

RESA 2  
MONTHLY ACTIVITIES REPORT  
 AUGUST 2014

Activity	Cabell	Lincoln	Logan	Mason	Mingo	Wayne	Higher Ed	Outside Agencies
Email	548	297	284	330	410	247	152	477
Phone	342	216	379	324	358	276	37	311
Chat	625	241	308	263	104	137		27
School Visits/ Contacts	114	47	12	21	45	25	1	40
Remote Support	1	2			1			

**PROJECTS:**

1. Administrator/Directors Council Meetings.
2. RESA 2 Staff Meetings.
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. Math Science Partnership Grant.
16. T.A.H. Project.
17. Energy Education Project.
18. Goal Setting Preparation and Report.
19. Assessment for Learning Project with Logan County.
20. Identification of Grant and funding opportunities.
21. Evaluation of Technology Initiatives.
22. Chemistry and Science Grant Project Supervision.
23. 21<sup>st</sup> Century Best Practices Project.
24. Technical Assistance Projects in Logan, Mingo and Mason Counties.
25. PLC project with Mason, Logan and Lincoln Counties.
26. Assessment Project.
27. Grant supervision for all grant projects.
28. Oversight of Math, English, Physics, cohorts.
29. Teacher Studio Project.
30. Facilitation of Communication Plan.
31. Regional Bullying Project.
32. Principal Collaboration Project.

33. Technology Services.
34. RESA 2 Teaming Initiatives.
35. RESA "In House" staff Development.
36. Teacher Studio Initiative Supervision.
37. AESA representation on Membership Services Committee and State Liaison.
38. Coordination of bus driver training efforts in R2 counties.
39. Statewide Coordination of WV AEPA contracts and services.
40. Graduate courses.

## **COUNTY SUPPORT**

### **CABELL:**

#### Executive Director:

1. Principal and central office collaboration over waivers for Catalyst Schools with Debbie Smith, Jennifer Ross, and Tim Hardesty on August 13, 2014.
2. Collaboration with Tim Hardesty on Catalyst School work on August 12<sup>th</sup>, August 14<sup>th</sup>, and 27<sup>th</sup>, 2014.
3. Collaboration with central office Cabell Catalyst School Team with Sandy Duncan and Lenora Richardson on August 21<sup>st</sup>.

#### Curriculum & Instruction:

4. Visit with Jennifer Ross and Salt Rock Elementary –Catalyst School- August 13, 2014
5. Visit with Debbie Smith and Culloden Elementary-Catalyst School-August 13, 2014
6. Visit with Jennifer Ross-Catalyst School-August 14, 2014
7. Catalyst School meeting with Cabell Central office staff-August 21, 2014
8. Meeting with Jennifer Ross at Salt Rock Elementary-Catalyst School- August 26, 2014
9. Meeting with Jennifer Ross at Salt Rock Elementary-Catalyst School-August 27, 2014
10. Conducted Data Notebook/Data Wall Professional Learning on Wednesday, August 27, 2014.

#### Computer Repair:

11. Providing microcomputer technical services to Computer Basic Skills Project.
12. Providing microcomputer technical services to the SUCCESS Project
13. Providing warranty repair services for Lenovo Computers.
14. Providing Cisco Router installation, maintenance, and repair service.
15. Providing Cisco Router Firewall configuration.
16. Completed 1 Unit.

#### WVEIS:

17. Technical Assistance for WVEIS users.
18. Providing query support for users.
19. Assisting schools with report cards.

20. Assisting schools with scheduling for current year.
21. Assisting counties with State Reports when due.
22. Assisting WVEIS State Staff with daily operations on the AS/400.
23. Maintaining the RESA2 trouble log for phone lines.
24. Providing router support for schools and board offices.
25. Provide on-site WVEIS training in Region 2 schools.
26. Assisted counties with data research.
27. Setup/Support for Virtual Conference meetings.
28. Assisting with the WVEIS Web Base.
29. Keeping RESA2 Sub Systems running.
30. Creating Sequel View's as needed.
31. Supporting WOW User's
32. Supporting RESA2 schools and county offices with State Data Reports.
33. Back up files and end of calendar year for Finance and Student Data at end of fiscal year.
34. Restore files as needed.

Audiology:

35. Technical Assistance provided to a special education supervisor onsite at the Board of Education office regarding the distribution of FM systems and the hearing impaired population on August 4, 2014.
36. Technical Assistance provided to a teacher of the hearing impaired onsite at Culloden Elementary regarding the fit and use of a FM system on August 4, 2014.
37. Technical Assistance provided to a speech language pathologist onsite at Culloden Elementary regarding the legalities of utilizing a FM system and her need to consult with her principal on August 5, 2014.
38. Technical Assistance provided to a teacher of the hearing impaired onsite a Milton Middle School regarding the use and expected performance of a FM system for a student on August 5, 2014.
39. Technical Assistance provided to a teacher of the hearing impaired onsite at Hite Saunders Elementary regarding the use and need of new batteries for FM systems on August 5, 2014.
40. Technical Assistance provided to a special education supervisor onsite at the Board of Education office regarding the supplies to be distributed to the teachers of the hearing impaired on August 7, 2014.
41. Technical Assistance provided to a teacher of the hearing impaired onsite at Village of Barboursville Elementary regarding the placement of new ear molds for a student on August 7, 2014.
42. Technical Assistance provided to a teacher of the hearing impaired onsite at Altizer Elementary regarding the selection of an audio shoe and receiver on August 7, 2014.
43. Technical Assistance provided to a teacher of the hearing impaired on site at Cabell Midland High School regarding the supplies and FM systems to be utilized with students on August 7, 2014.
44. Technical Assistance provided to a teacher of the hearing impaired and speech language pathologist onsite at Nichols Elementary regarding the current functioning and expected performance of a student with hearing aids on August 12, 2014.
45. Technical Assistance provided to a teacher of the hearing impaired onsite at Milton Middle School regarding a new student with a hearing loss on August 13, 2014.
46. Technical Assistance provided to a special education supervisor and the teachers of the hearing impaired onsite at the Board of Education office regarding the case loads of each teacher and the status of the FM systems for each on August 13, 2014.
47. Technical Assistance provided to the teacher of the hearing impaired onsite at Nichols Elementary regarding the functioning and adjustment completed for improved performance of hearing aids on August 14, 2014.

48. Technical Assistance provided to the teacher of the hearing impaired and speech language pathologist onsite at Salt Rock Elementary regarding the expected use and performance of a child with a unilateral hearing loss on August 26, 2014.
49. A total of five hearing aid checks, two assistive listening device checks, three assistive listening device settings, and fourteen consultations were completed.

## **LINCOLN:**

### Executive Director:

1. Meeting with Lincoln County Superintendent and Assistant Superintendent on Catalyst School work with Hamlin PK-8 on August 22<sup>nd</sup> and 28<sup>th</sup>.
2. Catalyst School meeting with Trish Lucas, Jeff Midkiff, and Betty Jo Jordan on August 20, 2014.

### Curriculum & Instruction:

3. Visited Hamlin PK8 to collect Notice and Note Books on Tuesday, August 26, 2014.

### Computer Repair:

4. Providing microcomputer technical services to RESA 2 County Contracts.
5. Providing microcomputer technical services to Computer Basic Skills Project.
6. Providing microcomputer technical services to the SUCCESS Project.
7. Provided microcomputer technical services to West Virginia Microcomputer Education Networks in (WVMEN) vocational schools.
8. Providing warranty repair services for Lenovo Computers.
9. Providing Cisco Router installation, maintenance, and repair service.
10. Providing Cisco Router Firewall configuration.
11. Maintain Windows Server Update Services servers in each school and BOE.
12. Completed 1 Unit.

### WVEIS:

13. Technical Assistance for WVEIS users.
14. Providing query support for users.
15. Assisting schools with report cards.
16. Assisting schools with scheduling for current year.
17. Assisting counties with State Reports when due.
18. Assisting WVEIS State Staff with daily operations on the AS/400.
19. Maintaining the RESA2 trouble log for phone lines.
20. Providing router support for schools and board offices.
21. Provide on-site WVEIS training in Region 2 schools.
22. Assisted counties with data research.
23. Setup/Support for Virtual Conference meetings.
24. Assisting with the WVEIS Web Base.

25. Keeping RESA2 Sub Systems running.
26. Creating Sequel View's as needed.
27. Supporting WOW User's
28. Supporting RESA2 schools and county offices with State Data Reports.
29. Back up files and end of calendar year for Finance and Student Data at end of fiscal year.
30. Restore files as needed.

Wellness:

31. Assisted Lincoln County administration with AEPA purchasing information regarding athletic field lighting on August 27, 2014

Audiology:

32. Technical Assistance provided to a speech language pathologist and mother onsite at West Hamlin Elementary School regarding the selection and fit process of a FM system on August 12, 2014.
33. Technical Assistance provided to Assistance provided to multiple general education teachers and the teacher of the hearing impaired onsite at West Hamlin Elementary regarding the daily use of FM systems on August 20, 2014.
34. Technical Assistance provided to a general education teacher and speech language pathologist onsite at Midway Elementary regarding the daily check, use, and care of a student's hearing aids and FM system on August 20, 2014.
35. Technical Assistance provided to a special education teacher and speech language pathologist onsite at Duval PK8 regarding the daily use and care of a soundfield system on August 20, 2014.
36. Technical Assistance provided to the teacher of the hearing impaired onsite at West Hamlin Elementary School regarding the current functioning and the expected placement of FM systems on August 26, 2014.
37. Technical Assistance provided to a student and speech language pathologist onsite at Lincoln County High School regarding the current functioning and expected performance of the student's hearing aid in the educational setting.
38. Technical Assistance provided to the student and principal onsite at Hamlin PK8 regarding the current hearing status of a student with a hearing loss and the use of a FM system per an IEP on August 26, 2014.
39. Technical Assistance provided to a speech language pathologist onsite at Midway Elementary regarding the current functioning of a student's hearing aid on August 26, 2014.
40. A total of two (2) hearing aid checks, one (1) assistive listening device checks, seven (7) assistive listening device settings, one (1) ear mold impression, and eight (8) consultations were completed.

Special Education:

41. Collaboratively presented Differentiated Instructional Strategies for Duval K-8 August 8, 2014
42. Attended the Positive Behavioral Support Team Meetings for Lincoln County High School on August 14, 2014

## **LOGAN:**

### Executive Director:

1. Meeting with Superintendent Doty on Holden Elementary School needs on August 26, 2014

### Curriculum & Instruction:

2. Conducted CITW training at Man MS on Monday, August 18, 2014

### Special Education:

3. Attended the Positive Behavioral Support Team Meetings for Chapmanville Middle School on August 18, 2014 and August 27, 2014
4. Co-Presented Collaborative Teaching Strategies to Chapmanville Middle School Co-Teachers on August 18, 2014.

### Computer Repair:

5. Providing microcomputer technical services to Computer Basic Skills Project.
6. Providing microcomputer technical services to the SUCCESS Project.
7. Provided microcomputer technical services to West Virginia Microcomputer Education Networks in (WVMEN) vocational schools.
8. Providing warranty repair services for Lenovo Computers.
9. Providing Cisco Router installation, maintenance, and repair service.
10. Providing Cisco Router Firewall configuration.
11. Maintain Windows Server Update Services servers in each school and BOE.
12. Completed 23 Units.

### WVEIS:

13. Technical Assistance for WVEIS users.
14. Providing query support for users.
15. Assisting schools with report cards.
16. Assisting schools with scheduling for current year.
17. Assisting counties with State Reports when due.
18. Assisting WVEIS State Staff with daily operations on the AS/400.
19. Maintaining the RESA2 trouble log for phone lines.
20. Providing router support for schools and board offices.
21. Provide on-site WVEIS training in Region 2 schools.
22. Assisted counties with data research.
23. Setup/Support for Virtual Conference meetings.
24. Assisting with the WVEIS Web Base.
25. Keeping RESA2 Sub Systems running.
26. Creating Sequel View's as needed.
27. Supporting WOW User's

28. Supporting RESA2 schools and county offices with State Data Reports.
29. Back up files and end of calendar year for Finance and Student Data at end of fiscal year.
30. Restore files as needed.

Wellness:

31. Collaborated with Man Middle School and Man High School to implement ICE Collaborative drug prevention initiative on August 10, 2014

Audiology:

32. Technical Assistance provided to the teacher of the hearing impaired via telephone regarding the pricing the necessary information for a FM system repair on August 29, 2014.
33. A total of one (1) consultation was completed.

**MASON:**

Executive Director:

1. Data collaboration on August 25<sup>th</sup> 2014.

Curriculum & Instruction:

2. Conducted Close Reading/Text-dependent Questions Training at the Teachers Academy on Monday, August 11, 2014.

Computer Repair:

3. Providing microcomputer technical services to RESA 2 County Contracts.
4. Providing microcomputer technical services to Computer Basic Skills Project.
5. Providing microcomputer technical services to the SUCCESS Project.
6. Provided microcomputer technical services to West Virginia Microcomputer Education Networks in (WVMEN) vocational schools.
7. Providing warranty repair services for Lenovo Computers.
8. Providing Cisco Router installation, maintenance, and repair service.
9. Providing Cisco Router Firewall configuration.
10. Completed 5 Units.

WVEIS:

11. Technical Assistance for WVEIS users.
12. Providing query support for users.
13. Assisting schools with report cards.
14. Assisting schools with scheduling for current year.
15. Assisting counties with State Reports when due.

16. Assisting WVEIS State Staff with daily operations on the AS/400.
17. Maintaining the RESA2 trouble log for phone lines.
18. Providing router support for schools and board offices.
19. Provide on-site WVEIS training in Region 2 schools.
20. Assisted counties with data research.
21. Setup/Support for Virtual Conference meetings.
22. Assisting with the WVEIS Web Base.
23. Keeping RESA2 Sub Systems running.
24. Creating Sequel View's as needed.
25. Supporting WOW User's
26. Supporting RESA2 schools and county offices with State Data Reports.
27. Back up files and end of calendar year for Finance and Student Data at end of fiscal year.
28. Restore files as needed.

Audiology:

29. Technical Assistance provided to a teacher of the hearing impaired, special education teacher, general education teacher, and speech language pathologist onsite at Leon Elementary regarding the daily checking, use, and expected performance of a student's hearing aids on August 18, 2014.
30. Technical Assistance provided to a teacher of the hearing impaired and interpreter onsite at Point Pleasant Jr. High School regarding the current functioning and daily checking of student hearing aids on August 18, 2014.
31. Technical Assistance provided to a teacher of the hearing impaired and speech language pathologist onsite at Roosevelt Elementary regarding the possibilities of using a soundfield system for a student and how to obtain permission for an onsite hearing test on August 18, 2014.
32. Technical Assistance provided to a nurse, teacher's aide, special education teacher, and speech language pathologist regarding the daily checks and use of a student's hearing aids and the need for cerumen removal on August 18, 2014.
33. Technical Assistance provided to the teacher of the hearing impaired and speech language pathologist onsite at Leon Elementary regarding the current status of a child's use of hearing aids and the need for a repair on August 29, 2014.
34. Technical Assistance provided to a teacher of the hearing impaired onsite at Pt. Pleasant Jr. High regarding the need for medical management of otitis media on August 29, 2014.
35. Technical Assistance provided to a parent of a student at Pt. Pleasant Jr. High via telephone regarding the need for medical management of otitis media on August 29, 2014.
36. Technical Assistance provided to a parent of a student at Pt. Pleasant Intermediate via telephone regarding the current hearing abilities and health of the ear on August 29, 2014.
37. Technical Assistance provided to a speech language pathologist onsite at Roosevelt Elementary and parent of the student via telephone regarding the hearing screening results on August 29, 2014.
38. Technical Assistance provided to two teachers and the speech language pathologist onsite at Roosevelt Elementary regarding the daily use and expectations of a FM system and hearing aid on August 29, 2014.
39. A total of one audiological evaluation, four hearing aid checks, two assistive listening device settings, one ear mold impression, ten consultations and one report were completed.

School Improvement:

40. Contacted Mr. Don Bower, Principal, Leon Elementary, on August 25, 2014; will conduct a ½ day session on SMART Goals for staff on October 17, 2014.

Special Education:

41. Planned Co-Teaching Support for Focus Schools.

**MINGO:**

Executive Director:

1. On site Collaboration with Gilbert Middle School principal Daniel Dean on August 28<sup>th</sup> 2014.
2. On site collaboration with Shannon Blackburn at Williamson PK-8 on August 26<sup>th</sup>.

Computer Repair:

3. Providing microcomputer technical services to RESA 2 County Contracts.
4. Providing microcomputer technical services to Computer Basic Skills Project.
5. Providing microcomputer technical services to the SUCCESS Project.
6. Provided microcomputer technical services to West Virginia Microcomputer Education Networks in (WVMEN) vocational schools.
7. Providing warranty repair services for Lenovo Computers.
8. Providing Cisco Router installation, maintenance, and repair service.
9. Providing Cisco Router Firewall configuration.
10. Maintain Windows Server Update Services servers in each school and BOE.
11. Completed 162 Units.

WVEIS:

12. Technical Assistance for WVEIS users.
13. Providing query support for users.
14. Assisting schools with report cards.
15. Assisting schools with scheduling for current year.
16. Assisting counties with State Reports when due.
17. Assisting WVEIS State Staff with daily operations on the AS/400.
18. Maintaining the RESA2 trouble log for phone lines.
19. Providing router support for schools and board offices.
20. Provide on-site WVEIS training in Region 2 schools.
21. Assisted counties with data research.
22. Setup/Support for Virtual Conference meetings.
23. Assisting with the WVEIS Web Base.
24. Keeping RESA2 Sub Systems running.
25. Creating Sequel View's as needed.

26. Supporting WOW User's
27. Supporting RESA2 schools and county offices with State Data Reports.
28. Back up files and end of calendar year for Finance and Student Data at end of fiscal year.
29. Restore files as needed.

Wellness:

30. Completed recruitment materials for 21<sup>st</sup> Century Learning Centers on August 13, 2014

Audiology:

31. Technical Assistance provided to the teacher of the hearing impaired onsite at the Mingo County Extended Learning Center regarding the audiological database, current students, and standardized testing on August 21, 2014.
32. Technical Assistance provided to the speech language pathologist onsite at Burch PK4 regarding the audiological screening protocols that can be used and options for recommendations on August 27, 2014.
33. Technical Assistance provided to a parent onsite at the Mingo County Extended Learning Center regarding the current hearing status and the results of the audiometric evaluations and recommendations on August 28, 2014.
34. Technical Assistance provided to a speech language pathologist and teacher onsite at Matewan PK8 regarding the daily use and expected performance of a sound field system for a student on August 28, 2014.
35. Technical Assistance provided to parents, teachers, and speech pathologist onsite at Gilbert Middle School regarding the recommendations for a child with an auditory processing disorder on August 28, 2014.
36. Technical Assistance provided to principals, teacher, and speech language pathologist onsite at Gilbert Elementary School regarding the audiometric test results obtained for a student and the educational recommendations on August 28, 2014.
37. A total of one audiological evaluation, 56 hearing screenings, two assistive listening device settings, six consultations and one report were completed.

School Improvement:

38. Conducted conference call on August 4, 2014 with Kay Maynard, Mingo County Food Service Director, to discuss the 2014-15, 21<sup>st</sup> CCLC lunch service at Gilbert MS and Williamson PK8.
39. Conducted call with Dr. Richard Duncan, Mingo County Director of Personnel, on August 4, 2014 to discuss robotics enrichment for the two YEP Centers in the coming year.
40. Developed agenda and conducted conference calls with each of the 21<sup>st</sup> CCLC YEP site Principal and Site Coordinator to plan and prepare for 2014-15 academic year 21<sup>st</sup> CCLC YEP Centers; Gilbert MS meeting was held on August 25, 2014, and the Williamson PK8 meeting was held on August 26, 2014.
41. Conducted call with Kay Maynard, Mingo County Food Service Director, on August 28, 2014 to discuss the ordering of food for YEP sites for week 1 and the potential dates for cooks to meet with Ms. Maynard for training session on the food service at each of the YEP Centers

## WAYNE:

### Curriculum & Instruction:

1. Conducted IPI Overview Professional Learning at Buffalo MS on Friday, August 1, 2014.
2. Genoa Elementary-Professional Learning Opportunity for NXT Gen Writing-August 4, 2014
3. Conducted IPI coding at Buffalo MS on Thursday, August 28, 2014

### Computer Repair:

4. Providing warranty repair services for Lenovo Computers.
5. Providing Contract Services for Computer Maintenance
6. Providing Cisco Router installation, maintenance, and repair service.
7. Providing Cisco Router Firewall configuration.

### WVEIS:

8. Technical Assistance for WVEIS users.
9. Providing query support for users.
10. Assisting schools with report cards.
11. Assisting schools with scheduling for current year.
12. Assisting counties with State Reports when due.
13. Assisting WVEIS State Staff with daily operations on the AS/400.
14. Maintaining the RESA2 trouble log for phone lines.
15. Providing router support for schools and board offices.
16. Provide on-site WVEIS training in Region 2 schools.
17. Assisted counties with data research.
18. Setup/Support for Virtual Conference meetings.
19. Assisting with the WVEIS Web Base.
20. Keeping RESA2 Sub Systems running.
21. Creating Sequel View's as needed.
22. Supporting WOW User's
23. Supporting RESA2 schools and county offices with State Data Reports.
24. Back up files and end of calendar year for Finance and Student Data at end of fiscal year.
25. Restore files as needed.

### Wellness:

26. Provided technical assistance to Tolsia High School regarding Safe and Supportive School Behavior Coach on August 5, 2014.
27. Attended Wayne County Underage Drinking Prevention Coalition meeting on August 5, 2014.

### Audiology:

28. Technical Assistance provided to a teacher of the hearing impaired onsite at Lavalette Elementary regarding a student's fit and performance using loaned hearing aids on August 4, 2014.

29. Technical Assistance provided to a speech language pathologist onsite at Kellogg Elementary regarding the distribution of audiometric equipment on August 8, 2014.
30. Technical Assistance provided to a speech language pathologist onsite at Wayne Elementary regarding the distribution of audiometric equipment on August 8, 2014.
31. Technical Assistance provided to a teacher of the hearing impaired and speech language pathologist at Crum Middle School regarding the daily use, check, and expected performance of a student with hearing aids on August 8, 2014.
32. Technical Assistance provided a teacher of the hearing impaired onsite at Spring Valley High School regarding the daily use, check, storage, and expected performance of a student with hearing aids on August 8, 2014.
33. Technical Assistance provided to a teacher, counselor, and teacher of the hearing impaired onsite at Vinson Middle School regarding the current functioning and the expected performance of a student with hearing aids on August 8, 2014.
34. Technical Assistance provided to a parent via telephone regarding the expected performance of her daughter with current hearing aids and the necessity of a hearing aid repair on August 8, 2014.
35. Technical Assistance provided to a teacher of the hearing impaired onsite at Lavalette Elementary regarding her caseload and my services on August 8, 2014.
36. Technical Assistance provided to a teacher of the hearing impaired onsite at Buffalo Elementary regarding the use of a FM system for a bone anchored hearing aid on August 11, 2014.
37. Technical Assistance provided to a teacher onsite at Wayne County Children's Development Center regarding the daily check, use, and expected performance of a student with hearing aids on August 12, 2014.
38. Technical Assistance provided to a teacher of special education onsite at Vinson Middle School regarding the proper seating arrangements for a student with hearing aids on August 12, 2014.
39. Technical Assistance provided to the teacher of the hearing impaired and mother onsite at Kellogg Elementary regarding the current functioning of a student's hearing aid and the need for a repair on August 22, 2014.
40. Technical Assistance provided to a teacher, mother, administrator, speech language pathologist, and teacher of the hearing impaired onsite at Wayne County Children's Development Center regarding the current hearing aid status, hearing test data, and the need for further audiological support for a student on August 22, 2014.
41. Technical Assistance provided to a teacher's aide and teacher of the hearing impaired onsite at Crum Middle School regarding the set up and daily use of a FM system on August 22, 2014.
42. A total of four hearing aid checks, one listening device checks, three assistive listening device settings, and fourteen consultations were completed.

Special Education:

43. Attend the Positive Behavioral Support Team Meetings for buffalo Middle School on August 25, 2014.

## **SERVICES / MEETINGS:**

### Executive Director:

1. ABE Meeting on August 1, 2014.
2. Individual meetings with staff throughout the month.
3. Attendance at two day RESA Retreat at Stonewall Resort on August 4<sup>th</sup> and 5<sup>th</sup>, 2014.
4. Meeting with Chris Chiles from Joe Manchin's office on August 6, 2014.
5. AEPA evaluations on vendors on August 7<sup>th</sup> 2014.
6. Budget work on August 8<sup>th</sup> 2014.
7. CCLC Staff meeting on August 8<sup>th</sup> 2014.
8. Meeting with Field Turf reps on August 10<sup>th</sup>, 15<sup>th</sup>, 26<sup>th</sup>, 27<sup>th</sup> 2014. Dinner meeting with all RESA directors on August 10, 2014.
9. Bridgeport OSP Meeting with Stakeholder group on August 19<sup>th</sup> 2014.
10. Meeting with Amazon and Ten Marks vendor on August 20<sup>th</sup> 2014.
11. Meeting with Sarah Skinner and Steven Paine for Bright Bytes on August 20, 2014.
12. Facilitation of the Regional Council meeting on August 20<sup>th</sup> 2014.
13. Meeting with Prograss Vendor on August 21<sup>st</sup> in Charleston 2014.
14. Meeting with Prograss on August 25<sup>th</sup> and 26<sup>th</sup> 2014.
15. Participation in the Professional Learning consortium on new Professional Learning Model on September 25, 2014.
16. Fast team meeting on August 29, 2014.
17. Collaboration with Staples on August 27<sup>th</sup> 2014.

### Curriculum & Instruction:

18. Attended Literacy Design Collaborative (LDC) on August 19-20, 2014.
19. Attended Professional Learning Consortium at RESA 2 on Monday, August 25, 2014.
20. Attended Learning Forward/Catalyst Schools meeting at RESA 2 on Monday, August 25, 2014.
21. Attended meeting with Brian Gossage from Amazon on August 27, 2014.
22. Attended Keys to Literacy Conference August 4-8, 2014.
23. LDC/MDC-Jessica George-phone call-August 4, 2014.
24. MDC-Mary McClure-math consultant-phone call-calendar training-August 5, 2014.
25. Meeting with Jennifer Ross at Salt Rock Elementary August 13, 2014.
26. Meeting with Debbie Smith at Culloden Elementary August 13, 2014.
27. Meeting with Jennifer Ross at Salt Rock Elementary August 14, 2014.
28. Catalyst School Meeting August 14, 2014.
29. Substitute Teacher Training-Face to Face meeting-August 14, 2014
30. Corwin eLibraries-conference call with Jennifer Peace-August 18, 2014.
31. Organizational meeting with Edna Meisel -new Math Cohorts-August 18, 2014.
32. LDC training in Charleston-August 19-20, 2014 (Cohorts 1-Brenda Stevenson and 2-Lynn Davis and Tammy Stowers).
33. MDC training in Charleston-August 19-20, 2014 (Cohorts 1-Amy Messinger and 2-Mary McClure).
34. Catalyst School Meeting with Cabell Central office-August 21, 2014.
35. Program Development Directors meeting at RESA 7-August 22, 2014.

36. Professional Learning Model-Task Force meeting-August 25, 2014.
37. Professional Learning Consortium- August 25, 2014.
38. Meeting with Jennifer Ross at Salt Rock Elementary-August 26, 2014.
39. Advantage Valley Consortium Meeting-August 26, 2014.
40. Meeting with Jennifer Ross at Salt Rock Elementary-updates to goal/discuss data.
41. Professional Learning Opportunity at Salt Rock Elementary-Data Notebooks and Data Walls on August 27, 2014.
42. IPI Data Collection-Buffalo Middle School-August 28, 2014.
43. FAST Team Meeting-August 29, 2014.

#### Computer Repair:

44. Providing technical services to West Virginia Educational Information System (WVEIS) Project.
45. Administer the Region Chat Server and the creation of user accounts.
46. August 29, 2014, RESA I.T. Meeting, Location - RESA 7.

#### Special Education:

47. Attended the 2014-2015 Monitoring Review @ Bridgeport Conference Center August 19-20, 2014.
48. Coordinated the Regional WV Policy 2419 and Eligibility Determination information sessions @ Spring Valley Career and Technical Center.
49. Coordinated the facilities for the 2014-2015 Leadership Cadre at Heritage Farms.
50. Facilitated both the County Pre K Coordinators and the County Special Education Directors' Meeting at RESA 2.
51. Coordinated with Katherine Cox from the Huntington Museum of Art to form a collaborative effort create preschool STEAM programming on-site.
52. Planned NextGEN, Co-teaching, UDL and DI training sessions with the Special Education Directors a total of 4 sessions (2 face-to-face and 2 online modules).

#### WVEIS:

53. Scheduling with Mason County Secretary's on August 5, 2014.
54. RESA Meeting with WVDE Conference Call on August 7, 2014.
55. Lincoln County Principal Scheduling on August 8, 2014.
56. Training with Logan County Counselors and Secretary's on August 13, 2014.
57. Wayne County Secretary Scheduling on August 15, 2014.
58. RESA Meeting with WVDE Conference Call on August 21, 2014.

#### Wellness:

59. Office of Child Nutrition Regional School Wellness Meeting, August 25-26, Charleston, WV.

#### Audiology:

60. Attended the University of Cincinnati Supervisory Workshop in Charleston, West Virginia on behalf of Lincoln and Mason Counties on August 15, 2014.

## School Improvement:

61. Held meeting at RESA 2 on August 1, 2014 with the RESA 2 YEP team to plan for upcoming year's program.
62. Met with Nancy Gillespie, RESA 2 Audiologist, on August 7, 2014 to discuss potential grant submission in her area.
63. Participated in RESA 2/21<sup>st</sup> CCLC YEP Team planning meeting on August 8, 2014.
64. Participated in RESA 2 Curriculum Team retreat held in downtown Huntington on August 15, 2014.
65. Attended RESA 2 Curriculum Team meeting on August 29, 2014.
66. Worked with Dr. Kristi James, RESA 2 Special Education Director, throughout the first couple of weeks in August on the upcoming series of four, one-day training sessions to support the work of School Leadership Teams and Collaborative Teams (PLCs).
67. As a result of the response to the registration for the 1<sup>st</sup> of the above sessions, Dr. James and I worked with consultant, Richard Lawrence, on August 27, 2014, and he will facilitate 4 additional sessions geared specifically towards administrators (other than principals).
68. Participated in a professional learning and school improvement planning meeting at RESA 2 on August 14, 2104.
69. Presented brief overview of plans for the new continuous school improvement website and the Leadership series at the Regional Council Meeting on August 20, 2014.
70. Attended the RESA 2 Catalyst School Meeting on August 2014.
71. Joined the 21<sup>st</sup> CCLC Community of Practice Conference (COP) monthly webinar on August 22, 2014; topic was sustainability of programs beyond the federal funds.
72. Participated in a planning session at RESA 2 on August 22, 2014 with Donna Carr, Mid-Atlantic Equity Center (MAEC) WV Coordinator.
73. Served as member of RESA 2 interview team for the new RESA 2 Technical Assistance Specialist; interview held on August 25, 2014.
74. Throughout August worked to develop 21<sup>st</sup> CCLC position postings for the 2014-15 Year Two of the grant, contact potential candidates, and set up telephone interviews.
75. Worked with Charlie Pitts on concept of a continuous school improvement Website throughout the month of August.
76. Prepared and sent email invitation and flyer (developed by T. Stowers) on August 25, 2014 to focus school principals regarding upcoming RESA 2 book study on Becoming a Learning School.
77. Participated in the RESA 2 Professional Learning Consortium meeting on August 25, 2014

### Audiology:

NP = noise protection

AC = acoustic immittance

SCG = hearing screening guidelines

SCP = hearing screening procedures

OM = otitis media

AE/D = audiological evaluation/diagnosis

CA = classroom acoustics

RP= referral procedures

CAPD= central auditory processing disorder

CI= cochlear implants

ALD= assistive listening devices