

STRATEGIC PLAN

2014-2015

*Regional Education  
Service Agencies*

RESA

• *six* •

A powerful engine for education

**INTRODUCTION**

West Virginia Board of Education..... 1  
Statute and Policy-WV Code §18-2-26 & WV Board of Education (WVBE) Policy 3233.....2  
Regional Council .....3  
Mission and Vision .....4

**AREAS OF SERVICE**

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 .....



## West Virginia Board of Education

Gayle C. Manchin, President  
Michael I. Green, Vice-President  
Robert W. Dunlevy, Secretary  
L. Wade Linger, Jr.  
William M. White  
Lloyd Jackson II  
Thomas Campbell  
Tina H. Combs

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Chancellor, West Virginia Higher Education Policy Commission

James Skidmore, Ex Officio  
Chancellor, West Virginia Council for Community and Technical College  
Education

Dr. Michael Martirano, Ex Officio  
State Superintendent of Schools

### MISSION

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

### VISION

**“Good Kids Doing Great Work”** The West Virginia Board of Education will create a high quality public education system that develops students who are healthy, responsible, self-directed and who have the knowledge and Global21 skills necessary for living satisfying and productive lives.

## 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 identify six areas of service 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 (according to policy 3233);
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.

WCVBOE GOAL AND STRATEGIC PRIORITIES

**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.

**RATIONALE:** 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 infrastructure and services essential to attracting economic growth and elevating the overall quality of life of its citizens.

**POSSIBLE EVIDENCE TO ASSESS PROGRESS:** NAEP, WESTEST2, ACT, PLAN, EXPLORE, graduation rates, post-secondary transition rates, Career Technical Education credentials, attendance and discipline trends. (All but NAEP are potential accountability/accreditation measures.)

<p><b>2013-2014 Strategic Priorities</b></p> <p>To assure that all West Virginia students are college and/or career ready, the WVBOE will:</p>	<p><b>Strategic Action</b></p> <p>(The items below are samples of proposed actions.)</p>
<p>1. Create a system of accountability and accreditation for West Virginia districts and schools for promoting growth and improvement</p>	<ul style="list-style-type: none"> <li>• Modify accountability measures beyond reading and mathematics to include STEM</li> <li>• Initiate new accreditation model via a revised Policy 2320</li> </ul>
<p>2. Establish an early learning system that results in third grade literacy for all students</p>	<ul style="list-style-type: none"> <li>• First grade readiness (Vision 2020)</li> <li>• Third grade literacy</li> <li>• Cross counseling</li> <li>• Project 24</li> </ul>
<p>3. Create a seamless college and/or career preparation process that elevates aspirations and expands opportunities</p>	<ul style="list-style-type: none"> <li>• Expand CTE</li> <li>• Cross counseling</li> <li>• Emphasis on counseling at all levels</li> <li>• SREB initiatives</li> <li>• Project 24</li> <li>• Personalized pathways via Policy 2510</li> </ul>
<p>4. Realign duties and responsibilities to increase management and operational efficiencies</p>	<ul style="list-style-type: none"> <li>• Commission on fifty-five school boards</li> <li>• Restructuring professional development RESA</li> <li>• operations</li> </ul>

<b>2013-2014 Strategic Priorities</b> To assure that all West Virginia students are college and/or career ready, the WVBOE will:	<b>Strategic Action</b> (The items below are samples of proposed actions.)
5. Support and enable local control and decision making	<ul style="list-style-type: none"> <li>• Hiring practices</li> <li>• Calendar</li> <li>• Professional development</li> <li>• Board development</li> </ul>
6. Create personnel policies and procedures that result in high quality educators at every level of the organization.	<ul style="list-style-type: none"> <li>• Teacher preparation program review</li> <li>• Educator evaluation system</li> <li>• Hiring practices</li> <li>• West Virginia superintendent criteria</li> </ul>
<b>BOARD COMMITTEE NON-NEGOTIABLES</b>	
<b>The work of each Board committee will be designed to add value to the Board’s overall goal and to each of the non-negotiables listed below:</b>	
<ul style="list-style-type: none"> <li>• Improve student achievement</li> <li>• Improve graduation rates</li> <li>• Support educators and maintain high expectations</li> <li>• Honor the concept of local control</li> <li>• Prepare students for "real world" roles (i.e., lifelong learner, wage-earning citizen, and responsible community and family member).</li> </ul>	
<b>BOARD COMMITTEE OPERATING PRINCIPLES</b>	
<b>To assure the unity and effectiveness of the Board committee, each committee will:</b>	
<b>APPROVED 06-13-13</b> regularly communicate the committee direction and progress so the entire Board can provide guidance and input <ul style="list-style-type: none"> <li>• Coordinate the work among and across committees so efforts are cohesive and aligned</li> <li>• Assure the work is guided by a written work plan with assigned tasks and timelines that are monitored</li> <li>• Assure there are methods for gaining input from those affected by the work so initiatives can be modified/adjusted.</li> </ul>	

## **REGIONAL COUNCIL 2014 - 2015**

### **Brooke County**

**Kathy Kidder Wilkerson**, Superintendent  
**Chad Haught**, Board Member

### **Hancock County**

**Suzan Smith**, Superintendent  
**Patsy Brancazio**, Board Member  
**David Smith**, Principal

### **Marshall County**

**Michael Hince**, Superintendent  
**Beth Phillips**, Board Member  
**Shelby Haines**, CIL

### **Ohio County**

**Dianna Vargo**, Superintendent  
**Gary Kestner**, Board Member  
**Heidi Hohman**, Teacher

### **Wetzel County**

**Dennis Albright**, Superintendent (co-chair)  
**Linda Kirk**, Board Member (co-chair)

### **WV Department of Education**

**Jason Butcher**, State Department Representative  
Division of Educator Quality and System Support

*Regional Education  
Service Agencies*

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## STRATEGIC PLAN

2014-2015

Mission & Vision

### 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	SG & SP	Progress/Evaluation Outcome(s)	Program/Person Responsible
<p>Collaborate with Schools requesting Technical Assistance to facilitate school improvement in schools in the five RESA 6 counties.</p> <p>Lead, Coordinate, Facilitate Focus School/Low Performing Schools Improvement Process</p>	<p>*Collaborate with County Office Staffs and schools to provide requested technical assistance.</p> <p>*Collaborate with WVDE and relevant groups in providing targeted professional development and technical assistance.</p> <p>* Assist Counties with School Improvement Process (SIP) with Focus Schools/Low Performing Schools</p> <ul style="list-style-type: none"> <li>• Continue Memorandum of Understanding (MOU)</li> <li>• FAST Teams (RESA 6 &amp; County/School) designated</li> <li>• Assist/Facilitate/Review Culture Survey for continuous improvement (upon request)</li> <li>• Present, Facilitate Review of Culture Survey Results, Modified Diagnostic and/or Interim Self-Reflection Activities</li> <li>• Assist with Seven High Quality Standards (HQS) Website</li> <li>• Schedule, Present, Collaborate with schools in providing technical assistance and PD.</li> <li>• ESEA Flex Monitoring Conference Call with WVDE</li> </ul>	<p>1, 2, 4, 5</p>	<p>July 1, 2014 through June 30, 2015</p> <p>Documentation of meetings, data collection, technical assistance logs and professional development provided.</p>	<p><b>Marian Kajfez</b> Director of Programs</p> <p><b>Mary Kay Reisinger</b> Coordinator of School Improvement/TA</p> <p><b>Jonathan Pollock</b> Coordinator of Curriculum and Instruction</p> <p><b>Joe Paolo</b> Director of Special Education</p> <p><b>Cheryl Tuba</b> Technical Assistance Support (TAS) Specialist</p> <p><b>Rick Redd</b> School Improvement Specialist</p>

Measurable Objectives	Action Plan/Activities	SG & SP	Progress/Evaluation Outcome(s)	Program/Person Responsible
Support IPI Process with schools upon County Request:	<ul style="list-style-type: none"> <li>*Schedule &amp; Provide Coder Training for Schools</li> <li>*Assist schools with Review of IPI Process with previously Certified Trainers.</li> <li>*Assist schools with initial IPI Data Collection and Data Review</li> </ul>	1, 2, 4, 5	July 1, 2014 through June 30, 2015 Documentation of meetings, data collection, technical assistance logs and professional development provided.	<b>Marian Kajfez</b> Director of Programs
Office of Educational Performance Audit (OEPA)	<ul style="list-style-type: none"> <li>*Support and assist counties/schools in their preparation for the OEPA Policy 2320 audit</li> <li>*Provide support and assistance for continuous school improvement</li> <li>*Create and provide HQS timeline including OEPA requirements and evidence</li> </ul>	1, 2, 4, 5	July 1, 2014 through June 30, 2015 Documentation of meetings, data collection, technical assistance logs and professional development provided.	<b>Marian Kajfez</b> Director of Programs <b>Mary Kay Reisinger</b> Coordinator of School Improvement/TA <b>Jonathan Pollock</b> Coordinator of Curriculum and Instruction <b>Joe Paolo</b> Director of Special Education <b>Cheryl Tuba</b> Technical Assistance Support (TAS) Specialist <b>Rick Redd</b> School Improvement Specialist
Design, revise, review and provide technical assistance for Classroom Walk-Throughs (CWT) using eWalk Software Template	<ul style="list-style-type: none"> <li>*Collaborate with county administrators to design and /or revise eWalk Template for CWTs. (OCS, WCS, BCS, OGMS)</li> <li>*Assist with installation of eWalk software and download of template.</li> </ul>	1, 2, 4, 5, 6	July 1, 2014 through June 30, 2015 Documentation of training and meetings reviewing eWalk	<b>Marian Kajfez</b> Director of Programs

Measurable Objectives	Action Plan/Activities	SG & SP	Progress/ Evaluation Outcome(s)	Program/ Person Responsible
designed to support Strategic Plans Counties.	<ul style="list-style-type: none"> <li>*Assist with uploading of data collected during CWTs.</li> <li>*Assist with analysis of data collected to support Strategic Plan Goals.</li> <li>*Review/Revise Template as requested.</li> </ul>		<p>information.</p> <p>Copies of eWalk Templates with supporting explanation of data to be collected.</p> <p>Data Graphs with County collected support for Strategic Plan Goals</p>	
Improve Adult Basic Education program performance measures to ensure student completion rates leading to High School Equivalency (HSE) and/or post-secondary enrollment or training	<ul style="list-style-type: none"> <li>*Facilitate program evaluations of all SPOKES classrooms</li> <li>*Conduct data quality audits with all ABE and SPOKES programs</li> <li>*Complete STAR review process with all ABE and SPOKES programs</li> <li>* Provide follow-up/technical assistance to those programs who will be completing a corrective action plan</li> </ul>	4, 5 6	<p>Continuous Review of data in AEMIS STAR Checklists</p> <p>Quarterly and Year-End Data Match results</p>	<p><b>Kim McConnaughy</b> ABE Regional Coordinator</p>
Assist Administrators and Teachers to access their WESTEST2 Analysis (Growth Model) data to improve Performance outcomes for students	<ul style="list-style-type: none"> <li>*Give Administrators and Teachers access to the WESTEST2 Analysis (Growth Model) results and assist with access to the data</li> <li>*Work with WVDE and County Personnel to provide technical assistance</li> </ul>	1, 4, 5, 6	Administrators can review student and school progress and make recommendations	<p><b>Ronda Kouski</b> WVEIS Coordinator Eric Schoenian</p>
Assist Administrators with the WV Early Learning System	<ul style="list-style-type: none"> <li>*Give Administrators access through WVEIS to access the Web/Based Early Learning System</li> </ul>	1, 2, 4, 5, 6	Administrators can review children's development and progress for state and federal reporting	<p><b>Ronda Kouski</b> WVEIS Coordinator Eric Schoenian</p>

Measurable Objectives	Action Plan/Activities	SG & SP	Progress/ Evaluation Outcome(s)	Program/ Person Responsible
Pre-K ECERS EWalk	*Install and review template with Pre-K teachers	1, 2, 4, 5, 6	July 1, 2014 through June 30, 2015 Documentation of training and meetings reviewing eWalk information. Copies of eWalk Templates with supporting explanation of data to be collected. Data Graphs with County collected support for Strategic Plan Goals	<b>Marian Kajfez</b> Director of Programs
Improve academic and performance outcomes for students.	*Certain elements of providing technical assistance to specified Focus Schools/Low Performing Schools are defined in other areas of this strategic plan are performed in conjunction with Director of Special Education. *In addition to those schools identified by the WVDE Growth Model, provide targeted technical assistance to school(s)/districts. Collaborate with WVDE and county personnel. *Utilize SPL (Support for Personalized Learning) And its components, such as SPI, Co-Teaching, Scaffolding, UDL, DI. *Profiles to collect data and participate in discussions with all district and schools staff to determine appropriate professional development and technical assistance. *Assist in training personal in analyzing and	1, 4, 6	July 1, 2014 through June 30, 2015  Sign-In Sheets  Evaluation Forms  Google/MS365 Calendar  Travel Reimbursement Sheet  Meeting Notes/Minutes	<b>Joe Paolo</b> Director Special Education <b>Cheryl Tuba</b> Technical Assistance Support (TAS) Specialist

Measurable Objectives	Action Plan/Activities	SG & SP	Progress/ Evaluation Outcome(s)	Program/ Person Responsible
	<p>interpreting data.</p> <ul style="list-style-type: none"> <li>*Provide professional development and technical assistance requested by school(s)/districts as a result of data driven decision making</li> <li>*Attend trainings to enhance personal skills to work successfully with low performing schools</li> <li>*Actively participate on School Leadership Teams to provide support, guidance, and follow-up</li> </ul>			

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

Measurable Objectives	Action Plan/Activities	SG & SP	Progress/Evaluation Outcome(s)	Program/Person Responsible
Deliver Effective, Efficient and Equitable services to RESA-6 counties	<ul style="list-style-type: none"> <li>*Collaborate with each county to supply requested support</li> <li>*Facilitate and/or Provide requested professional development and technical assistance</li> <li>*Share personal growth model by sharing information gleaned during learning process with WVDE Initiatives to implement into classrooms</li> </ul>	1, 2, 3, 4, 5, 6	7/1/14 through 6/30/15 Document survey feedback with professional development activities Provided. Document "Satisfaction Survey" results collected from member counties	<b>Marian Kajfez</b> Director of Programs <b>Mary Kay Reisinger</b> Coordinator of School Improvement/TA <b>Jonathan Pollock</b> Coordinator of Curriculum and Instruction <b>Joe Paolo</b> Director of Special Education <b>Cheryl Tuba</b> Technical Assistance Support (TAS) Specialist <b>Rick Redd</b> School Improvement Specialist
Support full implementation of new Evaluation for Administrators, Teachers and Counselors at all Schools	<ul style="list-style-type: none"> <li>*Provide support as requested</li> <li>*HQS Monthly Timeline</li> </ul>	6	July 1, 2014 through June 30, 2015 Documentation of training and meetings	<b>Marian Kajfez</b> Director of Programs <b>Mary Kay Reisinger</b> Coordinator of School Improvement/TA <b>Jonathan Pollock</b> Coordinator of Curriculum and Instruction
Support and provide technical assistance to itinerate gifted teacher	<ul style="list-style-type: none"> <li>*Regularly scheduled collaborative meetings</li> <li>*Assistance with identifying and developing processes to integrate into the gifted program</li> </ul>	2,4,5	July 1, 2014 through June 30, 2015 Documentation of training and meetings	<b>Joe Paolo</b> Director of Special Education <b>Cheryl Tuba</b> Technical Assistance Support

Measurable Objectives	Action Plan/Activities	SG & SP	Progress/Evaluation Outcome(s)	Program/Person Responsible
Curriculum Alignment Process (CAP)	<ul style="list-style-type: none"> <li>*Provide Training and Data Collection county-wide or school building specific regarding Core Subjects' and Related Arts' curricular priorities pertaining to the skills, concepts, and vocabulary that drive instruction</li> <li>*County Office Administrators and Principals are trained in CAP process</li> <li>*All materials (ppt, script, handouts, etc.) provided</li> <li>*Principals Facilitate and lead as Teachers Analyze and Collaborate Vertically and Horizontally on the Present, Past, and Future NexGen WVCSOs and the curricular practices that accompany them</li> <li>*Provide grade specific Performance Descriptors for Mastery</li> </ul>	2,4,5	July 1, 2014 through June 30, 2015 CAP Data Collection Documents Sign-in and Evaluation sheets	<p><b>Marian Kajfez</b> Director of Programs</p> <p><b>Mary Kay Reisinger</b> Coordinator of School Improvement/TA</p> <p><b>Jonathan Pollock</b> Coordinator of Curriculum and Instruction</p> <p><b>Joe Paolo</b> Director of Special Education</p> <p><b>Cheryl Tuba</b> Technical Assistance Support (TAS) Specialist</p> <p><b>Rick Redd</b> School Improvement Specialist</p>
English Language Arts/Math Coaches	<ul style="list-style-type: none"> <li>*Coaches are being trained by SREB</li> <li>*Coaches supporting and providing technical assistance to JDR4 Career Center/HCS</li> <li>*Coaches will provide PD with continued trainings throughout the year</li> </ul>	2, 4, 5	July 1, 2014 through June 30, 2015 Documentation of meetings, data collection, technical assistance logs and professional development provided	<p><b>Marian Kajfez</b> Director of Programs</p> <p><b>Harriet Mastromichalis</b> ELA Coach</p> <p><b>Karen Oyster</b> Math Coach</p>
Math 3 (III)	<ul style="list-style-type: none"> <li>*RESA 6 Math 3 Team assembled</li> <li>*WVDE Training on Math 3 Resources</li> <li>*Math 3 Team provided PD at respective county academies with continued trainings throughout the year</li> <li>*Team will reassemble when the resources</li> </ul>	2, 4, 5	July 1, 2014 through June 30, 2015 Documentation of meetings, data collection, technical assistance logs and	<p><b>Marian Kajfez</b> Director of Programs</p> <p><b>Cheryl Tuba</b> Technical Assistance Support (TAS) Specialist</p>

Measurable Objectives	Action Plan/Activities	SG & SP	Progress/ Evaluation Outcome(s)	Program/ Person Responsible
	<p>are finalized and made available</p> <p>*Team will share Best Practices regionally</p>		<p>professional development provided</p>	
<p>Literacy Collaborative Committee</p>	<p>*Formation of Regional Committee which includes County Administration, Higher Education Representatives, Community Resources, and RESA 6</p> <p>*Provided a forum for open conversation regarding literacy</p> <p>*Establish Mission and Beliefs for LCC as well as strategies to address summer learning loss</p> <p>*Develop collaborative projects to enhance literacy and grade level reading by third grade</p>	<p>2,4,5</p>	<p>July 1, 2014 through June 30, 2015</p> <p>Documentation of meetings, data collection, technical assistance logs and professional development provided</p>	<p><b>Marian Kajfez</b> Director of Programs</p> <p><b>Mary Kay Reisinger</b> Coordinator of School Improvement/TA</p> <p><b>Jonathan Pollock</b> Coordinator of Curriculum and Instruction</p> <p><b>Joe Paolo</b> Director of Special Education</p> <p><b>Cheryl Tuba</b> Technical Assistance Support (TAS) Specialist</p> <p><b>Rick Redd</b> School Improvement Specialist</p>
<p>Increase and improve ABE and SPOKES instructor effectiveness through training and staff development</p>	<p>*Promote teacher participation in the WVAEA Fall Conference</p> <p>*Plan and deliver CORE and elective training sessions focusing on college and career readiness standards and NexGen Standards</p> <p>*Conduct training needs assessment survey with teaching personnel</p> <p>*Coordinate additional training sessions through the State ABE Coordinator based upon teacher needs</p> <p>*Provide both students and job seekers with</p>	<p>4, 5 6</p>	<p>Fall 2014</p> <p>Fall 2014 &amp; Spring 2015</p> <p>Monitor feedback, evaluation and progress through Schoology</p> <p>Monitor professional development</p>	<p><b>Kim McConaughy</b> ABE Regional Coordinator</p>

Measurable Objectives	Action Plan/Activities	SG & SP	Progress/ Evaluation Outcome(s)	Program/ Person Responsible
	<p>the foundation of knowledge needed to succeed in environments that require the use of computers and the Internet through the MOS and IC3 Initiatives (SPOKES Classrooms)</p> <p>*implement TASC Readiness Assessment, on-line TABE, WIN Career Readiness Courseware, and cfwv in ABE and SPOKES classrooms</p> <p>* Facilitate training sessions focusing on technology for the ABE and SPOKES classrooms (SmartBoard, iPad, Responders), including substitute teachers</p>		<p>transcripts in AEMIS</p> <p>On-going</p> <p>On-going/as needed</p>	
<p>Train WVEIS County Contacts to train their administrators and teachers to use WESTEST2 Analysis (Growth Model) administered online 2014/2015 school year</p>	<p>*Bring WVEIS County Contacts to RESA 6 for training on Student applications as well as phone support</p>	<p>1, 4, 5, 6</p>	<p>Use of these programs will benefit the students</p>	<p>Ronda Kouski WVEIS Coordinator Eric Schoenian</p>
<p>Assist/Train WVEIS County Contacts to train their administrators and teachers to use the Pre-K /Kindergarten Assessment Web Based Programs</p>	<p>*Assist County Contacts and Train the trainer on all WVEIS As/400 and Web Based programs</p>	<p>1, 2, 4, 5, 6</p>	<p>The use of the Pre-K Assessment program initiative is designed to provide educators with the meaningful evidence regarding children's development over time</p>	<p>Ronda Kouski WVEIS Coordinator Eric Schoenian</p>
<p>Train County Contacts to train their administrators and teachers to use WOW (WVEIS On The WEB)</p>	<p>*Bring County Contacts to RESA 6 for training as well as phone support. Work with WVDE to continuously monitor the successful operation of all WVEIS applications</p>	<p>1, 4, 5</p>	<p>Use of the programs will benefit the students</p>	<p>Ronda Kouski WVEIS Coordinator Eric Schoenian</p>

Measurable Objectives	Action Plan/Activities	SG & SP	Progress/ Evaluation Outcome(s)	Program/ Person Responsible
<p>Train County Contacts to train their administrators and teachers to use the new Discipline WOW program</p> <p>Continued Assistance and Training with WVEIS County Contacts, Administrators, Teachers and Counselors on the Educator Evaluation WOW Program</p>	<p>*Work with WVDE on continued support and training on the Discipline WOW programs (Safe and Supportive Schools) Policy 4373. All RESA six counties have been fully implemented and trained and are now using the new discipline system in WOW</p> <p>*Coordinate training with each County Contact as well as phone support for all RESA 6 counties and support for all counties in WV</p> <p>*Collaborate with WVDE programming staff and Marian Kajfez Director of Programs with continued support of the Educator Evaluation System</p>	<p>1,4,5,6</p> <p>1, 4, 5, 6</p>	<p>Use of the programs will benefit the administrators</p> <p>Use of the WOW programs will benefit the administrators, teachers and counselors</p>	<p>Ronda Kouski WVEIS Coordinator Eric Schoenian</p> <p>Ronda Kouski WVEIS Coordinator Eric Schoenian</p>
<p>Assist and Train County Contacts on the Teacher Self/Registration and Password Reset</p>	<p>*Coordinate training with each County Contact as well as phone support</p> <p>*Work with the WVDE programming staff to help implement the Teacher Self-Registration process and Password Reset in WOW</p>	<p>1, 4, 5</p>	<p>Use of the WOW programs will benefit the administrators and teachers</p>	<p>Ronda Kouski WVEIS Coordinator Eric Schoenian</p>
<p>Provide Technical Assistance with “Let’s Move, WV!” schools in RESA 6 to meet WVDE Policy 2510</p>	<p>*Coordinate services with Caryn Puskarich RESA 6 Regional Wellness Specialist As Needed</p>	<p>4,6</p>	<p>Use of the WOW program will benefit the administrators and teachers in data collections for WVDE</p>	<p>Ronda Kouski WVEIS Coordinator Eric Schoenian</p>
<p>Assist and Train WVEIS County Contacts on the Battelle for Kids Class Roster Verification System</p>	<p>*Coordinate services with WVDE for implementation beginning of 2014/2015 school year</p>	<p>1,4,5</p>	<p>Use of Class Roster Verification system will accurately capture the instructional linkage between schools, teachers and students to improve</p>	<p>Ronda Kouski WVEIS Coordinator Eric Schoenian</p>

Measurable Objectives	Action Plan/Activities	SG & SP	Progress/ Evaluation Outcome(s)	Program/ Person Responsible
			the quality of district and state data	
Assist and Train WVEIS County Contacts on (EOY) Data Collections in WOW	*Coordinate with WVDE/ RESA 6 Counties to complete EOY Data Collections: EOY Enrollment, Special Ed Exit Report Discipline, LEP, Fitnessgram, Homeless, Attendance, Experiential Learning, Special Ed Timelines, Career Clusters, Senior Post-Graduation Plans, Facilities Information and Option Pathways	1,4,5	Use of (EOY) Data Collection through WOW to ensure accurate county data	Ronda Kouski WVEIS Coordinator Eric Schoenian
Train and Support RESA 6 Staff on the new Microsoft 365 email system Summer 2014/Fall 2014	*Attended Microsoft 365 email trainings and converted in house RESA 6 Staff to the new cloud based email system along with cont'd support to all five RESA 6 counties as needed	1, 4, 5	Use of the new email sys will benefit all staff with more features and greater reliability	Ronda Kouski WVEIS Coordinator Eric Schoenian
Develop and facilitate a professional staff development module based on accessing, incorporating, and creating from the Smarter Balanced Assessment Claims, items for Math and ELA teachers for use in the classroom	* Facilitate and/or Provide requested professional development and technical Assistance to RESA 6 Math and ELA teachers.	4, 5	July 1, 2014 through June 30, 2015 Sign-in Sheets from Training Days Document "Satisfaction Survey" results collected from member counties.	Mary Kay Reisinger Coordinator of School Improvement/TA Jonathan Pollock Coordinator of Curriculum and Instruction
Provide Leadership, professional development and technical assistance to support teachers of students with exceptionalities in meeting or exceeding state, national and international curriculum standards	*Examines schools' implementation of SPL processes and procedures and instructional practices. *Develop, tactile tools, presentations, technical assistance for supporting content areas, SPL processes and procedures and instructional practices as identified by the SPL Practice Profiles and/or School Improvement	1,2,4	July 1, 2014 through June 30, 2015 Sign In Sheets Evaluations Power Points Tactical Tools Trainings	Joe Paolo Director of Special Education Cheryl Tuba Technical Assistance Support (TAS) Specialist Rick Redd School Improvement Specialist

Measurable Objectives	Action Plan/Activities	SG & SP	Progress/ Evaluation Outcome(s)	Program/ Person Responsible
	<p>Plans.</p> <ul style="list-style-type: none"> <li>*Work with schools to design and provide technical assistance in analyzing data, and determining groups to receive “targeted” and/or “intensive” instructional supports.</li> <li>*Work with schools to identify and provide evidence-based approaches and effective and innovative uses of technology in supporting teachers and students in meeting or exceeding state, national and international curriculum standards.</li> <li>*Work with schools in establishing schedules conducive to maximizing achievement opportunities for students.</li> <li>*Scheduling personnel efficiently within the academic daily schedule of student learning activities.</li> <li>*Assisting schools by providing technical assistance in effective implementation of PBIS (as per policy 4373) to provide functional and social skills in a caring and safe environment.</li> <li>*Work in partnership with community (i.e. Community resources, PERCs, schools, organizations, Institutions of Higher Ed., etc.) in support of Positive Behavior Supports and sharing of resources in support of student achievement and information networking.</li> <li>vide schools with technical assistance to more effectively and efficiently use Differentiated Instruction (DI) and coaching/mentoring in working for student achievement based in UDL (Universally</li> </ul>			

Measurable Objectives	Action Plan/Activities	SG & SP	Progress/Evaluation Outcome(s)	Program/Person Responsible
	<p>Designed Classrooms).</p> <p>*Provide technical assistance in Guiding/Co-planning effective lessons for targeted and Intensive Instruction for Focus level schools and other schools upon request.</p> <p>*Assist schools in providing capacity building technical assistance to improve services by LEAs to ensure access to College, Career, and Community Readiness standards</p>			
<p>Coordinate with APPI Specialist and RESA 6 counties to provide professional development evidence based strategies – DHHR endorsed Teen Pregnancy Prevention programs</p>	<p>*Coordinate regional trainings for teachers and community organizations.</p>	6	<p>Attendance will be documented FY 14-15. Document number of schools/organizations participating in Teen Pregnancy Prevention trainings</p>	<p><b>Caryn Puskarich</b> Regional Wellness Specialist</p>
<p>Provide evidence based and DHHR endorsed training and technical assistance to RESA 6 counties in the area of Suicide Prevention as described in the Jason Flatt Act e.g. Gatekeeper-Recognize, Respond, React and ASSIST</p>	<p>*Coordinate and facilitate regional trainings for teachers and community organizations</p>	6	<p>Attendance will be documented FY 14-15 Data will be collected and provided to the county for assistance in curriculum development</p>	<p><b>Caryn Puskarich</b> Regional Wellness Specialist</p>
<p>Provide training and technical assistance to Health Teachers in the area of Health Education as requested by the county</p>	<p>*Coordinate and facilitate regional trainings for teachers</p>	6	<p>Attendance will be documented FY 2014-2015. Data will be collected and provided to the county for assistance in curriculum development</p>	<p><b>Caryn Puskarich</b> Regional Wellness Specialist</p>

Measurable Objectives	Action Plan/Activities	SG & SP	Progress/ Evaluation Outcome(s)	Program/ Person Responsible
Provide training and technical assistance to RESA 6 counties in the area of Bullying Prevention	*Coordinate and facilitate regional trainings for county identified staff	6	Attendance will be documented FY 2014-2015. Data will be collected and provided to the county for assistance in curriculum development	Caryn Puskarich Regional Wellness Specialist
Provide training technical assistance to Physical Education teachers in Policy 2510 as requested by the county	*Coordinate and facilitate regional training for teachers	6	Attendance will be documented FY2014-2015. Data will be collected and provided to the county for assistance in curriculum development	Caryn Puskarich Regional Wellness Specialist
Provide Let's Move WV! Training e.g. Kinnected Schools, Physio Balls Schools, Playworks and other Statewide Initiatives to increase number of schools implementing physical activity throughout the school day to meet WVDE Policy 2510	*Coordinate and facilitate training for county identified staff. Coordinate services with RESA 6 WVEIS staff Ronda Kouski	4, 6	Attendance will be documented FY 2014-2015 Document number of schools/students completing Let's Move Activities. Documentation will be provided to the counties and WVDE	Caryn Puskarich Regional Wellness Specialist
Provide training and technical assistance to RESA 6 counties on Nutrition Education Guidelines and Promotion to	*Coordinate and facilitate training for county identified staff.	6	Attendance will be documented Fy2014-2015. Documentation will be	Caryn Puskarich Regional Wellness Specialist

Measurable Objectives	Action Plan/Activities	SG & SP	Progress/Evaluation Outcome(s)	Program/Person Responsible
Local Wellness Councils and Food Service Directors to meet WVDE Policy 4321.1			provided to the counties and WVDE	
Facilitate and coordinate evidence based and DHHR approved Substance Abuse/Mental Health professional development in RESA 6 counties e.g.SBIRT (Screening, Brief, Intervention and Treatment) and First Aid	*Coordinate and facilitate training for county identified staff	6	Attendance will be documented Fy2014-2015. Documentation will be provided to the counties and WVDE	Caryn Puskarich Regional Wellness Specialist
Increase awareness and promotion of the Oral Health Program specific to 2 <sup>nd</sup> and 3 <sup>rd</sup> grade dental sealants	Coordinate training for school nurses and community organizations in RESA 6	6	Attendance will be documented Fy2014-2015. Documentation will be provided to the counties and WVDE	Caryn Puskarich Regional Wellness Specialist
Provide technical assistance to schools selected to participate in the YRBS/YTS survey data collection as directed by WVDE Office of Child Nutrition	*Coordinate and administer surveys to selected schools	6	FY 2015 Data will be collected and evaluation will be completed by the WVDHHR	Caryn Puskarich Regional Wellness Specialist
Provide technical assistance to schools in completing School Health Profiles	*Provide Technical Assistance and Support	6	FY 2015 Data will be collected and evaluation will be completed by WVDE	Caryn Puskarich Regional Wellness Specialist
Provide technical assistance to RTPCC in increasing the number of RAZE Crews in Middle School, Not On Tobacco(NOT)	*Provide Technical Assistance and Support	6	FY 2015 Data will be collected and evaluation will be completed by WVD	Caryn Puskarich Regional Wellness Specialist

Measurable Objectives	Action Plan/Activities	SG & SP	Progress/Evaluation Outcome(s)	Program/Person Responsible
Clinics and promotion of the WV Quitline				
Increase the academic achievement of students with disabilities	<ul style="list-style-type: none"> <li>*Provide on-going support to county directors of special education and staffs regarding State and Federal Requirements/Initiatives such as SPL (Support for Personalized Learning, SPED Monitoring, Common Core State Standards Essential Elements support,</li> <li>*Become a CPI trainer and provide/coordinate for training among our RESA counties and RESA personnel.</li> <li>*Become a CPI-Autism trainer and provide/coordinate for training among our RESA counties and RESA personnel.</li> <li>*Autism Follow Up Assistance, Coteaching professional development and follow-up,</li> <li>*Become ECERS trained and provide ECERS support for counties</li> <li>*IEP/Standard-based IEP PD requirements, and follow-up</li> <li>*Facilitate, coordinate, and/or provide training and support in special education programming needs including Co-Teaching, ODD/ADHD, Autism Spectrum Needs/Supports, Common Core Essential Elements, Technology T-1, SPL, SPI, Inclusion/Differentiated Instruction.</li> <li>*Coordinate effort with RESA 6 counties to implement the Text to Speech program</li> <li>*Coordinate effort with RESA 6 school psychologists to implement a web-based</li> </ul>	1, 6	July 1, 2014 through June 30, 2015 Sign in sheets Evaluation sheets Travel expenses Meeting Notes	<b>Joe Paolo</b> Director Special Education <b>Cheryl Tuba</b> Technical Assistance Support (TAS) Specialist

Measurable Objectives	Action Plan/Activities	SG & SP	Progress/ Evaluation Outcome(s)	Program/ Person Responsible
	<p>psychological testing program to determine if students qualify for special education services</p> <ul style="list-style-type: none"> <li>*Conduct Monthly SPED meetings for county directors</li> <li>*Prepare and present annual report of services for Autism Meeting between WVDE/designated LEA</li> </ul>			
<p>Provide support trainings for itinerants and others requested trainings by County SPED Directors, WVDE at RESA-6</p>	<ul style="list-style-type: none"> <li>*Coordinate an effort to use the RESA 6 facilities for a targeted 4 session EIPA training during 2014/2015</li> <li>*Provide training and support for changes in Policies 2419 and 2525</li> <li>*Provide training and support on special educations needs as identified by OEPA audits, WVDE monitoring, improvement</li> <li>*Provide training and support for school psychologists and speech language pathologists</li> <li>*Coordinate IEP training for Vision, Hearing and other appropriate itinerants with the WVDE</li> </ul>	5, 6	<p>July 1, 2014 through June 30, 2015</p> <p>Sign in sheets</p> <p>Evaluation sheets</p>	<p><b>Joe Paolo</b> Director Special Education</p>
<p>Increase usage and awareness for BookShare or other assistive devices for Special Education Students</p>	<ul style="list-style-type: none"> <li>*Become a trainer in the use of BookShare Technology</li> <li>*Train personnel, as requested by School Districts</li> </ul>	5	<p>Mtg. notes/minutes</p> <p>Travel reimbursement sheets</p> <p>Evaluation forms</p> <p>Sign in sheets</p> <p>Google Calendar</p>	<p><b>Joe Paolo</b> Director Special Education</p>
<p>Increase the capacity for teachers and administrators working with Pre K to improve readiness for students</p>	<ul style="list-style-type: none"> <li>*Co-Facilitate session on RESA Pre-K needs development by RESA Directors of SpEd at the annual Early Learning conference with Pre-K teachers/directors to determine areas of needed assistance from RESAs</li> </ul>	1, 2	<p>July 1, 2014 through June 30, 2015</p> <p>Sign-In Sheets</p>	<p><b>Joe Paolo</b> Director Special Education</p>

Measurable Objectives	Action Plan/Activities	SG & SP	Progress/ Evaluation Outcome(s)	Program/ Person Responsible
	<ul style="list-style-type: none"> <li>*Facilitate monthly Pre K directors meetings.</li> <li>*Set up meeting for Pre-K Directors to participate in OEL (Office of Early Learning ) Webinars on Policy 2525 Collaborative Teams for Pre-K Directors at RESA 6</li> </ul>		Evaluation Forms Google Calendar  Travel Reimbursement Sheet Meeting Notes/Minutes	
Provide appropriate personnel with required Pre – K training as required by Policy 2525	<ul style="list-style-type: none"> <li>*Provide training, as requested, to Pre - K teachers throughout the RESA 6 counties regarding the Universal Preschool, PBIS (Positive Behavioral Interventions Supports) inclusion and General Education Settings, ECERS-R (Early Childcare Environmental Rating Scale)</li> </ul>	1, 2, 4	July 1, 2014 through June 30, 2015 Sign-In Sheets  Evaluation Forms Google/MS 365 Calendar  Travel Reimbursement Sheet Meeting Notes/Minutes	<b>Joe Paolo</b> Director Special Education <b>Cheryl Tuba</b> Technical Assistance Support (TAS) Specialist
Facilitate and support Universal Pre – K Initiative with WVDE and Office of Early Learning and Office of Special Programs	<ul style="list-style-type: none"> <li>*Communicate with Pre – K/DHHR/WVDE relevant information.</li> <li>*Participate in meetings coordinated by WVDE</li> </ul>	1, 2	7/1/14 thru 6/30/15 Meeting notes Travel expenses Travel logs Evaluation Forms	<b>Joe Paolo</b> Director Special Education
Assist school districts in developing student’s personal skills and dispositions of wellness, self-direction and good citizenship	<ul style="list-style-type: none"> <li>*Assist schools in providing capacity, building technical assistance to improve access to College, Career and Community Readiness</li> <li>Provide requested trainings for students and staff to accomplish</li> </ul>	1, 3, 5	7/1/14 thru 6/30/15 Meeting notes Travel expenses Travel logs Evaluation Forms	<b>Joe Paolo</b> Director Special Education

<b>Measurable Objectives</b>	<b>Action Plan/Activities</b>	<b>SG &amp; SP</b>	<b>Progress/ Evaluation Outcome(s)</b>	<b>Program/ Person Responsible</b>
<b>Re- Certified School Bus Operator Trainers</b>	<b>*Coordinate and correspond with State School Bus Transportation Office, County School Bus Transportation Directors and School Bus Operator Instructors, to setup and complete recertification classes</b>	<b>3</b>	<b>Document training records in data base. State Re-certification</b>	<b>Ralph Kosar PST Coordinator</b>
<b>Keep PST Instructors updated on current educational standards and record keeping</b>	<b>*Coordinate quarterly in-service training for PST Instructors</b>	<b>3, 4, 6</b>	<b>Document training records in data base</b>	<b>Ralph Kosar PST Coordinator</b>

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

Measurable Objectives	Action Plan/Activities	SG & SP	Progress/ Evaluation Outcome(s)	Program/ Person Responsible
<p><b>Kindergarten Trainer of Trainers ( K TOTs)</b></p>	<p>*WVDE provided training for Kindergarten Early Learning Readiness/Evidence of Learning                      *K TOTs prepared to present to respective counties                      *Sharing of Best Practices/Target Areas/Approach Possible Timeframes                      *Provided resources/resource guides/Teacher Talks/reviewed Policy 2320                      *K TOTs provide PD at respective county academies with continued follow-up throughout the year                      * Document for WVBOE the county sustainable K TOTs continuation</p>	<p>2, 4, 5</p>	<p>July 2014 through June 2015                      Documentation of training and meetings</p>	<p><b>Marian Kajfez</b>                      Director of Programs  <b>Mary Kay Reisinger</b>                      Coordinator of School Improvement/TA</p>
<p><b>Super TOTs Plan, Coordinate, Facilitate, Follow-up Super Trainer of Trainers (TOTs) with regional educators who will in turn continue NxtGen Literacy Shifts Trainings throughout the year</b></p>	<p>*Provide Professional Development/Training on the Literacy Shifts for RESA 6 Trainers of Trainers (TOTs)                      *Provide Super TOTs with access and training for the Smarter Balanced Assessment Digital Library Preview                      *Provide all training materials to Super TOTs                      Binders and USB drives with all training materials                      Performance Descriptor Charts                      Web-based Resources                      Engaging Students with Poverty in Mind, Navigating the English Language Arts Common Core State Standards, Navigating the Mathematics Common Core State Standards</p>	<p>2,4,5</p>	<p>July 2014 through June 2015                      Documentation of training and meetings</p>	<p><b>Marian Kajfez</b>                      Director of Programs  <b>Mary Kay Reisinger</b>                      Coordinator of School Improvement/TA  <b>Jonathan Pollock</b>                      Coordinator of Curriculum and Instruction  <b>Joe Paolo</b>                      Director of Special Education  <b>Cheryl Tuba</b>                      Technical Assistance Support (TAS) Specialist  <b>Rick Redd</b>                      School Improvement Specialist</p>

Measurable Objectives	Action Plan/Activities	SG & SP	Progress/Evaluation Outcome(s)	Program/Person Responsible
	<ul style="list-style-type: none"> <li>*Super TOTs provide Literacy Shifts PD at respective county academies with continued follow-up throughout the year</li> <li>* Document for WVBOE the county sustainable Super TOTs continuation</li> </ul>			
<p>Improve ABE program participation and retention rates</p>	<ul style="list-style-type: none"> <li>*Provide technical assistance to ABE classrooms through implementation of resources/strategies to increase hourly participation rates</li> <li>*Integrate the Life &amp; Employability Skills curriculum into ABE classrooms</li> <li>*Serve as ABE administrator for Wetzel County</li> </ul>	3, 4, 5, 6	Ongoing	<p><b>Kim McConnaughy</b> ABE Regional Coordinator</p>
<p>Administer WorkKeys Assessments for SPOKES and Institutional Education Programs</p>	<ul style="list-style-type: none"> <li>*Schedule and administer assessments as required</li> <li>*Order necessary assessment supplies and materials</li> <li>*Provide teachers and students with assessment results; retest as required</li> </ul>	3	Ongoing	<p><b>Kim McConnaughy</b> ABE Regional Coordinator</p>
<p>Collaborate with WorkForce WV (Region 5), Division of Rehabilitation Services, Dept. of Health &amp; Human Resources, WV Northern Community College, local boards of education, and other affiliate agencies</p>	<ul style="list-style-type: none"> <li>*Attend Region 5 Partner Meetings with WorkForce WV</li> <li>*Communicate with DHHR regarding SPOKES program status, monitoring, &amp; technical assistance</li> <li>*Serve as a member of the Youth Committee for Region 5 WIB</li> <li>*Foster collaboration and partnership between ABE and Developmental Education at WVNCC through shared instruction, personnel, resources and training to develop a transition program</li> </ul>	3, 4, 5	<p>As scheduled</p> <p>On-going</p> <p>As scheduled</p> <p>Fall 2014</p> <p>Fall 2014</p>	<p><b>Kim McConnaughy</b> ABE Regional Coordinator</p>

Measurable Objectives	Action Plan/Activities	SG & SP	Progress/ Evaluation Outcome(s)	Program/ Person Responsible
	*Assist Wetzel County ABE, SPOKES, and Chief TASC Examiners, and WVNCC with the transition from PBT to CBT for the WV High School Equivalency Assessment			
Facilitate Public Relations initiatives and activities	*Collaborate with individual county PR Staff *Establish news media contacts throughout the region * Formulate a schedule of events in which RESA and/or county information can be distributed/shared *Establish a RESA-6 e-newsletter to be sent out region wide as well as posted on the website	4	On-Going  Quarterly	Kim McConnaughy ABE Regional Coordinator
*Successful Migration to (SaaS) System as a Service for the eSchool Substitute Employment Management System SFE	*Provide technical support and training to all Administrators, Employees and Substitutes Spring of 2014 and throughout the school year	4, 5	On-Going	Ronda Kouski WVEIS Coordinator Denise Phillips Eric Schoenian
Provide Substitute Employee Management System Service to five of the RESA six counties Maintain and gather Statistical data and prepare reports on Employees and Substitutes requested by Administrators	*Maintain the Hardware and Software for the Substitute Calling System *Assist Personnel Directors in Brooke, Hancock, Ohio, Marshall, and Wetzel Counties with SmartFind Express Substitute Calling System	4, 5	On-Going	
Re- Certified School Bus Operator Trainers	Coordinate and correspond with State School Bus Transportation Office, County School Bus Transportation Directors and School Bus Operator Instructors, to setup and complete recertification classes	3	Document training records in data base. State Re-certification	Ralph Kosar PST Coordinator

Measurable Objectives	Action Plan/Activities	SG & SP	Progress/Evaluation Outcome(s)	Program/Person Responsible
Train Substitute School Bus Operator Candidates	*Coordinate and correspond with State School Bus Transportation Office, County School Bus Transportation Directors and School Bus Operator Instructors, to setup and complete training classes	3	Document training records in data base. Candidate gets CDL with P and S endorsement State Certification Candidate gets a job as a Substitute with perspective County. On-Going	<b>Ralph Kosar</b> PST Coordinator
Train First Responders in Fire Fighting, EMS, Haz-Mat, Rescue and other related subjects	*Coordinate and correspond with Department Chiefs, Training Officers, Directors and PST Instructors to setup and complete training classes.	3, 5	Document training records in data base. State and National Certifications.	<b>Ralph Kosar</b> PST Coordinator
Facilitate continued support for integration of NxtGen Math and ELA CSO's  Facilitate continued support of best practices related to the integration of NxtGen Math and ELA CSO's	*Be present and active in designated focus schools and/or support schools  *Continue work of EEA-TOT NxtGen July 2013 roll-out *Upon request, provide continued professional development	4, 5	July 2014 through June 2015 Sign-in sheets Pre/Post Evaluation Survey of NxtGen integration and best practices Documentation of support	<b>Marian Kajfez</b> Director of Programs <b>Mary Kay Reisinger</b> Coordinator of School Improvement/TA <b>Jonathan Pollock</b> Coordinator of Curriculum and Instruction <b>Joe Paolo</b> Director of Special Education <b>Cheryl Tuba</b> Technical Assistance Support (TAS) Specialist <b>Rick Redd</b> School Improvement Spec.

Measurable Objectives	Action Plan/Activities	SG & SP	Progress/ Evaluation Outcome(s)	Program/ Person Responsible
Determine Accessible Instructional Materials needs for Special Education Students in West Virginia	*Serve as a team member on WVDE – OSP AIM Task Force	1, 3, 5	July 2014 through June 2015 Meeting notes Travel expenses Travel logs Evaluation Forms	<b>Joe Paolo</b> Director of Special Education
Inform Institutions of Higher Education (IHE) students of requirements for Special Education in West Virginia and changes in Policy	*Prepare Power Point *Be a guest lecturer	1, 3, 5	July 2014 through June 2015 Meeting notes Travel expenses Travel logs Evaluation Forms	<b>Joe Paolo</b> Director of Special Education
Enhance and refine the Regional Food Cooperative	*Modify and enhance the process and methods for Food Service Directors to pre-approve new nutritional products as well as increase brand options, work to establish a continuous process of evaluation that minimizes burden	4	Continuous	<b>Greg Minnich</b> Purchasing and Finance Coordinator
Facilitate cooperative regional approach to solve business related concerns of the county offices	*Finalize the development of procedures and tools to enable business officials to close out monthly. *Refine electronic integration of Financial close template with WVEIS *Train additional Business officials throughout the State on electronic format	4	Continuous  Continuous  Continuous	<b>Greg Minnich</b> Purchasing and Finance Coordinator
Promote use of AEPA contracts with county officials.	*Work with county staff to increase utilization of AEPA contracts within the school systems	4	Continuous	<b>Greg Minnich</b> Purchasing and Finance Coordinator

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

Measurable Objectives	Action Plan/Activities	SG & SP	Progress/Evaluation Outcome(s)	Program/Person Responsible
Maintain Hardware for the WVEIS Server housed for Import/Export of Substitute Employee Management System SFE data to the AS/400	*As Needed	4	On-Going	Ronda Kouski WVEIS Coordinator Eric Schoenian
Maintain tele-communications support for WVEIS and Internet with Frontier	*AS Needed	4	On-Going	Ronda Kouski WVEIS Coordinator Eric Schoenian
Continued Training provided by WVDE on the new BTOP Routers (Broadband Technology Opportunities Program) to maintain and support the routers in each county within RESA 6	*Installing and maintaining the BTOP Routers to meet Global21 needs and demands bringing fiber communications into each school	4, 5	On-Going (As Needed)	Ronda Kouski WVEIS Coordinator Eric Schoenian
Update and Maintain the RESA 6 Webpage and research new Webpage software	*Continue to support RESA 6 Staff on the Webpage	4	On-Going (As Needed)	Ronda Kouski WVEIS Coordinator Eric Schoenian
Provide topically pertinent training for the RESA 6 computer technicians	*Ongoing and continual information sharing and cross training.	4	Situation predicated discussion among technicians resulting in greater understanding.	Dennis Weisenborn Lead Technician RESA 6 Technical Staff
Provide technical services to insure that all students and faculty have the use of the technology needed to teach and learn	*Installing, maintaining and repairing technology equipment & software. Provide special attention to state Twenty- First Century Tools for Schools objectives	4	RESA 6's database. monthly quarterly, annual reports, submitted to RESA 6 Director	Dennis Weisenborn Lead Technician RESA 6 Technical Staff

<b>Measurable Objectives</b>	<b>Action Plan/Activities</b>	<b>SG &amp; SP</b>	<b>Progress/ Evaluation Outcome(s)</b>	<b>Program/ Person Responsible</b>
Support West Virginia Information System	*Installing, maintaining and/or repairing of School Administrative Technology related to the West Virginia Information System	4	RESA 6's Technology Service Database. Monthly reports, Quarterly reports, Annual reports, submitted to RESA 6 Director	<b>Dennis Weisenborn</b> Lead Technician RESA 6 Technical Staff
Increase server software support and use of new image deployment from server	* Developing & implementing a strategy for server software for reimaging substantially cutting back the time for imaging computers	4	Greater involvement in server implementation and support for county schools	<b>Brian Klar</b> Technician RESA 6 Technical Staff

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

Measurable Objectives	Action Plan/Activities	SG & SP	Progress/ Evaluation Outcome(s)	Program/ Person Responsible
Administer Title III Grant English Language Learners	*Consortium Data collected before disbursement of funds as allocated by WVDE	4,5	July 2014—June 2015 Documentation received, grant award processed	<b>Marian Kajfez</b> Director of Programs
Facilitate Benedum Grant for Math 1&2 implementation with Carnegie Learning in High Schools in Brooke, Marshall & Wetzel County	*Training provided for Math 1&2 teachers in August with Carnegie Learning Consultants. *Schedule Carnegie Learning on-site support during school year. Visiting classrooms 29 days *County Administrators, RESA 6 personnel and Carnegie Learning Consultants will meet at three Status Meetings to monitor student progress of Carnegie Learning Lesson Incorporation	4, 5	July 2014—June 2015 Sign-in Sheets from Training Days Periodic review of Data comparing Carnegie Learning Data and Acuity Data, MAPS Data. Documentation of classroom visits by Carnegie Learning Consultants	<b>Marian Kajfez</b> Director of Programs
Coordinate, Document and Follow-up Super TOTs Grant with WVDE for NxtGen Literacy Shifts WVCSO training	*Plan and document use of WVDE Grant for NxtGen WVCSOs integration into classrooms	2, 4, 5	July 2014-June 2015	<b>Marian Kajfez</b> Director of Programs <b>Mary Kay Reisinger</b> Coordinator of School Improvement/TA <b>Jonathan Pollock</b> Coordinator of Curriculum and Instruction <b>Joe Paolo</b>

Measurable Objectives	Action Plan/Activities	SG & SP	Progress/ Evaluation Outcome(s)	Program/ Person Responsible
				Director of Special Education <b>Cheryl Tuba</b> Technical Assistance Support (TAS) Specialist <b>Rick Redd</b> School Improvement Specialist
Provide oversight of ABE and SPOKES Federal and State Grants	*Prepare annual grant applications for ABE Coordinator, ABE/Wetzel County, and SPOKES programs *Monitor and approve all purchase order requests and expenditures	4	Spring 2015  On-going	<b>Kim McConnaughy</b> ABE Regional Coordinator
Keep PST Instructors updated on current educational standards and record keeping	*Coordinate quarterly in-service training for PST Instructors	3, 4, 6	Document training records in data base.  WVDE Certification	<b>Ralph Kosar</b> PST Coordinator
Train Substitute School Bus Operator Candidates	*Coordinate and correspond with State School Bus Transportation Office, County School Bus Transportation Directors and School Bus Operator Instructors, to setup and complete training classes	3	*Document training records in data base. *Candidate gets CDL with P and S endorsement *State Certification *Candidate gets a job as a Substitute with perspective Co.	<b>Ralph Kosar</b> PST Coordinator
Train First Responders in Fire Fighting, EMS, Haz-	*Coordinate and correspond with Department Chiefs, Training Officers, Directors and PST	3, 5	Document training records in data base.	<b>Ralph Kosar</b> PST Coordinator

Measurable Objectives	Action Plan/Activities	SG & SP	Progress/ Evaluation Outcome(s)	Program/ Person Responsible
Mat, Rescue and other related subjects	Instructors to setup and complete training classes		State and National Certifications	
Keep PST Instructors updated on current educational standards and record keeping	*Coordinate quarterly in-service training for PST Instructors	3, 4 6	Document training records in data base	Ralph Kosar PST Coordinator
SPL- TAS RESA 6 SpEd Grant	*Collaborate in submitting/implementation of the SPL TAS RESA 6 Grant for FY 14	2, 3	July 2014—June 2015 Grant Submission to WVDE Implementation Activities described in the grant	Joe Paolo Director of Special Education Cheryl Tuba Technical Assistance Support (TAS) Specialist Rick Redd School Improvement Specialist
Understand the Compliance Process related to the Grant- Closing the Achievement Gap and preparing for the next submittal. (Special Education)	*Review elements supporting the goals. *Understand the application of activities to the appropriate goal *Review purchase orders *Relate changing RESA 6 support requirements to the counties and WVDE for the future grant. *Submit Grant for Closing the Achievement Gap (Special Education)	4	July 2014—June 2015 Meeting notes. Sign in Sheets Travel Expenses Session Evaluations Submit Grant	Joe Paolo Director Special Education
Modify procedures to track and monitor grant progress to ensure alignment with tighter	*Automate monthly procedures and dissemination of grant details to Coordinators and Directors *Train and transfer monthly process to	4	Late Fall 2014	Greg Minnich Purchasing and Finance Coordinator

<b>Measurable Objectives</b>	<b>Action Plan/Activities</b>	<b>SG &amp; SP</b>	<b>Progress/ Evaluation Outcome(s)</b>	<b>Program/ Person Responsible</b>
oversight of timelines and specifics of grants to avoid misinterpretation of expectations	secretarial staff to ensure prompt delivery of information			

**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	SG & SP	Progress/Evaluation Outcome(s)	Program/Person Responsible
Collaborate with counties to identify need for Principal Mentor Training. Present, facilitate training as need is identified	*Present Principal Mentor Training for Principals with 5 years' experience to mentor new principals as requested by Counties	1, 6	July 2014—June 2015 Documentation of half day training.	<b>Marian Kajfez</b> Director of Programs
Organize, facilitate, and chair the RESA/County Professional Development Advisory Council	*Conduct quarterly meetings with relevant topics specific to region and info from WVDE	1, 2, 3, 4	July 2014—June 2015 Meeting Agendas Meeting Notes	<b>Marian Kajfez</b> Director of Programs
Participate with State Staff Development Council (WV Center for Professional Development (CPD))	*Attend meetings as convened by CPD	4, 5	Documentation of meeting Agenda and Notes. July 2014—June 2015 Documentation of meeting Agenda and Notes.	<b>Marian Kajfez</b> Director of Programs
Participate, Attend and Train SNEs for Smarter Balanced Digital Library submissions	*State Leadership Team (SLT) member attending training to assist with training SNEs on "how to" submit and review Resources for the Smarter Balanced Digital Library	2, 4, 5	August 2013-June 2014	<b>Marian Kajfez</b> Director of Programs
Attend, collaborate and participate with State Professional Development Plan (Master Plan)	*Attend meetings with CPD, WVDE, Higher Education and RESAs as convened by CPD	4, 5	July 2014—June 2015 Documentation of meeting Agenda and Notes	<b>Marian Kajfez</b> Director of Programs

Measurable Objectives	Action Plan/Activities	SG & SP	Progress/Evaluation Outcome(s)	Program/Person Responsible
<p>Maintain WVEIS Support</p> <p>Write and Maintain Sequel Queries to assist all Administrators</p>	<p>*Provide Training and Telephone Support and Remote solutions when possible</p> <p>*Provide WVEIS Data to implement programs</p>	<p>4, 5</p> <p>4, 5</p>	<p>On-Going</p> <p>On-Going</p>	<p><b>Ronda Kouski</b> WVEIS Coordinator <b>Eric Schoenian</b></p>
<p>Conduct WVEIS Satisfaction Surveys to selected Student Management Administrators, Finance Administrators and Staff</p>	<p>*Coordinate and administer the WVEIS Survey to the designated WVEIS Users to survey services and training results with feedback/improvement ideas</p>	<p>4</p>	<p>Data will be collected and compiled for the Annual Report</p>	<p><b>Ronda Kouski</b> WVEIS Coordinator</p>
<p>Provide Substitute Calling System Statistical Data Chart</p>	<p>*Coordinate and create statistical chart with SFE (SmartFind Express Operator)</p>	<p>4</p>	<p>Data collected and compiled for Annual Report</p>	<p><b>Ronda Kouski</b> WVEIS Coordinator <b>Denise Phillips</b> SmartFind Express Operator</p>
<p>Participate with WVDE/WVEIS Staff</p>	<p>* Bi-Monthly WVDE/WVEIS Conference Calls and Webinars as convened by WVDE</p>	<p>4</p>	<p>Documentation of meeting Agenda and Notes</p>	<p><b>Ronda Kouski</b> WVEIS Coordinator</p>
<p>Participate with WVDE/WVEIS Staff Summer WVEIS Data Conference</p>	<p>*WVDE, WVEIS and County Staff convened for informational sessions</p>	<p>4,5</p>	<p>Documentation of meeting Agenda and Notes</p>	<p><b>Ronda Kouski</b> WVEIS Coordinator</p>
<p>Participate in Monthly RESA 6 Director Council Meetings</p>	<p>*Director Council Meeting convened by Executive Director</p>	<p>4</p>	<p>Updates and Documentation of meeting</p>	<p><b>Ronda Kouski</b> WVEIS Coordinator</p>
<p>Assist and Support all RESA 6 Counties, Finance (Budgeting) Payroll (Direct</p>	<p>*Provide WVEIS Training and Phone Support</p>	<p>4, 5</p>	<p>As-Needed</p>	<p><b>Ronda Kouski</b> WVEIS Coordinator <b>Eric Schoenian</b></p>

Measurable Objectives	Action Plan/Activities	SG & SP	Progress/ Evaluation Outcome(s)	Program/ Person Responsible
Deposit and Payroll Reporting) Human Resource (Certified List)				
Keep PST Instructors updated on current educational standards and record keeping	*Coordinate quarterly in-service training for PST Instructors.	3, 4, 6	Document training records in data base  WVDE Certification	Ralph Kosar PST Coordinator
Train Substitute School Bus Operator Candidates	*Coordinate and correspond with State School Bus Transportation Office, County School Bus Transportation Directors and School Bus Operator Instructors, to setup and complete training classes	3	Document training records in data base.  Candidate gets CDL with P and S endorsement  State Certification  Candidate gets a job as a Substitute with perspective County	Ralph Kosar PST Coordinator
Train First Responders in Fire Fighting, EMS, Haz-Mat, Rescue and other related subjects	*Coordinate and correspond with Department Chiefs, Training Officers, Directors and PST Instructors to setup and complete training classes	3, 5	Document training records in data base.  State and National Certifications.	Ralph Kosar PST Coordinator
Re- Certified School Bus Operator Trainers	Coordinate and correspond with State School Bus Transportation Office, County School Bus Transportation Directors and School Bus Operator Instructors, to setup and complete recertification classes	3	Document training records in data base. State Re-certification	Ralph Kosar PST Coordinator
Work with RESA 6 Staff in the formulation of a functioning RESA 6 FAST	*Participate in meeting with FOCUS Schools/Low Performance Schools to assist in analyzing data to determine strengths,	1, 4, 5	July 2014—June 2015 FAST Reports Sign In Sheets	Marian Kajfez Director of Programs Mary Kay Reisinger

Measurable Objectives	Action Plan/Activities	SG & SP	Progress/Evaluation Outcome(s)	Program/Person Responsible
(Focus Assistance Support Team) to work with our RESA 6 area Focus Schools to provide the technical assistance the schools need assistance the schools need to understand how to reduce the “gaps” in their FOCUS indicated areas	needs, follow up technical assistance			Coordinator of School Improvement/TA <b>Jonathan Pollock</b> Coordinator of Curriculum and Instruction <b>Joe Paolo</b> Director of Special Education <b>Cheryl Tuba</b> Technical Assistance Support (TAS) Specialist <b>Rick Redd</b> School Improvement Specialist
Collaborate with the Office of Special Programs to maintain and improve the status of the WVDE Annual Progress Performance Rpt.	*Assist the WVDE with data collection and reporting on the 20 indicators of the report: *Early Intervention (3 indicators) *Student Achievement (3 indicators) *Ethnicity/Disproportionality (2 ind.) *Parent Involvement (1 indicator) *Graduation/Dropout; Transition (4 ind.) *Compliance (7 indicators)	1, 2, 3	July 2014—June 2015 Agendas Travel Reimbursement Meeting Notes SPP/APR Data	<b>Joe Paolo</b> Director Special Education
Collaborate with OSP/LEA/RESA/IHE to develop create a pathway for Paraprofessionals to become Special Education teachers	*Be an effective team member in determining needs, working with WVDE/OSP, IHEs, LEAs, State RESAs. *Conduct surveys, interpret data, report findings, and attend meetings during a two year period	6	July 2014—June 2015 Agendas Travel Meeting notes Survey results Implementation	<b>Joe Paolo</b> Director Special Education

<b>Measurable Objectives</b>	<b>Action Plan/Activities</b>	<b>SG &amp; SP</b>	<b>Progress/ Evaluation Outcome(s)</b>	<b>Program/ Person Responsible</b>
Attend and participate in all RWS meetings, conference calls, and/or trainings scheduled by the WVDE Office of Child Nutrition.	Attend meetings as convened by the WVDE Office of Child Nutrition.	6	Agendas  Meeting Notes  Travel Reimbursement	<b>Caryn Puskarich</b> Regional Wellness Specialist
Modify procedures to track and monitor grant progress to ensure alignment with tighter oversight of timelines and specifics of grants to avoid misinterpretation of expectations	*Automate monthly procedures and dissemination of grant details to Coordinators and Directors *Train and transfer monthly process to secretarial staff to ensure prompt delivery of information	4	Late Fall 2014	<b>Greg Minnich</b> Purchasing and Finance Coordinator

**CONTACT  
INFORMATION**

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