

RESA 2  
MONTHLY ACTIVITIES REPORT  
 APRIL 2017

Activity	Cabell	Lincoln	Logan	Mason	Mingo	Wayne	Higher Ed	Outside Agencies
Email	86	74	100	65	144	99	5	314
Phone	108	98	74	29	97	42	5	299
Chat	20	44	50	15	50	34		42
School Visits/ Contacts	19	72	58	23	28	28	1	14
Remote Support			2		1			

**PROJECTS:**

1. Administrator/Director Council Meetings.
2. RESA 2 Staff Meeting.
3. Supervision of Unit Meetings.
4. WVEIS Project Implementation.
5. RESA 2 Regional Council Meeting Agenda and Support Materials.
6. RESA 2 Financial Records review.
7. Region 2 Tech Prep Component support.
8. RESA 2 Staff Development Plan implementations.
9. WVEIS facilitation.
10. Computer Repair.
11. Implementation of Plan of Action for Board Goals.
12. WIB Computer Repair Installation Repair.
13. Regional Wellness Project.
14. Plan of Services Monitoring.
15. Identification of Grant and funding opportunities.
16. Technical Assistance Projects in Cabell, Lincoln, Logan, Mingo and Mason Counties.
17. Grant supervision for all grant projects.
18. Oversight of Math, and Leadership cohorts.
19. Facilitation of Communication Plan for RESA 2.
20. Regional Bullying Project.
21. Technology Services.
22. RESA 2 Team Planning for OEPA preparation.
23. Coordination of bus driver training in R2 counties.
24. Statewide Coordination of WV AEPA contracts and services.
25. Graduate course facilitation for certification and cohort support.
26. Support for Catalyst School Project with WVBE, WVDE, Cabell County Schools
27. Supervision of the Attorney project in Cabell, Lincoln, Mason, and Mingo counties.
28. Oversight of Substitute Educator Training and School Bus Driver Training.
29. Supervision of OSP funded initiatives through Special Education Director and Technical Assistance Specialist.
30. Planned marketing campaign for AEPA.
31. Created new Benedum grant about digital literacy.

32. Created an EIR grant concerning CTE and college credit for students.
33. Phone conferences with Kansas and Ohio executive directors.
34. Attended WV Senate Education and Finance Meetings last week of session.
35. Attended Executive Director meeting at RESA 1.
36. Met with WV superintendent about RESA future.
37. Participated in an Executive Director conference call.
38. Met with Heritage Farms about Benedum grant.
39. Meeting with WV Associate State Superintendent about CTE grant.
40. Attended the AEPA Business meeting.
41. RESA 2 Regional Council meeting in Wayne County.

## **COUNTY SUPPORT**

### **CABELL:**

1. Collaborating with superintendent concerning RESA legislation.
2. Oversight of Benedum Grant of Simulated Workplace.
3. Met with Cabell County Superintendent about the transition.
4. Classroom Management PD at Spring Hill Elementary on April 7, 2017.
5. Visited Milton Elementary School deliver resources to itinerant PE teacher on April 3, 2017.
6. Delivered physical education resources to Salt Rock Elementary School on April 19, 2017.
7. Attended Cabell Tobacco Prevention coalition on April 24, 2017.
8. Attended Cabell County School Wellness Committee meeting, providing information, resources, and instructions on grant opportunities and Let's Move Active Schools, on April 24, 2017.
9. Met with Principal Giles and K-2 teams at Cox Landing Elementary for Technical Assistance on April 13, 2017.
10. Technical Assistance provided to the teacher and student onsite at Spring Hill and the parent via telephone regarding the need for cerumen removal and current functioning of the hearing aids on April 11, 2017.
11. Technical Assistance provided to the parent and student onsite at RESA 2 regarding the auditory processing test procedures and test results on April 24, 2017.
12. Technical Assistance provided to the hearing impaired supervisor via telephone regarding the audiological needs of the county on April 25, 2017.
13. Technical Assistance provided to the speech language pathologist and principal onsite at Guyandotte Elementary and the parent via telephone regarding the hearing screening protocol and results on April 25, 2017.
14. Technical Assistance provided to the speech language pathologist and principal onsite at Guyandotte Elementary and the parent via telephone regarding the hearing screening protocol, results, and the need for further evaluation on April 25, 2017.
15. Technical Assistance provided to the general education teacher and principal onsite at Hite Saunders and parent via telephone regarding the need for hearing aid repair on April 25, 2017.
16. Technical Assistance provided to the nurse and student onsite at Hite Saunders Elementary regarding troubleshooting of hearing aids and hearing aid check on April 25, 2017.
17. Technical Assistance provided to the nurse and student onsite at Village of Barboursville Elementary and mother and teacher of the hearing impaired via telephone regarding the need for cerumen removal on April 20, 2017.

18. A total of 8 Hearing Aid Checks, 1 Central Auditory Processing Evaluation, 2 Hearing Screenings, 8 Consultations and 3 Reports were completed.
19. Technical Assistance for WVEIS users.
20. Providing query support for users.
21. Assisting schools with report cards.
22. Assisting schools with scheduling for current year.
23. Assisting counties with State Reports when due.
24. Assisting WVEIS State Staff with daily operations on the AS/400.
25. Maintaining the RESA2 trouble log for phone lines.
26. Providing router support for schools and board offices.
27. Provide on-site WVEIS training in Region 2 schools.
28. Assisted counties with data research.
29. Setup/Support for Virtual Conference meetings.
30. Assisting with the WVEIS Web Base.
31. Keeping RESA2 Sub Systems running.
32. Creating Sequel View's as needed.
33. Supporting WOW User's
34. Supporting RESA2 schools and county offices with State Data Reports.
35. Back up files and end of calendar year for Finance and Student Data at end of fiscal year.
36. Restore files as needed.
37. Providing microcomputer technical services to Computer Basic Skills Project.
38. Providing microcomputer technical services to the SUCCESS Project
39. Providing warranty repair services for Lenovo Computers.
40. Providing Cisco Router installation, maintenance, and repair service.
41. Providing Cisco Router Firewall configuration.

### **LINCOLN:**

1. Oversight of Benedum Grant of Simulated Workplace.
2. WV History grant preparation – Benedum Foundation.
3. Collaborating with superintendent concerning RESA legislation.
4. Met with Lincoln County Superintendent about the transition.
5. Attended the Lincoln County Drug Prevention Coalition and offered technical assistance regarding producing a video PSA with high school students on April 21, 2017. Followed up with the SADD chapter advisor on April 24, 2017, to schedule video production time with students in May.
6. Met with Principal Roy and the K-2 teams at West Hamlin Elementary for Technical Assistance on April 20, 2017.
7. Technical Assistance provided to the IEP team onsite at Duval PK8 regarding the current audio-logical evaluation, educational recommendations, and performance with the use of the hearing aids on April 4, 2017.
8. Technical Assistance provided to the director of special education onsite at Lincoln County Board of Education regarding the status of students with hearing impairments on April 4, 2017.
9. Technical Assistance provided to the speech language pathologist and teacher onsite at W. Hamlin Elementary regarding the current functioning of the hearing aids and FM system on April 4, 2017.
10. Technical Assistance provided to the parent onsite at Duval PK8 regarding audiometric test data provided by an audiologist on April 4, 2017.
11. Technical Assistance provided to the teacher of the hearing impaired and student onsite at RESA 2 regarding the audiological test battery, test results, and educational accommodations on April 24, 2017.

12. Technical Assistance provided to the teacher of the hearing impaired and student onsite at RESA 2 regarding the audiological test battery, test results, current hearing aid functioning, and educational accommodations on April 24, 2017.
13. Technical Assistance provided to the teacher of the hearing impaired and student onsite at RESA 2 regarding the audiological test battery, test results, need for amplification, and educational accommodations on April 24, 2017.
14. Technical Assistance provided to the teacher of the hearing impaired and student onsite at RESA 2 regarding the audiological test battery, test results, and educational accommodations on April 24, 2017.
15. Technical Assistance provided to the classroom teacher, interpreter, and speech language pathologist onsite at West Hamlin Elementary regarding the current functioning of the hearing aid devices and FM system on April 27, 2017.
16. Technical Assistance provided to the mother, classroom teacher, interpreter, and speech language pathologist onsite at West Hamlin Elementary regarding the current functioning of the hearing aid devices and FM system on April 27, 2017.
17. Technical Assistance provided to the classroom teacher, interpreter, and speech language pathologist onsite at West Hamlin Elementary and mother via telephone regarding the current functioning of the FM system and the need for cerumen removal on April 27, 2017.
18. Technical Assistance provided to the classroom teacher, interpreter, and speech language pathologist onsite at West Hamlin Elementary regarding the current functioning of the hearing aid devices and FM system on April 27, 2017.
19. Technical Assistance provided to the teacher of the hearing impaired, general education teacher, and student onsite at West Hamlin Elementary regarding the functional listening evaluation protocol and test results on April 27, 2017.
20. Technical Assistance provided to the director of special education onsite at Lincoln County Board of Education regarding the status of FM Systems and the need for repair on April 27, 2017.
21. Technical Assistance provided to the speech language pathologist, nurse, mother, and student onsite at Duval PK8 regarding recently submitted audiological testing on April 28, 2017.
22. Technical Assistance provided to the student, general education teacher, interpreter, and speech language pathologist onsite at West Hamlin Elementary regarding the replacement of a FM system on April 28, 2017.
23. Technical Assistance provided to the student, general education teacher, interpreter, and speech language pathologist onsite at West Hamlin Elementary regarding the troubleshooting techniques of a FM system on April 28, 2017.
24. Technical Assistance provided to the student and speech language pathologist onsite at West Hamlin Elementary regarding the functioning and proper use of a FM system on April 28, 2017.
25. Technical Assistance provided to the teacher of the hearing impaired onsite at Lincoln County High regarding the status of FM system on April 28, 2017.
26. Technical Assistance provided to nurses, speech language pathologists, graduate students, and parents onsite at Lincoln County Board of Education regarding the hearing screening procedures and results on April 28, 2017.
27. A total of 14 Hearing Aid Checks, 9 FM System Checks, 4 Comprehensive Audiological Evaluations, 1 Functional Listening Evaluations, 42 Screenings and 20 (add 42 if you want to count all parents at the screenings) Consultations were completed and 5 Reports were completed.
28. Technical Assistance for WVEIS users.
29. Providing query support for users.
30. Assisting schools with report cards.
31. Assisting schools with scheduling for current year.

32. Assisting counties with State Reports when due.
33. Assisting WVEIS State Staff with daily operations on the AS/400.
34. Maintaining the RESA2 trouble log for phone lines.
35. Providing router support for schools and board offices.
36. Provide on-site WVEIS training in Region 2 schools.
37. Assisted counties with data research.
38. Setup/Support for Virtual Conference meetings.
39. Assisting with the WVEIS Web Base.
40. Keeping RESA2 Sub Systems running.
41. Creating Sequel View's as needed.
42. Supporting WOW User's
43. Supporting RESA2 schools and county offices with State Data Reports.
44. Back up files and end of calendar year for Finance and Student Data at end of fiscal year.
45. Restore files as needed.
46. Providing microcomputer technical services to RESA 2 County Contracts.
47. Providing microcomputer technical services to Computer Basic Skills Project.
48. Providing microcomputer technical services to the SUCCESS Project.
49. Provided microcomputer technical services to West Virginia Microcomputer Education Networks in (WVMEN) vocational schools.
50. Providing warranty repair services for Lenovo Computers.
51. Providing Cisco Router installation, maintenance, and repair service.
52. Providing Cisco Router Firewall configuration.
53. Maintain Windows Server Update Services servers in each school and BOE.
54. Completed 50 Units.

### **LOGAN:**

1. Oversight of Benedum Grant of Simulated Workplace.
2. WV History educator professional learning.
3. WV History grant preparation – Benedum Foundation.
4. Collaborating with superintendent concerning RESA legislation.
5. Met with Logan County Superintendent about the transition.
6. Met with principal at Chapmanville Regional High School.
7. Worked with Logan County wellness director to identify possible back to school professional learning opportunities on April 18, 2017.
8. Met with Mrs. Meadows at Buffalo Elementary (Logan) for TA on April 19, 2017.
9. Attended Quality Questioning session with Logan county schools on April 3, 2017.
10. Conducted classroom observations at Chapmanville Middle School on April 6, 2017.
11. Provided feedback and summary of support at Logan county FAST meeting on April 17, 2017.
12. Provided technical assistance for Quality Questioning roll-out at Chapmanville Regional High School on April 18, 2017.
13. Provided technical assistance and support to Freshman Academy team at Chapmanville Regional High School on April 27-28, 2017.
14. Technical Assistance provided to the teacher of the hearing impaired, general education teacher, and student onsite at Chapmanville West Elementary regarding the functional listening evaluation protocol and test results on April 17, 2017.
15. Technical Assistance provided to the student and parent onsite at Chapmanville Middle regarding the current hearing aid functioning and expected benefits on April 17, 2017.

16. Technical Assistance provided to the student and principal onsite at Logan Elementary and the speech language pathologist, teacher often hearing impaired, and mother via telephone regarding the hearing screening protocol and results on April 21, 2017.
17. Technical Assistance provided to the student and general education teacher onsite at Chapmanville Middle and teacher of the hearing impaired via telephone regarding the status of the hearing aid and FM system on April 21, 2017.
18. A total of 1 Functional Listening Evaluation, 2 FM system Checks, 8 Hearing Aid Checks, 1 Hearing Screening, 4 Consultations, and 1 Report was completed.
19. Technical Assistance for WVEIS users.
20. Providing query support for users.
21. Assisting schools with report cards.
22. Assisting schools with scheduling for current year.
23. Assisting counties with State Reports when due.
24. Assisting WVEIS State Staff with daily operations on the AS/400.
25. Maintaining the RESA2 trouble log for phone lines.
26. Providing router support for schools and board offices.
27. Provide on-site WVEIS training in Region 2 schools.
28. Assisted counties with data research.
29. Setup/Support for Virtual Conference meetings.
30. Assisting with the WVEIS Web Base.
31. Keeping RESA2 Sub Systems running.
32. Creating Sequel View's as needed.
33. Supporting WOW User's
34. Supporting RESA2 schools and county offices with State Data Reports.
35. Back up files and end of calendar year for Finance and Student Data at end of fiscal year.
36. Restore files as needed.
37. Providing microcomputer technical services to Computer Basic Skills Project.
38. Providing microcomputer technical services to the SUCCESS Project.
39. Provided microcomputer technical services to West Virginia Microcomputer Education Networks in (WVMEN) vocational schools.
40. Providing warranty repair services for Lenovo Computers.
41. Providing Cisco Router installation, maintenance, and repair service.
42. Providing Cisco Router Firewall configuration.
43. Maintain Windows Server Update Services servers in each school and BOE.
44. Completed 14 Units.

**MASON:**

1. Oversight of Benedum Grant of Simulated Workplace.
2. WV History educator professional learning.
3. WV History grant preparation – Benedum Foundation.
4. Collaborating with superintendent concerning RESA legislation.
5. Met with Mason County Superintendent about the transition.
6. Attended Mason County FRN meeting on April 18, 2017.
7. Met with Principal Brumfield and K-3 teams at Beale Elementary for TA on April 3, 2017.
8. Met with Principal Brumfield and the K-1 teams at Beale Elementary for TA on April 25, 2017.
9. Met with Principal Raynes and the PBIS team at Point Pleasant Intermediate School for TA on April 25, 2017.

10. Met with the 2<sup>nd</sup> grade teachers at Beale Elementary School for TA on April 26, 2017.
11. Met with the Leadership team at Beale Elementary School for TA on April 26, 2017.
12. Technical Assistance provided to a nurse onsite at Pt Pleasant HS and a teacher onsite at Alternative Education regarding the hearing screening requested and the student's schedule on April 7, 2017.
13. Technical Assistance provided to a student, her teachers and speech language pathologist onsite at Beale Elem. regarding the hearing screening protocol and the screening results on April 7, 2017.
14. Technical Assistance provided to the teacher onsite at Beale Elementary regarding the status of a child with a hearing impairment on April 7, 2017.
15. Technical Assistance provided to the student and speech language pathologist onsite at Roosevelt Elem. regarding the health of the ear canal and the need for medical management on April 7, 2017.
16. Technical Assistance provided to the teacher of the hearing impaired onsite at Mason County Library regarding the status of students with hearing impairment on April 7, 2017.
17. Technical Assistance provided to the speech language pathologist onsite at Ashton Elementary regarding the status of the students with hearing impairment and the possible audiological needs for the upcoming school year on April 7, 2017.
18. Technical Assistance provided to the teachers and student onsite at Beale Elementary and parents via text regarding the current functioning of the hearing aids and the need for an audiological evaluation on April 11, 2017.
19. Technical Assistance provided to the teacher of the hearing impaired via telephone regarding the audiological needs of the county on April 11, 2017.
20. A total of 1 Hearing Screening, 8 Hearing Aid Checks, 2 FM System Checks, 8 Consultations, and 1 Report was completed.
21. Technical Assistance for WVEIS users.
22. Providing query support for users.
23. Assisting schools with report cards.
24. Assisting schools with scheduling for current year.
25. Assisting counties with State Reports when due.
26. Assisting WVEIS State Staff with daily operations on the AS/400.
27. Maintaining the RESA2 trouble log for phone lines.
28. Providing router support for schools and board offices.
29. Provide on-site WVEIS training in Region 2 schools.
30. Assisted counties with data research.
31. Setup/Support for Virtual Conference meetings.
32. Assisting with the WVEIS Web Base.
33. Keeping RESA2 Sub Systems running.
34. Creating Sequel View's as needed.
35. Supporting WOW User's
36. Supporting RESA2 schools and county offices with State Data Reports.
37. Back up files and end of calendar year for Finance and Student Data at end of fiscal year.
38. Restore files as needed.
39. Providing microcomputer technical services to RESA 2 County Contracts.
40. Providing microcomputer technical services to Computer Basic Skills Project.
41. Providing microcomputer technical services to the SUCCESS Project.
42. Provided microcomputer technical services to West Virginia Microcomputer Education Networks in (WVMEN) vocational schools.
43. Providing warranty repair services for Lenovo Computers.
44. Providing Cisco Router installation, maintenance, and repair service.

45. Providing Cisco Router Firewall configuration.
46. Completed 1 Unit.

**MINGO:**

1. Oversight of Benedum Grant of Simulated Workplace.
2. WV History educator professional learning.
3. WV History grant preparation – Benedum Foundation.
4. Collaborating with superintendent concerning RESA legislation.
5. Met with Mingo County Superintendent about the transition.
6. Attended meeting of the Milton Elementary Youth Empowerment Committee of the Mingo STOP coalition on April 5, 2017.
7. Met with Mrs. Ferris and the K-2 teams at Lenore PK8 for Technical Assistance on April 19, 2017.
8. Technical Assistance provided to the student onsite at Williamson PK8 and parent via telephone regarding the current functioning of hearing aids on April 5, 2017.
9. Technical Assistance provided to the teacher of the hearing impaired onsite at Burch PK8 regarding the status of students with hearing impairments and the audiological database on April 5, 2017.
10. Technical Assistance provided to the teacher of the hearing impaired, speech language pathologist, and student onsite at Williamson PK8 regarding the current functioning of the hearing aids and expected benefits on April 10, 2017.
11. Technical Assistance provided to the IEP team and parents onsite at Williamson PK8 regarding the audiometric data and educational accommodations on April 10, 2017
12. Technical Assistance provided to the parent and student onsite at Mingo Extended Learning Center regarding the audiometric test procedure and test results on April 10, 2017.
13. Technical Assistance provided to the parent and student onsite at Mingo Extended Learning Center regarding the audiometric test procedure and test results on April 12, 2017.
14. Technical Assistance provided to the teacher of the hearing impaired onsite at Mingo Extended Learning Center regarding the audiological database and needs of the county on April 12, 2017.
15. Technical Assistance provided to the student onsite at Mingo Extended Learning Center regarding audiometric test procedure, test results, and potential educational accommodations on April 19, 2017.
16. Technical Assistance provided to the parent and student onsite at Mingo Extended Learning Center regarding the audiometric test procedure and test results on April 19, 2017.
17. Technical Assistance provided to the teacher and student onsite at Mingo Extended Learning Center regarding the audiometric test procedure, test results, and explanation of the need for cerumen removal on April 19, 2017.
18. Technical Assistance provided to the parent and student onsite at Mingo Extended Learning Center regarding the audiometric test procedure and test results on April 19, 2017.
19. Technical Assistance provided to the parent and student onsite at Kermit PK8 regarding the need for periodic hearing aid maintenance and proper care of the devices on April 25, 2017.
20. Technical Assistance provided to the parent and student onsite at Mingo Extended Learning Center regarding the audiometric test procedure and test results on April 26, 2017.
21. Technical Assistance provided to the director of special education onsite at Mingo Extended Learning Center regarding the audiometric test procedure, test results, and audiological needs of the county on April 26, 2017.
22. Technical Assistance provided to the general education teacher and student onsite at Matewan PK8 and the teacher of the hearing impaired and mother via telephone regarding the current status of the hearing aid instruments and FM system on April 26, 2017.



23. A total of 10 Hearing Aid Checks, 2 FM System Checks, 8 Comprehensive Audiological Evaluations, 15 Consultations, and 10 Reports were completed.
24. Technical Assistance for WVEIS users.
25. Providing query support for users.
26. Assisting schools with report cards.
27. Assisting schools with scheduling for current year.
28. Assisting counties with State Reports when due.
29. Assisting WVEIS State Staff with daily operations on the AS/400.
30. Maintaining the RESA2 trouble log for phone lines.
31. Providing router support for schools and board offices.
32. Provide on-site WVEIS training in Region 2 schools.
33. Assisted counties with data research.
34. Setup/Support for Virtual Conference meetings.
35. Assisting with the WVEIS Web Base.
36. Keeping RESA2 Sub Systems running.
37. Creating Sequel View's as needed.
38. Supporting WOW User's
39. Supporting RESA2 schools and county offices with State Data Reports.
40. Back up files and end of calendar year for Finance and Student Data at end of fiscal year.
41. Restore files as needed.
42. Providing microcomputer technical services to RESA 2 County Contracts.
43. Providing microcomputer technical services to Computer Basic Skills Project.
44. Providing microcomputer technical services to the SUCCESS Project.
45. Provided microcomputer technical services to West Virginia Microcomputer Education Networks in (WVMEN) vocational schools.
46. Providing warranty repair services for Lenovo Computers.
47. Providing Cisco Router installation, maintenance, and repair service.
48. Providing Cisco Router Firewall configuration.
49. Maintain Windows Server Update Services servers in each school and BOE.
50. Completed 135 Units.

### **WAYNE:**

1. WV History grant preparation – Benedum Foundation.
2. Oversight of Benedum Grant of Simulated Workplace.
3. Collaborating with superintendent concerning RESA legislation.
4. Met with Wayne County Superintendent about the transition.
5. PBIS at Vinson Middle School on April 19 and April 26, 2017.
6. Met with Principal Kimberly Hurley at Ceredo Elementary for TA on April 26, 2017.
7. Facilitated Introduction to PBIS training at Vinson Middle School on April 7, 2017
8. Provided TA and support to PBIS team at Vinson Middle School on April 19 & 26, 2017.
9. Technical Assistance provided to the teacher of the hearing impaired onsite at Lavallette Elementary regarding the needs of hearing impaired students on April 3, 2017.
10. Technical Assistance provided to the general education teacher and student onsite at Wayne High regarding the functioning of the hearing aids and expected performance on April 3, 2017.
11. Technical Assistance provided to the hearing impaired student and teacher of the hearing impaired onsite at Ceredo Kenova Middle regarding the fit of the new ear molds on April 3, 2017.

12. Technical Assistance provided to the hearing impaired student and teacher of the hearing impaired onsite at Tolsia High regarding the fit of the new ear molds on April 3, 2017.
13. Technical Assistance provided to the general education teachers and teacher of the hearing impaired onsite at Wayne PK and the parents via telephone regarding the health of the middle ear for two students on April 3, 2017.
14. Technical Assistance provided to the teacher of the hearing impaired onsite at Lavallette Elementary regarding the audiological needs of the county on April 20, 2017.
15. Technical Assistance provided to the teacher of the hearing impaired and student onsite at Wayne High regarding the current functioning of the hearing aids on April 20, 2017.
16. Technical Assistance provided to the teacher of the hearing impaired and teacher onsite at Wayne PK and parent via telephone regarding the current health of the ear on April 20, 2017.
17. Technical Assistance provided to the teacher of the hearing impaired and teacher onsite at Wayne PK and parent via telephone regarding the current health of the ear and functioning of the hearing aids on April 20, 2017.
18. Technical Assistance provided to the teacher of the hearing impaired and teacher onsite at Buffalo Kindergarten Complex regarding the placement of the new ear mold and hearing aid check on April 20, 2017.
19. Technical Assistance provided to the teacher of the hearing impaired, student, and special education teachers onsite at Ceredo Kenova Middle and mother via telephone regarding the current hearing aid functioning and devices to be utilized for testing on April 20, 2017.
20. Technical Assistance provided to the teacher of the hearing impaired onsite at Lavallette Elementary regarding scheduling on April 20, 2017.
21. Technical Assistance provided to the teacher of the hearing impaired onsite at Lavallette Elementary regarding the audiological needs of the county on April 25, 2017.
22. Technical Assistance provided to the teacher and student onsite at Buffalo Kindergarten Complex regarding the current hearing aid functioning on April 25, 2017.
23. Technical Assistance provided to the teacher and student onsite at Ceredo Kenova Middle regarding the current hearing aid functioning and utilization of a device for computer use that will be used for testing on April 25, 2017.
24. Technical Assistance provided to the principal and student onsite at Crum Middle and parent via telephone regarding the current hearing aid functioning and need for medical management of an ear infection on April 25, 2017.
25. A total of 20 Hearing Aid Checks, 3 FM System Checks, and 16 Consultations were completed.
26. Technical Assistance for WVEIS users.
27. Providing query support for users.
28. Assisting schools with report cards.
29. Assisting schools with scheduling for current year.
30. Assisting counties with State Reports when due.
31. Assisting WVEIS State Staff with daily operations on the AS/400.
32. Maintaining the RESA2 trouble log for phone lines.
33. Providing router support for schools and board offices.
34. Provide on-site WVEIS training in Region 2 schools.
35. Assisted counties with data research.
36. Setup/Support for Virtual Conference meetings.
37. Assisting with the WVEIS Web Base.
38. Keeping RESA2 Sub Systems running.
39. Creating Sequel View's as needed.

40. Supporting WOW User's
41. Supporting RESA2 schools and county offices with State Data Reports.
42. Back up files and end of calendar year for Finance and Student Data at end of fiscal year.
43. Restore files as needed.
44. Providing warranty repair services for Lenovo Computers.
45. Providing Contract Services for Computer Maintenance
46. Providing Cisco Router installation, maintenance, and repair service.
47. Providing Cisco Router Firewall configuration.

### **SERVICES / MEETINGS:**

1. Reviewed and Revised Strategic Plan.
2. Collaborated on a Marketing plan for RESA 2.
3. Collaborated on a Marketing plan for AEPA.
4. Exploring new programs for curricular purposes.
5. Collaborated with AESA President, Joan Wade.
6. Participated in four RESA Director phone conferences.
7. Held a phone conference to discuss EIR grant contents.
8. Met with Learning.com for digital literacy program.
9. Met with WV Senate Education Chair.
10. Met with numerous WV Senators and Delegates.
11. Attended the AEPA Conference.
12. Pre-K Spring System of Support Meeting at RESA 2 on April 24, 2017.
13. RESA 2 Special Education Directors' Meeting at RESA 2 on April 24, 2017.
14. Regional School Wellness YRBS-YTS Wrap-Up meeting, Charleston, WV, April 6, 2017.
15. WV Smokeless Tobacco Conference, Stonewall Resort, Roanoke, WV, April 20, 2017.
16. PFS Positive Community Norms Conference, Stonewall Resort, Roanoke, WV, April 25-26, 2017.
17. Attended Leaders of WV Leaders of Literacy Team Conference at the Charleston Civic Center on April 4-5, 2017
18. Provided training on PALS Overview at Mingo County BOE for Title Teachers and Reading Support Personnel on April 6, 2017
19. Provide professional development on Classroom Behavior Management at Spring Hill Elementary on April 7, 2017.
20. Attended RS3 Collaboration at RESA 7 on April 12, 2017.
21. Attended Leaders of Learning County Team Technical Assistance meeting at RESA 2 on April 28, 2017.
22. Attended Regional School Support Specialist-Graduation 20/20 meeting at RESA 7 on April 12, 2017.
23. Facilitated Substitute Nurse training at RESA 2 on April 20, 2017.
24. Facilitated Substitute Teacher training at RESA 2 on April 20, 2017.
25. Spring Network Design and Strategies/TSS Training Workshop, April 5-6, 2017 at the High Technology Foundation, Fairmont, WV.