

RESA-I STATUS REPORT	
PROGRAM:	Adolescent Health Initiative
DATE:	September 2016
STAFF:	Selina Vickers, Adolescent Health Initiative Coordinator
FUNDING SOURCE:	State and Federal

AREA: Bullying Prevention		
ACTIVITIES	POPULATION SERVED	COMMENTS
Let's Talk Parent Training	RESA 1	Coordination/Planning
Sexting prevention	McDowell Co	Coordination/Planning
Let's Talk promotion trailer	RESA 1	Completed, uploaded and distributed
Green Dot	McDowell Co	Coordination/Planning
Raleigh Co staff inservice	Raleigh Co	Coordination/Planning

AREA: Well-Child/Immunization		
ACTIVITIES	POPULATION SERVED	COMMENTS
Let's Talk Parent Training	RESA 1	Coordination/Planning
FLASH teacher training	RESA 1	Coordination/Planning
Let's Talk promotion trailer	RESA 1	Completed, uploaded and distributed

AREA: Social media		
ACTIVITIES	POPULATION SERVED	COMMENTS
Let's Talk promotion trailer	RESA 1	Completed, uploaded and distributed

AREA: Professional Development		
ACTIVITIES	POPULATION SERVED	COMMENTS
FLASH Graduate Class Coordination	RESA 1	Coordinated graduate class with 3 credit hours for upcoming PD – FLASH for health teachers

RESA-I STATUS REPORT	
PROGRAM:	Adult Basic Education Technology Coordination West Virginia
DATE:	September 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"> General maintenance of error messages Updates to AEMIS2 Updates to AEMIS for PY2017 2016 to 2017 Rollover 	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"> Program Improvement Misc. Calls / E-mails Reset Passwords Activate User Profiles Create / Update Classes 	WV Adult Education (WVAdultEd) Instructors / Administrators Statewide	

AREA: Professional Development Provided		
ACTIVITIES	POPULATION SERVED	COMMENTS
AEMIS 2 Demo		

AREA: Professional Development Attended		
ACTIVITIES	POPULATION SERVED	COMMENTS

AREA: Misc		
ACTIVITIES	POPULATION SERVED	COMMENTS
WIOA Data Meeting	WVAdultEd Statewide	September 1, 2016
WVAdultEd State/Regional Staff Meeting	WVAdultEd Statewide	September 21-23, 2016
WVAdultEd Technology Institute	WVAdultEd Statewide	September 5-9, 2016

RESA-I STATUS REPORT	
PROGRAM:	Adult Education & Spokes
DATE:	September 30, 2017
STAFF:	Shawn Cook, Director, Nancy Shannon, Secretary Teachers - Peter Minogue, Sandra Adkins, Carmella Browning, Jared Cantrell, Christine 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: • Review of AEMIS • Process leave and timesheets, budgets for AdultEd classes. • Monitored budgets, prepared requisitions in WEVIS, coded invoices for payment. • Reviewed budgets and transaction reports.	Braxton Monroe Pocahontas Webster Wyoming All Spokes	
Met with government rep in regard to new building transfer.	RESA	
Facilitated Fall Kick Off for Spokes instructors.	All Spokes	
Attended Technology Academy (4 days)	All Counties	
State Staff meeting (22)	All Counties	
Initiated search process to replace two instructors.		
Toured WVU-Tech with Ral and Summers AdultED		

AREA: WIOA Collaboration		
ACTIVITIES	POPULATION SERVED	COMMENTS
Attended Pocahontas Collaborative team meeting. Worked with partners to host career center re-opening. (15)	Pocahontas	
Attended Summers Collaborative team meeting. (13)	Summers	
Participated in "Pathways to the Future" WIOA partnership facilitation workshop (2 days)	All Counties	
Monitored WIOA referrals	All Counties	

AREA: Program Visits & Work with Programs		
ACTIVITIES	POPULATION SERVED	COMMENTS Visits YTD
	Anthony Correctional Center	
	Braxton AdultEd	1
	Denmar/GBC	
	Fayette AdultEd	
	Fayette Spokes	
	Greenbrier AdultEd	
	Greenbrier Spokes	

Program visit and county team meeting (29)	McDowell AdultEd	2
Program visit and county team meeting (29)	McDowell Spokes	2
	Mercer AdultEd	1
	Monroe AdultEd	1
	MOCC OIEP	
	Nicholas FRF Nicholas Spokes	2
Program Visit (30) Review for upcoming on-site visit. Donated laptops to GBC site	Pocahontas AdultEd /Spokes	2
Met with Raleigh AdultED teachers completing preservice (14 th)	Raleigh AdultEd	3
Program visit (and supplies) 26	Raleigh Spokes	2
	SR J	
	CRJ	
Program visit and county team meeting (29)	SCC-CCS	1
Program visit (and supplies) 26	Summers Lamp/Spokes	2
	Webster AdultEd / Spokes	1
Technical Assistance to AdultEd and Spokes (16 th)	Wyoming AdultEd /Spokes	2

AREA: Spokes Programs		
ACTIVITIES	POPULATION SERVED	COMMENTS
Braxton: Adkins/Bishop/Walker <ul style="list-style-type: none"> • Attended PY2017 SPOKES Kickoff meeting in Beckley • Attended WVAdultEd Technology Institute at Camp Dawson • Visited Nicholas SPOKES in preparation for changing classrooms • Trained long term substitute for Braxton Adult Learning Center • WorkKeys Testing • Ami Cook, WVU Extension presented: <ul style="list-style-type: none"> ○ Five Love Languages ○ Nutrition Class ○ Stewards of Children 		
Fayette: Shelia Radford & Tiffanie Bishop <ul style="list-style-type: none"> • 2 – Customer Service, Level 1 • 2 – Customer Service, Level 2 • 1 – Adobe Photoshop Certification • 6 – FEMA Certifications • 1 – WV Welcome Certification • 1 student completed a college exploration activity 		
Greenbrier: Teresa Godwin & Tina White <ul style="list-style-type: none"> • Attended Fall Kick Off • Participated in Partner's Meeting • Met with Work Force manager Janet Shelton to discuss possible participation in this years Veterans Recognition Luncheon • 4--WVU Nutrition Outreach Classes conducted by Elizabeth Reynolds • 3 participated in mock job interviews with Sarah Hawkins • 5--Interviews • Two obtained jobs • Registered for College Exploration week, ordered materials • Guest speak from Job Corps, Leslie Dean 		

<ul style="list-style-type: none"> • 3—FEMA certificates 	
<p>McDowell: Cantrell & Walker</p> <ul style="list-style-type: none"> • 6 CSR I Certificates • 4 CSR II Certificates • 1 Student take TASC (Results Pending) • 2 Job Interviews • Attended PY2017 SPOKES Kickoff • Attended September Partner Meeting • Students attended a United Way Assistance Event facilitated by CDC Joy Walker. Special Thanks to Margaret Ann O'Neal and United Way of Southern WV. 	
<p>Monroe: Judy & White</p> <ul style="list-style-type: none"> • Attended PY2017 SPOKES Kickoff • 3 Students received WV Welcome certificates • Met with Barry Pyne NRCTC • 1 student passed TRA • 2 students job interviews • 1 student employed • 1 student career exploration activity 	
<p>Nicholas: Adkins, Elkins & Bishop</p> <ul style="list-style-type: none"> • 4 FEMA Certificates • 2 WV Welcome Certificates • 2 students employed • Collaborated with Jill Cerankowski on WORK-CERT revisions • Met with DHHR Caseworkers & Shawn Cook to introduce myself • Completed move to new classroom • Assisted as needed with Braxton classroom substitute 	
<p>Pocahontas: Williams & White</p> <ul style="list-style-type: none"> • Attended SPOKES Kick-off • Set up date for job fair • Job Fair Recruitment • Started Career Pathways • 5 Career Exploration Activities • 5 College Exploration Activities • Attended Partner Meeting • 3 job interviews • 4 SPOKES Modules completed • 1 Customer Service 1 Certification • 1 Customer Service 2 Certification • Trip to Snowshoe with Joy Walker • 2 Job Portfolios completed • Meeting with Shawn and Shalom 	
<p>Raleigh: Ellis & Bishop</p> <ul style="list-style-type: none"> • Attended PY17 SPOKES Kick-off • Met with Stephanie Herald, KISRA about services • WV Extension Service- 4 part Nutrition presentation • 1 referral to KISRA • 3 passed TASC Readiness assessment • 1 Customer Service, Part II • 9 FEMA certificates • 2 Job interviews 	

<ul style="list-style-type: none"> • 5 Nutrition Certifications through WV Extension Service • 2 Participated in HeadStart Family Fun Day • 2 students complete FASFA assisted by Educational Opportunity Center-Kim Bolt, Education Outreach Counselor 	
<p>Summers: Browning & Walker</p> <ul style="list-style-type: none"> • Attended Fall Kick-off in Beckley • 2 students earned Customer Service 1 Certification • 1 student received Customer Service 2 Certification • 2 students received WV Welcome Certificate • 2 students earned Computer Essentials Living Online Gold Certificate • 1 student earned Gold Level Certificate in Computer Essentials • 1 student received Work Keys Silver level • 2 students earned IC3 Living Online Certificate • 5 students received Food Handlers Card • 1 student met with Vocational Rehabilitation to prepare for returning to college 	
<p>Webster: Melanie Hayslette</p> <ul style="list-style-type: none"> • 1 student Customer Service Part 1 Certification • 1 student Customer Service Part 1 Certification • 2 student had job interviews • 1 Everfi Certificate • 4 FEMA Certificates • 3 Bronze Workkeys Certificates • 1 Silver Workkyes Certificate • 9/8 Budgeting Workshop for students • Informal meeting with DHHR • 9/12 Workkeys Testing • 9/20 EHI Testing • 9/23 Attended WIOA County Partner Meeting 	
<p>Wyoming: Chapman & Walker</p> <ul style="list-style-type: none"> • Karen Larson: Tobacco Control Speaker • Loren Wells, WVU Extension Service • Assisted Adult Ed with WIOA Referrals and WIN • Daily meetings with DHHR caseworkers • Attended Fall Kick-off Meeting in Beckley – Joy Walker • 1 Computer Essentials Online Computing Fundamentals Gold • 2 FEMA Certificates – Diversity Awareness and Initial Ethics Orientation • 1 Typing Certificate – 66 wpm • Assistance Event offered by United Way of Southern WV 	

Career Development Consultant Reporting Form

Name: Joy Walker

Date: September 30, 2016

	Student	YTD	
Activity	# Participating	# Participating	Comments
Resumes Updated	5	10	
Student Credentials			
• CPR/First Aid			
• Food Handlers	5		
• Other		10	
Career Exploration Activity	7		
Students Obtaining Employment		2	
Job Fairs			Preparation for Pocahontas County Job Fair 11/3/16
Guest Speakers		2	
Resource Fair			
Facilitated Monthly Programs			
• New Parents – Wyoming Co.		1	
• Other	2		*United Way of So. WV Assistance Event *Partner Meetings: Summers & McDowell Counties
Follow-up	3		
Job Shadow-CDC Training			
Trainings Attended	1	2	
DHHR Meetings	3	5	
Substitute Days	2	7	
Employer Contacts	21	23	

Name: Tiffanie Bishop

Date: August 31, 2016

	Student		
Activity	# Participating	YTD	Comments
Resumes Prepared	15	37	
Student Credentials			
• CPR/First Aid	4	4	
• Food Handlers			
• Other			
Career Exploration			
• WV Strategic Compass	4	14	
• CFWV	1	6	
• Other			
Students Obtaining Employment	3	19	
Students Withdrawn	1	5	
Job Fairs			
Guest Speakers	4	4	
Students entered postsecondary	0	2	
CDC			
Established Monthly Programs			
• New Parents –			
WIOA Referrals	3	6	
Modules/Workshops taught	0	2	
Additional Portfolio	1	7	
Trainings Attended	1	8	
DHHR Meetings/Staffings	3	7	
Substitute Days	1	4	
Employer Contacts	3	8	



Front left to right:
Tracie H., Jasmine O, Louis S. and
Amanda W.
Back left to right:
Jessica M. and Tanequa Smith



RALIEGH COUNTY SPOKES NUTRITIONAL CLASS

Raleigh SPOKES Students Earn Nutrition Certificate

By *Helena Ellis*

Six SPOKES student say "cheese" for the camera upon completing a four week nutrition class and earning their Nutrition Certificate. Brandi Cook, Nutrition Counselor for WVU Extension Agency presented nutrition facts about all the food groups, brought foods to sample, and gave the students handy cooking gadgets to take home. The participants got involved by cutting up vegetables, fruits, mixing ingredients, and cooking a special quinoa dish (recipe included). The four-week course culminated with each student receiving a certificate noting their completion.

Learning about nutrition and trying new foods were goals of this event. Ultimately, the instructor encouraged parents in the class to choose healthier foods for themselves, be a role model to their

children, and live healthier lives through sound nutrition.

Quinoa with Cranberries and Almonds

Ingredients:

- 1 teaspoon olive oil
- 2 green onions, sliced (green parts only)
- 1 cup quinoa
- 1 1/2 cups water
- 1/4 teaspoon salt
- Pinch of black pepper
- 1/4 cup dried cranberries
- 3 Tablespoons chopped roasted almonds
- 1 tablespoon fresh lemon juice

Directions:

1. Heat the oil in a small saucepan over medium-high heat. Add the green onions and cook, stirring often, until softened, 1 to 2 minutes. Add water and bring to a boil.



2. Stir in the quinoa, salt and pepper. Cover, reduce heat to low, and let simmer about 15-20 minutes. (You will know when the quinoa is done because it will look like it has popped open--revealing the germ of the kernel). Fold in the cranberries, almonds, and lemon juice and serve hot.

ENJOY--AND THAT'S AN ORDER!!

McDowell County SPOKES

During the Month of September, thirteen SPOKES students obtained their CPR/First Aid Certification thanks to training provided by RESA One's Public Service Training Instructor Jeff Greene.

September
2016

*Regional Education
Service Agencies*
RESA

IN THIS ISSUE – 'LESSON PLANS' ©

SUBMITTED BY CARMELLA BROWNING

There are two great websites that you can visit to discuss the upcoming election:

<https://www.isidewith.com/>

This site asks you questions concerning different issues facing today's society. Depending on your responses, will match the candidate with your beliefs. Students love this.

After the students complete the online activity, I show them how to register to vote on the Secretary of State's website.

<http://www.sos.wv.gov>

This is a great class activity and if student's register to vote, it is a goal that you count in AEMIS. The deadline to register for the General Election is October 18.

Have fun with this. You can also bring in guest speakers as well.



Fun activity to help students improve their math skills.

<https://sciencebob.com/fantastic-foamy-fountain/>

**Submitted by Melanie Hayslette
Webster County SPOKES/AE**

**Goal Setting Activity**

By Teresa Godwin

Teaching a SPOKES student to set a goal is one of our objectives but I approach it more as a Reaching a Goal rather than simply setting it.

To that end, and as a crafter, I use a craft project that appears very complicated, the sort that you would look at and say, "Oh no, that will take too long and has too much to it. I am not going to do that." Most things worth achieving do require many, many steps, some more difficult than others, but each one is important and cannot be skipped over nor should that become obstacle allowed to hinder progress and or success.

At Canon Creative Park, a free online paper craft site, you will find many paper projects that suit this activity very well (see picture above). Currently we have a Halloween project we are about to embark upon which has seven pages of parts to be cut out and assembled. The first reaction from my students was just as

expected, "No way!" My reply to them was, "With any goal you set out to achieve, you take it one step at a time and keep referring to the end result you are working towards." This is a fun and easy way to reinforce the message of Reaching a Goal and 'Begin with the End' in Mind. They are always amazed when they see their finished product and then understand better that this is exactly how they much approach any goal they set for themselves.

**Remember College
Application and Exploration
Week begins on October
31st!**

www.cfww.com

cfww.com

LIFE LONG LEARNING



(Left to Right: Julia Williams, Joy Walker, Jessi Stump)

Pocahontas SPOKES/Adult Ed Instructor Julia Williams, CDC Joy Walker and Jessi Stump with Snowshoe Mountain Resort met to discuss the Career Pathways project in Pocahontas County. Ms. Stump shared her thoughts on the project, offered to visit the class and speak with the students from an employer's viewpoint and committed to a property tour of Snowshoe Mountain at the end of the project for the students.

FUN SITES FOR SPOKES STUDENTS



Learn for free about math, art, computer programming, economics, physics, chemistry, biology, medicine, finance, history, and more.

<https://www.khanacademy.org>



WIOA Partner Meetings

By Joy Walker



(Summers County Pictured Above)

McDowell and Summers County SPOKES Programs recently participated in their respective Partner Meetings. Both programs are active in communicating and referring to fellow agencies. McDowell County hosted a guest speaker, Leslie Dean, with Job Corp.

(McDowell County Pictured Below)



Thanks to United Way of Southern West Virginia, Margaret Ann O'Neal - Director and Joy Walker - SPOKES CDC, several SPOKES classes received adult and children's clothing, diapers and wipes for their students. Many students expecting a baby and those with toddlers benefited from this generous donation from UWSWV.

(McDowell County SPOKES Pictured to the left.)

Improve Student Employability



Open Yale Courses provides free and open access to a selection of introductory courses taught by distinguished teachers and scholars at Yale University. These courses could help improve students' knowledge and increase their employability. Some of the courses include topics such as:

- Financial Theory
- Chemistry (Organic and Inorganic)
- Greek History
- Philosophy and Science of Human Nature
- Social Theory

Website: <http://oyc.yale.edu>

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

AREA: Collaboration		
ACTIVITIES	POPULATION SERVED	COMMENTS
RESA Collaborative	State RESAs	Participated in RESA Collaborative meeting held in Clarksburg. Ideas shared for rolling out the Learning Schools initiative to our schools
RS3 Meeting	Graduation 20/20 RS3s	Met with other RESA RS3s for Graduation. Discussed how the Learning Schools initiative fits into Graduation 20/20. Also discussed WVZoom and its benefits to teachers, administrators, and districts.
Meeting at Concord University	Stakeholders from Summers, Mercer and Raleigh Counties; RESA 1	Met with Nancy Burton and other stakeholders regarding a grant with DRS that will benefit at-risk students in Summers, Mercer, and Raleigh Counties in the early phase and the other three counties later in the grant.

AREA: Support and Trainings		
ACTIVITIES	POPULATION SERVED	COMMENTS
Graduation 20/20 Team Meetings	School Leadership Teams	Met with teams at the following schools: James Monroe, Summers County High, Princeton High, Montcalm High, River View High, and Woodrow Wilson High. Provided program updates as well as other information of interest to the schools. Scheduled to meet with Mt. View High – no one there to meet on day of scheduled meeting.
Presented Data-driven Instruction and Common Formative Assessment to WWHS faculty	12 teachers, and 2 administrators	After-school workshop presented to WWHS faculty – provided overview of data-driven instruction and an overview of common formative assessments
Graduation Coaches	RESA 1 Graduation Coaches	Held meeting for graduation coaches; provided overview of Check and Connect for new coaches; updates to program provided

RESA-I STATUS REPORT		
PROGRAM:	MEDICAID	
DATE:	September 30,2016	
STAFF:	Jamie Bailey, Medicaid Specialist	
FUNDING SOURCE:	State and Local	
AREA: MEDICAID BILLING		
ACTIVITIES	POPULATION SERVED	COMMENTS
Billed Medicaid	McDowell	
	Mercer	\$5,123.90
	Monroe	
	Raleigh	\$ 1,570.81
	Summers	
	Wyoming	
AREA: MEDICAID		
ACTIVITIES	POPULATION SERVED	COMMENTS
Technical Assistance	McDowell	Assisted with provider enrollment/ revalidation
	Mercer	Assisted with provider enrollment/revalidation, and billing questions. Transmitted billing files and ran remittances.
	Monroe	Assisted with provider enrollment/revalidation and questions concerning billing.
	Raleigh	Assisted with provider enrollment/ revalidation. Transmitted billing files and ran remittances
	Summers	Assisted with revalidation and questions concerning billing
	Wyoming	Assisted with revalidation and questions concerning billing. Transmitted billing files and ran remittances
AREA: Special Education		
ACTIVITIES	POPULATION SERVED	COMMENTS
Technical Assistance		Inputted Professional Development data, made copies, prepared 110 folders, and mailed letters.
AREA: Meeting/Training		
ACTIVITIES	POPULATION SERVED	COMMENTS
	RESA 1 Counties	Medicaid Meeting at RESA 1
	RESA 1 & RESA 4 Counties	WV CARES Training at RESA 1

	Monroe	Medicaid training at RESA 1 with Raye Guy, School Psychologist
--	--------	--

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

AREA: CPR		
ACTIVITIES	POPULATION SERVED	COMMENTS
CPR/AED	MCDOWELL	MCDOWELL FIRE SCHOOL
CPR/AED	GREENBRIER	RUPERT VFD
CPR/AED	RALEIGH	MSHA ACADEMY

AREA: First Aid classes		
ACTIVITIES	POPULATION SERVED	COMMENTS
FIRST AID	MCDOWELL	MCDOWELL FIRE SCHOOL
FIRST AID	GREENBRIER	RUPERT VFD
FIRST AID	RALEIGH	MSHA ACADEMY

AREA: Fire Classes		
ACTIVITIES	POPULATION SERVED	COMMENTS
FIREFIGHTER 1	GREENBRIER	RUPERT VFD
ENGINE COMPANY OPS	MCDOWELL	MCDOWELL FIRE SCHOOL
INCIDENT SAFETY OFFICER	MCDOWELL	MCDOWELL FIRE SCHOOL
FIRE OFFICER 1&2	WEBSTER	COWEN FIRE DEPT

AREA: EMS Classes		
ACTIVITIES	POPULATION SERVED	COMMENTS
EMT RECERT	RALEIGH	RESA1 OFFICE/PST STAFF
EMT-M R4	RALEIGH	ARCH COAL
EMT-M R4	RALEIGH	RALEIGH COUNTY CC

AREA: Meetings		
ACTIVITIES	POPULATION SERVED	COMMENTS
PST COORDINATORS BI-MONTHLY MEETING	STATE	CLARKSBURG, WV HOSTED BY RESA 7

RESA-I STATUS REPORT	
PROGRAM:	Regional School Wellness
DATE:	September 1-30, 2016
STAFF:	Sandy McClung, Specialist
FUNDING SOURCE:	State - WVDE

AREA: Physical Activity		
ACTIVITIES	POPULATION SERVED	COMMENTS
Meet with all teachers at Fairdale Elementary and provide strategies for classrooms to incorporate 30 additional minutes of physical activity a day	Raleigh	26 teachers attended sessions during planning periods, activities shared were Minds In Motion, Go Noodle Plus, Fuel Up to Play 60 and Active Academics September 7, 2016 (was also at Fairdale on Sept 1, and September 16, 2016)
Meet with Raleigh county Nurses-Debra Kaplan –dropped pedometers for nurses convention		Dropped pedometers @ Raleigh County Nurses Office –discussed workplan and planning -

AREA: Meetings & other activities		
ACTIVITIES	POPULATION SERVED	COMMENTS
MSH @ Welch	RESA 1	Submitted EMT information for EMTM Card
FRN Wyoming County	Wyoming County	Met with FRN committee–Kathy Brunty
Lets Talk Webinar	RESA 1	Webinar with Carrie-Meghan Quick-Blanco –WV Free
RESA 3 Wellness Coordinators Meeting	RESA 1	RESA 3 9/19/16
Dropped of School Nursing books -discussed wellness workplan	Raleigh County	Raleigh County Nurses Office – Auxiliary Bldg- 9/30/16
Met with Jane Sutphin –Raleigh County- to discuss Local Wellness Plan	Raleigh County	Crescent School 9/29/16
Notified al counties about School Climates Survey being open	RESA 1	Email county principals 9/22 thru 9/23/16

AREA: Trainings		
ACTIVITIES	POPULATION SERVED	COMMENTS
Attended Trauma Informed Care	RESA 1	FMRS September 21, 2016
Presented Youth Mental Health First Aid	Mercer County	Princeton – 4H Group- September 27, 2016 (10)

AREA: Trainings		
ACTIVITIES	POPULATION SERVED	COMMENTS
Attended Trauma Informed Care	RESA 1	FMRS September 21, 2016
Presented Youth Mental Health First Aid	Mercer County	Princeton – 4H Group- September 27, 2016 (10)

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

AREA: Education & Support		
ACTIVITIES	POPULATION SERVED	COMMENTS
School-Site Visits	All Early Literacy Schools	Data collection and intervention services were reviewed, leadership meeting dates established, training needs discussed with administrators
Teacher Support	Beckley Elementary	Provided teacher observations, modeling, and coaching to assist teachers within the classroom as requested by administration

AREA: Training & Awareness		
ACTIVITIES	POPULATION SERVED	COMMENTS
CHAMPs Behavior Management	Peterstown Elementary Staff	Provided behavior management training on the CHAMPs program to PES staff
Data Driven Instruction & CFAs	WWHS Staff	Provided training on data analysis, instruction, and common formative assessments

AREA: Collaboration & Leadership		
ACTIVITIES	POPULATION SERVED	COMMENTS
Leadership Team Meetings	Hinton Area & Montcalm Elementary	Attended Leadership Team Meetings at these respective schools, discussed data collection, intervention groups, school climate, etc. Provided updates of the Early Literacy Initiative..
RESA Collaborative Meeting	All Learning Schools	Attended the RESA Collaborative focusing on the Learning School initiative and training to be provided to schools in RESA 1
RS3 Taskforce	Early Literacy Schools	Attended the RS3 Task Force meeting regarding the Early Literacy initiative; updates to the program, school expectations, and progress of schools was discussed

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

AREA: Education and Awareness		
ACTIVITIES	POPULATION SERVED	COMMENTS
CPI- Key Point Refresher	Wyoming County	Conducted a CPI- Key Point Refresher Training to fulfill yearly certification requirement of Policy 4373. 13 Participants
SAT Tool-Kit Overview	All RESA 1 Counties	Presented a SAT Tool-Kit Overview to Graduation 20/20 coaches
CPI- Initial Certification	Mercer County Staff	Conducted a CPI- Initial Certification Training for Mercer County Staff. 8 Participants

AREA: Education and Awareness		
ACTIVITIES	POPULATION SERVED	COMMENTS
SAT Policies and Procedures Training	Monroe County- Mountain View Staff	Presented a SAT training for faculty of Mountain View faculty. 38 Participants
SAT Policies and Procedures Training	RESA 8	Invited to present a SAT Policies and Procedures training for all counties of RESA 8. 115 Participants
CPI- Initial Certification	McDowell County Staff	Conducted a CPI- Initial Certification Training for McDowell County Staff. 20 Participants

AREA: Education and Awareness		
ACTIVITIES	POPULATION SERVED	COMMENTS
Instructional Practices Inventory (IPI) Level 1 Coder Training	Raleigh County Staff	Presented an IPI- Level 1 Coder training for Raleigh County teachers and administrators. 19 Participants
Classroom Behavior Management Training	Wyoming County Staff	Presented a Classroom Behavior Management training for Wyoming County teachers and administrators. 44 Participants.

AREA: Leadership and Collaboration		
ACTIVITIES	POPULATION SERVED	COMMENTS
Medicaid Updates Workshop- Mr. Terry Riley	All RESA 1 Counties	Hosted a Medicaid update, question/answer workshop for relevant staff of RESA 1 Counties.
State RESA Special Education Directors Monthly Meeting	All RESA 1 Counties	Discussed: PBIS update, ECPBIS update (www.wvecpbis.org website- October 1st, Autism position, Office of Early Learning update, CPI cost update, RS3 workshops, WV cares Meeting, CASE Conference, Mentor Program, Special Education Monitoring (Face-to-Face Exit Meetings)
WVDE Office of Special Education Monthly Staff Meeting	All RESA 1 Counties	Discussed: CASE Conference, Understanding Modified Diplomas, PBIS Update, ECPBIS Update, AWARE/PBIS Update, New Director Monitoring, Form updates, Autism Evaluation Center- Autism Training Center, Read IEP App

AREA: Leadership and Collaboration		
ACTIVITIES	POPULATION SERVED	COMMENTS
Pre-K Fall Conference	All RESA 1 Counties	Topics: Pre-K Steering Team, WV Early Learning Annual Report, Supporting Early Learning, Supporting the Whole Child, Continuous Quality Improvement, Child Assessment
National Center for Systemic Improvement (NCSI)- Virtual Meeting	All RESA 1 Counties	Participated with the WVDE in a Virtual Meeting with NCSI. Presentations included: Colorado- Self Determination, Rhode Island- Transition Tracker
Medicaid- CARES Fingerprinting Training	All RESA 1 Counties	Hosted a Medicaid Fingerprinting training for relevant County staff members
National Technical Assistance Center on Transition (NTACT)	All RESA 1 Counties	Participated with the WVDE in a Conference Call with NTACT partners in the

		development of a Logic Model for the State's Systemic Improvement Plan (SSIP)
Monthly RESA 1 County Special Education Directors Meeting	All RESA 1 Counties	Discussed: Autism Coordinator, Second Month Report, SAT and Pre-K, Approved Psychologists, Initial Evaluations, Speech-Virtual Therapy, At Risk Assessments/Constructive Suspensions, Refusal of IEE Process, WV CASE Conference, WV CEC Conference, Read IEP App, Autism Evaluation Center, Special Education Monitoring Face-to-Face Exit Meetings.

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

AREA:		
ACTIVITIES	POPULATION SERVED	COMMENTS
<ul style="list-style-type: none"> • Continue regular meetings with DHHR caseworkers at the Greenbrier, Pocahontas and Monroe Co DHHR offices to discuss status of current SPOKES students and those in follow-up. • Continue promoting Employment Subsidy Program (ESP) as appropriate. • Continue meetings/visits to the Greenbrier, Monroe and Pocahontas Co SPOKES class to follow-up with current students, conduct orientation and develop self-sufficiency plans with new students. • Forward employer contact/student status information to appropriate DHHR office caseworkers. • Continue employer visits throughout Greenbrier, Monroe and Pocahontas Counties on behalf of the SPOKES students in an effort to solicit potential job leads and spread 	<p>Greenbrier, Monroe and Pocahontas Co SPOKES</p> <p>Business and industry throughout Greenbrier, Monroe and Pocahontas Co</p>	

<p>awareness of SPOKES candidates.</p> <ul style="list-style-type: none">• Continue preparing monthly CDC reports and supplemental report information; forward to Christina Harper, appropriate DHHR caseworker and SPOKES instructor each month.• Continue to copy Shawn Cook on correspondence, along with DHHR representatives.• Attended SPOKES Fall Kick-Off staff meeting Friday, September 2.		
--	--	--

RESA-I STATUS REPORT	
PROGRAM:	Technology Services
DATE:	September 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 laptops and workstations for various schools, installed the updated testing software, installed networking equipment, printers and joined new workstations to school domains.
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, repair and access controls settings. Hinton Area Elementary School, I responded to work orders that include computer imaging and access controls. At Jumping Branch Elementary, I responded to work orders that include access controls 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 imaging the 1 to 1 computer for SCHS students.
Ryan Blankenship	McDowell County	I have been updating testing software. Also while updating testing I am updating deep freeze to a new version. I have also been

		working on any problems these machines have as I go.
Vince Estepp	McDowell County	As the testing season draws nigh many work orders will deal with installation of Smarter Balanced testing throughout all schools and KITE for Special Ed. All mobile labs as well as stationary labs will be imaged if warranted before testing is installed. Installation of Smart boards. Installation of ISSAC accounting software for secretaries. Installation of printers for teachers in the classrooms. Installation of new drops for wireless. Re-do racks is several schools from the vendor Pomeroy's summer installation. Assess Build of Materials for installation of wireless connections. The TSS's were late upon returning this year, so many of the responsibilities were complete by RESA techs. Put back together schools' stationary labs from the summer break. Deliver and set up new mobile labs, deliver and set up stationary labs for schools.
Kenneth Lester	Monroe County	The Month of September has seen the first wave of One to One implementation completed. There may be a couple infrastructure abnormalities to work out but for the most part all updates and changes have gone well. The VGO unit has been moved to PMS and has been operational on the second floor only. The majority of all devises have been moved to the new network and are operational. We have encountered a number of Hardware issues after some recent Windows Updates. The update issue requires the workstation to be reimaged. The next month will see continued Chromebook support in addition to the next wave for the ninth graders.
Walter Newcomb	McDowell County	I am currently focused on the new Smarter Balanced 9.0 testing browser that was released. The McDowell County Technology team and I are currently working our way

		back through the district installing the new engine. In addition to the aforementioned work, I am also finishing up the District's TFS equipment distributions. This has included scheduling work-flow through the IT Dept. and third party vendors.
Lucy Pack	Mercer County	<p>At PVHS I replaced A lab of 28 workstations in Room 102F and a lab of 12 workstations in the media center. I setup 8 laptops for special Ed. And 12 ASUS transformer books for Special Ed.</p> <p>At BHS I re-imaged several laptops, replaced 3 smart bulbs and worked on work orders in the data base.</p> <p>At MHS I imaged 4 workstations that were donated to the school from the social security office and used them to replace some teacher workstations. I also put the labs together for students to be able to use them.</p> <p>At Montcalm Elementary I worked on work orders and replaced two smart board bulbs.</p> <p>At PSHS I replaced the guidance computer, imaged several workstations and worked on work orders in the data base.</p>
Nathanial Perry	Raleigh County	<p>September started with quite a bit of general work orders. Due to the upgrades to the wireless network in the county there has been quite a bit of equipment no longer attached to wireless as the old WEP SSID was retired. I spend the first part of the month handling these types of items. The last half of September has, and will be, focused on deployment of the new Apple technology. I have already deployed iPads at one high school, and will be deploying 2 schools MacBooks this week as well. Next week will bring more of the same. We look for deployment to continue into October.</p>
Joshua Prudich	Mercer County	<p>This month I have replaced multiple computers with bad motherboards. I have replaced a few bulbs in</p>

		<p>projectors. I have also replaced a few projectors that are defective. We have hung new interactive TVs and put them on mobile carts. I have removed viruses and malware from multiple computer. I have installed teacher requested software on their Smartboard laptops. I have reinstalled smartsoftware and set up printers on new teacher laptops.</p>
Justin Prudich	Mercer County	<p>I have been getting my normal maintenance and repair of the lab, teacher, and student computers done while I am at these schools. The art and music programs have been updated to go all digital and we have been installing the Viewsonic interactive displays with new laptops in the schools that need them. I also helped install a wireless bridge at Hunnicutt stadium at PSHS.</p>
Aaron Reed	Mercer County	<p>The Windows Deployment Server that was reconnected while I was out on vacation finally suffered a hardware failure, and as such, the System Center server has been set back up. I have spent this month attempting to create a Windows 10 image, but issues from the VPN connection to our network have created setbacks, notably the inability to activate Windows and Office on the state KMS servers from the Technology Office. The Windows 8.1 image that I previously created is still being utilized in the meantime.</p> <p>The image that was created for the homebound laptops has also been used to create similar laptops for use in Bluefield Middle’s Alternative Learning Classroom. Extra security was also requested for the Princeton Alternative Learning Center computers, so using the homebound laptops as a template I created a group policy on the MERCER.DOM domain to lock them down as well when logging in with the “altlc” or “taltlc” student and teacher user accounts.</p>

		<p>Single, shared user IDs have been implemented in the schools, with the previous student accounts that used their WVEIS ID still being maintained as a backup for at least this year. However, there have been errors spotted with the use of a single, shared user account, such as Office 365 not logging out correctly and students gaining access to other students' Office 365 accounts. Schools have gone back to the WVEIS ID accounts temporarily until a fix can be applied. We've also suffered two server failures at Princeton Primary and Montcalm Elementary. I've prepared one server and am finishing up the second server to replace them both. Finally, I attended a class for the Extreme Networks Wireless Network in Charleston and am already applying what I learned there to ensuring everything is being properly installed.</p>
Aiden Vrenna	Mercer County	<p>We finally received our USB audio adapters for all of the staff laptops at PVMS, so staff were excited to be able to utilize educational videos which require audio output. Fixed a firewall issue that stopped a POS02 from communicating with its POS01. Fixed this month's section of the perpetual supply of laptops whose drivers succumb to entropy. Updated firmware on two printers at separate locations which had also succumbed to entropy. Updating client-side drivers, restarting, and testing for IP conflicts had no effect, but the firmware updates succeeded. Reinstalled those on relevant lab machines. Physically replaced two projectors where lamp replacement was insufficient, and I'm waiting on additional replacements to arrive. Fixed WVEIS issues, in some cases with Deena's assistance.</p>
John Watson	RESA 1	<p>This was a short month for me, but it was busy one as the installation</p>

		deadline for the new TASC testing installations throughout our service area was a main focus. Assisting with the installation of technology to facilitate new curriculum delivery methods as well as updates to the lab facilities at RESA One rounded out my month.
Joel Weiss	Mercer County	I have upgraded classroom desktops at Athens Elementary. I have entered security badge numbers for users throughout the county. I researched and implemented a new padlock system for the football field gates at Princeton Senior High School. It is wireless and uses a cellphone app to open and monitor use. I installed the new TASC testing software on the lab at the Mercer County Technical Education Center.

AREA: Training		
ACTIVITIES	POPULATION SERVED	COMMENTS
Extreme Wireless Training	Mercer County Schools	Sent two Technology staff member for 4 days of Extreme Wireless training.
Network Design and Strategies Workshop	RESA 1 Service Area	Made arrangements for several staff member to attend upcoming WVDE Network Strategies and Design workshop.
ERate workshop	RESA 1 Service Area	Made arrangements to attend Fall Erate workshop.
Interactive TV training	RESA 1 Service Area	Researching training for new Interactive TV's

AREA: Infrastructure Support		
ACTIVITIES	POPULATION SERVED	COMMENTS
Wireless Bridge installation	Mercer County Schools	Installed a wireless bridge and other network equipment at Princeton High/Hunnicutt Stadium.
Router Support	RESA 1 Service Area	Provided support pertaining to access control lists, bandwidth configurations and network upgrades.
Traffic Shaper Failure	Monroe County Schools	Worked with WVDE Staff and Cymphonix vendor troubleshoot and eventually replaced a failed traffic shaping device.

Wireless Quality of Service	Summers County Schools	Modified QoS settings to provided better throughput on wireless SSID's at each site in Summers County.
Suddenlink transition	Raleigh and Fayette SPOKES	Moved Raleigh and Fayette SPOKES over to Suddenlink broadband and phone. Modified existing network and phones to work with new vendor.
WVEIS single sign-on issues	Wyoming County Schools	Troubleshoot issues related to the new WVEIS single sign-on. Provided information to WVDE staff for further escalation.
Network Cabling Installation	Summers County Schools	Installed a CAT6 network drop at Summers County Middle
Erate walk evaluations	Summers and Monroe County Schools	Worked with Summers and Monroe Counties as well as Kent Reed with Pomeroy to evaluate needs for Erate.

AREA: Personnel		
ACTIVITIES	POPULATION SERVED	COMMENTS
Resignation	Mercer County Schools	Accepted resignation from Lucy Pack. Conducted exit interview.
Job posting	Mercer County Schools	Posted Information Technology Systems Technician 240 Day position for Mercer County Schools.
Complaint	RESA 1 Service Area	Conducted an investigation into a received complaint. A meeting with the complaint originator has been scheduled. Customer Service training is in progress for staff member.
Improvement Plan	RESA 1 Service Area	An improvement plan has been implemented for staff member who has not been following the RESA 1 Technology Services work plan. Improvement plan will be review later in October.

AREA: Special Projects and Activities		
ACTIVITIES	POPULATION SERVED	COMMENTS
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.

<p>training for Region 1 Workforce WV Career Center staff; next training October 14.</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 – Attended the Region 1 Oppor in Action regional partnership meeting; streamlining the regional referral process; coordination and plans for regional information session to be held in October.</p> <p>Career Pathways System Introduction- Met with Career Pathways team on Sept 21 to develop workshop to be delivered at the WV Adult Education Association Annual Conference in October.</p> <p>WVAdultEd State Staff Meeting – Attended State Staff Meeting in Bridgeport on Sept 22 & 23, 2016.</p> <p>Pathways to the Future/Conversations on the Porch Dept of Rehabilitation Services (DRS) Retreat – Attended the DRS Conversations on the Porch/Pathways to the Future Retreat at Stonewall Jackson;</p>	<p>workers throughout the State.</p>	
---	--------------------------------------	--

will complete Strategic Doing facilitator training in Charleston on Sept 27 & 28, 2016.

WIOA Labor Market Information (LMI) – Meeting with Jeff Green, WorkForce WV State Governor’s Office Research and Analysis Director for preparing Labor Market Information (LMI) presentation to be delivered at WVAEA conference.

West Virginia Adult Education Association Annual Conference (WVAEA) – WVAEA Annual Conference will be held October 17-20, 2016; participating in planning meetings and preparing workshops.

Raleigh County Commission on Aging – Preparing workshop materials for facilitating staff training at Raleigh Comm on Aging in November.

WV Department of Rehabilitation Services (DRS) – Coordinating professional development training for regional DRS staff; will facilitate workshop sessions this fall.

New River Community and Technical College (NRCTC), Beckley, WV – Continuing training initiatives in collaboration with NRCTC.

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, UTC Aerospace, Mountain Plex Properties, Brake Supply Company, etc.</p> <p>Mercer County Workforce WV Career Center Partner Meeting – Attend monthly Career Center Partner Meetings.</p> <p>Snowshoe Career Center Partner Meetings – Attend Pocahontas County/Snowshoe Career Center Partner Meetings/Continue coordinating training for Pocahontas County area to be delivered at the Snowshoe Career Center.</p> <p>Invoicing – Initiate invoicing for business and industry for services rendered.</p>		
--	--	--

RESA-I STATUS REPORT	
PROGRAM:	WVEIS
DATE:	September 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.

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

AREA: IN-HOUSE DATA PROCESSING		
ACTIVITIES	POPULATION SERVED	COMMENTS
Query Design	All Counties	Designed FMS, EMS, FAS, HMS and SMS Queries for all counties on-line. Implementing Sequel software and security.
Database Maintenance and Development	All Counties	Printed 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. Set up assignments for FY17 as requested.	Mercer	Reset passwords as requested and assisted users as needed. Assisted schools with second month enrollment and scheduling issues.
Set up New Users and User Assignments as requested. Deleted User ID's and Assignments as requested. Set up assignments for FY17 as requested.	Monroe	Reset passwords as requested and assisted users as needed. Assisted schools with second month enrollment and scheduling issues.
Set up New Users and User Assignments as requested. Deleted User ID's and Assignments as	McDowell	Reset passwords as requested and assisted users as needed. Assisted

requested. Set up assignments for FY17 as requested.		schools with second month enrollment and scheduling issues.
Set up New Users and User Assignments as requested. Deleted User ID's and Assignments as requested. Set up assignments for FY17 as requested.	Raleigh	Reset passwords as requested and assisted users as needed. Assisted schools with second month enrollment and scheduling issues. Met with representatives from all schools and conducted training sessions on process involved in printing report cards at the schools.
Set up New Users and User Assignments as requested. Deleted User ID's and Assignments as requested. Set up assignments for FY17 as requested.	Summers	Reset passwords as requested and assisted users as needed. Assisted schools with second month enrollment and scheduling issues. Conducted WVEIS Wow training session at Summers County Board Office.
Set up New Users and User Assignments as requested. Deleted User ID's and Assignments as requested. Set up assignments for FY17 as requested.	Wyoming	Reset passwords as requested and assisted users as needed. Assisted schools with second month enrollment and scheduling issues.
Deena & Susie participated in one WVEIS Staff Conference call.		