborative,
WVDE Office of Special Education Monthly Staff Meeting	All RESA 1 Counties	Discussed: Support for Personalized Learning, PBIS, KidStrong, RESA Activities, RESA 1 SAT Tool-Kit, CASE Leadership Conference, Graduation 20/20
Monthly RESA 1 County Special Education Directors Meeting	All RESA 1 Counties	Discussed: CPI Training Needs, Special Education Monitoring, SAT Tool-Kit Update, Assistance from Jim Burrachio?, CTC Training, CASE Leadership Conference, Online IEP Changes/Rollout, WVCEEC Presentations
Student Observation	Summers County Schools	Conducted an Observation and compiled a report to assist in determining the Least Restrictive Environment for a student in Summers County.
RESA 1 School Improvement Collaborative	All RESA 1 Counties	Worked with RESA 1 Team in the development of a plan for presentation to the WVDE/Office of School Improvement to obtain funds for working with our targeted schools.
Truancy and Students with Disabilities- Audio Conference	All RESA 1 Counties	Hosted an Audio-Conference, presented by LRP for RESA 1's Graduation 20/20 partners. 10 Participants
Student Assistance Team Tool-Kit Overview	All RESA 1 Counties	Presented an overview of RESA 1's SAT Tool-Kit initiative during a Literacy Workshop at RESA 1
Medicaid Clarifications	Raleigh County	Met with Raleigh County Special Education Staff to gain clarification/problem-solve issues with Medicaid billing.
WV Association of School Administrators	All RESA 1 Counties	Attended Winter Conference for WVASA to gain insight into current issues in the educational arena. Legislative, County and RESA.

RESA-I STATUS REPORT	
PROGRAM:	SPOKES – Career Development Consultant (CDC) for Greenbrier, Monroe and Pocahontas (25%)
DATE:	January 2016
STAFF:	Tina White, Career Development Counselor
FUNDING SOURCE:	State and Federal

AREA:		
ACTIVITIES	POPULATION SERVED	COMMENTS
<ul style="list-style-type: none"> • Continue regular meetings with DHHR caseworkers at the Greenbrier, Pocahontas and Monroe Co DHHR offices to discuss status of current SPOKES students and those in follow-up. • Continue meetings/visits to the Greenbrier Co SPOKES class to follow-up with current students, conduct orientation and develop self-sufficiency plans with new students. • Forward 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 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, Monroe and Pocahontas Co SPOKES</p> <p>Business and industry throughout Greenbrier, Monroe and Pocahontas Co</p>	

RESA-I STATUS REPORT	
PROGRAM:	Technology Services
DATE:	January 2016
STAFF:	Shane Radford, Coordinator
FUNDING SOURCE:	State and Federal

AREA: Repair and Installation Services - Individual technician reports for 17 field technicians		
ACTIVITIES	POPULATION SERVED	COMMENTS
Kevin Anglin	McDowell County	I have created system images for known models of PC's and laptops for the installation of equipment into the new Jaeger Elem. School. I have also cleaned, cloned, culled and prepped the PC's and laptops for that school over the course of the month.
Jeremy Ball	Summers County	At Summers County High School, I responded to work orders that include imaging of computers; access controls settings, and network issues, and wireless issues. At Summers Middle Schools, I responded to work orders that include software updates, computer imaging, repair; access controls settings. Hinton Area Elementary School, I responded to work orders that include software updates, computer imaging, and repair. At Jumping Branch Elementary, I responded to work orders that include software updates; access controls settings, and wireless issues. At Talcott Elementary School, I responded to work orders that include computer imaging, repair and access controls settings. 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 keeping the one to one computers running, and new software install on them. I also have been working with one to one deployment, for New Year, and filling out requisition and getting

		quotes for equipment. I have also been working with System Center. I have also been working on the inventory control software. We have also been making sure that the new test software is ready on all the test devices.
Ryan Blankenship	McDowell County	I have been very busy trying to get Jaeger Elementary's new school moved into. I have been moving, arranging times for moves, cleaning and counting machines, and finally moving them out to classrooms. Also we are imaging every machine as we go along so all of the machines will have no problems and be completely up to date.
Vince Estep	McDowell County	Trouble shot Tandberg video conferencing equipment for high school. Deliver projector bulbs. Delivered new iPads to high school SysOp for inventory and readiness for the mobile cart they will be assigned. Troubleshoot switch for HVAC at high school. Delivered Smart table top received from warranty to school and installed. Picked up new switches from shipping and delivered to new elementary school for installation. Configure new server for new school and installed and added appropriate roles and services and updates. Deliver access points to new school for 3rd party vendor to install. Deliver all old equipment from storage for new school and staged for future installation. Installed all old equipment in new class rooms. Imaged all old and new equipment and placed on new domain. Staged in class rooms all equipment on hand (PC's, monitors, mice, keyboards, cables, printers).
Kenneth Lester	Monroe County	Multiple labs were imaged including the mobile lab at PMS and an additional batch of second launch workstation. We are finding the attrition rate with the second launch workstation to be somewhat higher than new or refurbished

		workstations. Other items completed were Ethernet jack repairs and wifi issues. The next month will have additional classroom workstation replacements at MVS. One security issue I am working on is finding a way to identify students running VPN services to circumvent our local and state web filtering.
Michael Meador	RESA 1	I provided general tech support to RESA1, RESA 1 annex, as well as RESA 1 and 4 region SPOKES. A new server was setup at RESA Annex to run System center and be a local Domain Controller. A custom registration form was also created for ESCAPe 2016 for online registration for the event. I also provided a training session to All secretaries in Mercer County on Office 365.
William Meador	Raleigh County	I have continued to serve in an Information Technology support role for Raleigh County Schools. In this role I have performed repair on assorted security cameras, iPads, and computer labs in addition to day to day IT work via on-demand requests and work orders.
Walter Newcomb	McDowell County	The newly constructed Jaeger Elementary facility is nearing completion. I have worked diligently on this project since its inception and all of the planning, coordinating, and execution are coming to fruition. In the February status update, I hope to report on its completion and the opening of the School's doors and allowing it to begin serving the students of McDowell County.
Lucy Pack	Mercer County	I am on the help desk from 7am to 9:30am or 10am until there are students in the Mc. Tec. class that can answer the phones. Child Nutrition got 4 new lunch workstations and I have imaged each one and have them ready to replace 2 at BHS, 1 at BMS and 1 at Mercer Elementary. Took 28 gear up transformer books to MHS attached them to wireless, joined them to the

		domain renamed them and installed Read Naturally on each one. Worked on my work orders in the Oz system.
Nathanial Perry	Raleigh County	This month workload has been primarily general duties at my 3 locations. I have experienced an increased number of iPad issues and repairs, presumably due to the holidays. I have also issued more than usual about of iPads due to enrollment changes. I received several new faculty members that replaced subs, and issued equipment to these individuals. Special assignment have been light and only included a request to assist with Homebound iPad disbursement, and preparing a lot of iPads for Mabscott Elementary that was previously issued to faculty.
Joshua Prudich	Mercer County	This month I have set up a lab for use in a school. I have imaged those machines. I have replaced multiple bulbs in smart board as well as replaced multiple projector on smart boards. I have updated software for the smartboards that were having calibration issues. Also hung three Viewsonic interactive TV's. I have removed viruses from multiple infected machines and reinstalled affect programs. I have installed a few printers on teacher machines. I have also replaced a few bad power supplies and hard drive. Also replaced a couple bad monitors.
Justin Prudich	Mercer County	I have continued working on getting my schools up to date in the computer labs. We are in the process of completing that task and want all the labs to be 2 years or newer. I have been helping roll out the new transformer books that we have been getting in to the new schools. I continue to work on my day to day work of maintaining and repair all the machines in service.
Aaron Reed	Mercer County	I've been continuing to try to resolve the issues with the VMware virtual machines. I setup a Windows 7

		<p>VMware image and created a separate pool for them, but they are experiencing the same issues. When I get a chance, I will contact VMware technical support for assistance. We've been reorganizing our work flow, and are trying to take advantage of the OZ work order system. We're looking at older work orders and working our way forwards. I introduced a priority system to better assign critical work. Setup with System Center continues when opportunities arise. We are currently reimaging computers at Melrose Elementary, and expect to be moving on to Princeton Primary once Melrose is finished.</p>
Daniel Via	Raleigh County	<p>I assisted with installing ten new security cameras at Beckley-Stratton Middle School, including pulling new cable for each, imaged and set up a new MacBook Air lab consisting of twenty devices at Sophia Elementary, assisted with new cable drops for phones at Hollywood and Cranberry Elementary schools. Normal daily support was also provided to each of my assigned locations.</p>
Aiden Vrenna	Raleigh County	<p>One big project was camera installation at Beckley-Stratton Middle. That involved most of the guys who were working during the first part of Christmas week. This is the first time I've installed cameras, and I was happy to find it's so simple. Plus it's always great when I get to work with a team rather than solo. Kevin and I also tracked down and re-wired an access-controlled door where the data cable appears to have been cut during third-party HVAC maintenance. I processed yet another MacBook Pro hard drive failure (the mid-2012 model that I believe we purchased in 2013). It looks a lot like HDD failure on these is a question of "when", not "if". I cleaned out my Apple caching servers. We're having difficulty</p>

		<p>updating iPads from the 8.4 that I loaded over the summer to iOS 9.x. iOS 9.2 created problems with the three eSpark schools, and as a result, Jeff was forced to temporarily block the Apple update servers county-wide. I've been able to update manually using my MacBook, but that's a slow process. The AIR Secure Browser for testing requires 9.x. Bradley's main Point-of-Sale workstation/"server" has failed five times this year requiring Cybersoft to remotely rebuild its database. I got to know Kenneth on their support line pretty well. I suspected hard drive failure and was told four months ago that a new machine would be ordered. I finally received a replacement last week, so I'm really happy that chronic issue has been resolved. I stumbled by luck onto a really strange solution while installing Primero. If .net framework 4 ever refuses to install, try unplugging all USB devices, including the keyboard and mouse.</p>
<p>John Watson</p>	<p>Mercer County</p>	<p>January has been busy with setting up our relocated offices, trying to organize all the relocated assets of the technology department, and trying to get a system for repairs in place to insure tracking and documentation through OZ. Reimaging and upgrading workstations, installing 2 new mobile labs, and moving Melrose School to the central Mercer domain is an ongoing task for this month as well. In my spare time I have finished the first of six modules for VMware v5 in online trainings.</p>
<p>Joel Weiss</p>	<p>Mercer County</p>	<p>I ran cable for security cameras throughout the new maintenance facility. I am also assisting the phone system vendor with installing a loud speaker paging system for the warehouse and garage areas. I also assisted in installation and configuration of the AS400 controller at the new facility. I</p>

		continue to work on the access control systems for all schools throughout the county.
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AREA: Training		
ACTIVITIES	POPULATION SERVED	COMMENTS
Learning Tree Boot Camp	RESA 1 Service Area	Rescheduled Learning Tree Boot Camp for staff member
Personnel Records Management System	RESA 1	Worked with Ricoh/Document Mall to train on the new personnel record management software. Found multiple issues with current setup, currently waiting on a resolution to a security vulnerability before proceeding.

AREA: Infrastructure Support		
ACTIVITIES	POPULATION SERVED	COMMENTS
Microsoft KMS	RESA 1 Service Area	Modified router ACL's to allow state KMS traffic for multiple sites
Mailing rate update	RESA 1 Service Area	Removed ACL's temporarily while postage meters were updated
Bandwidth upgrade	Summers County	Worked with Suddenlink and WVDE staff to upgrade Point to Point connection
ERate BOM reviews	Monroe County	Visited each school in Monroe County to review proposed ERate BOM proposals. Gave feedback on recommend additions, deletions and changes.

AREA: Personnel		
ACTIVITIES	POPULATION SERVED	COMMENTS
Resignation acceptance	RESA 1 Service Area	Accepted resignation of ITST RESA-1. Completed exit interview and inventoried returned resources
Job Posting	RESA 1 Service Area	Posted ITSE 210 position to replace outgoing ITST 240. Interviews will be scheduled shortly after February 2 nd .

AREA: Special Projects and Activities		
ACTIVITIES	POPULATION SERVED	COMMENTS
TASC Updates	RESA 1 Service Area	Rolled out TASC updates to all testing sites.

Website Maintenance and Support	RESA 1	Maintained RESA 1 webpage, created registration pages as needed. Worked with WVNET to begin the process of transforming the website platform from Joomla to WordPress.
RESA Office Support	RESA 1 Office	Provided technical support as needed for all staff and trainings at the RESA 1 Office
SPOKES/ABE Support	RESA 1 SPOKES ABE service area	Provided all levels of technical support for Adult Basic Education and SPOKES classes as needed.

RESA-I STATUS REPORT	
PROGRAM:	West Virginia Workplace Education Program-Statewide (75%)
DATE:	January 2016
STAFF:	Tina M. White, CWDP, MSSSL, WV Workplace Education Program
FUNDING SOURCE:	State and Federal

AREA:		
ACTIVITIES	POPULATION SERVED	COMMENTS
<p>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, and FPC Alderson.</p> <p>Bureau of Prisons (BOP)/Federal Correctional Institution (FCI) Bring Your A Game Training – Continue coordinating/delivering quarterly <i>Bring Your A Game</i> classes for upcoming parolees at FPC Alderson, and FCIs Beckley and Welch.</p> <p>Mercer County Board of Education Professional Learning Day – Participated with a RESA 1 Team of Trainers at delivering/facilitating a menu of services for the Mercer Co Secretaries on Monday, January 4, 2016.</p> <p>New River Community and Technical College (NRCTC) – Facilitated NRCTC’s Interim 2016 Convocation at their Raleigh County Campus; delivered <i>Put Your Seal on it: Service Excellence at All Levels</i> for all NRCTC staff.</p> <p>State QUEST Team – Attended State QUEST Team meeting in Charleston/January 2016; participating on Career</p>	<p>Ex-offenders preparing for parole.</p> <p>Business and industry, agencies and organizations, and their incumbent workers throughout the State.</p>	

<p>Pathways Quest Team, preparing for Spring 2016 Teacher's Academy scheduled April 2016.</p> <p>WIOA and Transition Plan Workshops – Assisted Shawn Cook with facilitating the WIOA and Transition Plan/Region 1 Opportunities in Action Workshops scheduled for Jan and Feb 2016.</p> <p>Region 1 Workforce Development Board (R1 WDB)/Workforce Center staff – Continuing professional development training for Region 1 Workforce WV Career Center staff.</p> <p>Sector Strategies Building Industry-Driven Partnerships Meeting – Participating on Sector Strategies team to collaborate with regional resources to identify the major sectors/industries within our service area for designing, supporting and carrying out comprehensive career pathways systems.</p> <p>New River Community and Technical College (NRCTC), Beckley, WV – Continuing training initiatives in collaboration with NRCTC.</p> <p>WV Workplace Education Program Services – Continue sharing, delivering, facilitating and servicing WV employers through the WV Workplace Education Program offering essential skills training as requested and required, with employers such as, UTC Aerospace, Mountain Plex Properties, Brake Supply Company, etc.</p> <p>Mercer County Workforce WV Career Center Partner Meeting – Attend monthly Career Center Partner Meetings.</p> <p>Snowshoe Career Center Partner Meetings – Attend</p>		
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<p>Pocahontas County/Snowshoe Career Center Partner Meetings/Continue coordinating training for Pocahontas County area to be delivered at the Snowshoe Career Center.</p> <p>Invoicing – Initiate invoicing for business and industry for services rendered.</p>		
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RESA-I STATUS REPORT	
PROGRAM:	WVEIS
DATE:	January 2016
STAFF:	Deena Tyree, Computer Operator / Susan Handy, Computer Operator
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, Web Based WVEIS.

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

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 all Raleigh County 2 nd Nine Weeks Report Cards. Printed 1 st Semester Transcript Labels for all Raleigh County Elementary and Middle Schools. Printed 2 nd Semester Rolodex and Student Schedule Cards for all Raleigh County Middle and High Schools. Printed Custom Transcript for Raleigh County High 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.

AREA: WVEIS		
ACTIVITIES	POPULATION SERVED	COMMENTS
Set up New Users and User Assignments as requested. Deleted User ID's and Assignments as requested. Set up assignments for FY17 as requested.	Mercer	Reset passwords as requested and assisted users as needed. Assisted schools with FY16 Student Scheduling problems as needed. Conducted WVEIS WOW Training Sessions for secretaries at Mercer County CE Day on January 4, 2016.
Set up New Users and User Assignments as requested. Deleted User ID's and Assignments as requested. Set up assignments for FY17 as requested.	Monroe	Reset passwords as requested and assisted users as needed. Assisted schools with FY16 Student Scheduling problems as needed.
Set up New Users and User Assignments as requested. Deleted User ID's and Assignments as requested. Set up assignments for FY17 as requested.	McDowell	Reset passwords as requested and assisted users as needed. Assisted schools with FY16 Student Scheduling problems as needed.

Set up New Users and User Assignments as requested. Deleted User ID's and Assignments as requested. Set up assignments for FY17 as requested.	Raleigh	Reset passwords as requested and assisted users as needed. Assisted schools with FY16 Student Scheduling problems as needed.
Set up New Users and User Assignments as requested. Deleted User ID's and Assignments as requested. Set up assignments for FY17 as requested.	Summers	Reset passwords as requested and assisted users as needed. Assisted schools with FY16 Student Scheduling problems as needed. Worked with Counselor at Hinton Area on FY17 Student Scheduling.
Set up New Users and User Assignments as requested. Deleted User ID's and Assignments as requested. Set up assignments for FY17 as requested.	Wyoming	Reset passwords as requested and assisted users as needed. Assisted schools with FY16 Student Scheduling problems as needed.
Deena & Susie participated in one WVEIS Staff Conference call. Assisted all counties with W2's and 1099's and provided appropriate backups for files.		