

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
iParent Trainings	McDowell Co	iParent training provided to 25 participants, mostly parents, to educated on monitoring students internet activity to prevent cyber bullying.
Cyber Civics	Region	Attended Cyber Civics training. Cyber Civics is a curriculum with the intent to raise student awareness on how to be a good citizen on the internet, including addressing cyber bullying and sexting.

RESA-I STATUS REPORT	
PROGRAM:	Adult Basic Education Technology Coordination West Virginia
DATE:	December 2016
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 3. PY2016 NRS Report updates 	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
3D Printing	Fayette County WVAdultEd	December 13 & 14, 2016

AREA: Professional Development Attended		
ACTIVITIES	POPULATION SERVED	COMMENTS
WVAdultEd Data Planning	WVAdultEd Statewide	WorkForce WV December 13, 2016
WVAdultEd Regional / State Staff Meeting	WVAdultEd Statewide	December 8 & 9, 2016

AREA: Misc		
ACTIVITIES	POPULATION SERVED	COMMENTS
Submitted PY2016 NRS and Data Quality Audit Reports to OCTAE	WVAdultEd Statewide	December, 2016

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

AREA: Adult Education Coordination and Administration		
ACTIVITIES	POPULATION SERVED	COMMENTS
Program administration, including: <input type="checkbox"/> Review of AEMIS <input type="checkbox"/> Process leave and timesheets, budgets for AdultEd classes. <input type="checkbox"/> Monitored budgets, prepared requisitions in WEVIS, coded invoices for payment. <input type="checkbox"/> Reviewed budgets and transaction reports.	Braxton Monroe Pocahontas Webster Wyoming All Spokes	
Met for update with area HSE examiner		
Contracted with two Spokes sub instructors		
Attended State Staff meeting (2 days)		
Supported student recognitions	Raleigh/McDowell/Fayette/ Summers/Nicholas/Wyoming	
Reviewed AEMIS data with CCS ABE director and instructor		

AREA: WIOA Collaboration		
ACTIVITIES	POPULATION SERVED	COMMENTS
Participated in work group (1)		

AREA: Program Visits & Work with Programs		
ACTIVITIES	POPULATION SERVED	COMMENTS Visits YTD
Anthony Correctional Center		
Braxton AdultEd	2	
Denmar/GBC	2	
Fayette AdultEd		
Program visit	Fayette Spokes	2
Greenbrier AdultEd		
Greenbrier Spokes		
McDowell Partners meeting (5)	McDowell AdultEd	5
McDowell Partners meeting (5)	McDowell Spokes	3
Mercer AdultEd	1	

Program Visit (2nd)	Monroe AdultEd	3
Program visit (12)		
MOCC OIEP		1
Program visit	Nicholas FRF Nicholas Spokes	3
Program visit (2nd)	Pocahontas AdultEd /Spokes	6
Program visit (21)	Raleigh AdultEd	4
Raleigh Spokes		2
SR J		
CRJ		
SCC-CCS		1
Summers Lamp/Spokes		2
Webster AdultEd / Spokes		1
Program visit (16)	Wyoming AdultEd /Spokes	6

AREA: Spokes Programs		
ACTIVITIES	POPULATION SERVED	COMMENTS
<p>Braxton: Tharp, Bishop, & Walker</p> <ul style="list-style-type: none"> <input type="checkbox"/> Peer trainer visit 12/2 with Sandra Adkins Nicholas SPOKES. <input type="checkbox"/> Job Shadow Adult Education with Mary Flint Fayette Co 12/12 <input type="checkbox"/> High School Equivalency Testing Braxton Adult Learning Center 12/6 <input type="checkbox"/> Sandra Adkins follow up visit 12/15 <input type="checkbox"/> Guest Speaker Ami Cook WVU Extension Service 12/21 <input type="checkbox"/> 1 Customer Service Part 1 <input type="checkbox"/> 1 WV Welcome <input type="checkbox"/> 1 Computer Essentials <input type="checkbox"/> 3 FEMA Certificates <input type="checkbox"/> 1 HSE student passed <input type="checkbox"/> Completed all completed peer service training online <input type="checkbox"/> Christmas Luncheon 12/23 <input type="checkbox"/> Brian Wamsley shadowed 12/21 		
<p>Fayette: Rebecca Taylor & Tiffanie Bishop</p> <ul style="list-style-type: none"> <input type="checkbox"/> Follow up Peer training visit with Sandra Adkins 12/14 <input type="checkbox"/> Peer training with Sandra Adkins, Nicholas 12/27 <input type="checkbox"/> 3 Obtained Customer Service 1 <input type="checkbox"/> 4 Obtained WV Welcome Certifications <input type="checkbox"/> 3 Referrals <input type="checkbox"/> 4 Job Interviews <input type="checkbox"/> 1 College Application and FASFA <input type="checkbox"/> 4 obtained Jobs <input type="checkbox"/> 1 received all IC3 Certifications <input type="checkbox"/> 1 IC3 Certified <input type="checkbox"/> Completed all pre-service training in person and on line <input type="checkbox"/> Christmas/ Student Appreciation Luncheon 12/21 <input type="checkbox"/> Developed an in-depth resource guide for existing students as well as new students <input type="checkbox"/> Staff meeting at RESA1 12/22 		

1 FEMA Certification

1 Certified Adobe Flash

Greenbrier: Teresa Godwin & Tina White

- Sub: Willian Hambrick shadowed
- 1 Customer Service Certificate part 1
- 2 Customer Service Certificate part 2
- Attended Work Force Building Partner's luncheon
- Attended Staff Meeting at RESA 1
- 4 FEMA certificates
- 1 West Virginia Welcome Certificate

McDowell: Cantrell & Walker

- 1 Student Obtained Employment
- 2 Customer Service I Certifications
- 2 Customer Service II Certifications
- 3 FEMA Certificates
- 12 GCF Certificates
- 3 Job Interviews
- Student Appreciation Luncheon Dec.15th
- Attended WIOA Partner Meeting Dec. 14th
- Attended Team Meeting Dec. 5th

Monroe: Judy & White

- 3 students WV Welcome
- 1 student TRA
- 1 Student obtained HSE
- 2 students Customer Service Part 1
- 2 students Customer Service Part 2
- 1 student Key Applications
- 3 students registered for TASC
- 12-16-16 Monroe Public Library Open House
- Barry Pyne NRCTC 12-16-16
- 5 students completed "Eat Smart Being Active" Elizabeth Reynolds
- Attended Staff meeting at RESA 12/22

Nicholas: S Adkins & Bishop

- Peer Trainer visit to Wyoming SPOKES 12/13
- Peer Trainer visit to Fayette SPOKES 12/14
- Peer Trainer visit to Braxton AdultEd/SPOKES 12/15
- Staff Meeting @ RESA 1 12/22
- Hosted SPOKES & FLC for Christmas Luncheon on 12/16
- 3 WV Welcome Certification
- 1 Computer Essentials – Computing Fundamentals
- 2 Students obtained Ready to Work Certificate
- Heather Tharp shadowed on 12/2
- Becky Taylor shadowed on 12/27

Pocahontas: Williams & White

- 1 Obtained Employment
- 1 Completed Customer Service One
- 1 Career Exploration Activity
- 1 College Exploration Activity

1 Completed Employment Portfolio

- 3 Passed all parts of TRA
- Attend Staff Meeting At RESA 1

Raleigh: Ellis & Bishop

- Staff meeting at RESA
- Christmas luncheon hosted by Southern Communications for SPOKES and Adult Education staff
- Christmas and TASC recognition luncheon for students
- 3 student passed TASC ***
- 2 student passed TASC readiness assessment
- 15 FEMA certificates
- 2 Customer Service Part 1
- 2 Customer Service Part 2
- 1 former student completed College Exploration Activity
- 3 West Virginia Welcome certificates
- 2 job interviews

Summers: Browning & Walker

- 2 students toured New River Community & Technical Center
- 2 students enrolled in New River CTC for Spring Semester
- 3 Work Keys Silver Level
- 1 Work Keys Bronze Level
- 1 Computer Essentials Platinum Level
- 1 WV Welcome Certification
- 1 Customer Service 1 & 2 Certification
- 2 students participated in Mock Interviews with Tina White
- 2 students had interviews with employers
- 1 IC3 Certification
- 1 Key Applications Certification
- 5 students completed Nutrition Class
- 2 days with new Instructor shadowing
- Attended staff meeting at RESA 1
- Class Christmas Luncheon
- Students made Christmas Ornaments
- Class made Christmas popcorn gift bags
- Students attended Adult Ed Christmas Party with families, Santa provided gifts for all the children.

Webster: Melanie Hayslette

- 2 students completed job training
- 2 students obtained employment
- 2 TRA were given
- 1 student obtained TASC
- 3 FEMA Certificates
- 12/19 Class Participated in Smoking Cessation Presentation

- Attended RESA Staff Meeting
- 1 student completed Everfi-Literacy

- 1 student completed Everfi-Ignition
- 5 students increased levels on WIN and TASC Academy
- 1 student filled out FAFSA and completed college application

Wyoming: Adkins & Walker

- Christmas and Recognition lunch for students
- Staff meeting at RESA
- Assisted student with 2nd Chance Program
- 1 FEMA Certificate
- 1 Customer Service Part 1
- 1 Customer Service Part 2

Career Development Consultant Reporting Form

Name: Joy Walker

Date: December 31, 2016

Student		YTD	
Activity	# Participating	# Participating	Comments
Resumes Updated	3	26	
Student Credentials			
<input type="checkbox"/> CPR/First Aid			
<input type="checkbox"/> Food Handlers			
<input type="checkbox"/> Other	4 2 7	4 2 7	*Students graduated from Nutrition Class *Students participated in Mock Interview activity *Christmas Ornament Activity
Career Exploration Activity	3	18	
Students Obtaining Employment			
Job Fairs		2	
Guest Speakers			
Resource Fair			
Student Appreciation/ Christmas Luncheon	35	35	Summers, McDowell, Wyoming
Facilitated Monthly Programs			
<input type="checkbox"/> New Parents – Wyoming Co.			
<input type="checkbox"/> Other	6 1 1	6 1 1	*Team Building Activity Summers County *Mentored new Wyoming County SPOKES Instr. *Assisted student with 2nd Chance Program
Follow-up			
Job Shadow-CDC Training			
Trainings Attended	1	Staff Development	
DHHR Meetings	3	9	
Substitute Days			
Employer Contacts	2	32	

Name: Tiffanie Bishop

Date: December 31, 2016

Student			
Activity	# Participating	YTD	Comments
Resumes Prepared	8	73	
Student Credentials			
<input type="checkbox"/> CPR/First Aid			
<input type="checkbox"/> Food Handlers			
<input type="checkbox"/> Other			
Career Exploration			
<input type="checkbox"/> WV Strategic Compass	3	29	
<input type="checkbox"/> CFVV	3	18	
<input type="checkbox"/> Other			
Students Obtaining Employment	4	34	
Students Withdrawn	1	13	
Job Fairs	0	1	
Guest Speakers	0	10	
Students entered postsecondary	1	1	
CDC			
Established Monthly Programs			
<input type="checkbox"/> New Parents –			
<input type="checkbox"/> Other		Student Incentives- Raleigh, Fayette co.	
Modules/Workshops taught	3	9	
Additional Portfolio	3	21	
Trainings Attended	1	10	Staff Development
DHHR Meetings	1	9	
Substitute Days	1	7	
Employer Contacts	1	29	



NICHOLAS COUNTY SPOKES SUCCESS



IN THIS ISSUE: HOLIDAY ACTIVITIES

Nicholas County Success

By Sandra Adkins

Nicholas SPOKES Instructor Sandra Adkins was proud to present Terrie Browning and Gena Tinnel with the coveted Ready to Work Certificate issued jointly by DHHR, WorkForce WV and WVDE during their Christmas Luncheon. Earning the certificate requires completion of 17 required SPOKES modules, Silver Level on the WorkKeys Assessment, Gold Level in Computer Essentials, punctuality and attendance for 90% of class time during a 4-week period. Many students struggle with the punctuality and attendance requirements, but not Terrie and Gena as they always arrive 15 to 20 minutes prior to class. This will serve them well as they move forward to attending New River Community and Technical College in January 2017 to earn their Phlebotomy Technician Advanced Skill Set Certification. Congratulations Gena and Terrie! (Pictured Above L to R: Terrie Browning, Instructor Sandra Adkins, and Gena Tinnel)

Nicholas Cont. After the Christmas Lunch on December 16, RESA Substitute Christine Elkins shared a Christmas craft with everyone. Using applesauce and cinnamon the students made "gingerbread" ornaments. They smell so good and it is an activity the students could do at home with their kids. In fact, one student did just that with his wife and young son. Christine had subbed for Sandra earlier in the week and shared some other activities with the students that use items they can purchase with SNAP benefits. One was making "moon sand" from a flour base. Thanks Christine for sharing your talents!





SPOKES STUDENTS' GIVE THEMSELVES A CHRISTMAS GIFT
By Helena Ellis

Brittney Dove, Felisha Scott, and Jessica Mitchell (Pictured Left) each gave themselves a priceless Christmas present this year. They earned their high school equivalency diploma by passing the TASC. We celebrated with them during the Raleigh SPOKES/AdultEd Christmas luncheon on December 21. They are pictured with the cake honoring them for their accomplishments.

McDowell County SPOKES students take part in a student appreciation luncheon provided by RESA One.



WEBSTER SUCCESS
By Melanie Hayslette

Webster County SPOKES's Instructor, Melanie Hayslette, recently had a repeat student come back to class. He has needed his TASC for a few years, but always left before accomplishing his goal. This time he succeeded and is now going to enroll in technical school.



SUMMERS COUNTY
By Joy Walker

Summers County SPOKES students participated in a team building activity making Christmas popcorn treat bags for their families. The activity included team work, working with measurements and fractions and allowed the students to get into the Christmas spirit sharing good stories and lots of laughs!

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:	Graduation 20/20
DATE:	December 2016
STAFF:	Teresa Epperley, Graduation Specialist
FUNDING SOURCE:	State and Federal

AREA: Collaboration		
ACTIVITIES	POPULATION SERVED	COMMENTS
Culture Training and Typology	School faculty and staff	I collaborated with WVDE's Office of School Improvement to arrange training for our county personnel on culture survey and culture typology. RESA can now offer this training to our schools.
Collaboration with Division of Rehabilitation Services	High school students with disabilities	As a result of our collaboration with DRS, the counselors from DRS and the Transition Coordinators are now attending our Graduation 20/20 meetings as a member of the team in all but one of our high schools. Their participation as part of our team will benefit SWD as well as other students in each school.

AREA: Support and Collaboration		
ACTIVITIES	POPULATION SERVED	COMMENTS
Graduation 20/20 Team Meetings	High school students with disabilities	Our high schools and one middle school are working to increase student engagement in the areas of attendance, achievement, and graduation. In this 2 nd year of our program, the team members are more productive and involved in coming up with ideas and strategies to address student engagement than at the beginning of the initiative. I believe the Graduation 20/20 initiative has not only put graduation and attendance in the spotlight, it has also made good educators even better in terms of their knowledge and understanding of the problems we were facing prior to the start of this initiative. Educators in our high schools are more aware of those students who are at risk, and are taking more of an interest in helping them succeed.

RESA-I STATUS REPORT		
PROGRAM:	MEDICAID	
DATE:	December 31, 2016	
STAFF:	Jamie Bailey, Medicaid Specialist	
FUNDING SOURCE:	State and Local	
AREA: MEDICAID BILLING		
ACTIVITIES	POPULATION SERVED	COMMENTS
Billed Medicaid	McDowell	\$1,492.00
	Mercer	\$11,119.73
	Monroe	\$186.55
	Raleigh	\$14,605.80
	Summers	
	Wyoming	\$3,475.42
AREA: MEDICAID		
ACTIVITIES	POPULATION SERVED	COMMENTS
Technical Assistance	McDowell	Assisted with provider enrollment, transmitted billing files and ran remittances
	Mercer	Assisted with provider enrollment and billing questions. Transmitted billing files and ran remittances.
	Monroe	Assisted with billing questions. Transmitted billing and ran remittances
	Raleigh	Assisted with provider enrollment, transmitted billing files and ran remittances
	Summers	Assisted with provider enrollment, transmitted billing files and ran remittances
	Wyoming	Assisted with provider enrollment, transmitted billing files
AREA: Special Education		
ACTIVITIES	POPULATION SERVED	COMMENTS
Technical Assistance		Inputted Professional Development data, and mailed letters.
AREA: Meetings/ Trainings		
ACTIVITIES	POPULATION SERVED	COMMENTS
	All	Medicaid Specialist Meeting at RESA 3, Nitro

RESA-I STATUS REPORT	
PROGRAM:	Public Service Training
DATE:	December 2016
STAFF:	Robbie Bailey, Coordinator / Shelia Radford, Training Specialist / Sandy McClung, Regional Wellness Specialist
FUNDING SOURCE:	State

AREA: CPR		
ACTIVITIES	POPULATION SERVED	COMMENTS
CPR/AED	Mercer	Mercer County Schools
Hands Only CPR	Raleigh	Raleigh County Schools
Healthcare Provider	Raleigh	Raleigh Convention Center
CPR/AED	Raleigh	Raleigh County Schools

AREA: First Aid classes		
ACTIVITIES	POPULATION SERVED	COMMENTS
First Aid	Mercer	Mercer County Schools
First Aid	Raleigh	Arch Coal
First Aid	Raleigh	Raleigh County Schools
First Aid	Fayette	Fayette County Schools

AREA: Fire Classes		
ACTIVITIES	POPULATION SERVED	COMMENTS
Fire Extinguisher Training	Raleigh	ACT Beckley
Pump Operations In-service	Greenbrier	The Greenbrier

AREA: EMS Classes		
ACTIVITIES	POPULATION SERVED	COMMENTS
EMT M R4	Raleigh	Mountaineer Mining
EMT M R4	Raleigh	Raleigh Convention Center
EMR Recert	Wyoming	Oceana Fire Dept

AREA: Meetings		
ACTIVITIES	POPULATION SERVED	COMMENTS
WV State Fire Commission	State	Stonewall Jackson

RESA-I STATUS REPORT	
PROGRAM:	Regional School Wellness
DATE:	December
STAFF:	Sandy McClung, Specialist
FUNDING SOURCE:	State - WVDE

AREA: Bully Intervention		
ACTIVITIES	POPULATION SERVED	COMMENTS
Provided Green Dot Bully Intervention Parent Training	McDowell County	Sandy River Middle School Parent Night 12/7/16 (46 attended)

AREA: Substance Abuse		
ACTIVITIES	POPULATION SERVED	COMMENTS
Collaborated with Substance Abuse Coalition /FMRS	Raleigh County	Raleigh County Substance Abuse /FRN Coalition is working to provide evidence based programs in our schools

AREA: Meetings	POPULATION SERVED	COMMENTS
Regional Wellness Coordinators meeting at RESA 7	All counties	Regional Wellness Meeting with Justin Boggs, Josh Grant and Teresa Mace 12/01/16
Mercer County Middle School Principals	Mercer County	Met with Mercer County Middle School Principals to discuss Lets Move Active Schools and Grant Opportunities, Oral Health Requirements, Health Check Requirements, Substance Abuse & Trauma Informed Schools
Meet with Summers County Wellness Chair	Summers County	Met with Summers County Wellness Chair concerning State Initiatives, CDC Scorecard, Let's Move Active Schools , Health Check and Oral Health Requirements.

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

AREA: Education & Support		
ACTIVITIES	POPULATION SERVED	COMMENTS
Observations of Intervention Groups (per principal request)	Clear Fork District Staff	Observed the intervention groups served throughout the day. Discussed observations with principal. Teacher training scheduled. 12/5
PALS Benchmarking Collaborative Sessions	Peterstown Elementary K-2	Attended the collaborative sessions with teachers in K, 1st, and 2 nd grades. Looked at PALS data collected, discussed difficulty administering assessment, problem-solved solutions, and positives to data from this assessment. 12/14
Classroom Observations/Coaching	Hinton Area Staff	Observed and provided modeling and coaching to teachers for classroom managements, creating rules and classroom expectations, and developing lessons with rigor. 12/15
Early Literacy Team meeting	Montcalm Elementary	Discussed potential budget and ways to spend the school allocation from the Early Literacy Grant. Explored writing activities at the K level. 12/16

AREA: Training & Awareness		
ACTIVITIES	POPULATION SERVED	COMMENTS
Data/Intervention Groups Professional Learning	Hinton Area Staff	Provided training regarding data from interventions to HAE teachers. Discuss problems encountered with grouping students, benchmarking data, and how to use the data formatively. 12/1 & 12/2
Learning Schools Professional Learning	Huff Consolidated Staff K-5	Provided teacher planning period trainings regarding the Learning Schools process. Discussed collaborative teaming and structure. 12/8
Data/Intervention Groups Professional Learning	Clear Fork District Staff	Provided training regarding data from interventions to CFDE teachers. Discuss problems

		encountered with grouping students, benchmarking data, and how to use the data formatively. Also discussed classroom management and engagement of students. 12/19
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AREA: Collaboration		
ACTIVITIES	POPULATION SERVED	COMMENTS
RS3 Meeting – RESA 3	Early Literacy Schools	Attended the monthly RS3 meeting focusing on progress and new developments in the Early Literacy Initiative in all six RESA 1 counties. 12/6
Data Analysis	Welch Elementary	Met with principal and discussed data from previous benchmarking and progress made to date. Welch Elementary students are seeing good, consistent growth at the K-3 Early Literacy level. 12/20
Learning Schools Team Meeting	All Early Literacy Schools	Met with the Learning Schools Team to discuss Professional Learning requests, needs of the team, and future goals.

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

AREA: Education and Awareness		
ACTIVITIES	POPULATION SERVED	COMMENTS
West Virginia Advisory Council for the Education of Exceptional Children	All RESA 1 Counties	Presented RESA 1 Successes and Concerns to WV Advisory Council
Behavior Management Overview and Strategies	Mercer County Early Learning Center Staff	Presented a classroom behavioral management strategies training for the staff of the Mercer County Early Learning Center.

AREA: Education and Awareness		
ACTIVITIES	POPULATION SERVED	COMMENTS
CPI- Key Point Refresher	Mercer County	Conducted a CPI- Key Point Refresher training to fulfill yearly certification requirements of Policy 4373
Pre-K ELRS-K Training	All RESA 1 Counties	Hosted a training, presented by the Office of Early Learning-WVDE, for RESA 1 on the Early Learning Standards
CPI- Key Point Refresher	Summers County	Conducted a CPI- Key Point Refresher training to fulfill yearly certification requirements of Policy 4373

AREA: Leadership and Collaboration		
ACTIVITIES	POPULATION SERVED	COMMENTS
National Center for Systemic Improvement- Cross-State Collaborative	All Counties of WV	Represented WV and the WVDE at the NCSI Collaborative for Graduation and Post-School Outcomes
Monthly County Special Education Directors Meeting	All RESA 1 Counties	Discussed: Speech/Language Specialist- Shortage and Online Options, Training Needs, Student Observations, WVDE Autism Coordinator (Diana Whitlock), Project Aware/PBIS Coordinator (Karen Chung), Policy 2419, Special Education Monitoring.

Quarterly Pre-K Directors Meeting	All RESA 1 Counties	Discussed: Training Needs, Student Observations, Pre-Referral Intervention Manual (PRIM), Pre-K Schedules (4-day, 5-day), Early Childhood Positive Behavioral Intervention and Support (ECPBIS), PBIS Implementation Manual
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AREA: Leadership and Collaboration		
ACTIVITIES	POPULATION SERVED	COMMENTS
Student Behavioral Observation	Summers County	Conducted a behavioral observation and submitted report for use by student's IEP team.
Student Behavioral Observation	Summers County	Conducted a behavioral observation and submitted report for use by student's IEP team.
Planning Workshop for WV "Needs Intervention" Counties	Monroe County	Developed plan and timeline for assisting WV Needs Intervention Counties (Pre-K Outcomes, PBIS, Graduation rate for SWD)

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

AREA: Repair and Installation Services - Individual technician reports for 14 field staff

ACTIVITIES	POPULATION SERVED	COMMENTS
Kevin Anglin	McDowell County	Cloned dozens of workstations and laptops, joined them to the schools domain. I have diagnosed and repaired several hardware and software problems. I have installed hardware and software such as SMART, drivers, and Windows OS. Also provided technical support to staff and students.
Jeremy Ball	Summers County	At Summers County High School, I responded to work orders that include imaging of computers; access controls settings, camera issues, issues with students going around the state filters, and wireless issues. At Summers Middle Schools, I responded to work orders that include computer imaging, repair, wireless issues, issues with students going around the state filters, and access controls settings. Hinton Area Elementary School, I responded to work orders that include computer imaging, projectors, and access controls. At Jumping Branch Elementary, I responded to work orders that include access controls settings, wireless issues, imaging of computers. At Talcott Elementary School, I responded to work orders that include computer imaging and access controls settings. At Summers County Board Office, I have worked on day to day issues for the users; access control issues, imaging computers and sorting thru equipment. The big project is keeping the 1 to 1 computer running. I have also been preparing for

		updating the lunch computer to Windows 10. I will also note the Barracuda Web Security Gateway has been a great tool in tracking down the users that have virus, malware, spyware installed on their computers.
Ryan Blankenship	McDowell County	I have been working on the removal of several SMART boards as prep for installation of 21 SMART displays. I have also had a problem with the server at the board of education it seems to be deleting some of the files that people scan to so I have been having to recreate those as problems arise. I have also been trying to get our Ipad situation under control for some time.
Vince Estepp	McDowell County	Debug Elmo digital camera installation. Debug WVEIS installation and printer compatibility. Repair Little Tikes PC workstation. Image Netbook mobile lab for home bound student program. Inventory Smart TV's for installation for assigned classrooms prior to Pomeroy vendor installation. Removal of old Smart projectors from class rooms prior to Pomeroy vendor installation. Stage e-cycle for future pickup. Deliver teacher's new laptops. Replace old Smart projectors in class rooms, culled from e-cycle.
Kenneth Lester	Monroe County	The past month has been riddled with WAN issues and perhaps some Wireless LAN issues at PMS. With help from RESA we moved all POE dependent connections off the older switch. It will be difficult to assess the POE change until the State DOE resolves the overarching network issues that has been plaguing the county for more than four weeks. ChromeBook rollout to MVS and PMS's went off without a hitch. We now have complete one to one coverage for grades 7-12. ChromeBooks seem to be holding up well to student use. We have notice a keyboard defect impacting the "t"

		and “y” keys. These have all been covered with the Complete Care Coverage purchased by the county. Open work orders are holding at a very manageable twelve. We will be working over the holidays to get all the tablets and iPads reset and working with our MDM solution.
Donald Muncy	Mercer County	Went to Montcalm High School, then over to Montcalm Elementary with the department to image transformer laptops to hand out. Went to Oakvale Elementary School to get serial number from 60” smartboard to enter into fixed asset tag spread sheet. Created a teachers image for a HP laptop. Replaced a mouse on a computer in a lunch room. Setup a computer and connected printers at Spanishburg. Installed four Projectors at Pike View Middle School. Had to replace the smart projectors and the brackets with Epson projectors and brackets. Went to Bluefield High School to install Verdiem Power Management software. Went to PSHS over a network outage, had to reactivate the DHCP Server. Went to MCTECH to install a Verdiem Power Management software. Went to Brushfork Elementary to help team add small transformer laptops to the domain. Worked at Bluefield Middle School to get the tickets caught up. Brent Murphy assigned me a schedule to which schools I should visit and when.
Walter Newcomb	McDowell County	Over the last several weeks I have been working in an advisory role to various Directors and Coordinators at the McDowell County Board of Education. I have worked to complete negotiations and finalize an agreement for the construction of new digital signage for Jaeger Elementary School. I have also completed the very sensitive transition for the newly appointed Finance Director. Which entailed meticulously combing through

		<p>several years of emails and documents from the previous Finance Director. I can also report that preliminary testing with Smarter Balanced is going well and it would seem that we are prepped and ready for the Spring window; unless there are any changes being made that we are not currently aware of. I also have several other projects planned and hope to be reporting on them in the near future.</p>
Nathanial Perry	Raleigh County	<p>Work orders this month have been primarily break/fix and iPad related issues. I have been able to visit most of my schools on a regular basis and have caught up on a majority of the backlog created during iPad deployment. I had two special assignments this month. The first was a full day in Dunbar to attend a Windows 10 training. The second was a failed lab at Independence. The teacher was having issues with Certiport testing which ultimately resulted in the lab being reimaged. The remainder of the month I suspect will be light as the holidays are rapidly approaching. I will be assisting another technician this week to get caught up on their backlog.</p>
Joshua Prudich	Mercer County	<p>I have set up machines to scan and print. I have set up new labs and mobile labs to the school wireless and domain. Set up school wide software. Have replaced dvd drives and bad hard drives. Have diagnosed power issues with machines attributed to the new lights.</p>
Justin Prudich	Mercer County	<p>Updating our technology has been the main focus over the last few months. We have been working hard to get the computer labs and teacher machines updated. I have been working on getting all of the XP computers out of service or updated to 8.1 . I have installed a few new Epson projectors which are the replacements for the Smart projectors. They are working nicely</p>

		<p>and seem to fit just right. Transformer books are still rolling in and slowly replacing the classroom computers. I have been working on cleaning up the network closets of old technology.</p>
Aaron Reed	Mercer County	<p>Bluefield Intermediate and Brushfork Elementary have been added to the MERCER.DOM domain. I received word that sometime in early 2017 new servers have been purchased and will be arriving for all schools. That has increased the priority of transferring schools over to the MERCER.DOM domain. Whitethorn Primary and Princeton High are next on the list. The central server is now synced with the state domain controllers, and user IDs are populating the MERCER_USERS OU. We are preparing to begin transferring county users from the previous domain user IDs to the newly created user IDs, but a date on a firm switch has not been set. I've been researching what it would take to create and manage Windows 10 images with System Center, and it appears the version currently installed is out of date. The new version calls for a reinstallation. I will address this between projects when time permits.</p> <p>Extreme Networks and Pomeroy have installed a central wireless controller at the Board Office, with a second, backup controller to be installed in the Pikeview Middle datacenter. Pomeroy is to remove the wireless controllers from each school, as they will not be needed, and install cascade cables for the newly purchased Extreme Networks switches. Apparently on the state contract, the switches are offered for sale and installation without cascade cables, and to add in the cascade cables requires an extra charge.</p>
Aiden Vrenna	Mercer County	<p>We as a team removed old hardware from each classroom at Montcalm,</p>

		<p>Bluefield Intermediate, and Brushfork, in each case replacing with new hardware. At Montcalm we also configured two new mobile labs, and at Bluefield Intermediate we updated the hardware in a traditional lab. I've experienced difficulty activating Windows using scripts that previously worked, but I've heard a report that a script from Aaron had success. The group experienced that same trouble while at Bluefield Intermediate, so I'm looking forward to a solution for all of us. Recently my time on Friday has been reallocated to fixing devices which have been pulled back to the office, and I'm very excited about that. We had been contracting someone to take care of this task, but output was very low, so in-house repairs had become a bottleneck. I'm looking forward to speeding that up.</p>
John Watson	RESA 1	<p>December has kept me busy with the continuation of the router clean up project. General repairs, lab workstation updates, and network issue troubleshooting for several locations have required my attention as well. The opportunity to attend Windows 10 deployment and Meraki systems presentations were a welcome addition this month.</p>
Joel Weiss	Mercer County	<p>Over the past month, I assisted the other technicians in replacing two labs at Bluefield Intermediate School. We also installed 60 Transformer books at Brushfork Elementary School. I have replaced several cameras at Athens Elementary School. I installed a new type of video recorder at Mercer Elementary that will allow us to transition to IP cameras. I also worked on installing the energy saving software on multiple machines throughout the county.</p>

AREA: Training

ACTIVITIES	POPULATION SERVED	COMMENTS
Windows 10 Deployment workshop	RESA 1 Service Area	Three staff members attended a one day Windows 10 Deployment workshop.
Cisco/Meraki Demo	RESA 1 Service Area	Two staff members attended a one day Cisco/Meraki demo and training.

AREA: Infrastructure Support		
ACTIVITIES	POPULATION SERVED	COMMENTS
Southern POP network latency issues	RESA 1 Service Area	Worked with WVDE and county staff to troubleshoot bandwidth latency issues.
Wireless/POE issues	Monroe County Schools	Troubleshoot issues related to intermittent WIFI outages at Peterstown Middle
Server outages	Summers County Schools	Powered servers back on after widespread power issues. Verified network connectivity.
Network drop installation	Summers and Monroe Counties	Installed network drops in Summers and Monroe Counties.

AREA: Personnel		
ACTIVITIES	POPULATION SERVED	COMMENTS
Mid year staff visit	RESA 1 Service Area	Met with each Technology staff member to discuss current projects.

AREA: Special Projects and Activities		
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:	December 2016
STAFF:	Tina M. White, CWDP, MSSL, WV Workplace Education Program
FUNDING SOURCE:	State and Federal

AREA: Program Awareness, Education and Training		
ACTIVITIES	POPULATION SERVED	COMMENTS
<p>RESA 1 Staff Meeting – Attend RESA 1 Staff Meeting.</p> <p>Region 1 Workforce Development Board (R1 WDB)/Workforce Center staff – Continuing professional development training for Region 1 Workforce WV Career Center staff; next training TBD.</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>Region 1 Opportunities in Action WIOA regional partnership meeting – Continue participation with the Region 1 Oppor in Action regional partnership meeting; streamlining the regional referral process; coordination and plans for next regional information session; date TBD.</p> <p>WV AdultEd State Staff Meeting – Attended State Staff Meeting in Bridgeport held on December 8 and 9, 2016.</p> <p>Raleigh County Commission on Aging – Preparing workshop materials for facilitating staff training on <i>Preventing Sexual Harassment in the Workplace</i> and <i>Workplace Ethics, Confidentiality and Privacy</i> at Raleigh County Comm on Aging in January.</p> <p>WV Department of Rehabilitation Services (DRS) – Coordinated professional development training with DRS Regional Director, Jeanette Ratcliffe, for regional</p>	<p>Business and industry, agencies and organizations, and their incumbent workers throughout the State.</p>	

<p>DRS staff; facilitated workshop sessions on December 7 and 15, 2016.</p> <p>New River Community and Technical College (NRCTC), Beckley, Lewisburg, Ghent and Summersville, WV – Will facilitate <i>Leadership</i> training for New River Community and Technical College Convocation for NRCTC staff for the kick-off of spring 2017 semester.</p> <p>New River Community and Technical College (NRCTC), Beckley, Lewisburg, Ghent and Summersville, WV – Continuing training initiatives in collaboration with NRCTC; working with Gloria Kincaid at Summersville Campus on training project.</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, Raleigh County Commission on Aging, Department of Rehabilitation Services, BSS Downard, 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 Pocahontas County/Snowshoe Career Center Partner Meetings/Continue coordinating training for Pocahontas County area to be delivered at the Snowshoe Career Center.</p> <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 <i>Bring Your A Game</i> classes for upcoming parolees at FPC Alderson, and FCIs Beckley and Welch.</p> <p>Invoicing – Initiate invoicing for business and industry for services rendered.</p>	<p>Ex-offenders preparing for parole.</p>	

RESA-I STATUS REPORT	
PROGRAM:	WVEIS
DATE:	December 2016
STAFF:	Deena Tyree, Computer Operator / Susan Handy, Computer Operator
FUNDING SOURCE:	State

AREA: AREA: AREA: DAILY BACKUPS, PROGRAM UPDATES, MONTHLY SAVES AND AS400 MAINTENANCE		
ACTIVITIES	POPULATION SERVED	COMMENTS
Backups/Extra System Saves	All Counties	31 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	Frontier 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, WVEIS Wow and Portal.
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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 utilizing both IBM and Sequel Queries.
Database Maintenance and Development	All Counties	Printed student schedule cards, rolodex cards, and mailing labels for various schools in Raleigh County.
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. Added FY18 Assignments as requested and assisted with Special Ed December Child Count Reporting.	Mercer	Reset passwords as requested and assisted users as needed. Assisted administrators and teachers with access to Educator Evaluation System on WOW.
Set up New Users and User Assignments as requested. Deleted User ID's and Assignments as requested. Added FY18 Assignments as requested and assisted with Special Ed December Child Count Reporting.	Monroe	Reset passwords as requested and assisted users as needed. Assisted administrators and teachers with access to Educator Evaluation System on WOW.
Set up New Users and User Assignments as requested. Deleted User ID's and Assignments as requested. Added FY18 Assignments as requested and	McDowell	Reset passwords as requested and assisted users as needed. Assisted administrators and teachers with access to Educator Evaluation System on WOW.

assisted with Special Ed December Child Count Reporting.		
Set up New Users and User Assignments as requested. Deleted User ID's and Assignments as requested. Added FY18 Assignments as requested and assisted with Special Ed December Child Count Reporting.	Summers	Reset passwords as requested and assisted users as needed. Assisted administrators and teachers with access to Educator Evaluation System on WOW.
Set up New Users and User Assignments as requested. Deleted User ID's and Assignments as requested. Added FY18 Assignments as requested and assisted with Special Ed December Child Count Reporting.	Wyoming	Reset passwords as requested and assisted users as needed. Assisted administrators and teachers with access to Educator Evaluation System on WOW.
Deena & Susie participated in one WVEIS Staff Conference call. Deena & Susie attended WVEIS Winter Data Conference at Embassy Suites in Charleston.		