

STRATEGIC PLAN

2015-2016

*Regional Education
Service Agencies*

RESA

• *seven* •

A powerful engine for education

INTRODUCTION

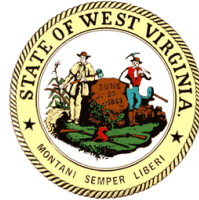
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Technical assistance to low-performing schools and school systems.....
Providing high quality, targeted staff development designed to enhance the performance and progress of students
Facilitating coordination and cooperation among county boards/cost savings.....
Installing, maintaining and/or repairing education related technology equipment and software.....
Receiving and administering grants under the provisions of federal and/or state law
Developing and/or implementing any other programs or services as directed by law or by the State Board of Education

CONTACT INFORMATION

Personnel Contact Information



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Chancellor, West Virginia Council for Community and Technical
College Education

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State Superintendent of Schools

WVBOE MISSION

The West Virginia Board of Education establishes policies and rules to assure implementation of West Virginia's Education goals and to ensure the general supervision, oversight and monitoring of a thorough and efficient educational system.

WVBOE GOAL

The West Virginia Board of Education will provide a statewide system of education that ensures all students graduate from high school prepared for success in high-quality postsecondary opportunities in college and/or careers.

RATIONAL

The future quality of life for the citizens of West Virginia is directly linked to the performance of our students. Today's students are tomorrow's wage earners and tax payers. Low student achievement levels, decreasing graduation rates and ranking among the nation's lowest levels of post-secondary transition are all bleak predictors of West Virginia's future. We must strive to prepare our graduates to meet the requirements of high quality jobs needed within West Virginia and nationally. In addition to career preparedness, many systemic public issues like obesity, drug dependence, teen pregnancy, and crime are statistically linked to the overall level of education. Thus, unless our education system improves and our young people are prepared to be productive and responsible members of our society, the state will have decreasing resources to support the infra-structure and services essential to attracting economic growth and elevating the overall quality of life for its citizens.

WVDE GOALS

1. Ensure all students graduate from high school with a world-class education, PreK-12, who are college and/or career ready.
2. Improve safe and supportive school environments which must meet physical, social, emotional and academic needs of every child.
3. Improve organizational effectiveness through promotion, recruitment and retention of a highly skilled workforce focused on string instructional leadership.
4. Develop extensive and meaningful parent and community relationships where we communicate regularly and often with all stakeholders.
5. Implement and expand data management systems, teacher evaluation systems that include student performance, and overall performance management systems.

WV STATUTE §18-2-26

WV BOARD OF EDUCATION (WVBE) POLICY 3233

WV Code §18-2-26 and WV Board of Education (WVBE) Policy 3233 identifies six areas of services for RESAs which include:

1. Providing technical assistance to low-performing schools and school systems.
2. Providing high quality, targeted staff development designed to enhance the performance and progress of students;
3. Facilitating coordination and cooperation among county boards within their respective regions in such areas as cooperative purchasing; sharing of specialized personnel, communications and technology; curriculum development; and operation of specialized programs for exceptional children;
4. Installing, maintaining and/or repairing education related technology equipment and software with special attention to the state technology initiatives;
5. Receiving and administering grants under the provisions of federal and/or state law;
6. Developing and/or implementing any other programs or services as directed by law or by the State Board of Education.

REGIONAL COUNCIL 2015-2016

Barbour County

Mr. Jeffrey Woofter, Superintendent
Mr. Eric Ruf, Board Member

Doddridge County

Mr. Rick Coffman, Superintendent
Mr. Roger “Jack” Bell, Board Member

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Mr. Gabriel Devono, Superintendent
Dr. William K. Simmons, Board Member

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Mr. Frank Devono Jr., Board Member

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Mr. Roy Wager, Superintendent
Dr. Greenbrier Almond, Board Member

West Virginia Department of Education

Mr. Joe Panetta, Assistant State Superintendent

Curriculum Director

Ms. Grace Tallhamer, Lewis County

Teacher Representative

Ms. Theresa McAbee, Lewis County

Principal Representative

Mr. Rockie DeLorenzo, Marion County

Higher Education Representative

Dr. Jeani Hawkins, Dean Regional Academics. Pierpont C&TC

MISSION STATEMENT

To provide high quality, cost effective,
life-long education programs and services
to students, schools, school systems and communities.

VISION STATEMENT

To serve the educational needs
of the total community.

AREAS OF SERVICE

AREA OF SERVICE #1: Technical assistance to low-performing schools and school systems.

Measurable Objectives	Action Plan/Activities	Progress/ Evaluation Outcome(s)	WVBOE Goal	Program/ Person Responsible
1.1 Serve the Focus Schools with program planning, implementation support and professional learning for effective interventions that meet the gap areas identified for each school.	Continue providing RESA/LEA FAST Support Group meetings and professional learning based on School Strategic Plans.	Log of technical assistance visits, professional learning sign in sheets and evaluations	1	RESA 7 Collaborative Team
1.2 Provide leadership to schools that have been identified as low performing “or as requested” to enhance culture, instructional practices, and student engagement to maximize learning as evidenced by school improvement activities during the 2015 – 2016 school year.	Collaborate with the staff learning, council and local curriculum and instruction directors to provide technical assistance to schools / counties to increase proficiency in content areas.	Documentation of IPI trainings, overviews, IPI data collections, faculty conversations, and typologies conducted Documentation of evaluations and sign-in sheets	3	Director of Professional Learning
1.3 Provide support to districts that have been identified as “in need of assistance or improvement” on the LEA Special Education Determinations and provide support during the WVDE OSE monitoring visits to assist LEAs in meeting compliance and achievement indicators.	Collaborate with the WVDE to provide technical assistance to local districts in responding to improvement recommendations as a result of special education monitoring.	Document improvement activities/trainings in each district.	1	Director of Special Education

Measurable Objectives	Action Plan/Activities	Progress/ Evaluation Outcome(s)	WVBOE Goal	Program/ Person Responsible
1.4 Adult Education Programs not meeting the performance standards required by the state/federal governments will be identified by March 2016.	Each grantee receiving funds to implement Adult Education classes will be reviewed by the RESA 7 Regional Coordinator/State Staff to determine areas of program operation that do not meet the negotiated performance standards. The review of class performance data is presented in the Adult Education Management Information System (AEMIS), which is online. Such performance indicators show percentages achieved measured against performance required. Where standards are not met, technical assistance will be conducted to assist programs to perform at a higher level. Where indicators of low performance are noted in AEMIS by a grantee, the provision of an on-site monitoring may be completed. This review will consist of a team of experienced Adult Education staff to perform an on-site and review the program operation. The intent of the monitoring is to plan technical assistance which may include: mentoring, AEMIS data entry/review, recruitment, retention, curriculum, technology, etc. intended to assist the teacher to better serve students and work towards achieving performance measures.	AEMIS reports	3	Adult Education Regional Coordinator
1.5 By correlating extended-school day / year and regular-day learning experiences, students who participate in Project ISAAC will show growth on West Virginia's designated Student Growth on the state achievement test for the duration of the grant.	Prepare hands-on lesson plans for grade-specific content areas (focusing on Reading and Math) and student deficiencies. Communicate student progress regularly to parents and regular classroom teachers.	Increased student performance in basic skills as demonstrated by student rotation schedule, teacher surveys, lesson plans, and attendance data from 21 st CCLC Data Collection System and/or PPICS.	1 & 3	Project ISAAC Specialist
1.6 Students attending Project ISAAC will have the opportunity to participate in enrichment activities	Create list of monthly enrichment activities. Document student attendance, activities, and collect and review lesson plans.	Enrichment and rotation schedules, lesson plans, and presenter list.	1 & 4	Project ISAAC Specialist

Measurable Objectives	Action Plan/Activities	Progress/ Evaluation Outcome(s)	WVBOE Goal	Program/ Person Responsible
including, but not limited to, music, the arts, technology applications, math, language, history, social studies and science as evidenced by 21 st CCLC Data Collection System, lesson plans, and pre/post surveys.				
1.7 Students participating in Project ISAAC will improve health, wellness, social, and emotional behaviors as evidenced by pre / post surveys, fitness gram results, and WVEIS reports.	Create lesson plans that target the improvement of health and wellness. Communicate regularly with the physical education teacher at the site. Create a schedule to allow for a mandatory thirty-minute recreation period. Schedule presenters and activities that promote a healthy lifestyle and nutritional understanding.	After school health and wellness will be documented by attendance data, class rotation schedule, recreational activities, and lesson plans.	2	Project ISAAC Specialist
1.8 Provide technical assistance and professional development resources for identified PBIS school and Catalyst School	Collaborate with RESA 7 staff, county administrators, and WVDE staff to provide technical assistance and professional development as requested	Documentation of meeting minutes, training activities/agendas, sign-in sheets and evaluations	2 & 5	RESA 7 Collaborative Team

AREA OF SERVICE #2: Providing high quality, targeted staff learning designed to enhance the performance and progress of students.

Measurable Objectives	Action Plan/Activities	Progress/ Evaluation Outcome(s)	WVBE Goal	Program/ Person Responsible
2.1 Conduct a minimum of 6 regional trainings and 1 training at Fairmont State on the College Foundation of West Virginia Web-portal by July 1, 2016.	Invite all Middle and High School Counselors and Teachers, ABE and SPOKES staff, College Admissions and Financial Aid staff and others interested in college access in RESA 5, 6, and 7 to trainings conducted at the RESAs and Fairmont State	Documentation of trainings, evaluations and sign-in sheets	3	College Access Training Director
2.2 Train at least 80 people in RESA 5, 6, and 7 and Braxton County on the CFWV Web-portal by July 1, 2016.	Schedule regional trainings and school visits to train individuals in the 26 county area.	Documentation of trainings, evaluations and sign-in sheets	3	College Access Training Director
2.3 Increase teacher and administrator knowledge, skills and abilities by providing professional learning and technical assistance “as requested” evidenced by sign-in sheets and evaluations during the 2015-2016 school year.	Provide requested professional learning / technical assistance including but not limited to: RESA 7 Administrators Forum, Educator Evaluation Trainings, School Improvement Trainings and Principal Leadership Academies	Documentation of professional learning / training activities, evaluations, and sign-in sheets	3	Director of Professional Learning
2.4 Increase teacher and administrator knowledge by providing professional learning and / or resources that are based on research, local achievement data, policy, and survey results as evidenced through sign-sheets and evaluations during the 2015-2016 school year.	Collaborate with the RESA 7 County Curriculum Directors and Staff Learning Council to align and provide the requested professional learning. Facilitate and / or provide the requested professional learning or technical assistance. Provide follow-up and additional trainings as needed based on evaluations and future needs assessments.	Documentation of professional learning / training activities, evaluations, needs assessments, and sign-in sheets	3	Director of Professional Learning & Math Coordinator

Measurable Objectives	Action Plan/Activities	Progress/ Evaluation Outcome(s)	WVBE Goal	Program/ Person Responsible
2.5 Provide leadership and support to RESA 7 Catalyst Schools to assist with the organization of school teams, allocating time and resources, and providing training opportunities to assist participating schools in meeting their goals during the 2015 – 2016 school year.	Collaborate with participating principals, teachers, and designated county office personnel to provide support and leadership to aid in overall school improvement.	Documentation of SLT meetings and agendas, Yammer Discussions, sign-in sheets, meeting agendas and evaluation data	1	Director of Professional Learning
2.6 Provide guidance, leadership and support to attendees participating in the WV Campaign for Grade Level Reading RESA PALS (Principals Advancing Literacy Skills) Grant during the 2015 – 2016 school year.	<p>Distribute relevant information to all elementary school principals.</p> <p>Collaborate with county office designees to recruit and maintain grant participation.</p> <p>Coordinate and provide training opportunities that align and meet written grant goals and objectives.</p> <p>Effectively communicate expectations and timelines to all key stakeholders.</p>	Documentation of all informational materials, copies of signed MOUs for participation, training agendas, sign-in sheets, evaluations and communication on Yammer.	1	Director of Professional Learning
2.6 To conduct ongoing staff development for all Adult Education & SPOKES Instructors throughout the fiscal year. By March 2016, the regional coordinator will refer to AEMIS to review professional development hours for each instructor. If an instructor has not met hours yet, he/she will be notified.	The Adult Education Program requires ongoing staff development for all AE & SPOKES Instructors. The intent of core and elective training is to assist the instructors to be current in the phases of Adult Education instruction. Full-time teachers are required 12 hours of staff development while part-time instructors require a minimum of six hours. Selection of training is often dependent upon need, as well as technical assistance required.	Documentation of teacher participation	3	Adult Education Regional Coordinator
2.7 Increase number of educators with knowledge in 21 st Century learning, utilizing Technology Tools.	Provide and/or facilitate professional development to enhance instruction and student achievement, as requested by counties/schools, including but not limited	Sign-in sheets, comparison between last year's staff development spreadsheet and this year's staff	3	Technology Integration Director

Measurable Objectives	Action Plan/Activities	Progress/ Evaluation Outcome(s)	WVBE Goal	Program/ Person Responsible
	<p>to:</p> <p>Apple Products: iTunes, Macbook, and iPad</p> <p>Software: Edline LiveGrades Microsoft Word, Excel, Publisher, PowerPoint 2007/2010</p> <p>Student Responders: CPS and Turning Point</p> <p>Subscription Websites: BrainPOP and CFWV</p> <p>Other Technology Trainings: Prezi, Internet Safety, Google Products, and Web 2.0</p> <p>Whiteboards: SMART Board and Numonics Intelliboard</p> <p>Wireless Tablets: MOBI</p> <p>This goal should be completed by June 2016.</p>	<p>development spreadsheet, and the ratings of the evaluation sheets for trainings.</p>		
<p>2.8 Provide Medicaid billing training for RESA 7 counties to ensure reimbursement to LEAs for services provided to students with disabilities to ensure equal access to the 21st century curriculum.</p>	<p>Provide staff development for eligible Medicaid providers to train them in the process of Medicaid billing and documentation.</p>	<p>Documentation of teacher attendance</p> <p>Training evaluation</p>	<p>5</p>	<p>Director of Special Education & Medicaid Coordinators</p>
<p>2.9 Provide professional learning for collaborative teams and preschool personnel to ensure an understanding of Policy 2525 and required elements of the preschool program.</p>	<p>Collaborate with the WVDE to provide support for district collaborative teams.</p> <p>Based on LEA needs assessments, provide training for preschool teachers and aides.</p>	<p>Documentation of attendance</p> <p>Training evaluations</p>	<p>3</p>	<p>Director of Special Education</p>

Measurable Objectives	Action Plan/Activities	Progress/ Evaluation Outcome(s)	WVBE Goal	Program/ Person Responsible
2.10 Facilitate the provision of high quality targeted professional learning for teachers and administrators on research-based teaching and learning practices designed to elevate the learning of great teachers and enhance the behavior and performance and growth of students with disabilities.	Schedule, facilitate and/or present professional learning based on the needs identified by LEA special education directors and preschool coordinators.	Needs assessments Documentation of attendance Evaluations	3	Director of Special Education
2.11 Public Service Training staff will provide at least one (1) professional development opportunity for RESA 7 Public Service Training instructors in FY15.	Schedule, facilitate and/or present in-services for instructors as curriculum changes to meet state/national guidelines, and new technologies. Schedule evaluations of Public Service Training instructors by the Public Service Training coordinator and program specialist.	List of in-services with dates and attendance.	5	Director of Public Service & Public Service Specialist
2.12 Public Service Training will provide First Aid and CPR training to at least six (6) county school systems in FY15 as requested.	At the request of county school systems, schedule and provide individuals or groups with first aid and CPR training.	List of first aid and CPR classes taught to school personnel within RESA 7.	5	Director of Public Service & Public Service Specialist
2.13 To provide WVEIS (web based and supporting programs) training to school personnel, including classroom teachers, administrators, and county personnel and to maintain, troubleshoot, and support said programs via established hierarchy.	Regular communication will be held with county contacts, other RESA WVEIS staff, and WVDE Technology personnel for updates on software changes and state reporting requirements. Professional development sessions will be conducted on county and school levels both at regular intervals and on demand. Support to end users will be provided via the telephone help-line, remote desktop assistance, and other electronic means (Skype, Yammer, etc.)	Documentation of professional development. Help-line telephone logs. Email records.	5	WVEIS Systems Manager

Measurable Objectives	Action Plan/Activities	Progress/ Evaluation Outcome(s)	WVBE Goal	Program/ Person Responsible
2.14 Provide training on a nationally recognized restraint process to ensure all school core crisis teams within RESA 7 are trained during the 2015-2016 school year.	Provide monthly trainings for core teams in de-escalation and restraint techniques to comply with Policy 4373.	Data base for documentation of core teams trained. Training evaluations	2	Director of Special Education, Director of Professional Learning & Project ISAAC Specialist
2.15 To increase the educator's knowledge of resources, language patterns, hidden rules, and discipline patterns which will enhance student performance and improve relationships between students and school staff.	Present the Understanding the Framework of Poverty staff development workshop to teachers and staff of social service agencies.	Number of workshops and evaluation results.	2	Adolescent Health
2.16 Increase middle schools knowledge of the bullying prevention program Green Dot.	Work with staff from FRIS to make Green Dot available to middle schools in RESA 7	Number of contacts made	2	Adolescent Health
2.17 Provide technical assistance and professional learning to RESA 7 schools and counties to improve results for ALL students during the 2015-2016 school year.	Collaborate with all stakeholders in RESA 7 and WVDE to design professional learning and provide technical assistance as requested in their school improvement efforts.	Documentation of training activity, sign-in sheets and evaluations, Activity Log	1 & 2	Regional School Support Specialists

Measurable Objectives	Action Plan/Activities	Progress/ Evaluation Outcome(s)	WVBE Goal	Program/ Person Responsible
2.18 Provide evidence based DHHR endorsed training and technical assistance to RESA 7 counties in the area of Suicide Prevention as described in the Jason Flatt Act e.g. Gatekeeper-Recognize, Respond, React and ASSIST.	Coordinate regional trainings for school personnel and community organizations.	Attendance will be documented FY 2015-2016. Data will be collected and provided to the county.	2 & 4	Regional Wellness Coordinator
2.19 Provide training and technical assistance to Health Teachers in the area of Health Education as requested by the county.	Coordinate and facilitate regional trainings for county identified staff.	Attendance will be documented FY 2015-2016. Data will be collected and provided to the county.	2	Regional Wellness Coordinator
2.20 Provide Let's Move WV training and resources to increase number of schools implementing physical activity throughout the school day to meet WVDE Policy 2510.	Coordinate regional trainings for teachers.	Attendance will be documented FY 2015-2016. Data will be collected and provided to the county.	2	Regional Wellness Coordinator
2.21 Provide training and technical assistance to RESA 7 counties in the area of Bullying Prevention	Coordinate and facilitate regional trainings for county identified staff.	Attendance will be documented FY 2015-2016. Data will be collected and provided to the county.	2 & 4	Regional Wellness Coordinator
2.22 Facilitate and coordinate evidence based and DHHR approved Substance Abuse and Mental Health training in the RESA 7 counties e.g. SBIRT (Screening, Brief, Intervention and Treatment) and YMHFA (Youth Mental Health First Aid)	Coordinate and facilitate regional trainings for county identified staff.	Attendance will be documented FY 2015-2016. Data will be collected and provided to the county.	2 & 4	Regional Wellness Coordinator

Measurable Objectives	Action Plan/Activities	Progress/ Evaluation Outcome(s)	WVBE Goal	Program/ Person Responsible
2.23 Increase awareness and promotion of the Oral Health Program specific to 2 nd and 3 rd grade dental sealants.	Coordinate training for school nurses and assist in delivering marketing materials to schools in RESA 7.	Attendance will be documented FY 2015-2016. Data will be collected and provided to the county.	2 & 4	Regional Wellness Coordinator
2.24 Provide technical assistance and capacity building activities in order to support all RESA 7 schools participating in the Graduation 20/20 Initiative to increase high school completion rates for ALL students with special emphasis on students with disabilities.	Provide professional learning, coaching and resources to help schools continuously monitor and support at-risk students.	School leadership team meeting activity logs, RS3 activity log, RESA 7 activity reports, sign-in sheets for professional development, Dropout Prevention Core Data Tool information and School Action Plan data.	1 & 2	Regional School Support Specialist, Graduation 20/20
2.25 To provide training on evidence base practices, and technical assistance to new teachers who will case manage students who have been educationally identified under Autism. The purpose of this training and technical assistance is to increase the number of accomplished teachers in the area of Autism, improve effectiveness and promote retention.	<p>Facilitate, arrange and participate in 2 days of Autism BOOT CAMP.</p> <p>Review Action Plans with all participants via email to encourage follow through with self-Identified activities.</p> <p>Electronically (Go To Meeting) meet with all participants and review action plan and Autism Fidelity Checklist</p> <p>Meet face to face with all participants for a one day additional training to evaluate effectiveness of their Action Plan and brainstorm roadblocks.</p>	<p>Documentation of training activity, sign-in sheets and evaluations</p> <p>Email Journal</p> <p>Go to meeting sign in sheet</p> <p>Documentation of training activity, sign-in sheets and evaluations</p>		Autism Coordinator

AREA OF SERVICE #3: Facilitating coordination and cooperation among county boards/cost savings.

Measurable Objectives	Action Plan/Activities	Progress/ Evaluation Outcome(s)	WVBE Goal	Program/ Person Responsible
3.1 Provide audiology evaluations and services to RESA 7 students to ensure the students have equal access to 21 st century curriculum and to maximize personalized learning during the 2015-2016 school year.	Allow LEAs to share expenses for the audiologist who will schedule screenings and evaluations of students referred by the local school districts within RESA 7.	Documentation of county contracts with RESA 7. Monthly report of evaluations and screenings provided for each district.	2	Director of Special Education & Audiologist
3.2 Provide Medicaid billing services for RESA 7 districts to allow LEAs to reimburse for services provided to students with disabilities to ensure equal access to the 21 st century curriculum during the 2015-2016 school year.	Serve as the Medicaid billing agent by processing claims and enrolling providers. Also provide on-site documentation reviews and tracking of provider billing for districts.	Monthly reimbursement reports	5	Director of Special Education & Medicaid Coordinators
3.3 Make available an assistive device lending depository to personnel working with students with disabilities requiring assistance for speech/language, visual and/or hearing impairments and occupational and physical therapy to ensure students have equal access to the 21 st century curriculum.	Provide LEAs in RESA 7 a 60 day trial period of use of assistive devices prior to purchase.	Assistive devices lending log	1	Director of Special Education & Medicaid Coordinator
3.4 Employ certified regional providers (interventionists, OTs, PTs, SLPs, school psychologists and job coaches) to provide services as set forth by Individual Education Programs and School Improvement Grants for students within RESA 7.	Upon request by LEAs, post and employ certified employees to work out in the districts to provide services and support for students with disabilities.	Job postings and monthly timesheets	2 & 3	Director of Special Education

Measurable Objectives	Action Plan/Activities	Progress/ Evaluation Outcome(s)	WVBE Goal	Program/ Person Responsible
3.5 Public Service Training will coordinate and schedule a minimum of 450 PST classes within RESA 7 county school systems, fire departments and EMS agencies as requested and needed during FY15.	Work with agencies to provide classes as requested. Offer classes at various locations: Vo-Tech Centers Public Locations Fire Department EMS Agencies Private Industry	Results will be measured by the number of classes offered, number of students attending and course evaluations	5	Director of Public Service & Public Service Specialist
3.6 Public Service Training will assist in the implementation of new fire and EMS service training needs as directed by the West Virginia State Fire Commission and West Virginia Office of Emergency Medical Services during FY15.	Assist in development of on-line fire training and testing Assist in implementation of new EMS standards curriculum Develop and/or implement new fire and emergency medical service programs as directed by the West Virginia State Fire Commission, West Virginia Office of Emergency Medical Services, and emergency cardiac care guidelines.	Documentation of additional training implemented thru the number of classes/students and course evaluations.	5	Director of Public Service & Public Service Specialist
3.7 Provide regional substitute bus operator training for LEA-approved applicants on an ongoing basis as a cost-savings service.	Upon LEA referral, enter trainees into a cohort class to complete required training hours which, include: online training modules, First Aid/CPR, pre-trip procedures, rural/urban/interstate driving standards, special needs students, state policies and safety.	Trainee progress and completion statistics recorded per class per county. Trainees certified through the WVDE.	2	Coordinator of Training, Testing and Certification for Substitute Bus Operators
3.8 To facilitate cost savings for schools, Government, Non-Profits, and Higher Education through the AEPA Cooperative Purchasing program. To leverage the purchasing power to	To contact all County School Systems, County Boards of Education, Universities, and Local Government Agencies. Attend County Board meetings, and other city council or treasurers meetings. Work with architects and general	Sales reports provided by RESA 2 quarterly	2	YouthReady Program Coordinator

Measurable Objectives	Action Plan/Activities	Progress/ Evaluation Outcome(s)	WVBE Goal	Program/ Person Responsible
<p>benefit all schools and agencies with the ability to purchase at equal buying levels. To eliminate the bidding process and streamline the purchasing process through a single locally and nationally recognized purchasing program which saves time and money.</p>	<p>contractors. Provide updated information on vendors, and assist purchasers with the process.</p>			

AREA OF SERVICE #4: Installing, maintaining and/or repairing education related technology equipment and software.

Measurable Objectives	Action Plan/Activities	Progress/Evaluation Outcome(s)	WVBE Goal	Program/Person Responsible
<p>4.1 Provide quality IT support service on a regular basis to counties served by RESA 7, as requested through the RESA 7 Work Order System and/or remote/telephonic support, with minimal incomplete work carried over from year to year.</p>	<p>Receive work orders from supported customers, assign work to capable technicians, and complete necessary support in a timely fashion. Properly bill for parts and account for time spent on tasks. Provide training to technicians allowing them to improve individual skill/education levels.</p>	<p>Work Orders, Monthly IT Support Service Reports, Technician Evaluations</p>	<p>5</p>	<p>IT Support Services Supervisor/Router Specialist & Asst. Supervisor IT Support Services, Inventory Specialist</p>

AREA OF SERVICE #5: Receiving and administering grants under the provisions of federal and/or state law.

Measurable Objectives	Action Plan/Activities	Progress/ Evaluation Outcome(s)	WVBE Goal	Program/ Person Responsible
5.1 To facilitate the implementation of Adult Education and SPOKES fiscal year grants which provide the monies to develop services to meet the education and employment foundations of adult and out-of-school youth learners. Each grant is specific in nature to provide those services funded through the grant.	RESA 7 provides the vehicle through which federal/state grant monies may flow for the purpose of implementing programs to meet specific learner needs. Funds for the employment of service providers, instructors, and program operations are measured and processed. RESA 7 employs personnel to conduct the program management activities that are program specific.	Finance Documentation	3	Adult Education Regional Coordinator
5.2 Collaborate, plan trainings and provide leadership support for local districts/directors with the Office of Special Education, to ensure students with disabilities have access to the 21 st century curriculum.	Submit activity reports documenting attendance at all Office of Special Education staff meetings, professional development activities and monthly meetings with LEA special education directors as required by the Articles of Agreement.	Activity reports	2	Director of Special Education
5.3 Public Service Training will provide Fire And EMS training within RESA 7 as per State Grant from WV Dept. of Education Office of Adult Education and Workforce Development during FY 15.	Classes are provided at the request of Fire and EMS agencies within RESA 7	Public Service Training Annual Report to WV Dept. of Education Office of Adult Education and Workforce Development	5	Director of Public Service & Public Service Specialist
5.4 Project ISAAC will be administered in accordance to EDGAR regulations and will follow state fiscal guidelines.	Attend all required meetings and conferences for program administration. Complete all required performance documents and audits for 21 st CCLC funds.	Performance documents and reports.	2	Project ISAAC Specialist

Measurable Objectives	Action Plan/Activities	Progress/ Evaluation Outcome(s)	WVBE Goal	Program/ Person Responsible
5.5 To facilitate the performance of the YouthReady program which provides services to in-school youth. The students are provided guidance and employment throughout the school year. A summer work component takes place each summer to provide employment for students in the program.	RESA 7 provides the Youth Advocates to implement the program throughout the twelve county area. Funds are provided by the Workforce Investment Board for youth advocates, mentors, student wages, and program operations. Youth Advocates attend all meetings, conferences, and job fairs required by the Workforce Investment Board.	Performance Documentation Financial Reports	1	YouthReady Program Coordinator
5.6 Enhancing and providing resources for Project ISAAC	<p>Develop new website with previous and new information</p> <p>Create a web resource by grade and subject level to provide additional resources to Project ISAAC's teachers and students</p> <p>Provide training opportunities to Project ISAAC's teachers and students</p>	<p>Website</p> <p>Link to resources on Project ISAAC's website</p> <p>Sign-in sheet and evaluation sheets</p>	2	Technology Integration Director

AREA OF SERVICE #6: Developing and/or implementing any other programs or services as directed by law or by the State Board of Education.

Measurable Objectives	Action Plan/Activities	Progress/ Evaluation Outcome(s)	WVBE Goal	Program/ Person Responsible
<p>6.1 To increase the percentage of students by 10% who take rigorous high school courses and earn a passing score of 75% as evidenced by the documentation of Testing Out Scores for the 2015 - 2016 program.</p> <p>Based on the provisions outlined in the WVDE Policy 2510 section 5.6.8.c, a county may develop tests for the purpose of moving students more quickly through the curriculum by “testing out.”</p>	<p>Revise and create exams to reflect current course offerings and Next Generation Content Standards and Objectives</p> <p>Coordinate and offer the RESA 7 Testing Out program to all qualified students participating in grades 8 – 12.</p> <p>Send out registration packets to all participating RESA 7 schools</p> <p>Schedule proctors to administer tests during exam week</p> <p>Score all exams of students who participate</p> <p>Send results to participating boards of educations</p> <p>Provide a comprehensive report to county boards of those students who earn credit for participation and percentages of passing exams.</p>	<p>Documentation of sign-in sheets from test creation and revision meetings</p> <p>Documentation of 2015-2016 Testing Out Scores</p>	1	Director of Professional Learning
<p>6.2 Organize, facilitate, and chair the RESA 7 Professional Learning Council during the 2015 – 2016 school year.</p>	<p>Conduct quarterly meetings relevant to county, state, and school needs.</p>	<p>Documentation of meeting agendas and minutes</p>	1	Director of Professional Learning
<p>6.3 Regional Science Bowl: To increase the percentage of high school teams to study questions</p>	<p>There is evidence of adequate agency support for legislative and WVBOE mandates and initiatives:</p>	<p>Regional Science Bowl: Registration spreadsheet</p>	4	Technology Integration Director

Measurable Objectives	Action Plan/Activities	Progress/ Evaluation Outcome(s)	WVBE Goal	Program/ Person Responsible
<p>in chemistry, physics, biology, computer science, math, and astronomy and compete on a regional level. In addition, the top two teams are able to move on to the state competitions.</p> <p>Regional Social Studies Fair: To increase the percentage of students to participate in the regional Social Studies Fair. This Social Studies Fair gives students an opportunity to ask essential questions, recognize patterns of behavior, think critically, create solutions, predict outcomes and draw conclusions to help them learn to solve problems. First place winners in each category and type will move on to the state competition.</p>	<p>Regional Science Bowl</p> <p>Regional Social Studies Fair</p>	<p>Regional Social Studies Fair: Registration Spreadsheet and Program</p>		<p>Technology Integration Director</p>
<p>6.4 Implement State Policy 5202's clinical practice by monitoring each participant's 18 hours of progress.</p>	<p>Provide Substitute Teacher Trainings as needed to the public according to State Policy 5202 with monthly scheduled face-to-face certification sessions.</p>	<p>Evaluation forms used after every 2-hour Face-to-Face Session. Registration and certification statistics maintained on monthly/yearly basis.</p>	<p>3</p>	<p>Substitute Training Program Director /Assistant to the Executive Director</p>

Measurable Objectives	Action Plan/Activities	Progress/ Evaluation Outcome(s)	WVBE Goal	Program/ Person Responsible
6.5 Initiate pilots for adult career pathways as part of the <i>Moving Pathways Forward</i> project of the Office of Career, Technical, and Adult Education and as part of the requirements of the Workforce Innovation and Opportunity Act (WIOA).	<p>Identify pilot sites based on high demand job opportunities</p> <p>Develop job descriptions for instructors and navigators.</p> <p>Develop state plan for implementing adult career pathways.</p> <p>Conduct training for MPF instructors, navigators, and stakeholders.</p>	<p>Emails, notes from adult regional coordinators, CTCs, etc.</p> <p>Copies of job descriptions</p> <p>State plan.</p> <p>Agenda, PPT, evaluations</p>	3	Director of Adult Career Pathways
6.6 Provide or coordinate general wood industry machinery training.	Provide training on machinery located at the WV Wood Technology Center that is relevant to various industries throughout the region.	Increase enrollment in this training area by 10% over the previous academic year.	1	WVWTC Training Coordinator & Executive Director
6.7 Provide general industry and workplace safety classes for students, individuals, businesses, and government entities.	Onsite and offsite safety classes for various industries. Classes to include OSHA 10/30 hour general industry/construction, CPR/First Aid/AED, HAZWOPER, Confined Spaces, Forklift Safety, Defensive Driving, and PEC Safeland USA.	Increase the number of companies we provide training for by 10% over the previous academic year.	1	WVWTC Training Coordinator & Executive Director
6.8 Provide or coordinate off site courses tailored to specific needs within various business and industry sectors.	Provide or coordinate the training for specific needs of all industries throughout the region. Including specialized training for high-tech machinery or industry knowledge.	Increase the number of companies we provide this specialized training for by 10% over the previous academic year.	1	WVWTC Training Coordinator & Executive Director
6.9 Provide or coordinate training geared towards youth and young adult workers entering the workplace.	Partner with local county technical centers and programs such as YouthBuild and the Mountaineer Challenge Academy to provide training and workforce skills geared towards youth and young adult workers entering the workforce for the first time.	Increase our partner organizations by 2 groups over the previous academic year. Increase the number of youth and young adults enrolling in our programs by 10% over the previous academic year.	1	WVWTC Training Coordinator & Executive Director

Measurable Objectives	Action Plan/Activities	Progress/ Evaluation Outcome(s)	WVBE Goal	Program/ Person Responsible
6.10 Implement WV State Code §18-9F-9 – Crisis Response Plan.	By assisting counties with crisis prevention/response plans, updates and maintenance of HSIN (Homeland Security Information Network), annual plan reviews and procedures and training of school personnel.	Regional Safety Committee quarterly minutes and attendance, HSIN update logs, Bickerstaff Consultants audits and training logs	2	Regional Safety Director /Assistant to the Executive Director
6.11 Attend and participate in all RWS meetings, conference calls, and/or trainings scheduled by the WVDE.	Attend meeting as convened by the WVDE.	Agendas Meeting Notes Travel Reimbursement	2 & 4	Regional Wellness Coordinator

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