

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

<b>AREA: Bullying Prevention</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Getting Comfortable and Confident	Getting Comfortable and Confident	Getting Comfortable and Confident
with Comprehensive Sex Ed –	with Comprehensive Sex Ed –	with Comprehensive Sex Ed –
Administrators State CSE includes prevention of relationship violence, as well as primary and secondary sexual assault prevention. (35)	Administrators State CSE includes prevention of relationship violence, as well as primary and secondary sexual assault prevention. (35)	Administrators State CSE includes prevention of relationship violence, as well as primary and secondary sexual assault prevention. (35)

<b>AREA: Adolescent Well Visits and Immunizations</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
FLASH Graduate Class State 15 WV teachers completed assignments and passed a FLASH Graduate class. FLASH is a CSE curriculum that includes focus on personal health and wellbeing, regular wellness visits and immunizations. (15)	FLASH Graduate Class State 15 WV teachers completed assignments and passed a FLASH Graduate class. FLASH is a CSE curriculum that includes focus on personal health and wellbeing, regular wellness visits and immunizations. (15)	FLASH Graduate Class State 15 WV teachers completed assignments and passed a FLASH Graduate class. FLASH is a CSE curriculum that includes focus on personal health and wellbeing, regular wellness visits and immunizations. (15)

<b>AREA: Positive Youth Development</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Flash Graduate Class State 15 WV teachers completed assignments and passed a FLASH Graduate class. FLASH is a CSE curriculum that includes focus on family involvement in a young person's development and the	Flash Graduate Class State 15 WV teachers completed assignments and passed a FLASH Graduate class. FLASH is a CSE curriculum that includes focus on family involvement in a young person's development and the	Flash Graduate Class State 15 WV teachers completed assignments and passed a FLASH Graduate class. FLASH is a CSE curriculum that includes focus on family involvement in a young person's development and the
importance of family in the values associated with sexuality. (15)	importance of family in the values associated with sexuality. (15)	importance of family in the values associated with sexuality. (15)
Getting Comfortable and Confident	Getting Comfortable and Confident	Getting Comfortable and Confident

RESA-I STATUS REPORT	
<b>PROGRAM:</b>	Adult Basic Education Technology Coordination West Virginia
<b>DATE:</b>	
<b>STAFF:</b>	Louise Miller, Technology Coordinator
<b>FUNDING SOURCE:</b>	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"> <li>1. General maintenance of error messages</li> <li>2. Updates to AEMIS2</li> <li>3. Updates to current AEMIS to comply with WIOA</li> </ol>	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"> <li>1. Program Improvement</li> <li>2. Misc. Calls / E-mails</li> <li>3. Reset Passwords</li> <li>4. Activate User Profiles</li> <li>5. Create / Update Classes</li> <li>6. Create Users</li> </ol>	WV Adult Education (WVAdultEd) Instructors / Administrators Statewide	

AREA: Professional Development Provided		
ACTIVITIES	POPULATION SERVED	COMMENTS
AEMIS4U	RESA 8	April 13, 2017

AREA: Professional Development Attended		
ACTIVITIES	POPULATION SERVED	COMMENTS

AREA: Misc		
ACTIVITIES	POPULATION SERVED	COMMENTS
Program Improvement PD Planning Mtg	WVAdultEd Statewide	April 10, 2016
Marion County OnSite Follow-up Mtg	Marion County	April 5, 2017

<b>RESA-I STATUS REPORT</b>	
<b>PROGRAM:</b>	Adult Education & Spokes
<b>DATE:</b>	April 30, 2017
<b>STAFF:</b>	Shawn Cook, Director, Nancy Beitz, Secretary Teachers - Peter Minogue, Denise Adkins, Sandra Adkins, Carmella Browning, Jared Cantrell, Tammy Judy, Helena Ellis, Teresa Godwin, Melanie Hayslette, Julia Williams, Rebecca Taylor, Joy Walker, Tina White
<b>FUNDING SOURCE:</b>	State and Federal

<b>AREA: Adult Education Coordination and Administration</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Program administration, including: <ul style="list-style-type: none"> <li>• Review of AEMIS</li> <li>• Process leave and timesheets, budgets for AdultEd classes.</li> <li>• Monitored budgets, prepared requisitions in WEVIS, coded invoices for payment.</li> <li>• Reviewed budgets and transaction reports.</li> </ul>	Braxton Monroe Pocahontas Webster Wyoming All Spokes	
Worked with county programs to complete and submit grants.		
Completed grants for RESA 1/4 Spokes and AdultEd		
Attended state staff Skype meeting		
Hosted TASC examiner and teacher meeting		
Provided resource material to AdultED teachers		

<b>AREA: Program Visits &amp; Work with Programs</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS Visits YTD</b>
	Anthony Correctional Center	
	Braxton AdultEd	2
	Denmar/GBC	2
	Fayette AdultEd	
	Fayette Spokes	2
	Greenbrier AdultEd	2
	Greenbrier Spokes	
	McDowell AdultEd	14
	McDowell Spokes	8
	Mercer AdultEd	8
Program Visit 25th	Monroe AdultEd	6
	MOCC OIEP	1
	Nicholas FRF Nicholas Spokes	5
	Pocahontas AdultEd /Spokes	7
	Raleigh AdultEd	6
	Raleigh Spokes	2
	SR J	

	CRJ	
	SCC-CCS	8
Attended Partners meeting 5th	Summers Lamp/Spokes	3
Career Fair 19th	Webster AdultEd / Spokes	3
Attended Partners meeting 4 <sup>th</sup>	Wyoming AdultEd /Spokes	10
Worked on DRC program startup 27th		

<b>AREA: Spokes Programs</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Braxton: Heather Tharp <ul style="list-style-type: none"> <li>• Recruitment: Celebrate Recovery, Bursnsville Library, Gassaway Community Foundation, distributed flyers for Adult Education in the surrounding areas, Post cards to previous students</li> <li>• 3 new SPOKES student</li> <li>• 2 new Adult Ed students</li> <li>• 3 passed TRA</li> <li>• 2 Customer Service 2 certifications</li> <li>• 3 CFWV career exploration activities</li> <li>• 1 CSM certification</li> <li>• Ami Cook presented Budgeting WVU Extension</li> <li>• Legal Aid visited and presented 4/21</li> <li>• 2 Registered for TASC test to be taken May 9, 2017</li> <li>• 1 pending HSE graduate passing all areas of content, SIP writing</li> <li>• Attending TASC training RESA1</li> <li>• Attending CFWV exploration training 4/28</li> <li>• Scheduled CPR class/training May 15 Braxton Adult Learning Center</li> </ul>		
Fayette: Rebecca Taylor <ul style="list-style-type: none"> <li>• 10 FEMA Certificates</li> <li>• 1 Customer Service 2 Certificate</li> <li>• 4 Students went on Interviews</li> <li>• 2 Received Employment</li> <li>• 4 Modules Completed</li> </ul>		
Greenbrier: Teresa Godwin & Tina White <ul style="list-style-type: none"> <li>• One obtained employment</li> <li>• One Distracted Driving Certificate</li> <li>• One FEMA certificate</li> <li>• Sarah Hawkins discussed New Opportunity School For Women, left information and application request forms for May 14-June 03 session.</li> </ul>		
McDowell: Cantrell & Walker <ul style="list-style-type: none"> <li>• Three students obtained employment</li> <li>• Five student interviews</li> <li>• 1 CSR I and CSR II Certificates</li> <li>• One students completed IC3</li> <li>• KISRA presenter Bonita Mitchell delivered four sessions on relationships</li> </ul>		
Monroe: Judy & White <ul style="list-style-type: none"> <li>• Hosted first annual Monroe County Career and Resource Fair</li> <li>• One student and three instructors attained food handlers certification</li> </ul>		

<ul style="list-style-type: none"> <li>• One student took TASC exam</li> <li>• Four new adult education students</li> </ul>	
<p>Nicholas: Sandra Adkins</p> <ul style="list-style-type: none"> <li>• Guest Speaker CJ Hamilton from Corps of Engineers spoke on interviews and resume from employer perspective 4/4</li> <li>• Attended WVAEA Conference Committee meeting via Skype 4/7</li> <li>• Attended SPOKES Peer Trainers Pre-Service meeting 4/26</li> <li>• 1 student referred to Mined Minds Software Development program</li> <li>• 1 student had 6 interviews in KY – offered jobs at 5 of them – accepted employment with Bob Evans in Management Training Program</li> <li>• 2 students employed</li> </ul>	
<p>Pocahontas: Williams &amp; White</p> <ul style="list-style-type: none"> <li>• 1 gained employment</li> <li>• 1 Customer Service 2</li> <li>• Participated in Make it Shine town cleanup</li> <li>• 2 volunteer community service</li> <li>• 4 modules completed</li> <li>• 1 training in WV Choice</li> <li>• Attending TASC/TRA training at RESA 1</li> <li>• 1 Took TASC Test</li> <li>• 1 New SPOKES student</li> </ul>	
<p>Raleigh: Ellis</p> <ul style="list-style-type: none"> <li>• Met with Joan Viksjo, Student Services Specialist, BridgeValley CTC</li> <li>• Bonita Mitchell, KISRA-presented 4 parenting sessions</li> <li>• 1 Customer Service Certificate Part 1</li> <li>• 1 Customer Service Certificate Part 2</li> <li>• 2 students had job interviews</li> <li>• 5 FEMA Certificates</li> <li>• 1 student referred to Mined Minds-Software Development program</li> </ul>	
<p>Summers: Browning &amp; Walker</p> <ul style="list-style-type: none"> <li>• 3 students earned Customer Service 1 Certification</li> <li>• 2 students earned Customer Service 2 Certification</li> <li>• 3 students earned West Virginia Welcome Certificate</li> <li>• 1 student received WIN Platinum Certification</li> <li>• WIOA Partners meeting, Guest Speaker from Sprouting Farms</li> <li>• Worked on Annual Job Fair preparation</li> <li>• Class celebrated Good Friday with a covered dish luncheon.</li> <li>• Stephanie Herald with KISRA met with class twice to conduct Healthy Relationships classes.</li> <li>• 3 students met with Jon Vuolo, Career Navigator, to discuss post-secondary transition.</li> <li>• 2 students completed FAFSA</li> </ul>	
<p>Webster: Melanie Hayslette</p> <ul style="list-style-type: none"> <li>• 6 Achievement Certificates</li> <li>• 21 FEMA Certificates</li> <li>• 1 Food Handlers Card</li> </ul>	

<ul style="list-style-type: none"> <li>• 1 Learners</li> <li>• 1 Driver's License</li> <li>• 2 WV Welcome</li> <li>• 2 TRA Tests</li> <li>• 2 Students Each Passed 4 sections of TRA</li> <li>• 2 Students enrolled in NRCTC</li> <li>• 3 Students completed FAFSA</li> <li>• 2 Job Interviews</li> <li>• 4/4 Participated in Job/Resources Fair at Webster County Elem. Handed out over 60 Brochures</li> <li>• 4/19 Held a Career and Resource Fair at Webster County Adult Learning Center</li> <li>• 1 student took CDL Class</li> <li>• 4/26 Attended TRA Training</li> <li>• 4 College/Career Activities</li> </ul>	
<p>Wyoming: Denise Adkins &amp; Walker</p> <ul style="list-style-type: none"> <li>• 2 – WV Welcome Certificates</li> <li>• 14 FEMA certificates</li> <li>• 1 Customer Service Certificate part 1</li> <li>• 1 Customer Service Certificate part 2</li> <li>• 2 new students, 1 of them is working on her HSE</li> <li>• 1 took Civil Service Test for a state job</li> <li>• Completed 4 modules</li> <li>• Budgeting activity</li> <li>• Dress for Success</li> <li>• WIOA meeting</li> <li>• 2 new students</li> <li>• 2 – work keys - Bronze</li> </ul>	

## Career Development Consultant Reporting Form

Name: Joy Walker

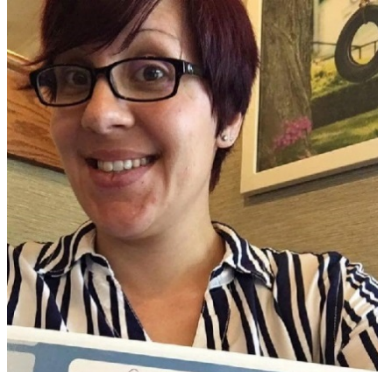
Date: April 30,2017

	<b>Student</b>	<b>YTD</b>	
<b>Activity</b>	<b># Participating</b>	<b># Participating</b>	<b>Comments</b>
<b>Resumes Updated</b>	6		
<b>Student Credentials</b>			
<ul style="list-style-type: none"> <li>• <b>CPR/First Aid</b></li> </ul>			
<ul style="list-style-type: none"> <li>• <b>Food Handlers</b></li> </ul>			
<ul style="list-style-type: none"> <li>• <b>Other</b></li> </ul>	1		Assisted former student with credentials
<b>Career Exploration Activity</b>	7		
<b>Students Obtaining Employment</b>	4		
<b>Job Fairs</b>	2		Webster & Monroe
<b>Guest Speakers</b>			
<b>Resource Fair</b>			
<b>Facilitated Monthly Programs</b>			
<ul style="list-style-type: none"> <li>• <b>New Parents – Wyoming Co.</b></li> </ul>			
<ul style="list-style-type: none"> <li>• <b>Other</b></li> </ul>			*Mock Interview Activities-Wyoming County *WIOA Partner Meeting – Summers County *Assisted in Monroe, Webster & Summers County Career Fair preparation
<b>Follow-up</b>			
<b>Job Shadow-CDC Training</b>			
<b>Trainings Attended</b>	1		Mined Minds – WVU Beckley
<b>DHHR Meetings</b>	2		Summers & Wyoming
<b>Substitute Days</b>			
<b>Employer Contacts</b>	20		Job Fairs preparation

## Adult Ed and SPOKES News

### Nicholas County Spokes

Saskia came to SPOKES (and West Virginia) during a time of personal transition with her two children. Her personal motto of "early is on-time and on-time is late" was evident as she was always 10 to 20 minutes early for class. During part of the intake process, I found out that her high school diploma was from Penn Foster which is not recognized in West Virginia. After getting past what myself Family Learning Center, diplomas, she agreed to so this would never be an passed her HSE in January employment with a local her.



and Dave Smith, instructor in the explained regarding on-line pursue her High School Equivalency issue for her again. She successfully on the first attempt! She then found company, but it wasn't a good fit for

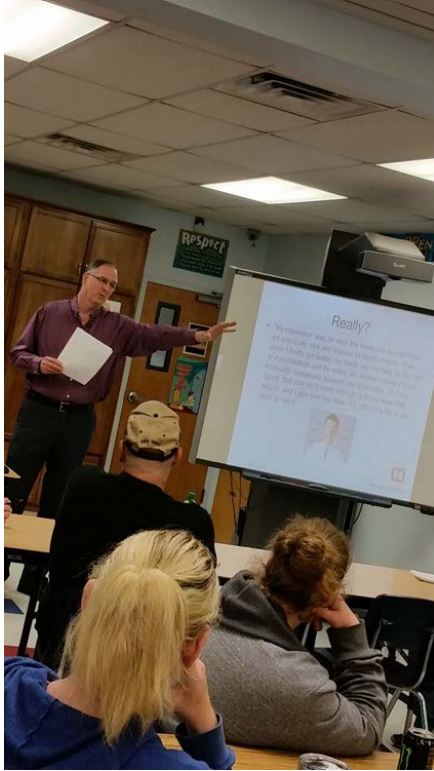
Saskia returned to class in Kentucky. She sites. A first trip to the resulted in two job trip, she came back with apply for multiple jobs in of 4 days in mid-April and during the trip. Five of she was to move to the she accepted a job that



with the plan of finding employment researched areas and scoured job Lexington area in late-March interviews. While not fruitful on that more contacts and proceeded to that area. She planned another trip managed to schedule six interviews them offered her a job and the sixth next step in the process. However, excited her and offered

opportunities for advancement. On April 27 Saskia began the Manager In Training program with Bob Evans Restaurant. She is excited to put her past restaurant experience to work in her new career. We wish her the best of luck!





CJ Hamilton, Regional Resource Manager, Corps of Engineers, Huntington District, talks with SPOKES students, Adult Education students, and C.N.A. Career Pathways students about the importance of resumes and projecting a good image during the job search and interview process. The students were very attentive and Mr. Hamilton shared some funny stories from past interviewees as well as tips for making the most of your interview.

## Webster County

Webster County Adult Learning Center Held a Career and Resource Fair on April 19<sup>th</sup>. There were many representatives present to talk to people and give out information. Those who participated were: Division of Rehabilitation Services, Sheetz, Webster County Memorial Hospital, Career Connections, New River Community and Technical College, Mt. Cap, Webster County Adult Education and SPOKES, Webster County Board of Education, Little General Stores, Family Resource Network, Disabled Veterans Resources, RESA 1 and National Guard.



Everyone enjoyed networking and spreading information. A huge thanks to Joy Walker who coordinated the Career and Resources Fair.

## Summers County



Summers County SPOKES students celebrate Good Friday with a covered dish luncheon. Everyone enjoyed lots of good food and conversation!

## Monroe County

Monroe County Adult Education proudly hosted its first annual Career and Resource Fair during the last week of April. We have been planning the fair whilst networking with the local employers and community resources since February. The Fair was a success with 25 different vendors attending as well as more than 80 members of the community visiting the library in order to speak with the vendors. First, we contacted Joy Walker and Tina White as our local CDC's to help create the materials as well as to begin spreading the word about the fair. Next, we began networking with our core partners such as Workforce WV, DHHR, and DRS to further this goal. In order to contact the vendors, we began by looking up any contact information we could find for them online, and we subsequently spoke with HR representatives. However, we found this to be inconvenient to track. Therefore, Paulette Kirby created an informational letter with a sign-up box at the bottom of it which we blanketed all possible with via postage or e-mail. This elicited a much greater response from the vendors within the community. We used the sign-up boxes as a confirmation that the vendor would attend, and according to our turnout this is a very effective method. Lastly, any employers/resources that did not respond to the first two waves of invites were contacted a final time by either the CDC's, Paulette Kirby, Tammy Judy, or Jared Bailey. A total of 37 vendors were scheduled to come with 25 of them actually attending. We were exceptionally pleased with the turnout for the day, and we received mostly positive reviews from the vendors that attended. The main criticism we received was that we had a lack of employers compared to the abundance of resource tables that were there. However, there were many positive comments concerning the overall turnout of vendors as well as citizens. We are looking forward to improving upon this fair as the years come in addition to building better working relationships with the community and all the vendors involved.



<b>STATUS REPORT</b>	
<b>PROGRAM:</b>	<b>Assessment</b>
<b>DATE:</b>	
<b>STAFF:</b>	<b>Samuel Smith, Assessment Specialist</b>
<b>FUNDING SOURCE:</b>	<b>TANF</b>

**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

<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
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	

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

<b>RESA-I STATUS REPORT</b>	
<b>PROGRAM:</b>	<b>Graduation 20/20</b>
<b>DATE:</b>	<b>April 2017</b>
<b>STAFF:</b>	<b>Teresa Epperley, Graduation Specialist</b>
<b>FUNDING SOURCE:</b>	<b>State and Federal</b>

<b>AREA: Collaboration</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Collaboration with DRS	SWD in all high schools	I attended a meeting at the DRS office in Beckley. The program for the meeting consisted of presentations from area Community Rehabilitation Programs (CRPs) who described how they serve our students. I was amazed at the sheer number of these programs as well as how each one serves our students. I will share this information with our coaches and with our Graduation 20/20 school leadership teams.
Collaboration with Pathways to the Future	SWD	They have created lessons and a book called Lessons for Life after High School that can be used in the high schools with our SWDs and with general ed students, as well.

<b>AREA: Support and Collaboration</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Provided support to our Graduation 20/20 High Schools and one middle school	Graduation 20/20 Leadership Teams	Through our monthly meeting with the Graduation 20/20 leadership team at each school, I guided each team in a review of their current action plan for 2016-17. We updated measurable results where possible and made revisions and additions to the plan.

<b>AREA: Professional Learning</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Lessons for Life after High School	SPED teachers and SWD	I attended a training by the Pathways to the Future program on a group of lesson plans that can be used in our high schools. I will be sharing these plans with teams as we meet in April and May.

<b>RESA-I STATUS REPORT</b>		
<b>PROGRAM:</b>	<b>MEDICAID</b>	
<b>DATE:</b>	<b>April 30,2017</b>	
<b>STAFF:</b>	<b>Jamie Bailey, Medicaid Specialist</b>	
<b>FUNDING SOURCE:</b>	<b>State and Local</b>	
<b>AREA: MEDICAID BILLING</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Billed Medicaid	McDowell	\$8,211.16
	Mercer	\$15,099.42
	Monroe	\$1,466.59
	Raleigh	\$18,726.31
	Summers	
	Wyoming	\$3,712.93
<b>AREA: MEDICAID</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Technical Assistance	McDowell	Transmitted billing files and ran remittances
	Mercer	Assisted with provider enrollment and billing questions. Transmitted billing files and ran remittances.
	Monroe	Assisted with provider enrollment Transmitted billing and ran remittances
	Raleigh	Assisted with provider enrollment. Transmitted billing files and ran remittances
	Wyoming	Transmitted billing files and ran remittances
<b>AREA: Special Education</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Technical Assistance		Inputted Professional Development data, and mailed letters.
<b>AREA: Meetings/Training</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
	All	Medicaid Specialist Meeting at RESA 8, Martinsburg
		RESA 1 Staff Meeting

<b>RESA-I STATUS REPORT</b>	
<b>PROGRAM:</b>	<b>Public Service Training</b>
<b>DATE:</b>	<b>April 2017</b>
<b>STAFF:</b>	<b>Robbie Bailey, Coordinator /Shelia Radford, Training Specialist / Sandy McClung, Regional Wellness Specialist</b>
<b>FUNDING SOURCE:</b>	<b>State</b>

<b>AREA: CPR</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
CPR/AED	McDowell	McDowell 911
CPR/AED	Fayette	Fayette BOE
CPR/AED	Braxton	WV Water Well Drillers
CPR/AED	Raleigh	Flat Top Lake Association
CPR/AED	Nicholas	Nicholas BOE
CPR/AED	Raleigh	Raleigh BOE

<b>AREA: First Aid classes</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
First Aid	McDowell	McDowell 911
First Aid	Fayette	Fayette BOE
First Aid	Braxton	WV Water Well Drillers
First Aid	Nicholas	Nicholas BOE
First Aid	Raleigh	Raleigh BOE

<b>AREA: Fire Classes</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Fire Fighter 1	McDowell	McDowell 911
Hazardous Materials Operations	McDowell	McDowell 911
Fire Fighter 2	Webster	Webster Springs VFD
Rescue Core	Wyoming	Oceana VFD
Rope 1	Wyoming	Oceana VFD
Fire Safety and Fire Extinguishers	Raleigh	WV Parkways
NIMS 400	Greenbrier	Alderson VFD
Fire Officer 1	Fayette	Montgomery FD
Fire Officer 2	Fayette	Montgomery FD
Rope Tech Skills – Highline	Fayette	Ansted VFD
Fire Extinguisher Training	Raleigh	WVDRS
Fire Officer 1	Summers	Summers Co VFD
Fire Officer 2	Summers	Summers Co VFD
Fire Fighter 2	Raleigh	Coal River VFD

<b>AREA: EMS Classes</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
MCI 1 & 2	Wyoming	Oceana VFD

MCI 1 & 2	Raleigh	Beckley FCI
<b>AREA: Meetings</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
FDIC	National	
Fire Commission	State	

<b>RESA-I STATUS REPORT</b>	
<b>PROGRAM:</b>	<b>Regional School Wellness</b>
<b>DATE:</b>	<b>April 1-April 30, 2017</b>
<b>STAFF:</b>	<b>Sandy McClung, Specialist</b>
<b>FUNDING SOURCE:</b>	<b>State - WVDE</b>

<b>AREA: Physical Activity</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Contacted elementary schools concerning updating LMAS assessments to continue grant opportunities	All counties	
Contacted middle schools encouraging registration for all middle schools for grant opportunities	All counties	

<b>AREA: Oral Health</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Distributed toothbrushes to counties for Oral Health Initiative –divided sixth grade and first grade by schools	All counties	Monroe, Raleigh, Wyoming, McDowell, Summers and Mercer Counties met with Wellness Council and or nurses for distribution

<b>AREA: Youth and Adult Mentored programs.</b> SADD-ESADD	Summers County	Discussed SADD-Students Against Destructive Decisions with Summers County Wellness Council and provided brief training on what ESADD covers for elementary students
	Raleigh County	Worked with nursing staff concerning ESADD to implement late spring or fall for second and third graders Prepared lessons for thirds graders for ESADD



<b>RESA-I STATUS REPORT</b>	
<b>PROGRAM:</b>	<b>Regional School Support Specialist</b>
<b>DATE:</b>	<b>April 2017</b>
<b>STAFF:</b>	<b>Amy Semonco, Specialist</b>
<b>FUNDING SOURCE:</b>	<b>State</b>

<b>AREA: Education &amp; Support</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
School Visit	Huff Consolidated	Provided modeling of effective instructional habits, coaching, and support to teachers. Met with principal regarding needs of the school and future trainings being provided
Collaboration Meeting	Hinton Area Elementary	Met with teachers regarding progress throughout this year, interventions/groupings for next year, and programs of success
School Visit	Clear Fork Elementary	Met with principal to discuss progress made toward goals this year, provided coaching for 3 <sup>rd</sup> grade teacher regarding classroom management

<b>AREA: Training &amp; Awareness</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Differentiated Instruction	Ceres Elementary staff	Provided professional learning opportunity per request of principal
Guided Reading Management	All Early Literacy schools and other select schools	Intensive training focusing on guided reading management and groups within the classroom – teachers were provided resources and activities to begin using immediately
Differentiation in the Classroom	Hinton Area Elementary	Provided professional learning opportunity per request of principal

<b>AREA: Collaboration &amp; Support</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
RS3 Taskforce	Early Literacy Schools	Met with RS3s serving all Early Literacy schools across the state to share information and further the progress of the initiative
Early Literacy Meeting	Raleigh County Early Literacy Schools	Met with Sandy Sheatsley to discuss progress of the initiative in Raleigh County and plans for next school year

Judge Senior Projects	Raleigh County ACT students	Judged projects presented by seniors preparing for graduation
<b>RESA-I STATUS REPORT</b>		
<b>PROGRAM:</b>	<b>Special Education</b>	
<b>DATE:</b>	<b>April 2017</b>	
<b>STAFF:</b>	<b>Robert G. Bartlett, Director</b>	
<b>FUNDING SOURCE:</b>	<b>State and Federal</b>	

<b>AREA: Education and Awareness</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Instructional Practices Inventory (IPI) Staff Overview	Whitethorn Primary (Mercer County)	Presented an Overview of the IPI process to the staff, explaining the data collection process, categories of student engagement and data review procedures. 13 participants
RESA 1 Special Education update for RESA 1 Regional Council	All RESA 1 Counties	Presented a Special Education update to Regional Council members
CPI- Key Point Refresher	Wyoming County	Conducted a CPI- Key Point Refresher training to fulfill yearly certification requirements of Policy 4373. 6 participants
Special Education Topics	McDowell County	Presented a 1-day training covering Special Education topics including: Sensitivity/Disability Awareness, Behavior Management, Autism

<b>AREA: Leadership and Collaboration</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
NTACT/SSIP Workshop	All WV Counties	Worked with National Technical Assistance Center for Transition (NTACT) on the State Systemic Improvement Plan's next phase.
Monthly County Special Education Directors Meeting	All RESA 1 Counties	Discussed: Guest presenter-Dave Cloniger/Talent Assessment, RESA Status, CPI Trainings, SAT Trainings, August Trainings, PBIS Coaches Conference
Delivery of Pre-K "Healthy Eating" Activity Books, Hand-in-Hand Documents and Procedural Safeguards to RESA 1 Counties	All RESA 1 Counties	Provided Procedural Safeguards Brochures to all counties. Provided activity books to all counties' Pre-K Directors for use during Pre-K Registration and distribution to Pre-K classrooms.

<b>AREA: Leadership and Collaboration</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Facilitated IEP Training	All WV Counties	Invited to attend training to become an IEP Facilitator to assist in remediating possibly contentious IEP meetings.
Raleigh County Annual Desk Audit (ADA) Steering Committee	Raleigh County	Invited to join steering committee for review of Raleigh County's Special Education Annual Desk Audit.



<ul style="list-style-type: none"> <li>Attended Pre-Service updates for SPOKES Peer Trainers at RESA 7 on Wednesday, April 26, 2017.</li> </ul>		

**RESA-I STATUS REPORT**

<b>PROGRAM:</b>	<b>Technology Services</b>
<b>DATE:</b>	<b>April 2017</b>
<b>STAFF:</b>	<b>Shane Radford, Coordinator</b>
<b>FUNDING SOURCE:</b>	<b>State and Local</b>

<b>AREA: Repair and Installation Services - Individual technician reports for 16 field staff</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Kevin Anglin	McDowell County	Cloned a multitude of laptops and workstations, created various images, dismantled SMART boards, installed SMART displays and removed and stored e-cycle.
Jeremy Ball	Summers County	At Summers County High School, I responded to work orders that include imaging of computers; access controls settings, camera issues, and wireless issues. At Summers Middle Schools, I responded to work orders that include computer imaging, computer repair, wireless issues, and sign issues, 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, door systems, and computer repair. At Summers County Board Office, I have worked on day to day issues for the users; access control issues, video issues, imaging computers and sorting thru equipment. The big project is keeping the 1 to 1 computer running, selection a new device for next year.

		I have also been working on the AED, for each of the schools.
Ryan Blankenship	McDowell County	I have been replacing a lot of smart boards with new smart tvs and also collecting e cycle as I go. Also Kimball Elementary received 50 new pcs so I replaced two of their labs with those machines and moved their old lab machines out to the class rooms.
Vince Estep	McDowell County	Work orders include virus removal from PCs. Repair of laptop keyboard. Reinstalled Windows on laptops. Installed switch for BOE. Debug wireless connectivity for laptops. Install printers for the class rooms. Debug Smart TV sound, initiated Smart TV Advanced Replacement warranty. Move and remount Smart TV for Spec. Ed. debug built-in Chromium browser for Smart TV. Collect iPads county-wide to re-set Apple IDs for iPads, these iPads will all be entered into the Apple Configurator 2 dashboard. Install retro-fit projectors as a replacement for Smart Board. Install KITE testing software for special ed. install voice pack software for testing in labs and mobile carts. Install Smart TVs. Image desktops for labs. Remove old Smart Boards for installation of new TVs. Collect and deliver e-cycle.
Kenneth Lester	Monroe County	Over past thirty 30 days we have disseminated new ChomeBooks to all sixth grader at PMS and MVS. The Chomebooks have been holding up well. The largest amount of attrition has been from PMS. We have also been working through some manufacturer defects. Networks at each location have held up well to the increased traffic. The only issues we are seeing is with MVS at this point. MVS should be resolved with the next round of Wi-Fi upgrades later this spring. Our main focus has shifted to repairing any issues within the computer labs for the testing window next month.

		Work orders are holding at a manageable fifteen.
Donald Muncy	Mercer County	<p>Joined 65 computers to the Mercer domain and entered into asset list for Straley Elementary School. Also, put in the cables for two Carts for Straley. Put in the cables for two carts at Princeton Middle School. Repaired several computers in a lab at Princeton Middle. Imaged a lot of windows seven computers, to Windows 8.1. Fixed a GPO to push out Java installation, using policy. Discussed with the group the best practices in pushing out policies, running scripts, and using the IGDLA method for grouping formerly known as AGDLP. Disabled Java updates for Princeton Middle School, and Pikeview Middle School. Isolated an issue with computers shutting down during testing as being Verdiem power management software. Convinced Brent, and Arron that Verdiem was a possible cause to the computers shutting down during testing and to at least prove it wasn't. Since adding the WV Secure Browser to the Verdiem policy, the last two days of testing has not reported incidents of the computers being shut down. Replaced security cameras at the Mercer County Technical Center. Stacked a lot of boxes.</p>
Walter Newcomb	McDowell County	<p>I and my team have put the final touches on the testing systems needed for 2016-17 Smarter Balanced sessions. Thus far, those sessions are working smoothly. Also, I regularly meet with the McDowell County Technology administrative team to discuss the ongoing and future projects. Recently, I have also taken on the added responsibility of Project Installation Manager for several TFS projects. Planning, scheduling, and always executing those plans in a timely matter.</p>
Nathanial Perry	Raleigh County	<p>I have spent quite a bit of time preparing schools for testing by</p>

		<p>providing spare iPads, making sure all devices are on the appropriate firmware, etc. I also worked with Microsoft Deployment Server over spring break attempting to create a custom install script with WSIM that will create the environment we would like in Windows 10. I also performed maintenance on the Certiport lab at Independence High. I anticipate the remainder of this month to be heavy on iPad related issues and test support.</p>
Joshua Prudich	Mercer County	<p>I have replaced projectors and bulbs, removed viruses and malware. Installed printers. Reimaged laptops and desktops. Set up new computer labs. Done troubleshooting for testing. I have hung up new interactive tvs. Replaced hard drives and memory.</p>
Justin Prudich	Mercer County	<p>We are getting all the machines and policy in place for testing this year. I have been checking on voice packs and making sure the test opens and runs on computers to be used. We have been pulling out old technology and implementing teacher workstations at Princeton High. I also continue my day to day duties of maintenance and repair at my assigned schools.</p>
Aaron Reed	Mercer County	<p>The group policies I created have been reviewed by Mr. Murphy and the technology team, and everyone seems in agreement about the configuration. We plan to put the policies into effect, starting with Princeton High, after testing is completed. I continue to make progress with System Center. I've deployed the client and Endpoint Protection to Athens, Bluefield Intermediate, and Bluewell. Athens has already discovered minor virus infections in Athens and has removed the files. I have also experimented with deploying software to my test VM, and successfully deployed Read Naturally using an MSI file from the</p>



		<p>company. However, this MSI file does not include a configuration file telling the client what server to connect to, so I am deciding on how I want to deploy the configuration file with the program before applying it to schools. Problems have been occurring of computers going into sleep mode during testing, while a student is actively taking a test. We are trying to determine what the common factor is, since not all computers are showing this behavior. It is possibly our power management software, Verdiem Surveyor, a conflict with the Windows power management settings, or some combination of Windows 8.1 or Windows 10 running on desktops or laptops. My latest attempt at resolving the issue is setting group policy to keep everything turned on, then see how the Verdiem software reacts. If this doesn't resolve the issue, we'll uninstall Verdiem to rule it out completely.</p>
<p>Aiden Vrenna</p>	<p>Mercer County</p>	<p>I created a script and GPO with the x86 and x64 Java 8u151 installers in the SysVol. It checks the currently installed version and, if out of date, checks the processor architecture and runs the installer with the appropriate bit depth and flags set to disable automatic restarts, disable the customer experience (spying) features, and disable future automatic update checks. It worked great at most schools, but at a few sites with older servers the install times-out if too many computers are trying to pull the file at once, like when an entire lab is restarted. The .msi would make this easier than the .exe, but that's no longer accessible without Java's very expensive enterprise support contract. I think I'll alter it to create a scheduled task with a random delay. I deployed over 100 new devices at Glenwood, and over 100 at PMS. I reimaged and</p>

		<p>returned several at PVMS and BMS. I tracked down and fixed a switching problem at PMS where somehow the MLT configuration was lost. Then I disconnected the MLT the next week when I got a cascade cable to more properly join it with the rest of the stack. PikeView Middle and Princeton Middle were among the first to start testing, so I affected many miscellaneous bits of help and troubleshooting as the need arose. At other sites which hadn't started yet, I tested our SecureBrowser install script and fixed cases where it hadn't deployed properly. I installed the Julie voice pack on several machines that were missing it. Overall, activities primarily involved new devices and testing.</p>
John Watson	RESA 1	<p>April has been a busy month with the Fairmont Conference and the Microsoft testing opportunities. I have continued to develop and document deployment options for Windows 10, and I look forward to sharing them with the technicians and contacts next month.</p>
Joel Weiss	Mercer County	<p>I have been assisting with the upgrade of all of our school door access systems. This will make managing the access control much easier and will help tighten security. I have been working at my schools to prepare the computers for testing. I have continued to work on our operating system deployment methods and have developed a thumb drive for installing Windows 10 on machines that are unable to install from the network.</p>

<b>AREA: Training</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
MTA Exams	RESA 1 service area	Two staff members took advantage of Microsoft MTA exams offered at the TSS Conference. In total, 6 certifications were obtained.

HP warranty self-maintainer	RESA 1 service area	Certified on updated HP Warranty requirements.
Technician training	RESA 1 service area	Prepared for Technology Staff meeting on May 2 <sup>nd</sup> .
TSS Conference	RESA 1 service area	Attended Spring TSS Conference

<b>AREA: Infrastructure Support</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Windows Deployment Services	Wyoming County	Worked with Wyoming County staff to bring their WDS server online countywide.
DHCP options	Wyoming County	Modified DHCP pools as requested.
Subnet expansion	McDowell County	Worked with McDowell County Technology staff to resolved issues with a subnet expansion at Mount View High.
ASA IP address change	Mercer County	Obtained information from ISP in regards to an IP address change.
VM/DHCP issues	Mercer County	Determined VM server is in fault condition. Setup temporary DHCP distribution on Bluewell Elem Cisco router until the VM can be restored.
Julie Voice Pack license upgrade	Monroe County	Modified testing login script to update the Julie Voice Pack license for Online Assessment.

<b>AREA: Personnel</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
HB 2711 updates	RESA 1 service area	Updated Technology staff on HB 2711.
IT Service Desk Technician	Mercer County	Due to a hiring freeze as result of HP 2711, RESA 1 will be unable to fill this position at this time.

<b>AREA: Special Projects and Activities</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Screen replacement	RESA 1 service area	Repaired multiple mobile device screens.
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.

<b>RESA-I STATUS REPORT</b>	
<b>PROGRAM:</b>	<b>West Virginia Workplace Education Program-Statewide (75%)</b>
<b>DATE:</b>	<b>April 2017</b>
<b>STAFF:</b>	<b>Tina M. White, CWDP, MSSL, WV Workplace Education Program</b>
<b>FUNDING SOURCE:</b>	<b>State and Federal</b>

<b>AREA: Awareness, Collaboration and Professional Learning</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
<p><b>WVAdultEd State Face-to-Face and Skype Staff Meeting</b> – State Staff Skype Meeting on Wednesday, April 5, 2017.</p> <p><b>WVAdultEd State Professional Development (PD) Team</b> – Attended Pre-Service updates for SPOKES Peer Trainers at RESA 7 on Wednesday, April 26, 2017. Will meet with WVAdultEd State Staff PD Team to share in discussion of direction of PD on Thursday, June 1, 2017 at RESA 3 in Charleston.</p> <p><b>WVAdultEd Grant Application Review Team</b> – Participating on WVAdultEd Grant Application Review Team on Wednesday, May 3, 2017 in Charleston.</p> <p><b>WVAdultEd Summer Leadership</b> – Participating in WVAdultEd Summer Leadership to be held July 11-14, 2017; preparing professional development workshops for delivery; will meet at RESA 6 in Wheeling to develop workshop material on Monday, May 15, 2017.</p> <p><b>West Virginia Adult Education Association, Inc. (WVAEA)</b> – Participating on WVAEA Conference Committee; attended conference</p>	<p>Business and industry, agencies and organizations, and their incumbent workers throughout the State.</p>	

planning meeting in Parkersburg on Friday, April 7, 2017.

**WVAdultEd Monitoring Review Team** – Participating on the WVAdultEd Monitoring Review Team for Hancock and Brooke Co on May 16 & 17, 2017.

**Region 1 Opportunities in Action WIOA regional partnership team/meetings** – Continue participation with the Region 1 Opportunities in Action regional partnership team; streamlining the regional referral process; coordination and plans for next regional information session; next meeting date Friday, May 5, 2017.

**Region 1 Workforce Development Board (R1 WDB)/Workforce Center staff** – Continuing professional development training for Region 1 WorkForce West Virginia Career Center staff; next training TBD. Participated on Region 1 WDB Evaluation Committee for One-Stop Operator proposal review; held Friday, April 21, 2017.

**WV Department of Rehabilitation Services (DRS)** – Coordinated professional development training with DRS Regional Director, Jeanette Ratcliffe, for regional DRS staff; coordinated workshops sessions throughout December 2017, facilitated DRS professional training on Thursday, April 13, 2017; next session to be held Monday, July 31, 2017.

**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.

**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.

**Brake Supply, Brake Supply DBS** – Continuing assisting with Lean Manufacturing training; unable to deliver. Serving as liaison to coordinate training through RCBI and determine if any grant funding is available to assist through the Governor’s Guarantee WorkForce Program.

**WV Workplace Education Program Services** – Continue sharing, delivering, facilitating and servicing WV employers through the WV

<p>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, Custard Stand, etc. Developed training plan and workshop sessions for The Custard Stand in customer service excellence; developing schedule delivery at their various locations to be delivered in June &amp; July, 2017.</p> <p><b>Mercer County Workforce WV Career Center Partner Meeting</b> – Attend monthly Career Center Partner Meetings.</p> <p><b>Snowshoe Career Center Partner Meetings</b> – 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><b>Bureau of Prisons (BOP)/Federal Correctional Institution (FCI) Ex-Offender Task Force</b> – Continue participation with quarterly BOP’s Southern WV Ex-Offender Task Force at the Beckley and McDowell FCIs, and FPC Alderson.</p> <p><b>Bureau of Prisons (BOP)/Federal Correctional Institution (FCI) Bring Your A Game Training</b> – Continue assistance w/<i>Bring Your A Game</i> classes for upcoming parolees at FPC Alderson, and FCIs Beckley and Welch.</p> <p><b>Invoicing</b> – Initiate invoicing for business and industry for services rendered.</p>	<p>Ex-offenders preparing for parole. wide</p>	

<b>RESA-I STATUS REPORT</b>	
<b>PROGRAM:</b>	<b>WVEIS</b>
<b>DATE:</b>	<b>April 2017</b>
<b>STAFF:</b>	<b>Deena Tyree, Computer Operator / Susan Handy, Computer Operator</b>
<b>FUNDING SOURCE:</b>	<b>State</b>

<b>AREA: DAILY BACKUPS, PROGRAM UPDATES, MONTHLY SAVES AND AS400 MAINTENANCE</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Backups/Extra System Saves	All Counties	30 Daily Saves all critical data. Extra FMS and EMS saves and restores. Entire system saved monthly. Saves performed at Consolidation Site (RESA III)
Initializing Cartridges and Diskettes	All Counties	For use on AS400 for backup. Cartridges are at Consolidation Site (RESA III).
Program Updates/Upgrades	All Counties	All software changes and updates loaded at Consolidation Site (RESA III)
Equipment Failures	RESA 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 McDowell. Suddenlink failures in Mercer, Monroe, Raleigh and Summers. Shentel in Wyoming.
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.
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<b>AREA: USER/PHONE SUPPORT</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Assisted All Schools on-line to WVEIS concerning all phases of software support.	All Counties	Designed various reports for all applications.
Assisted all counties on-line with EMS, HMS, FMS, FAS, SMS and WHS.	All Counties	Assisted counties with Self-Backups, Queries, Sequel, WVEIS Wow and Portal.

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

<b>AREA: IN-HOUSE DATA PROCESSING</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Query Design	All Counties	Designed FMS, EMS, FAS, HMS and SMS Queries for all counties utilizing both IBM and Sequel Queries.
Database Maintenance and Development	All Counties	Printed student schedule 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.

<b>AREA: WVEIS</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Set up New Users and User Assignments as requested. Deleted User ID's and Assignments as requested. Added FY18 Assignments as requested for next year student scheduling.	Mercer	Reset passwords as requested and assisted users as needed. Assisted administrators and teachers with access to Educator Evaluation System on WOW. Assisted WVEIS County Contact with issues regarding student data.



<p>Set up New Users and User Assignments as requested. Deleted User ID's and Assignments as requested. Added FY18 Assignments as requested for next year student scheduling.</p>	<p>Monroe</p>	<p>Reset passwords as requested and assisted users as needed. Assisted administrators and teachers with access to Educator Evaluation System on WOW. Assisted WVEIS County Contact with issues regarding student data. Assisted Peterstown Middle School with FY18 Student Scheduling at RESA 1 Office.</p>
<p>Set up New Users and User Assignments as requested. Deleted User ID's and Assignments as requested. Added FY18 Assignments as requested for next year student scheduling.</p>	<p>McDowell</p>	<p>Reset passwords as requested and assisted users as needed. Assisted administrators and teachers with access to Educator Evaluation System on WOW. Assisted WVEIS County Contact with issues regarding student data.</p>
<p>Set up New Users and User Assignments as requested. Deleted User ID's and Assignments as requested. Added FY18 Assignments as requested for next year student scheduling.</p>	<p>Raleigh</p>	<p>Reset passwords as requested and assisted users as needed. Assisted administrators and teachers with access to Educator Evaluation System on WOW. Assisted middle &amp; high schools with FY18 student scheduling. Assisted WVEIS County Contact with issues regarding student data.</p>
<p>Set up New Users and User Assignments as requested. Deleted User ID's and Assignments as requested. Added FY18 Assignments as requested for next year student scheduling.</p>	<p>Summers</p>	<p>Reset passwords as requested and assisted users as needed. Assisted administrators and teachers with access to Educator Evaluation System on WOW. Assisted schools with FY18 Student Scheduling. Assisted WVEIS County Contact with issues regarding student data.</p>
<p>Set up New Users and User Assignments as requested. Deleted User ID's and Assignments as requested. Added FY18 Assignments as requested for next year student scheduling.</p>	<p>Wyoming</p>	<p>Reset passwords as requested and assisted users as needed. Assisted administrators and teachers with access to Educator Evaluation System on WOW. Assisted high schools with FY18 Student Scheduling. Assisted WVEIS County Contact with issues regarding student data.</p>
<p>Deena &amp; Susie participated in four WVEIS RESA Staff calls with WVDE Data Management &amp; Analysis personnel.</p>		