# Whatever You're Into, Get Into EPIC!

Eastern Panhandle
Instructional Cooperative

# EPIC

Serving the educational needs
of the entire community

# What is EPIC?

EPIC was formerly RESA 8. We consist of our eight founding/voting counties which include Berkeley, Grant, Hampshire, Hardy, Jefferson, Mineral, Morgan, and Pendleton. We also welcomed a new non-voting member, Monongalia County, in FY20. RESAs throughout West Virginia were dissolved on June 30, 2018. On July 1, 2018, operations of the Eastern Panhandle Instructional Cooperative (EPIC) commenced. EPIC offers most of the services that RESA 8 provided as well as new services. The main differences are formation, control, and funding. EPIC is a Local Education Agency (LEA) with a unique FEIN. The EPIC accounting process is separate and distinct from our fiscal agent. A governing council controls all aspects of the Cooperative without WVDE oversight.

# How can I utilize EPIC's services?

To utilize EPIC's services that are available to you or your county, you may choose one of the following options:

- Petition to become a member of EPIC and pay a $5.00 per student fee each fiscal year that you are a member. The EPIC Council will then vote to approve/disapprove. Once a member, some services are provided at no cost and others are billed to you for actual expenses.

- Select a service. You will receive an MOU from EPIC detailing our billing structure for that service. Our fee structure is on page 4.



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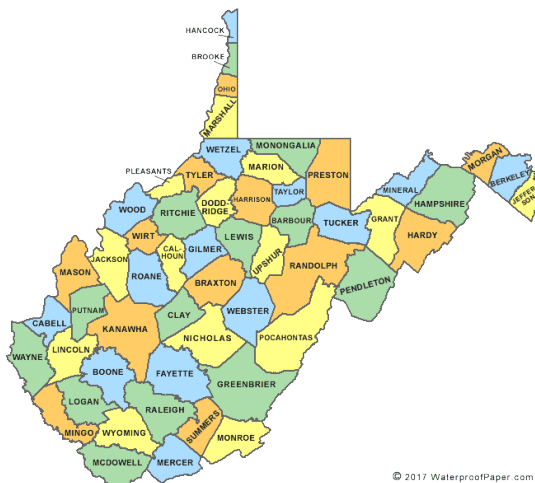
# EPIC Services

The following services are only available in our founding counties.  This is due to other cooperatives or state agencies having the program, or the program is county-specific.

- **Adult Ed/SPOKES**
- **Head Start/Early Head Start**
- **Public Service Training**
- **WV Birth to Three**
- **Cooperative Purchasing**
- **Special Needs Transportation**

These services are available to member counties, non-member counties, the community, and individuals:

- **Adolescent Health & Wellness Trainings**
- **Cyber Bullying/Media Safety Trainings**
- **Substitute Teacher  Training/Certification**
- **IT Support/Computer Repair**
- **Systems Engineer**
- **Legal Services (Attorney on Staff)**
- **Bus Operator Training**
- **Medicaid Billing**
- **Employment Services**
- **Notary Services**
- **Foreign Language Interpreters**
- **Foreign Language Document Translators**
- **Graphic Design Services**
- **Administrative Assistant Services (floating temp)**
- **WV Teacher Certification**
- **Staff Development/Mentoring**

# EPIC 's Fee Structure per Service

**Adolescent Health/Wellness Trainings:**
- Included in membership.
- Non-member fee includes travel expenses for the trainer and a 10% admin fee

**Cyber Bullying/Media Safety Trainings:**
- Included in membership.
- Non-member fee includes travel expenses for the trainer and a 10% admin fee

**Substitute Teacher Training:**
- Available to any potential WV Sub Teacher candidate.  $150 for 2-day face-to-face class.  Available Fall 2020—a self-paced, online class with enrollment at any time.  Approved by the WVDE.

**IT Support and Computer Repair (See Page 8 for services available.):**
- Included in membership.  Any member county that would join and requires travel outside of a designated radius, or an overnight stay, will be responsible for travel expenses.
- Non-member counties are billed at an hourly rate (TBD), travel expenses,  and a 10% admin fee.

**Systems Engineer:**
- See tiered fee structure and services offered on page 6.  Travel Expenses are additional.

**Bus Operator Training:**
- Member counties are billed for actual expenses for trainers and examiners.
- Non-member counties are billed for actual expenses and a 10% admin fee.

# EPIC 's Fee Structure per Service

**Medicaid Billing:**
- Member counties are billed for actual expenses with no admin fee.
- Non-member counties are billed for actual expenses, travel expenses, and a 10% admin fee.

**Employment Services: (See Page 11 for details)**
- Member counties are billed for actual expenses.
- Non-member counties are billed for actual expenses and a 10% admin fee.

**Notary Services:**
- Available to the public for a $5 fee.

**Foreign Language Interpreters:**
- Member counties are billed for actual expenses based on an hourly rate.
- Non-member counties are billed for actual expenses based on an hourly rate, travel expenses, and a 10% admin fee.

**Foreign Language Document Translators:**
- Member counties are billed for actual expenses based on an hourly rate.
- Non-member counties are billed for actual expenses based on an hourly rate, travel expenses, and a 10% admin fee.

**Administrative Assistant Services:**
- Member counties will be billed actual expenses, based on an hourly rate of $15.00.
- Non-member counties will be billed an hourly rate of $15.00 plus fringes, any travel expenses, and a 10% admin fee.
- Based on availability of admins.

# EPIC 's Fee Structure per Service

**West Virginia  Teacher Certification:**
- **Free Service for WV Teachers/New Teachers**
- **If a county needs assistance processing West Virginia Teacher Certifications, a fee will be discussed on a per candidate basis.**

**Graphic Design Services:**
- **Member counties will be billed actual expenses based on an hourly rate of $35.**
- **Non-member counties will be billed on an hourly rate of $35, fringes, any travel expenses, and a 10% admin fee.**

**Staff Development and Mentoring Services:**
- **Member counties will be billed $600 per day, fringes, and travel expenses for the provider**
- **Non-member counties will be billed $600 per day, fringes, travel expenses, and a 10% admin fee**

**Legal Services:**
- **For information regarding member-county legal fees and services provided, please contact Sherry Barnett.**
- **For information regarding no-member legal fees and services, please contact Sherry Barnett.  Please note that non-member counties will be required to pay EPIC the usual 10% administrative fee.**

# EPIC Systems Engineer Annual Contract Pricing

## EPIC MEMBER COUNTIES ONLY

| TIER | # Hours | Cost Per Hour | Up Front Cost | Notes/Explanation |
|---|---|---|---|---|
| Platinum | Unlimited | $0.00 | $20,000 | Unlimited access to Walt's services for 1 year, paid up front |
| Diamond | 135+ | 65.00/hr (above 135 hours | $10,125 | 135 hours prepaid at $75.00 per hour/$65 per hour over 135 hours then billed monthly |
| Gold | 80+ | $75.00/hr (above 80 hours) | $6,800 | 80 hours prepaid at $85/hour, and $75/hour over 80 hours then billed monthly |
| Silver | 40+ | $85/hr (above 40 hours) | $4,000 | 40 hours prepaid at $100/hour, and $85.00/hr over 40 hours then billed monthly |
| Bronze | Unlimited | $100/hr | $0.00 | Unlimited access to Walt's services, billed monthly at $100/hr |

## NON-MEMBER COUNTIES/A LA CARTE

| TIER | # Hours | Cost Per Hour | Up Front Cost | Notes/Explanation |
|---|---|---|---|---|
| Platinum | Unlimited | $0.00 | $25,000 | Unlimited access to Walt's services for 1 year, paid up front |
| Diamond | 135+ | 100.00/hr (above 135 hours | $14,850 | 135 hours prepaid at $110.00 per hour/$100 per hour over 135 hours then billed monthly |
| Gold | 80+ | $110.00/hr (above 80 hours) | $9,600 | 80 hours prepaid at $120/hour, and $110/hour over 80 hours then billed monthly |
| Silver | 40+ | $120/hr (above 40 hours) | $5,400 | 40 hours prepaid at $135/hour, and $120.00/hr over 40 hours then billed monthly |
| Bronze | Unlimited | $135/hr | $0.00 | Unlimited access to Walt's services, billed monthly at $135/hr |

## Services offered are state-wide:

- **Server installation and troubleshooting**
- **Advanced active directory setup and maintenance**
- **System disaster recovery planning and implementation**
- **Server and switch setup and configuration**
- **VMware vsphere virtual desktop setup, configuration and troubleshooting**
- **VMware vsphere virtual server installs, management and troubleshooting**
- **Microsoft Hyper-V infrastructure installation, configuration, management and troubleshooting**
- **Datacenter Storage installation and maintenance**
- **Training for technicians**

# EPIC 's Description of IT Support Services

| IT Support Service | Notes |
|---|---|
| **Router Support** | Maintain the routers in the schools in the region. This includes installing, configuring, troubleshooting and repairing them. |
| **Monitor Data Networks and contact ISP with issues** | Check the status of the circuits daily and when issues arise, I contact the county and the Internet Service Provider when needed. I go onsite when needed to troubleshoot and work with the Internet Service Providers. |
| **Troubleshoot Networks Routers/Switches** | Assist the counties with troubleshooting their networks when needed. Viruses and rogue equipment and other issues can cause networks to crash internally. |
| **Work with State Network Engineers on networks** | Work closely with WVDE staff to troubleshoot networks when necessary, upgrades and configuration changes. |
| **County Contact Assistance** | Assist county contacts with any issues they need; servers, VPN, HVAC, Library Software, etc. |
| **WVEIS Installs and Support** | On-site support (and remote support) when troubleshooting WVEIS issues related to installation, printing and configuration. |
| **WVEIS Help Desk** | Reset passwords, assign menus and printers, provide printing and FormsPrint assistance, download data for photographers and upload to secure sites. |
| **Maintain computers, printers and devices for all programs associated with EPIC** | Maintain all of the equipment in the EPIC Office, as well as Head Start facilities and Adult Ed/SPOKES classrooms. |
| **Server Support** | In office servers and NAS for PST. Backups are done nightly to off-site facility |
| **Webmaster** | Maintain the EPIC Website information and user/employee permissions |
| **Building Security System Management** | Maintain the EPIC building security system, badges, cameras on server |
| **Efile System Administration** | Medicaid, EPIC, Birth to Three and IT Support use an electronic file system to store data in a cloud based system for long periods of time. The data is accessible through a portal. |
| **Manage Secure Drawer for EPIC and County Use** | Secure drawer is a cloud based service for uploading and retrieving large amounts of data securely. |
| **eWalk Support** | Manage consortium billing, create templates, training and assistance for classroom walkthrough software. |
| **SearchSoft (Teach in WV Application System)** | Manage consortium billing, and provide support to all participating West Virginia counties and applicants. |
| **Email/Webtop Support** | Manage email addresses and access for all EPIC employees. |
| **Documentation** | Keep all projects and information documented in a OneNote Notebook. |
| **ListServ** | Maintain the listservs for EPIC |
| **Google Classroom** | Administer G-Suite and Google Classroom for EPIC Programs. |

# EPIC 's Description of Services

## Adolescent Health

EPIC will provide adolescent health services designed to designed to develop the assets youth need to thrive and become successful citizens. The staff will work in collaboration with schools and communities across our region. The program promotes optical, physical, emotional, cognitive, social and spiritual well-being for adolescents. It focuses on reducing the prevalence of teen pregnancy, obesity, violence, suicide, tobacco, and illegal drug use, as well as motor vehicle and other related unintentional injuries and death.

Contact: Lori Lawson    llawson@wvesc.org  304-596-2655

## Adult Education/SPOKES

The EPIC Adult Education program will provide continuing education support for persons 16 years of age and older, at all education levels. The program provides preparation for the high school equivalency assessment (TASC), ESL courses in basic skills and literacy development. The Adult Education program also includes the institutional programs and the SPOKES Career Readiness program, which provide work-based academics and job prep skills for adults.

Contact: John Holmes    jjholmes@wvesc.org 304-596-2645

## Bus Operator Training

EPIC will provide bus operator training for those seeking to become West Virginia school bus drivers.  Candidates are referred by the counties, complete training and pass assessments, both in the classroom and behind the wheel,  before obtaining certification.

Contact:   Tammy Albright            tammy.albright@wvesc.org
304-267-3595

## Cyberbullying and Media Safety Training

EPIC will provide a multitude of training opportunities for students and staff relating to cyberbullying, media safety, sexting, and digital footprints.

Contact:  Lori Lawson          llawson@wvesc.org  304-596-2655

## Medicaid Billing Services

EPIC will provide Medicaid reimbursement billing for counties who wish to participate by submitting allowable claims for various student services (e.g. audiology, occupation therapy, specialized nursing), and associated training and support.

Contact:   Fawn Bain        fawn.bain@k12.wv.us          304-596-2656

## IT Support Services

EPIC provides technical support for all of the EPIC programs, counties, and the Community.  The services consist of computer repair, network support, eWalk, SearchSoft, WVEIS, and various technology-related projects.

Contact:           Jill Woolcock     jwoolcock@wvesc.org         304-596-2659

## Head Start Pre-K

EPIC Head Start/Pre-K is a collaborative effort of parents, staff, and community partnerships that provides quality early childhood education five days a week for young children in classrooms across Berkeley, Jefferson, and Morgan counties.  The program also provides family services and support.

Contact:   Heidi Bach-Arvin     hbach@k12.wv.us     304-596-2644

## Early Head Start

The EPIC Early Head Start program provides support and resources to expectant mothers, parents and their young children.  The program involves families and the community to develop partnerships and deliver high-quality services in the areas of  child development, health, social services and parent involvement.

Contact:   Heidi Bach-Arvin     hbach@k12.wv.us     304-596-2644

## Public Service Training

EPIC Public Service Training provides high-quality intense training to individuals in all capacities of career development including Emergency Medical Service, Fire Service, Technical Rescue Service, and Industry.  EPIC PST offers industrial education in West Virginia and surrounding states of VA, MD and PA.  Our training is recognized nationwide and meets or exceeds the standards set forth by IFSTA, OSHA, NFPA, WV State Fire Commission, ANSI, DOT, AHA, and WVDE.

Contact:   Dave Plume          dplume@wvesc.org  304-596-2653
           Jamie Weller        djweller@wvesc.org 304-596-2658
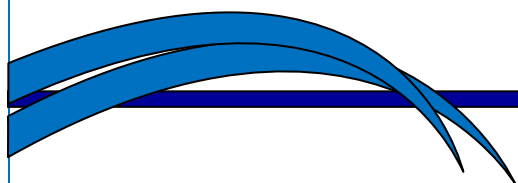
## WV Birth to Three

EPIC partners with the WV Birth to Three program to provide a system of services and supports for children thirty-five months or younger who have a delay in their development or may be at risk for a delay.  Early intervention services are offered at no cost to families and are provided in the child's daily natural environment.

Contact:   Lori Lawson     llawson@wvesc.org   304-596-2655


## Substitute Teacher Training

EPIC provides West Virginia Substitute Teacher Training to new and renewal candidates seeking West Virginia Substitute Teacher Certification required to substitute teach in county classrooms.  Our course is a two-day, hands-on training covering such topics as legal aspects, classroom management, professionalism, lesson planning, technology, special education, sexual harassment, student diversity, and certification.  Beginning Fall 2020, EPIC will have a self-paced, online class with enrollment at any time.  The class is approved by the WVDE for short-term, long-term, and restricted substitute teaching permit eligibility.

Contact:   Shannon Johnson     sdjohnson@wvesc.org     304-596-2663
           Melissa Acquino     mgacquino@wvesc.org     304-596-2661

## Employment Services-How it Works

**Several EPIC counties already utilize this service. A benefit of using this service is the freedom for a county school system to pay on the scale they choose (service or professional) as well as avoid seniority rules and WVDE hiring regulations. We can hire part-time or full-time staff for you. All EPIC employees are at-will. We do not give yearly contracts as school systems do. Employment can be terminated at any time, without notice, by either party. Here is how it works:**

- **You contact the EPIC Administrator and request that we post a job for you.**
- **You will need to provide certain information such as salary, number of days employed, requirements, etc.**
- **We post for a minimum of five days.**
- **Names of candidates will be sent to you, you will interview, and send the name of the candidate you choose back to EPIC.**
- **We will go through the new hire paperwork process at EPIC.**
- **You will be billed monthly for all expenses (salary/benefits/travel, supplies)**
- **Non-member counties also pay a 10% admin fee**

# Contact Information

**Sherry Barnett, EPIC Administrator**

**(304) 596-2649**

**sbarnett@wvesc.org**

**Shannon Johnson, HR Director**

**(304) 596-2663**

**sdjohnson@wvesc.org**

**Jill Woolcock, IT Manager**

**(304) 596-2659**

**jwoolcock@wvesc.org**

**Please call us if you are interested in utilizing any of our services.**

**Thank you!**

109 S. College Street, Martinsburg, WV  25401