STRATEGIC PLAN

2015-2016

Regional Education Service Agencies

RESA

• *six* •

A powerful engine for education

INTRODUCTION

AREAS OF SERVICE

CONTACT INFORMATION

West Virginia Board of Education

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Lloyd G. Jackson II, Vice-President
Tina H. Combs, Secretary
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Beverly Kingery
L. Wade Linger Jr.
Gayle C. Manchin
William M. White
James Wilson

Dr. Paul L. Hill, Ex Officio
Chancellor, West Virginia Higher Education Policy Commission

Dr. Sarah Tucker, Ex Officio
Interim Chancellor, West Virginia Council for Community and Technical College Education

Dr. Michael Martirano, Ex Officio
State Superintendent of Schools

GLOBAL21
Students deserve it • The world demands it

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

VISION

"One Voice, One Focus: All Students Achieving"
Creating a World Class Educational System for the State of West Virginia

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

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

WVBOE Goals for Professional Learning

1. Increase deep content knowledge and proficiency in designing and delivering standards-driven instruction and assessments for all preK through 12th grade West Virginia educators.

2. Increase the knowledge and skills of all preK through third grade educators to deliver a comprehensive preK through third grade approach to early childhood education that includes a balanced approach to early literacy.

3. Establish and sustain effective collaborative learning teams in schools and districts in alignment with the board standards for professional learning and a cycle of continuous improvement.

4. Improve leadership competencies for principals and assistant principals to support high quality teaching and learning.

5. Utilize the educators' evaluation system as an important component of continuous educator development.

WVDE/State Superintendent 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 meet the 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 strong instructional leadership

4. Develop extensive and meaningful parent and community relationships where we communicate regularly and often

5. Implement and expand data management systems, teacher evaluation systems that include student performance, and overall performance management systems

Regional Education Service Agencies

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REGIONAL COUNCIL 2015 - 2016

Brooke County
Toni Shute, Superintendent
Chad Haught, Board Member

Hancock County
Kathy Kidder Wilkerson, Superintendent
Michelle Chappell, Board Member
David Smith, Principal

Marshall County
Michael Hince, Superintendent (co-chair)
Beth Phillips, Board Member
Shelby Haines, CIL

Ohio County
Dianna Vargo, Superintendent
Gary Kestner, Board Member (co-chair)
Heidi Hohman, Teacher

Wetzel County
Leatha Williams, Superintendent
Linda Kirk, Board Member

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

2015-2016

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	SBG & WVDE	Progress/ Evaluation Outcome(s)	Program/ Person Responsible
Improve Adult Education program performance measures to ensure student completion rates leading to High School Equivalency (HSE) and/or post-secondary enrollment or training	-Facilitate program evaluations of all SPOKES classrooms through review of NRS and DMR Reports -Conduct data quality audits with all Adult Education programs not achieving benchmarks - Provide follow-up/technical assistance to those programs who will be completing a corrective action plan - Conduct iWalk observations with all Adult Education classrooms, including SPOKES	1,5,3 1,5	**Continuous** **Review of data in AEMIS** **Quarterly and Year-End Data Match results** **Two times per class per year**	**Kim McConnaughy** **Regional Coordinator of Adult Education**
Collaborate with Schools requesting Technical Assistance to facilitate school improvement in schools in the five RESA 6 counties. **Lead, Coordinate, Facilitate the School Improvement Process with Focus Schools, Catalyst schools, and other schools in the region upon request.**	*Collaborate with County Office Staffs and schools to provide requested technical assistance. • Beginning of School Year individual Superintendent and Central Office staff meetings with RESA 6 FAST team sharing services review *Collaborate with WVDE and relevant groups in providing targeted professional learning and technical assistance * Assist Counties with School Improvement Process (SIP) with Focus Schools, Catalyst schools, and other schools in the region upon request: • Continue Memorandum of Understanding (MOU) (Focus Schools only)	1, 2, 4 1,2,3,4,5	**July 1, 2015 through June 30, 2016 Documentation of meetings, data collection, technical assistance logs and professional learning provided.**	**Marian Kajfez** **Director of Programs** **Mary Kay Reisinger** **Coordinator of School Improvement/TA** **Jonathan Pollock** **Coordinator of Curriculum and Instruction** **Joe Paolo** **Director of Special Education** **Cheryl Tuba** **Regional School Support Specialist** **Rick Redd** **Regional School Support Specialist**

Measurable Objectives	Action Plan/Activities	SBG & WVDE	Progress/ Evaluation Outcome(s)	Program/ Person Responsible
	• In-House FAST team meetings (2 monthly) to discuss, plan, and prepare technical assistance • Assist/Facilitate/Review Culture Survey for continuous improvement (upon request) • Assist with School Monitoring Report site (SMR/OEPA), which incorporates the 7 Standards for High Quality Schools • Schedule, Present, Collaborate with schools in providing technical assistance and Professional Learning (PL). • ESEA Flex Monitoring Conference Call with WVDE (if required) • FAST Technical Assistance Updates • Initial 2015-2016 Organizational Mtg - Agenda, Topics discussed • HQS Monthly Calendar *Assist schools in identifying, collecting and analyzing relevant student data *Assist with implementation of best practices at each school *Assist in setting benchmarks and progress monitoring			Michelle Hogan Graduation 20/20 Regional School Support Specialist

Measurable Objectives	Action Plan/Activities	SBG & WVDE	Progress/ Evaluation Outcome(s)	Program/ Person Responsible
Support IPI Process with schools upon County Request.	*Schedule & Provide Coder Training for Schools *Assist schools with Review of IPI Process with previously Certified Trainers and/or entire staff *Assist schools with initial IPI Data Collection and Data Review	3,4 2,5	Documentation of meetings, data collection, technical assistance logs and professional learning provided.	Marian Kajfez Director of Programs
Office of Educational Performance Audit (OEPA) Disaggregation Review	*Support and assist counties/schools in their revisions and updates of the OEPA Audit (Policy 2320 audit) *Provide support and assistance for continuous school improvement *Create and provide HQS calendar including School Monitoring Report (SMR) requirements and evidence	1, 2, 4, 5 1,2,3,4,5	July 1, 2015 through June 30, 2016 Documentation of meetings, data collection, technical assistance logs and professional learning provided.	Marian Kajfez Director of Programs Mary Kay Reisinger Coordinator of School Improvement/TA Jonathan Pollock Coordinator of Curriculum and Instruction Joe Paolo Director of Special Education Cheryl Tuba Regional School Support Specialist Rick Redd Regional School Support Specialist Michelle Hogan Graduation 20/20 Regional School Support Specialist

Measurable Objectives	Action Plan/Activities	SBG & WVDE	Progress/ Evaluation Outcome(s)	Program/ Person Responsible
Design, revise, review and provide technical assistance for Classroom Walk-Throughs (CWT) using eWalk Software Template designed to support County Strategic Plans.	*Collaborate with county administrators to design and/or revise eWalk Template for CWTs. (OCS, BCS, OGMS, and others as requested) *Assist with installation of eWalk software and download of template *Assist with analysis of data collected to support Strategic Plan Goals. *Review/Revise Template as requested	1, 3, 4 2,3,5	July 1, 2015 through June 30, 2016 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	Marian Kajfez Director of Programs
Pre-K ECERS EWalk	*Install and review template with Pre-K teachers	1, 3, 4 2,3,5	July 1, 2015 through June 30, 2016 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	Marian Kajfez Director of Programs

Measurable Objectives	Action Plan/Activities	SBG & WVDE	Progress/ Evaluation Outcome(s)	Program/ Person Responsible
Assist Administrators and Teachers to access their WV General Summative Assessment data to improve Performance outcomes for students	*Give Administrators and Teachers access to the WV General Summative Assessment results and assist with access to the data *Work with WVDE and County Personnel to provide technical assistance	1,2,4,5 1,2,5	Administrators can review student and school progress and make recommendations Measures student knowledge of Mathematics, Reading/Language Arts and Science for WV 21 Century Standards	Ronda Kouski WVEIS Coordinator Eric Schoenian
Assist Administrators with the WV Early Learning System	*Give Administrators access through WVEIS to access the Web/Based Early Learning System	1,2,4,5 1,2,5	Administrators can review children's development and progress for state and federal reporting	Ronda Kouski WVEIS Coordinator Eric Schoenian
Assist Administrators with the (BrightBytes) Early Warning System	*Give Administrators access through WVEIS to use their Office 365 login credentials to BrightBytes (Early Warning System)	1,2,4,5 1,2,5	Administrators can review risk factors to address the Dropout Challenge	Ronda Kouski WVEIS Coordinator Eric Schoenian
Nonviolent Physical Crisis Intervention (CPI)	*Provide nonviolent physical crisis intervention techniques as required by Policy 4373 • Provide training to teachers, administrators, aides. • Trainings are either initial (first training) or Recertification.	3 2	July 1, 2015 through June 30, 2016 Sign-In Sheets Evaluation Forms MS365 Calendar Travel Reimbursement Sheet	Cheryl Tuba Regional School Support Specialist Joe Paolo Director Special Education

Measurable Objectives	Action Plan/Activities	SBG & WVDE	Progress/ Evaluation Outcome(s)	Program/ Person Responsible

Graduation 2020	*Develop School Leadership Teams
	*Collect/analyze data to identify trends
	   BrightBytes
	   ZoomWV(e)
	   Core data tool
	*Design and implement school action plan for dropout prevention based on targeted needs
	*Incorporate external agencies, examples include but are not limited to: Vocational Rehabilitation, Youth Service Systems, and Businesses, etc.
	*Attend monthly school meetings and WVDE/National as scheduled
	*Provide documentation of events and activities as required by MOUs and Grants
		3, 4
		
		1, 2, 4, 5
			July 1, 2015 through June 30, 2016
			
			Sign-In Sheets
			
			Evaluation Forms
			
			MS365 Calendar
			
			Travel Reimbursement Sheet
			
			Meeting Notes/Minutes
				Michelle Hogan
				Graduation 20/20
				Regional School Support Specialist
				Joe Paolo
				Director
				Special Education

Improve academic and performance outcomes for students.	*Certain elements of providing technical assistance to specified Focus Schools/Low Performing Schools that 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 Graduation 20/20 designation, Catalyst Schools or ZOOM WV, 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. *Create profiles to collect data and participate in discussions with all district and schools staff to determine appropriate professional learning	1, 3, 4 1, 2,4, 5	July 1, 2015 through June 30, 2016 Sign-In Sheets Evaluation Forms MS365 Calendar Travel Reimbursement Sheet Meeting Notes/Minutes	Joe Paolo Director Special Education Cheryl Tuba Regional School Support Specialist Rick Redd Regional School Support Specialist Michelle Hogan Graduation 20/20 Regional School Support Specialist

Measurable Objectives	Action Plan/Activities	SBG & WVDE	Progress/ Evaluation Outcome(s)	Program/ Person Responsible
	and technical assistance. *Assist in training personnel in analyzing and interpreting data. *Provide professional learning and technical assistance requested by school(s)/districts as a result of data driven decision making. *Attend trainings to enhance personal skills to work successfully with low performing Schools. *Actively participate on School Leadership Teams to provide support, guidance, and follow-up.			
Co-Teaching Guidance Manual (CTGM)	*Incorporate best practices from nationally recognized experts such as Anne Beninghof. *Create templates to assist in designing/planning optimal instructional strategies, classroom physical layout and addressing specific student learning styles. *Provide metrics to administrators to observe and provide feedback to Co-Teachers. *Engage parents in process through parent letter and end-of-year survey.	1, 3, 4 1, 4, 5	July 2015 through June 2016 Travel expenses Travel logs Evaluation Forms	Joe Paolo Director Special Education Cheryl Tuba Regional School Support Specialist Rick Redd Regional School Support Specialist Michelle Hogan Graduation 20/20 Regional School Support Specialist
Co-Teaching Professional Learning – RESA 6 Developed	*Address Co-Teaching needs as identified by site specific analysis. *Interview Administrators, regular education	1, 3, 4 1, 4, 5	July 2015 through June 2016	Joe Paolo Director Special Education Cheryl Tuba

Measurable Objectives	Action Plan/Activities	SBG & WVDE	Progress/ Evaluation Outcome(s)	Program/ Person Responsible
	teachers, and special education teachers. *Observe and document Co-Teaching classroom instructional activities. *Summarize data and provide site specific suggestions for optimizing Co-Teaching. *Review summary and suggestions with administration and faculty. *Offer RESA 6 support to model implementation of suggestions.		Report out document

Meeting notes

Travel expenses

Travel logs

Evaluation Forms | Regional School Support Specialist
Rick Redd
Regional School Support Specialist
Michelle Hogan
Graduation 20/20
Regional School Support Specialist |

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

Measurable Objectives	Action Plan/Activities	SBG & WVDE	Progress/ Evaluation Outcome(s)	Program/ Person Responsible
Increase and improve Adult Education and SPOKES instructor effectiveness through training and staff development	-Promote teacher participation in the WVAEA Fall Conference -Plan and deliver CORE and elective training sessions focusing on college and career readiness standards, NexGen Standards, and contextualized instruction strategies leading to career pathways and transition programs for post-secondary opportunities -Conduct training needs assessment survey with teaching personnel as follow-up to conference/regional offerings -Provide both students and job seekers with the foundation of knowledge in digital literacy needed to succeed the workplace -Facilitate training sessions focusing on technology for the Adult Education and SPOKES classrooms (including substitute teachers) - conduct annual performance evaluations of full-time teachers (paper-based version)	1,3,4,5 1,3,5	Fall 2015 Fall 2015 & Spring 2016 Monitor feedback, evaluation and progress through Schoology assignments Monitor professional development transcripts in AEMIS On-going On-going Policy 5310 Timelines	Kim McConnaughy Regional Coordinator for Adult Education
Deliver Effective, Efficient and Equitable services to RESA-6 counties	*Collaborate with each county to supply requested support *Individual Superintendent and Central Office staff meeting with RESA 6 FAST	1,2,4 1,2,3,4,5	7/1/15 through 6/30/16 Document survey feedback with	Marian Kajfez Director of Programs Mary Kay Reisinger Coordinator of School

Measurable Objectives	Action Plan/Activities	SBG & WVDE	Progress/ Evaluation Outcome(s)	Program/ Person Responsible
	team services review *Facilitate and/or Provide requested professional learning and technical assistance *Plan, lead, and facilitate regularly scheduled Focus School/FAST team meetings; Catalyst School/RESA 6 support team meetings; and support to other schools as requested *Share information gleaned during learning process with WVDE Initiatives to implement into classrooms *Review original OEPA audit. *Support continued modifications from disaggregated OEPA regional audit information and continue to offer HQS RESA 6 services		professional learning activities provided.	Improvement/TA Jonathan Pollock Coordinator of Curriculum and Instruction Joe Paolo Director of Special Education Cheryl Tuba Regional School Support Specialist Rick Redd Regional School Support Specialist Michelle Hogan Graduation 20/20 Regional School Support Specialist
Support full implementation of Evaluation for Administrators, Teachers and Counselors at all Schools	*Provide support as requested *HQS Monthly Calendar reminders	6 6	July 1, 2015 through June 30, 2016 Documentation of training and meetings	Marian Kajfez Director of Programs Mary Kay Reisinger Coordinator of School Improvement/TA Jonathan Pollock Coordinator of Curriculum and Instruction Joe Paolo Director of Special Education Cheryl Tuba Regional School Support Specialist

Measurable Objectives	Action Plan/Activities	SBG & WVDE	Progress/ Evaluation Outcome(s)	Program/ Person Responsible
				Rick Redd **Regional School Support Specialist** **Michelle Hogan** **Graduation 20/20 Regional School Support Specialist**
Alignment Talks; Curriculum Alignment Process (CAP)	*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 **County Office Administrators and Principals are trained in the process and requested materials are provided	**1,2,3,4** **2,3,5**	**July 1, 2015 through June 30, 2016** **Documents** **Sign-in and Evaluation sheets**	**Marian Kajfez** **Director of Programs** **Mary Kay Reisinger** **Coordinator of School Improvement/TA** **Jonathan Pollock** **Coordinator of Curriculum and Instruction** **Joe Paolo** **Director of Special Education** **Cheryl Tuba** **Regional School Support Specialist** **Rick Redd** **Regional School Support Specialist** **Michelle Hogan** **Graduation 20/20 Regional School Support Specialist**

Measurable Objectives	Action Plan/Activities	SBG & WVDE	Progress/ Evaluation Outcome(s)	Program/ Person Responsible
Develop and facilitate professional learning modules and create tools to support the WV Next Generation Standards (ELA and Math).	* Facilitate and/or Provide requested professional development and technical assistance to RESA 6 Math and ELA teachers * Modules include (but are not limited to): Best Practices, Instructional Strategies, Student Engagement Practices, Technology Integration, Co-Teaching, Universal Design for Learning (UDL) and Differentiated Instruction techniques. * Assessment Resources: Smarter Balanced Digital Library, General Summative Assessment Interim Assessment materials, and Data specific to individual school/teacher/student *Professional Learning YOU sessions (PL YOU)	1,3,4 1,2,3,4,5	July 1, 2015 through June 30, 2016 Sign-in and Evaluation Sheets	Marian Kajfez Director of Programs Mary Kay Reisinger Coordinator of School Improvement/TA Jonathan Pollock Coordinator of Curriculum and Instruction Joe Paolo Director of Special Education Cheryl Tuba Regional School Support Specialist Rick Redd Regional School Support Specialist Michelle Hogan Graduation 20/20 Regional School Support Specialist

Action Research Projects (ARP); Professional Learning and/or WVU Graduate Credit opportunities	*Prepare and submit application, syllabus, evaluation, and grades (for WVU Grad Credit)
	  *Plan, design ARP:
	    - facilitation
	    - kick-off
	    - provide tools and materials
		1,2,3,4
		
		1,3
			July 1, 2015 through June 30, 2016 Sign-in and Evaluation Sheets	Marian Kajfez Director of Programs
				Mary Kay Reisinger Coordinator of School Improvement/TA
				Jonathan Pollock Coordinator of Curriculum and Instruction
				Joe Paolo Director of Special Education
				Cheryl Tuba Regional School Support

Measurable Objectives	Action Plan/Activities	SBG & WVDE	Progress/ Evaluation Outcome(s)	Program/ Person Responsible
				Specialist **Rick Redd** **Regional School Support Specialist** **Michelle Hogan** **Graduation 20/20 Regional School Support Specialist**
English Language Arts/Math Coaches	***Coaches trained by SREB** ***Coaches supporting and providing technical assistance to qualifying schools** ***Coaches will provide PL with continued trainings throughout the year**	**1,3,4,5** **1,2,3**	**July 1, 2015 through June 30, 2016 Documentation of meetings, data collection, technical assistance logs and professional development provided**	**Marian Kajfez** **Director of Programs**
Train WVEIS County Contacts to train their administrators and teachers to disaggregate data From the WV General Summative Assessment administered online 2015/2016 school year	***Bring WVEIS County Contacts to RESA 6 for training on Student applications as well as phone support**	**1,2,4,5** **1,2,5**	**Use of these programs will benefit the students**	**Ronda Kouski** **WVEIS Coordinator** **Eric Schoenian**
Assist/Train WVEIS County Contacts to train their administrators and teachers to use the Pre-K /Kindergarten Assessment Web Based Programs	***Assist County Contacts and Train the trainer on all WVEIS As/400 and Web Based programs**	**1,2,4,5** **1,2,5**	**The use of the Pre-K Assessment program initiative is designed to provide educators with the meaningful evidence regarding**	**Ronda Kouski** **WVEIS Coordinator** **Eric Schoenian**

Measurable Objectives	Action Plan/Activities	SBG & WVDE	Progress/ Evaluation Outcome(s)	Program/ Person Responsible
			children's development over time	
Train County Contacts to train their administrators and teachers to use WOW (WVEIS On The WEB)	*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	1,2,4,5 1,2,5	Use of the programs will benefit the students	Ronda Kouski WVEIS Coordinator Eric Schoenian
Train County Contacts to train their administrators and teachers to use the new Discipline WOW program	*Work with WVDE on continued support and training on the Discipline WOW programs (Safe and Supportive Schools) Policy 4373. All RESA 6 counties have been fully implemented and trained and are now using the new discipline system	1,2,4,5 1,2,5	Use of the programs will benefit the administrators	Ronda Kouski WVEIS Coordinator Eric Schoenian
Continued Assistance and Training with WVEIS County Contacts, Administrators, Teachers and Counselors on the Educator Evaluation WOW Program	*Coordinate training with each County Contact as well as phone support for all RESA 6 counties and support for all counties in WV *Collaborate with WVDE programming staff and Marian Kajfez Director of Programs with continued support of the Educator Evaluation System	1,2,3,4,5 1,2,5	Use of the WOW programs will benefit the administrators, teachers and counselors	Ronda Kouski WVEIS Coordinator Eric Schoenian
Assist and Train County Contacts on the Teacher Self/Registration and Password Reset	*Coordinate training with each County Contact as well as phone support *Work with the WVDE programming staff to help implement the Teacher Self-Registration process and Password Reset in WOW	1,2,4,5 1,2,5	Use of the WOW programs will benefit the administrators and Teachers On-Going	Ronda Kouski WVEIS Coordinator Eric Schoenian

Measurable Objectives	Action Plan/Activities	SBG & WVDE	Progress/ Evaluation Outcome(s)	Program/ Person Responsible
Provide Technical Assistance with "Let's Move, WV!" schools in RESA 6 to meet WVDE Policy 2510	*Coordinate services with Caryn Puskarich RESA 6 Regional Wellness Specialist As Needed	1,2,4,5 1,2,5	Use of the WOW program will benefit the administrators and teachers in data collections for WVDE	Ronda Kouski WVEIS Coordinator Eric Schoenian
Assist and Train WVEIS County Contacts on the Battelle for Kids Class Roster Verification System	*Coordinate services with WVDE for continued support during 2015/2016 school year	1,2,4,5 1,2,5	Use of Class Roster Verification system will accurately capture the instructional linkage between schools, teachers and students to improve the quality of district and state data	Ronda Kouski WVEIS Coordinator Eric Schoenian
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	1,2,4,5 1,2,5	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	*Ongoing Support/Training with Microsoft 365 email for in house RESA 6 Staff along with cont'd support to all five RESA 6 counties as needed	4 5	Use of the new email system will benefit all staff with more features and greater reliability - Cont'd	Ronda Kouski WVEIS Coordinator Eric Schoenian
Assist and Support County Contacts and County Staff in each of our five counties during	*Coordinate training needed in each of our five counties for continued support	1,2,4,5 1,2,5	Use of the Student Basic Information (STU.301) in WOW will	Ronda Kouski WVEIS Coordinator Eric Schoenian

Measurable Objectives	Action Plan/Activities	SBG & WVDE	Progress/ Evaluation Outcome(s)	Program/ Person Responsible
the transition from Green Screen (STU.301) Basic Student Information to WOW			help insure accurate county data for State and Federal reporting	
Co-Teaching Guidance Manual (CTGM)	*Incorporate best practices from nationally recognized experts such as Anne Beninghof. *Create templates to assist in designing/planning optimal instructional strategies, classroom physical layout and addressing specific student learning styles. *Provide metrics to administrators to observe and provide feedback to Co-Teachers. *Engage parents in process through parent letter and end-of-year survey.	1, 3, 4 1, 4, 5	July 2015 through June 2016 Travel expenses Travel logs Evaluation Forms	Joe Paolo Director Special Education Cheryl Tuba Regional School Support Specialist Rick Redd Regional School Support Specialist Michelle Hogan Graduation 20/20 Regional School Support Specialist
Co-Teaching Professional Learning – RESA 6 Developed	*Address Co-Teaching needs as identified by site specific analysis. *Interview Administrators, regular education teachers, and special education teachers. *Observe and document Co-Teaching classroom instructional activities. *Summarize data and provide site specific suggestions for optimizing Co-Teaching. *Review summary and suggestions with administration and faculty. *Offer RESA 6 support to model implementation of suggestions.	1, 3, 4 1, 4, 5	July 2015 through June 2016 Report out document Meeting notes Travel expenses Travel logs Evaluation Forms	Joe Paolo Director Special Education Cheryl Tuba Regional School Support Specialist Rick Redd Regional School Support Specialist Michelle Hogan Graduation 20/20 Regional School Support Specialist

Measurable Objectives	Action Plan/Activities	SBG & WVDE	Progress/ Evaluation Outcome(s)	Program/ Person Responsible
Nonviolent Physical Crisis Intervention (CPI)	*Provide nonviolent physical crisis intervention techniques as required by Policy 4373: • Provide training to teachers, administrators, aides. • Trainings are either initial (first training) or Recertification.*	**3** **2**	**July 1, 2015 through June 30, 2016** Sign-In Sheets Evaluation Forms MS365 Calendar Travel Reimbursement Sheet	**Cheryl Tuba** **Regional School Support Specialist** **Joe Paolo** **Director** **Special Education**
Improve academic and performance outcomes for students.	*Certain elements of providing technical assistance to specified Focus Schools/Other designated are defined in other areas of this strategic plan are performed in conjunction with Director of Special Education.* *In addition to those schools identified through the WVDE Growth Model, Graduation 20/20 designation, Catalyst Schools or ZOOMWV, 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.* *Create profiles to collect data and participate in discussions with all district and schools staff to determine appropriate professional learning and technical*	**1, 3, 4** **1, 2,4, 5**	**July 1, 2015 through June 30, 2016** Sign-In Sheets Evaluation Forms MS365 Calendar Travel Reimbursement Sheet Meeting Notes/Minutes	**Joe Paolo** **Director** **Special Education** **Cheryl Tuba** **Regional School Support Specialist** **Rick Redd** **Regional School Support Specialist** **Michelle Hogan** **Graduation 20/20 Regional School Support Specialist**

Measurable Objectives	Action Plan/Activities	SBG & WVDE	Progress/ Evaluation Outcome(s)	Program/ Person Responsible
	assistance. *Assist in training personal in analyzing and interpreting data. *Provide professional learning and technical assistance requested by school(s)/districts as a result of data driven decision making. *Attend trainings to enhance personnel skills to work successfully with low performing schools. *Actively participate on School Leadership Teams to provide support, guidance, and follow-up.			
Provide support and technical assistance to: First year - Vision Teacher, Speech Language Pathologists and Speech Language Pathologist Assistants	*Schedule collaborative meetings. *Assistance with identifying professional learning opportunities. *Coordinate efforts to provide mentoring by experienced Teachers of the Visually Impaired or Speech Language Pathologists.	1 1, 3	July 1, 2015 through June 30, 2016 Documentation of training and meetings	Joe Paolo Director Special Education Cheryl Tuba Regional School Support Specialist
Provide Leadership, professional learning 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 Plans. *Work with schools to design and provide technical assistance in analyzing data, and determining groups to receive "targeted"	1, 2, 4 1, 2, 4, 5	July 1, 2015 through June 30, 2016 Sign In Sheets Evaluations Power Points Tactical Tools Trainings	Joe Paolo Director of Special Education Cheryl Tuba Regional School Support Specialist Rick Redd Regional School Support Specialist Michelle Hogan Graduation 20/20 Regional School Support Specialist

Measurable Objectives	Action Plan/Activities	SBG & WVDE	Progress/ Evaluation Outcome(s)	Program/ Person Responsible
	and/or "intensive" instructional supports. *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. *Work with schools in establishing schedules conducive to maximizing achievement opportunities for students. *Scheduling personnel efficiently within the academic day and during student learning activities. *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. *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. *Provide schools with technical assistance to effectively and efficiently use Differentiated Instruction (DI) and coaching/mentoring in working for student achievement based in UDL			

Measurable Objectives	Action Plan/Activities	SBG & WVDE	Progress/ Evaluation Outcome(s)	Program/ Person Responsible
	(Universally Designed Classrooms). *Provide technical assistance in Guiding/Co-planning effective lessons for targeted and Intensive Instruction for Focus level schools and other schools upon request. *Assist schools in providing capacity building technical assistance to improve services by LEAs to ensure access to College, Career, and Community Readiness standards.			
Provide support trainings for itinerants and others requested trainings by County SPED Directors, WVDE at RESA-6	*Coordinate an effort to use the RESA 6 facilities for a targeted 4 session EIPA training during 2015/2016. *Provide training opportunities and support for changes in Policies 2419 and 2525. *Provide training and support on special educations needs as identified by OEPA audits, WVDE monitoring, School improvement. *Provide training and support for school psychologists and speech language pathologists. *Coordinate IEP training for Vision, Hearing and other appropriate itinerants with the WVDE.	1, 2 1, 2	July 1, 2015 through June 30, 2016 Sign in sheets Evaluation sheets	Joe Paolo Director Special Education Cheryl Tuba Regional School Support Specialist Rick Redd Regional School Support Specialist
Increase the capacity for teachers and administrators working with Pre K to improve	*Co-Facilitate session on RESA Pre–K needs development by RESA Directors of Special Education at the annual Early	1, 2, 4 1, 2	July 1, 2015 through June 30, 2016	Joe Paolo Director Special Education Cheryl Tuba

Measurable Objectives	Action Plan/Activities	SBG & WVDE	Progress/ Evaluation Outcome(s)	Program/ Person Responsible
readiness for students	Learning conference with Pre-K teachers/directors to determine areas of needed assistance from RESAs *Facilitate monthly Pre K directors meetings. *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.		Sign-In Sheets Evaluation Forms Google/MS 365 Calendar Travel Reimbursement Meeting Notes/Minutes	Regional School Support Specialist Rick Redd Regional School Support Specialist Michelle Hogan Graduation 20/20 Regional School Support Specialist
Facilitate and support Universal Pre – K Initiative with WVDE and Office of Early Learning and Office of Special Programs	*Communicate with Pre – K/DHHR/WVDE relevant information. *Participate in meetings coordinated by WVDE.	1, 3 1, 2, 4	July 1, 20015 through June 30, 2016 Meeting notes Travel expenses Travel logs Evaluation Forms	Joe Paolo Director Special Education Michelle Hogan Graduation 20/20 Regional School Support Specialist
Text to Speech-Read and Write Gold Software	*Source Read and Write Gold as a RESA 6 wide program. *Coordinate with County Special Education Directors for the installation of Read & Write Gold in all schools in RESA 6 needing Text to Speech for classroom and State Testing accommodation. *Provide professional learning to all	1, 2, 3, 4 1, 2, 4, 5	July 1, 2015 through June 30, 2016 Documentation of training and meetings reviewing Read and Write Gold information.	Joe Paolo Director Special Education

Measurable Objectives	Action Plan/Activities	SBG & WVDE	Progress/ Evaluation Outcome(s)	Program/ Person Responsible
	counties in the use of all the tools available through Read and Write Gold. *Ensure RESA 6 counties have access to upgrades and maintenance.		Documentation of usage by county.	
Q-Interactive-Psychological Testing Software for School Psychologists	*Source Q-Interactive as a RESA 6 wide program for iPads. *Coordinate with County School Psychologists for the installation of Q-Interactive on all users iPads. *Include tests that School Psychologists agreed to source. *Provide professional learning to all counties in the use of the Psychological tests. *Electronic tests to replace paper tests School Psychologists use to assess students. *Provide paper back-up in case of prolonged Internet system outage.	1, 2, 3, 4 1, 2, 4, 5	July 1, 2015 through June 30, 2016 Documentation of training and meetings reviewing Q-Interactive information. Documentation of usage by county.	Joe Paolo Director Special Education
Early Literacy Grants	*Determine the common elements in County Pre-K Directors and/or Special Education Directors Early Literacy Plans. *Review requirements for Early Literacy Grant(s). *Collaborate with RESA 6 to submit Grants for Closing the Reading Gap – Wilson Reading (Hancock/Marshall) and Read to Succeed (Hancock, Ohio, Marshall, Wetzel). *Coordinate and Implement Grant(s). *Submit grant(s).	1, 2, 3, 4 1, 2, 4, 5	July 2015—June 2016 Meeting notes Sign in Sheets Travel Expenses Session Evaluations	Joe Paolo Director Special Education Cheryl Tuba Regional School Support Specialist Rick Redd Regional School Support Specialist Michelle Hogan Graduation 20/20 Regional School Support Specialist

Measurable Objectives	Action Plan/Activities	SBG & WVDE	Progress/ Evaluation Outcome(s)	Program/ Person Responsible
Re- Certified School Bus Operator Examiners	*Coordinate and correspond with State School Bus Transportation Office, County School Bus Transportation Directors and School Bus Operator Examiners, to setup and complete recertification classes	3	Document training records in data base. State Re-certification	Ralph Kosar PST Coordinator
Keep PST Instructors updated on current educational standards and record keeping	*Coordinate quarterly in-service training for PST Instructors		Document training records in data base	Ralph Kosar PST Coordinator
Train and certify new PST instructors	*Coordinate and correspond with Department Chiefs, Training Officers, and Agency Heads to setup and complete instructor training classes		Document training records in data base. State and National Certifications	Ralph Kosar PST Coordinator
Provide evidence based 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.	*Coordinate regional trainings for school personnel and community organizations.	1 2,4	Attendance will be documented FY 2015-2016. Data will be collected and provided to the county.	Caryn Puskarich Regional Wellness Specialist
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.	1 2	Attendance will be documented FY 2015-2016. Data will be collected and provided to the county.	Caryn Puskarich Regional Wellness Specialist
Provide training and technical assistance to RESA 6 counties in the area of Bullying Prevention.	*Coordinate and facilitate regional trainings for county identified staff.	1 2,4	Attendance will be documented FY 2015-2016. Data will be collected and provided	Caryn Puskarich Regional Wellness Specialist

Measurable Objectives	Action Plan/Activities	SBG & WVDE	Progress/ Evaluation Outcome(s)	Program/ Person Responsible
			to the county.	
Facilitate and coordinate evidence based and DHHR approved Substance Abuse and Mental Health training in the RESA 6 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.	1 2,4	Attendance will be documented FY 2015-2016. Data will be collected and provided to the county.	Caryn Puskarich Regional Wellness Specialist

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

Measurable Objectives	Action Plan/Activities	SBG & WVDE	Progress/ Evaluation Outcome(s)	Program/ Person Responsible
Improve Adult Education program participation and retention rates	-Provide technical assistance to Adult Education classrooms through implementation of resources/strategies to increase hourly participation rates -Integrate the Life & Employability Skills curriculum into Adult Education classrooms -Serve as Adult Education administrator for Wetzel County SPOKES/AE Blended Program	1,3 1,3,5	Ongoing Monitor Schoology assignments/activities Ongoing	**Kim McConnaughy Regional Coordinator for Adult Education**
Administer WorkKeys Assessments for SPOKES, Institutional Education Programs & Career Pathways Program	-Schedule and administer assessments as required -Order necessary assessment supplies and materials -Provide teachers and students with assessment results; retest as required	1 1,3,5	Ongoing / as needed	**Kim McConnaughy Regional Coordinator for Adult Education**
Collaborate with federal and state agencies mandated under Title II of WIOA (Adult Education & Family Literacy Act)	-Attend Region 5 Partner Meetings with WorkForce WV -Communicate with DHHR regarding SPOKES program status, monitoring, & technical assistance -Serve as a member of the Board of Directors for Region 5 WIB -Foster collaboration and partnership between Adult Education and Developmental Education at WVNCC through shared instruction, personnel, resources and training to deliver a transition program(career pathways) -Assist Adult Education programs in developing a local plan to establish	1,3,4 1,3,4,5	Quarterly On-going As scheduled Fall 2015 & Spring 2016 Fall 2015	**Kim McConnaughy Regional Coordinator for Adult Education**

Measurable Objectives	Action Plan/Activities	SBG & WVDE	Progress/ Evaluation Outcome(s)	Program/ Person Responsible
	collaboratives with Title II partners as directed by WIOA legislation			

Kindergarten Trainer of Trainers (K TOTs)	*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
	*Invite Pre-K teachers for vertical articulations
		2, 3, 4
		
		1,2,3,4,5
			July 2015 through June 2016
			Documentation of training and meetings
				Marian Kajfez
				Director of Programs
				Mary Kay Reisinger
				Coordinator of School Improvement/TA

Super Trainer of Trainers (TOTs) and Educator Enhancement Academy (EEA) participants: Support Super Trainer of Trainers (TOTs) with regional educators who will, in turn, continue NxtGen Literacy Shifts integration throughout the year.	*Support Professional Learning for RESA 6 Trainers of Trainers (TOTs)	1,2,3,4 1,2,3,4,5	July 2015 through June 2016 Documentation of training and meetings	Marian Kajfez Director of Programs Mary Kay Reisinger Coordinator of School Improvement/TA Jonathan Pollock Coordinator of Curriculum and Instruction Joe Paolo Director of Special Education Cheryl Tuba Regional School Support Specialist

Measurable Objectives	Action Plan/Activities	SBG & WVDE	Progress/ Evaluation Outcome(s)	Program/ Person Responsible
				Rick Redd **Regional School Support Specialist** **Michelle Hogan** **Graduation 20/20 Regional School Support Specialist**
Develop and facilitate professional learning modules and create tools to support the WV Next Generation Standards (ELA and Math).	* Facilitate and/or Provide requested professional development and technical Assistance to RESA 6 Math and ELA teachers. * Modules include (but are not limited to): Best Practices, Instructional Strategies, Student Engagement Practices, Technology Integration, Differentiated Instruction techniques. * Assessment Resources: Smarter Balanced Digital Library, General Summative Assessment Interim Assessment materials, and data specific to individual school/teacher/student	**1,3,4** **1,2,3,4,5**	**July 1, 2015 through June 30, 2016 Sign-in Sheets from Training Days Document "Satisfaction Survey" results collected from member counties.**	**Marian Kajfez** **Director of Programs** **Mary Kay Reisinger** **Coordinator of School Improvement/TA** **Jonathan Pollock** **Coordinator of Curriculum and Instruction** **Joe Paolo** **Director of Special Education** **Cheryl Tuba** **Regional School Support Specialist** **Rick Redd** **Regional School Support Specialist** **Michelle Hogan** **Graduation 20/20 Regional School Support Specialist**
*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 throughout each school year	**5**	**On-Going**	**Ronda Kouski** **WVEIS Coordinator** **Denise Phillips** **Eric Schoenian**

Measurable Objectives	Action Plan/Activities	SBG & WVDE	Progress/ Evaluation Outcome(s)	Program/ Person Responsible
Provide Substitute Employee Management System Service to five of the RESA 6 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**			
Text to Speech-Read and Write Gold Software	***Source Read and Write Gold as a RESA 6 wide program** ***Coordinate with County Special Education Directors for the installation of Read & Write Gold in all schools in RESA 6 need needing Text to Speech for classroom and State Testing accommodation.** ***Provide professional learning to all counties in the use of all the tools available through Read and Write Gold** ***Ensure RESA 6 counties have access to upgrades and maintenance**	**1, 2, 3, 4** **1, 2, 4, 5**	**July 1, 2015 through June 30, 2016** **Meeting notes** **Travel expenses** **Travel logs** **Evaluation forms** **Documentation of usage by county.**	**Joe Paolo** **Director Special Education**
Q-Interactive-Psychological Testing Software for School Psychologists	***Source Q-Interactive as a RESA 6 wide program for iPads.** ***Coordinate with County School Psychologists for the installation of Q-Interactive on all users iPads.** ***Include tests that School Psychologists agreed to source.** ***Provide professional learning to all counties in the use of the Psychological tests.**	**1, 2, 3, 4** **1, 2, 4, 5**	**July 1, 2015 through June 30, 2016** **Documentation of training and meetings reviewing Q-Interactive information.** **Documentation of usage by county.**	**Joe Paolo** **Director Special Education**

Measurable Objectives	Action Plan/Activities	SBG & WVDE	Progress/ Evaluation Outcome(s)	Program/ Person Responsible
	*Electronic tests to replace paper tests School Psychologists use to assess students. *Provide paper back-up in case of prolonged Internet system outage.			
BUS – Student Management	*Provide training to bus drivers related to: Managing emotional needs of Special Education students and all students. Recognizing and having a plan for de-escalating changes in typical behavior of a student. Provide suggestions and ideas on rules, expectations, seat assignments, communicating with parents, and 'getting to know' your students.	3 2, 4	July 2015 through June 2016 Meeting notes Travel expenses Travel logs Evaluation Forms	Joe Paolo Director Special Education Cheryl Tuba Regional School Support Specialist Rick Redd Regional School Support Specialist
Itinerant Program	*Provide Itinerant Services to RESA 6 Counties-Hearing, Vision, Interpreting, Occupational Therapy, Physical Therapy, Gifted, etc. as requested by Counties. *Collaborate with County Special Education Directors to implement creative programs to enhance the educational opportunity for students with disabilities. *Collaborate with Principals/County Special Education Directors to ensure itinerant needs are being met. *Provide itinerants with Professional Learning opportunities as needed to comply with Policy 2419. *Evaluate itinerant services provided.	1, 2, 3, 4, 5 1, 2, 4, 5	July 2015 through June 2016 Meeting notes Request letters Travel expenses Travel logs Evaluation	Joe Paolo Director Special Education

Measurable Objectives	Action Plan/Activities	SBG & WVDE	Progress/ Evaluation Outcome(s)	Program/ Person Responsible
Medicaid Billing Requirements	*Provide training, through the WVDE – OSE and/or DHHR for RESA 6 counties under the newly enacted Medicaid Billing requirements that began July 1, 2015. *Coordinate, with Medicaid Billing Specialist and Counties, implementation of new Medicaid billing requirements. *Keep Counties up-to-date on the constantly-changing activities that are Medicaid eligible for billing. *Bill Medicaid for eligible activities for RESA 6 Counties. *Prepare reports for RESA 6 Counties as requested.	3 2, 4	July 2015 through June 2016 Meeting notes Travel expenses Travel logs Evaluation Forms	Joe Paolo Director Special Education Karen Wojcik Medicaid Billing Specialist
Early Literacy Grants	*Determine the common elements in County Pre-K Directors and/or Special Education Directors Early Literacy Plans. *Review requirements for Early Literacy Grant(s). *Collaborate with RESA 6 to submit Grants for Closing the Reading Gap – Wilson Reading (Hancock/Marshall) and Read to Succeed (Hancock, Ohio, Marshall, Wetzel). *Coordinate and Implement Grant(s). *Submit grant(s).	1, 2, 3, 4 1, 2, 4, 5	July 2015—June 2016 Meeting notes Sign in Sheets Travel Expenses Session Evaluations	Joe Paolo Director Special Education Cheryl Tuba Regional School Support Specialist Rick Redd Regional School Support Specialist Michelle Hogan Graduation 20/20 Regional School Support Specialist
Re- Certified School Bus Operator Examiners	Coordinate and correspond with State School Bus Transportation Office, County School Bus Transportation Directors and School Bus Operator Examiners, 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	SBG & WVDE	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	Ralph Kosar PST Coordinator
Promote use of AEPA contracts with county officials.	*Work with county staff to increase utilization of AEPA contracts within the school systems *Work with secretaries to facilitate maximum use of AEPA contracts with easy online access to prices		Continuous February 2016	Greg Minnich Purchasing and Finance Coordinator
Finalize procedures for invoicing counties for various services based on work volume to the participating counties	*Modify procedures for invoicing for Medicaid services *Modify procedures for invoicing for Technology Department services *Finalize the transition to Office 365 for Itinerant staff tracking of time from Google Documents		October 2015 October 2015 December 2015	Greg Minnich Purchasing and Finance Coordinator
Facilitate cooperative regional approach to solve business related concerns of the county offices	*Research and develop a regional bid or RFP for Asset Appraisal as requested by the business officials		January 2016	Greg Minnich Purchasing and Finance Coordinator
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		March 2016	Greg Minnich Purchasing and Finance Coordinator

Measurable Objectives	Action Plan/Activities	SBG & WVDE	Progress/ Evaluation Outcome(s)	Program/ Person Responsible
	as increase brand options, work to establish a continuous process of evaluation that minimizes burden *Research price differences with the Mountaineer Food Cooperative and RESA 6 prices to evaluate the feasibility of Marshall and Wetzel County participation in the RESA 6 Food Bid		November 2015	

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

Measurable Objectives	Action Plan/Activities	SBG & WVDE	Progress/ Evaluation Outcome(s)	Program/ Person Responsible
Provide technicial services to insure that all students and faculty have the use of the technology needed to teach and learn	*Ongoing and continual information sharing and cross training.	5	RESA 6's database. monthly quarterly, annual reports, submitted to RESA 6 Director	Dennis Weisenborn Lead Technician RESA 6 Technical Staff
Support West Virginia Information System	*Installing, maintaining and/or repairing of School Administrative Technology related to the West Virginia Information System	5	RESA 6's Technology Service Database. Monthly reports, Quarterly reports, Annual reports, submitted to RESA 6 Director	Dennis Weisenborn Lead Technician RESA 6 Technical Staff
	*Ongoing and continual information sharing and cross training	5	Situation predicated discussion among technicians resulting in greater understanding.	Dennis Weisenborn Lead Technician RESA 6 Technical Staff
Design, revise, review and provide technical assistance for Classroom Walk-Throughs (CWT) using eWalk Software Template designed to support Strategic Plans Counties.	*Collaborate with county administrators to design and /or revise eWalk Template for CWTs. (OCS, BCS, OGMS, and others as requested) *Assist with installation of eWalk software and download of template. *Assist with analysis of data collected to support Strategic Plan Goals. *Review/Revise Template as requested.	1, 3, 4 2,3,5	July 1, 2015 through June 30, 2016 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	Marian Kajfez Director of Programs

Measurable Objectives	Action Plan/Activities	SBG & WVDE	Progress/ Evaluation Outcome(s)	Program/ Person Responsible
Pre-K ECERS EWalk	*Install and review template with Pre-K teachers	1, 3, 4 2,3,5	July 1, 2015 through June 30, 2016 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	Marian Kajfez Director of Programs
Maintain Hardware for the WVEIS Server housed for Import/Export of Substitute Employee Management System SFE data to the AS/400	*As Needed	5	On-Going	Ronda Kouski WVEIS Coordinator Eric Schoenian
Maintain tele-communications support for WVEIS and Internet with Frontier	*AS Needed	5	On-Going	Ronda Kouski WVEIS Coordinator Eric Schoenian
Continued Training provided by WVDE on the new BTOP Routers (Broadband Technology Opportunities Program) to support the counties	*Installing and maintaining the BTOP Routers to meet Global21 needs and demands bringing fiber communications into each school	5	On-Going(As Needed)	Ronda Kouski WVEIS Coordinator Eric Schoenian
Update and Maintain the RESA 6 Webpage	*Continue to support RESA 6 Staff on the Webpage	5	On-Going(As Needed)	Ronda Kouski WVEIS Coordinator Eric Schoenian

Measurable Objectives	Action Plan/Activities	SBG & WVDE	Progress/ Evaluation Outcome(s)	Program/ Person Responsible
Text to Speech-Read and Write Gold Software	*Source Read and Write Gold as a RESA 6 wide program . *Coordinate with County Special Education Directors for the installation of Read & Write Gold in all schools in RESA 6 need needing Text to Speech for classroom and State Testing accommodation. *Provide professional learning to all counties in the use of all the tools available through Read and Write Gold. *Ensure RESA 6 counties have access to upgrades and maintenance.	1, 2, 3, 4 1, 2, 4, 5	July 1, 2015 through June 30, 2016 Documentation of training and meetings reviewing Read and Write Gold information. Documentation of usage by county. Issuance of purchase order	Joe Paolo Director Special Education
Q-Interactive-Psychological Testing Software for School Psychologists	*Source Q-Interactive as a RESA 6 wide program for iPads. *Coordinate with County School Psychologists for the installation of Q-Interactive on all users iPads. *Include tests that School Psychologists agreed to source. *Provide professional learning to all counties in the use of the Psychological tests. *Electronic tests to replace paper tests School Psychologists use to assess students. *Provide paper back-up in case of prolonged Internet system outage.	1, 2, 3, 4 1, 2, 4, 5	July 1, 2015 through June 30, 2016 Documentation of training and meetings reviewing Q-Interactive information. Documentation of usage by county. Issuance of purchase order.	Joe Paolo Director Special Education

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

Measurable Objectives	Action Plan/Activities	SBG & WVDE	Progress/ Evaluation Outcome(s)	Program/ Person Responsible
Provide oversight of Adult Education grants	-Prepare annual grant applications for Adult Education Coordinator, AE/Wetzel County (blended), and SPOKES programs. -Monitor and approve all purchase order requests and expenditures	5	**Spring 2016** **On-going**	**Kim McConnaughy Regional Coordinator for Adult Education**

Coordinate, Document and Follow-up K-TOTs Grant.
 Support online ELRS implementation of centers and documentation of student proficiency level.
	*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
	 *Invite Pre-K teachers for vertical articulations
		2, 3, 4
		
		 1,2,3,4,5
			July 2015 through June 2016 Documentation of training and meetings	**Marian Kajfez Director of Programs**
				 Mary Kay Reisinger Coordinator of School Improvement/TA

Coordinate, facilitate, participate, and document support of	*Participate at iConnect day with Summer Workshop Attendees. *Participate in year-long planning of events.	1,3,4 1,2,3,4,5	**July 2015 through June 2016 Document of training and meeting**	**Marian Kajfez Director of Programs**

Measurable Objectives	Action Plan/Activities	SBG & WVDE	Progress/ Evaluation Outcome(s)	Program/ Person Responsible
Benedum Foundation grant for the iBelieve program	*Participate in Fall and Winter Retreats, Spring conference, and Summer workshop as appropriate			Jonathan Pollock Coordinator of Curriculum and Instruction
Administer and Monitor Graduation 20/20 and Focus Regional School Support Specialists RESA 6 SpEd Grant	*Collaborate in submitting/implementation Special Education/Pre-K Grants in conjunction with two Regional School Support Specialists. *Maintain appropriate documentation to support implementation and compliance with the Grant. *Submit grant(s). *Participate in WVDE Implementation Activities described in the grant.	1, 2, 3 1, 2, 4, 5	July 2015—June 2016 Meeting notes Sign in Sheets Travel Expenses Session Evaluations	Joe Paolo Director Special Education Cheryl Tuba Regional School Support Specialist Rick Redd Regional School Support Specialist Michelle Hogan Graduation 20/20 Regional School Support 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). *Incorporate Itinerant program. *Submit grant(s).	1, 2, 3 1, 2, 4, 5	July 2015—June 2016 Meeting notes Sign in Sheets Travel Expenses Session Evaluations	Joe Paolo Director Special Education Cheryl Tuba Regional School Support Specialist Rick Redd Regional School Support Specialist Michelle Hogan Graduation 20/20 Regional School Support Specialist

Measurable Objectives	Action Plan/Activities	SBG & WVDE	Progress/ Evaluation Outcome(s)	Program/ Person Responsible
Early Literacy Grants	*Determine the common elements in County Pre-K Directors and/or Special Education Directors Early Literacy Plans. *Review requirements for Early Literacy Grant(s). *Collaborate with RESA 6 to submit Grants for Closing the Reading Gap – Wilson Reading (Hancock/Marshall) and Read to Succeed (Hancock, Ohio, Marshall, Wetzel). *Coordinate and Implement Grant(s). *Submit Grant(s).	1, 2, 3, 4 1, 2, 4, 5	July 2015—June 2016 Meeting notes Sign in Sheets Travel Expenses Session Evaluations	Joe Paolo Director Special Education Cheryl Tuba Regional School Support Specialist Rick Redd Regional School Support Specialist Michelle Hogan Graduation 20/20 Regional School Support Specialist
Keep PST Instructors updated on current educational standards and record keeping	*Coordinate quarterly in-service training for PST Instructors		Document training records in data base.	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	*Coordinate and correspond with Department Chiefs, Training Officers, Directors and PST Instructors to setup and		Document training records in data base. State and National	Ralph Kosar PST Coordinator

Measurable Objectives	Action Plan/Activities	SBG & WVDE	Progress/ Evaluation Outcome(s)	Program/ Person Responsible
other related subjects	complete training classes		Certifications	
Train and certify new PST instructors	*Coordinate and correspond with Department Chiefs, Training Officers, and Agency Heads to setup and complete instructor training classes		Document training records in data base. State and National Certifications	Ralph Kosar PST Coordinator
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	*Train and transfer monthly process to secretarial staff to ensure prompt delivery of information		December 2015	Greg Minnich Purchasing and Finance Coordinator

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	SBG & WVDE	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.	4 3,5	July 2015—June 2016 Documentation of half day training.	Marian Kajfez 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	1,2,3,4,5 1,2,3,4,5	July 2015—June 2016 Meeting Agendas Meeting Notes	Marian Kajfez Director of Programs
Attend, collaborate, participate, design, and submit the Master Plan for State Professional Development Plan (Master Plan)	*Attend meetings with WVDE and RESAs.	1,2,3,4,5 1,2,3,4,5	July 2015—June 2016 Documentation of meeting Agenda and Notes.	Marian Kajfez Director of Programs
Work with RESA 6 Staff in the formulation of a functioning RESA 6 FAST (Focus Assistance Support Team) to work with our RESA 6 area Focus Schools to provide the technical Assistance the schools	*Participate in meetings with FOCUS Schools to assist in analyzing data to determine strengths, needs, and follow up technical assistance.	1,2,3,4,5 1,2,3,4,5	July 2015—June 2016 FAST Reports Sign In Sheets	Marian Kajfez Director of Programs Mary Kay Reisinger Coordinator of School Improvement/TA Jonathan Pollock Coordinator of

Measurable Objectives	Action Plan/Activities	SBG & WVDE	Progress/ Evaluation Outcome(s)	Program/ Person Responsible
need to understand how to reduce the "gaps" in their FOCUS indicated areas.				**Curriculum and Instruction** Joe Paolo **Director of Special Education** Cheryl Tuba **Regional School Support Specialist** Rick Redd **Regional School Support Specialist** Michelle Hogan **Graduation 20/20 Regional School Support Specialist**
Provide support for the implementation of RESA 6 Catalyst Schools.	*Plan, design, facilitate, assist and participate in meetings with Catalyst Schools to implement the 7 Professional Learning Standards and the continuous cycle of educator learning and increase student achievement.	1,2,3,4,5 1,2,3,4,5	**July 2015—June 2016 FAST Reports Sign In Sheets**	Marian Kajfez **Director of Programs** Mary Kay Reisinger **Coordinator of School Improvement/TA** Jonathan Pollock **Coordinator of Curriculum and Instruction** Joe Paolo **Director of Special Education** Cheryl Tuba

Measurable Objectives	Action Plan/Activities	SBG & WVDE	Progress/ Evaluation Outcome(s)	Program/ Person Responsible
				Regional School Support Specialist **Rick Redd** Regional School Support Specialist **Michelle Hogan** Graduation 20/20 Regional School Support Specialist
Maintain WVEIS Support **Write and Maintain Sequel Queries to assist all Administrators/Staff**	*Provide Training and Telephone Support and Remote solutions when possible *Provide WVEIS Data to implement programs	1,2,4,5 1,2,5	On-Going On-Going	**Ronda Kouski** WVEIS Coordinator **Eric Schoenian**
Conduct WVEIS Satisfaction Surveys to selected Student Management Administrators, Finance Administrators and Staff	*Coordinate and administer the WVEIS Survey to the designated WVEIS Users to survey services and training results with feedback/improvement ideas	1,2,4,5 1,2,5	Data will be collected and compiled for the Annual Report	**Ronda Kouski** WVEIS Coordinator
Provide Substitute Calling System Statistical Data Chart	*Coordinate and create statistical chart with SFE (SmartFind Express Operator)	5	Data collected and compiled for Annual Report	**Ronda Kouski** WVEIS Coordinator **Denise Phillips** SmartFind Express Operator
Participate with WVDE/WVEIS Staff	* Bi-Monthly WVDE/WVEIS Conference Calls and Webinars as convened by WVDE	1,2,4,5 1,2,5	Documentation of meeting Agenda and Notes	**Ronda Kouski** WVEIS Coordinator

Measurable Objectives	Action Plan/Activities	SBG & WVDE	Progress/ Evaluation Outcome(s)	Program/ Person Responsible
Participate with WVDE/WVEIS Staff Summer WVEIS Data Conf	*WVDE, WVEIS and County Staff convened for informational sessions	1,2,4,5 1,2,5	Documentation of meeting Agenda and Notes	Ronda Kouski WVEIS Coordinator
Participate in Monthly RESA 6 Director Council Meetings	*Director Council Meeting convened by Executive Director	5	Updates and Documentation of meeting	Ronda Kouski WVEIS Coordinator
Assist and Support all RESA 6 Counties with Finance(Budgeting) Payroll (Direct Deposit and Payroll Reporting) Human Resource (Certified List)	*Provide WVEIS Training and Phone Support	1,2,4,5 1,2,5	As-Needed	Ronda Kouski WVEIS Coordinator Eric Schoenian
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 1, 2, 4, 5	July 2015—June 2016 Agendas Travel Reimbursement Meeting Notes SPP/APR Data	Joe Paolo Director Special Education Michelle Hogan Graduation 20/20 Regional School Support Specialist
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.	1, 2, 3 1, 2, 4, 5	July 2015—June 2016 Agendas Travel Reimbursement Meeting notes	Joe Paolo Director Special Education

Measurable Objectives	Action Plan/Activities	SBG & WVDE	Progress/ Evaluation Outcome(s)	Program/ Person Responsible
			Survey results Implementation	
Nonviolent Physical Crisis Intervention (CPI)	*Provide nonviolent physical crisis intervention techniques as required by Policy 4373: • **Provide training to teachers, administrators, aides.** • **Trainings are either initial (first training) or Recertification.**	3 2	July 1, 2015 through June 30, 2016 Sign-In Sheets Evaluation Forms MS 365 Calendar Travel Reimbursement Sheet	Cheryl Tuba Regional School Support Specialist Joe Paolo Director Special Education
Keep PST Instructors updated on current educational standards and record keeping	*Coordinate quarterly in-service training for PST Instructors.		Document training records in data base	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	Ralph Kosar PST Coordinator

Measurable Objectives	Action Plan/Activities	SBG & WVDE	Progress/ Evaluation Outcome(s)	Program/ Person Responsible
			perspective County	
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		Document training records in data base. State and National Certifications.	Ralph Kosar PST Coordinator
Re- Certified School Bus Operator Examiners	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
Attend and participate in all RWS meetings, conference calls, and/or trainings scheduled by the WVDE.	Attend meeting as convened by the WVDE.	1 2,4	Agendas Meeting Notes Travel Reimbursement	Caryn Puskarich Regional Wellness Specialist

*Regional Education
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