

RESA 2
MONTHLY ACTIVITIES REPORT
 AUGUST 2016

Activity	Cabell	Lincoln	Logan	Mason	Mingo	Wayne	Higher Ed	Outside Agencies
Email	85	114	120	134	210	89	124	329
Phone	67	102	128	80	149	143	18	176
Chat	12	42	70	22	39	42		42
School Visits/ Contacts	25	102	43	33	64	27		18
Remote Support			1		1			

PROJECTS:

1. Administrator/Director 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 Review.
14. Plan of Services Monitoring.
15. Goal Setting Preparation and Report.
16. Learning School Process and Implementation
17. Identification of Grant and funding opportunities.
18. Evaluation of Technology Initiatives.
19. Technical Assistance Projects in Cabell, Lincoln, Logan, Mingo and Mason Counties.
20. Grant supervision for all grant projects.
21. Oversight of Math, Reading, and Leadership Cohorts.
22. Facilitation of Communication Plan.
23. Technology Services.
24. Coordination of bus driver training efforts in Region 2 counties.
25. Statewide Coordination of WV AEPA contracts and services.
26. Graduate course facilitation for certification and cohort support.
27. Support for Grad 20/20 and Early Literacy with WVBE, WVDE, County Schools
28. Supervision of the Attorney project in Cabell, Lincoln, Logan, Mason, and Mingo counties.
29. Amended Annual Report for RESA 2.
30. Supervision of OSP funded initiatives through Special Education Director and Technical Assistance Specialist.
31. Posted Notice of Vacancy for one position (RS3 / Early Literacy).

COUNTY SUPPORT

CABELL:

1. Collaborate with the Elementary Director concerning new Early Literacy position
2. Meeting with RESA 2 math support for Cabell County on August 11, 2016
3. Meeting with Data Coaches to plan support for Early Literacy project on August 30, 2016
4. Meeting with Richard Lawrence concerning PLC collaboration on August 18, 2016
5. Learning School Institute for Huntington High, Cabell Midland, Cox Landing and Guyandotte on August 3 & 4, 2016
6. Technical Assistance provided to a parent and student onsite at RESA 2 regarding the audiometric test procedure and test results on August 2, 2016.
7. Technical Assistance provided to a parent and student onsite at RESA 2 regarding the audiometric test procedure, test results, and the effects of middle ear dysfunction upon hearing on August 2, 2016.
8. Technical Assistance provided to the mother, student, and interpreter onsite at RESA 2 regarding the current functioning of the hearing aids and the need for repairs on August 2, 2016.
9. Technical Assistance provided to a parent and student onsite at RESA 2 regarding the audiometric test procedure and test results on August 3, 2016.
10. Technical Assistance provided to a parent and student onsite at RESA 2 regarding the audiometric test procedure and test results on August 4, 2016.
11. Technical Assistance provided to the teacher of the hearing impaired onsite at Salt Rock Elementary to assist in recovery of a lost FM system on August 8, 2016.
12. Technical Assistance provided to a parent and student onsite at RESA 2 regarding the audiometric test procedure and test results on August 9, 2016.
13. Technical Assistance provided to the parents and student onsite at Cabell County Board of Education regarding the current functioning of the hearing aid and need of a repair on August 9, 2016.
14. Technical Assistance provided to the teacher of the hearing impaired onsite at RESA 2 regarding the status of FM systems and audiological needs for the county on August 12, 2016.
15. Technical Assistance provided to the teacher and mother onsite at Southside Elementary regarding the proper use and troubleshooting techniques for a FM system on August 12, 2016.
16. Technical Assistance provided to the Supervisor of Hearing Impairment via telephone regarding the status of audiological services for the county on August 12, 2016.
17. Technical Assistance provided to the parent and teacher onsite at Southside Elementary regarding the onsite repair of a FM system and troubleshooting techniques on August 15, 2016.
18. Technical Assistance provided to the teacher of the hearing impaired onsite at Cabell Midland High regarding the status of her students, FM system placements, and troubleshooting techniques on August 15, 2016.
19. Technical Assistance provided to a parent and student onsite at RESA 2 regarding the audiometric test procedure and test results on August 18, 2016.
20. Technical Assistance provided to the teacher of the hearing impaired and general classroom teacher onsite at Explorer Academy regarding the classroom observation and auditory needs of the student on August 18, 2016.
21. A total of 6 Comprehensive Audiometric Evaluations, eight Hearing Aid Checks, 2 Assistive Device Placements, 1 Assistive Device Checks, 1 Classroom Observation, 6 Reports, and 15 Consultations were completed.

22. Provided 30 stability balls to Milton Elementary for physical education classes on August 9, 2016.
23. Met with Cabell substance abuse coalition coordinator to plan implementing SADD chapters in middle schools and high schools on August 30, 2016.
24. Provided 36 pedometers to Milton Elementary for physical education classes on August 9, 2016.
25. Met with staff of Barbourville Middle School regarding Fitbit physical activity project on August 31, 2016.
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 microcomputer technical services to Computer Basic Skills Project.
45. Providing microcomputer technical services to the SUCCESS Project
46. Providing warranty repair services for Lenovo Computers.
47. Providing Cisco Router installation, maintenance, and repair service.
48. Providing Cisco Router Firewall configuration.

LINCOLN:

1. Collaborate with Director of Federal Programs concerning new Early Literacy position
2. Becoming a Learning School Orientation with Central Office Staff and Principals on August 5, 2016
3. Meeting with Lynn Baker and Mary McClure to plan math support for Wayne County on August 11, 2016
4. Meeting with Data Coaches to plan support for Early Literacy project on August 30, 2016
5. Meeting with Richard Lawrence concerning PLC collaboration on August 18, 2016
6. Learning School Institute for Lincoln County High, West Hamlin Elementary on August 3 & 4, 2016
7. Becoming a Learning School training for Lincoln County HS on August 2, 2016
8. Becoming a Learning School training for Lincoln County principals on August 5, 2016
9. Technical Assistance provided to parents and student onsite at West Hamlin Elementary regarding the need for new earmolds and current functioning of the instruments on August 3, 2016.

10. Technical Assistance provided to the Director of Special Education onsite at Lincoln County Board of Education regarding the audiological needs of the county on August 10, 2016.
11. Technical Assistance provided to the teacher of the hearing impaired, interpreter, and various teachers onsite at Lincoln County High regarding FM systems, Hearing Aids, troubleshooting techniques, and teaching strategies on August 16, 2016.
12. Technical Assistance provided to the nursing staff and teachers onsite at Hamlin K-8 regarding the hearing screening procedures and results on August 19, 2016.
13. Technical Assistance provided to the nursing staff and teachers onsite at Ranger Elementary regarding the hearing screening procedures and results on August 23, 2016.
14. Technical Assistance provided to the nursing staff and teachers onsite at Guyan Valley Middle regarding the hearing screening procedures and results on August 25, 2016.
15. Technical Assistance provided to the nursing staff and teachers onsite at Lincoln County High School regarding the hearing screening procedures and results on August 26, 2016.
16. 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 August 26, 2016.
17. Technical Assistance provided to the speech language pathologists, principal, and interpreter onsite at West Hamlin Elem. regarding the updates of the students with impairments on August 26, 2016.
18. Technical Assistance provided to the classroom teachers onsite at Midway Elementary regarding the updates of the students with impairments on August 26, 2016.
19. Technical Assistance provided to the nursing staff and teachers onsite at West Hamlin Elementary regarding the hearing screening procedures and results on August 30, 2016.
20. Technical Assistance provided to the special education teacher, speech language pathologist, and student onsite at Midway Elementary regarding the status of the hearing aids and accommodations for the student with impairments on August 31, 2016.
21. A total of 10 Hearing Aid Checks, 2 Assistive Device Placements, 187 Hearing Screenings, and 12 consultations were completed.
22. Facilitated Becoming a Learning School Orientation with Lincoln County Principals at Lincoln County Board of Education on August 5, 2016.
23. Facilitated Lincoln County College- and Career-Readiness ELA Standards Introduction for K-12 teachers at Lincoln County Board of Education on August 9, 2016.
24. Attended Lincoln County substance abuse prevention coalition meeting on August 19, 2017.
25. Technical Assistance for WVEIS users.
26. Providing query support for users.
27. Assisting schools with report cards.
28. Assisting schools with scheduling for current year.
29. Assisting counties with State Reports when due.
30. Assisting WVEIS State Staff with daily operations on the AS/400.
31. Maintaining the RESA2 trouble log for phone lines.
32. Providing router support for schools and board offices.
33. Provide on-site WVEIS training in Region 2 schools.
34. Assisted counties with data research.
35. Setup/Support for Virtual Conference meetings.
36. Assisting with the WVEIS Web Base.
37. Keeping RESA2 Sub Systems running.
38. Creating Sequel View's as needed.
39. Supporting WOW User's
40. Supporting RESA2 schools and county offices with State Data Reports.
41. Back up files and end of calendar year for Finance and Student Data at end of fiscal year.

42. Restore files as needed.
43. Providing microcomputer technical services to RESA 2 County Contracts.
44. Providing microcomputer technical services to Computer Basic Skills Project.
45. Providing microcomputer technical services to the SUCCESS Project.
46. Provided microcomputer technical services to West Virginia Microcomputer Education Networks in (WVMEN) vocational schools.
47. Providing warranty repair services for Lenovo Computers.
48. Providing Cisco Router installation, maintenance, and repair service.
49. Providing Cisco Router Firewall configuration.
50. Maintain Windows Server Update Services servers in each school and BOE.
51. Completed 28 Units.

LOGAN:

1. Collaborate with the Assistant Superintendent concerning new Early Literacy position
2. Becoming a Learning School Orientation with Central Office Staff and Principals
3. Meeting with Lynn Baker and Mary McClure to plan math support for Wayne County on August 11, 2016
4. Meeting with Data Coaches to plan support for Early Literacy project on August 30, 2016
5. Meeting with Richard Lawrence concerning PLC collaboration on August 18, 2016
6. Learning School Institute for Logan High, Man High, Chapmanville Regional, East Chapmanville Elementary and Buffalo Elementary on August 3 & 4, 2016
7. Close Reading for Logan County Elementary teachers on August 15, 2016
8. Becoming a Learning School training for Man Middle, Man Elementary, and South Man Elementary on August 17, 2016
9. Becoming a Learning School at for Logan Middle on August 17, 2016
10. Technical Assistance provided to the teacher of the hearing impaired onsite at Logan County Special Education Office regarding the status of the FM system and schedule to dispense on August 17, 2016.
11. Technical Assistance provided to the teacher of the hearing impaired via telephone regarding the replacement of two lost FM system receivers on August 31, 2016.
12. A total of 5 Assistive Listening Device Checks and 2 Consultations were completed.
13. Provided support to Cohort 3 LDC teachers and secondary ELA teachers for Teachers Academy at Chapmanville Regional High School with Debra Cullen-SREB on August 1-2, 2016.
14. Facilitated Close Reading session for Logan county secondary teachers at Chapmanville Regional High School on August 15, 2016.
15. Facilitated Becoming a Learning School orientation for full staff at Chapmanville Regional High School on August 16, 2016.
16. Facilitated Becoming a Learning School orientation for full staff at Man Elementary, South Man Elementary, and Man Middle on August 17, 2016.
17. Facilitated Becoming a Learning School orientation for full staff at Logan Middle School on August 17, 2016.
18. Provided advice and support to Logan County Substance Abuse Partnership for establishing SADD chapters in Logan County schools on August 16, 2016.
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. Logan County Opening of Schools Workshop, Logan County on August 12, 2016
38. Providing microcomputer technical services to Computer Basic Skills Project.
39. Providing microcomputer technical services to the SUCCESS Project.
40. Provided microcomputer technical services to West Virginia Microcomputer Education Networks in (WVMEN) vocational schools.
41. Providing warranty repair services for Lenovo Computers.
42. Providing Cisco Router installation, maintenance, and repair service.
43. Providing Cisco Router Firewall configuration.
44. Maintain Windows Server Update Services servers in each school and BOE.
45. Completed 27 Units.

MASON:

1. Met with Central Office staff and Superintendent to review the Learning School packet and review the RESA proposed work in Mason County on August 31, 2016
2. Meeting with Lynn Baker and Mary McClure to plan math support for Wayne County on August 11, 2016
3. Meeting with Data Coaches to plan support for Early Literacy project on August 30, 2016
4. Meeting with Richard Lawrence concerning PLC collaboration on August 18, 2016
5. Learning School Institute for Point Pleasant High, Ashton Elementary and Beale Elementary on August 3 & 4, 2016
7. PBL training at New Haven Elementary on August 16, 2016
8. Technical Assistance provided to the grandmother and student onsite at RESA 2 regarding the current functioning of hearing aids and benefits expected from device use on August 12, 2016.
9. Technical Assistance provided to the teacher of the hearing impaired onsite at Pt Pleasant High regarding the status of the students of the hearing impaired and FM systems on August 22, 2016.
10. Technical Assistance provided to the speech-language pathologists onsite at New Haven Elementary, Point Pleasant Primary, Point Pleasant Intermediate, Roosevelt Elementary, Beale

Elementary, and Leon Elementary regarding the return of the audiometers and scheduling of the hearing screenings on August 22, 2016.

11. Technical Assistance provided to the speech language pathologist and teachers onsite at Point Pleasant Primary regarding the hearing screening protocol and test results on August 29, 2016.
12. Technical Assistance provided to the teacher of the hearing impaired, speech-language pathologist, and classroom teachers onsite at Ashton Elementary regarding the setup of FM systems for two students and troubleshooting techniques on August 29, 2016.
13. Technical Assistance provided to the student and teacher of the hearing impaired onsite at Pt Pleasant High School regarding the status of hearing aid functioning and troubleshooting techniques for hearing aids on August 29, 2016.
14. A total of 4 Hearing Aid Checks, 2 Assistive Listening Device Placements, 41 Hearing Screenings, and 6 Consultations were completed.
15. Provided technical assistance to Pt. Pleasant Primary School by helping formulate strategies to improve School Climate Survey response on August 22, 2016.
16. Met with staff of Hannan Junior-Senior High School regarding Fitbit physical activity project on August 23, 2016.
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.
35. Mason County Elementary School Secretaries Scheduling, RESA 2 Lab on August 9, 2016
36. Providing microcomputer technical services to RESA 2 County Contracts.
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.

MINGO:

1. Becoming a Learning School Orientation with Central Office Staff and Principals on August 1,

2016.

2. Meeting with Lynn Baker and Mary McClure to plan math support for Wayne County on August 11, 2016
3. Meeting with Data Coaches to plan support for Early Literacy project on August 30, 2016
4. Meeting with Richard Lawrence concerning PLC collaboration on August 18, 2016
5. Learning School Institute for Tug Valley High and Mingo Central High on August 3 & 4, 2016
6. Technical Assistance provided to the teacher of the hearing impaired onsite at Williamson PK8 regarding the audiological needs of the county on August 11, 2016.
7. Technical Assistance provided to various teachers onsite at Williamson PK8 that instruct students with hearing impairments and FM systems regarding the proper procedure to clean, check, and troubleshoot the systems on August 11, 2016.
8. Technical Assistance provided to various teachers onsite at Matewan PK8 that instruct students with hearing impairments and FM systems regarding the proper procedure to clean, check, and troubleshoot the systems on August 11, 2016.
9. Technical Assistance provided to various teachers onsite at Burch PK8 that instruct students with hearing impairments and FM systems regarding the proper procedure to clean, check, and troubleshoot the systems on August 11, 2016.
10. Technical Assistance provided to the speech language pathologists, teacher, and students onsite at West Hamlin Elementary regarding the placement of FM Systems on August 17, 2016.
11. Technical Assistance provided to the speech language pathologists, teacher, and students onsite at Hamlin K-8 regarding the placement of FM Systems on August 17, 2016.
12. A total of 3 Assistive Listening Device Placements, 6 Hearing Aid Checks, and 6 Consultations were completed.
13. Attended Mingo STOP coalition on August 18, 2016.
14. Technical Assistance for WVEIS users.
15. Providing query support for users.
16. Assisting schools with report cards.
17. Assisting schools with scheduling for current year.
18. Assisting counties with State Reports when due.
19. Assisting WVEIS State Staff with daily operations on the AS/400.
20. Maintaining the RESA2 trouble log for phone lines.
21. Providing router support for schools and board offices.
22. Provide on-site WVEIS training in Region 2 schools.
23. Assisted counties with data research.
24. Setup/Support for Virtual Conference meetings.
25. Assisting with the WVEIS Web Base.
26. Keeping RESA2 Sub Systems running.
27. Creating Sequel View's as needed.
28. Supporting WOW User's
29. Supporting RESA2 schools and county offices with State Data Reports.
30. Back up files and end of calendar year for Finance and Student Data at end of fiscal year.
31. Restore files as needed.
32. Providing microcomputer technical services to RESA 2 County Contracts.
33. Providing microcomputer technical services to Computer Basic Skills Project.
34. Providing microcomputer technical services to the SUCCESS Project.
35. Provided microcomputer technical services to West Virginia Microcomputer Education Networks in (WVMEN) vocational schools.

36. Providing warranty repair services for Lenovo Computers.
37. Providing Cisco Router installation, maintenance, and repair service.
38. Providing Cisco Router Firewall configuration.
39. Maintain Windows Server Update Services servers in each school and BOE.
40. Completed 160 Units.

WAYNE:

1. Collaborate with Elementary Director concerning new Early Literacy position.
2. Becoming a Learning School Orientation with Central Office Staff and Principals on August 1, 2016
3. Meeting with Lynn Baker and Mary McClure to plan math support for Wayne County on August 11, 2016
4. Meeting with Data Coaches to plan support for Early Literacy project on August 30, 2016
5. Meeting with Richard Lawrence concerning PLC collaboration on August 18, 2016
6. Learning School Institute for Wayne High, Spring Valley High, Ceredo Elementary and Kellogg Elementary on August 3 & 4, 2016
7. Becoming a Learning School training for Wayne County Principals on August 1, 2016
8. Becoming a Learning School/PLC support at Wayne High School on August 19, 2016
9. Technical Assistance provided to a parent and student onsite at RESA 2 regarding the audiometric test procedure and test results on August 2, 2016.
10. Technical Assistance provided to a parent and student onsite at RESA 2 regarding the central auditory processing test procedure and test results on August 2, 2016. Technical Assistance provided to the teacher of the hearing impaired onsite at Lavalette Elementary regarding current status of FM systems on August 3, 2016.
11. Technical Assistance provided to the teacher of the hearing impaired onsite at RESA regarding the repair of a FM system and schedule of services for the month on August 12, 2016.
12. Technical Assistance provided to the Director of Special Education and Speech-Language Pathologists onsite at Wayne Elementary regarding the return of audiometers and scheduling of audiometric screenings on August 16, 2016.
13. Technical Assistance provided to the teacher of the hearing impaired onsite at Lavalette Elementary regarding the status of the students with hearing impairments and FM systems on August 24, 2016.
14. Technical Assistance provided to the teacher onsite at Buffalo PK regarding the status of the student with a hearing impairment and need for medical management on August 24, 2016.
15. Technical Assistance provided to the principal onsite at Buffalo Elementary regarding the status of the student with a hearing impairment on August 24, 2016.
16. Technical Assistance provided to the teachers and students onsite at Wayne Elementary regarding the classroom accommodations and troubleshooting techniques on August 24, 2016.
17. Technical Assistance provided to the teachers, student, and parent onsite at Curm Middle regarding the status of the hearing aid and troubleshooting techniques on August 24, 2016.
18. Technical Assistance provided to the counselor onsite at Spring Valley High regarding the classroom accommodations and troubleshooting techniques on August 24, 2016.
19. Technical Assistance provided to the general education teacher and teacher of the hearing impaired, and student onsite at Kenova Elementary regarding the placement, care, and troubleshooting of the FM system on August 24, 2016.

20. A total of 1 Comprehensive Audiometric Evaluation, 1 Central Auditory Processing Evaluation, 1 Assistive Listening Device Placement, 5 Hearing Aid Checks, 2 Reports, and 10 Consultations were completed.
21. Facilitated Becoming a Learning School orientation for full staff at Wayne High School on August 19, 2016.
22. Worked with Wayne Underage Drinking Prevention Coalition to secure sponsor for the SADD chapter at Wayne High School on August 18, 2016.
23. SAMR and Lesson Planning TA on August 15, 2016.
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 warranty repair services for Lenovo Computers.
43. Providing Contract Services for Computer Maintenance
44. Providing Cisco Router installation, maintenance, and repair service.
45. Providing Cisco Router Firewall configuration.
46. Completed 1 Unit.

SERVICES / MEETINGS:

1. Plan Leadership Series
2. Reviewed the Master Plan and the Professional Development Plan for RESA 2
3. Conducted departmental staff meetings.
4. Crafted collaboratively the Strategic Plan with the RESA 2 staff
5. Completed the OEPA Monitoring Tool
6. Updated the Annual Report
7. Provided information about the bidding process to the SBA concerning AEPA/KPN
8. Planned the Learning School Packet for school-based PLCs and Leadership Teams.
9. Regional Director's Meeting at RESA 7
10. Conducted first round interviews for RS3/Early Literacy position
11. Facilitated Professional Learning Consortium on August 8, 2016
12. Meeting with Kathy Watson about AEPA and upcoming Lunch and Learn on August 9, 2016

13. Meeting with Lynn Baker on August 11, 2016
14. Meeting with Mary McClure on August 11, 2016
15. Attended Staff meeting on August 12, 2016
16. PD Directors' meeting via Skype on August 18, 2016
17. Meeting with Richard Lawrence on August 18, 2016
18. Marshall Cohorts facilitate registrations for three Leadership cohorts and two reading cohorts
19. 21st CCLC grant work on August 22, 2016
20. RESA 2 planning retreat for Annual Report, Strategic Plan and OEPA on August 24-25, 2016
21. Facilitate Marshall Cohort meeting at RESA 2 on August 25, 2016
22. Meeting with Brenda Stevenson regarding Early Literacy Grant on August 29, 2016
23. Facilitated meeting and training with five Early Literacy coaches on August 30, 2016
24. Facilitate Literacy Grant meeting with principals and central office contacts on August 30, 2016
25. Completed and submitted 21st CCLC budget for YEP year four on August 31, 2016
26. Meeting with Jeannine Baker with the Starkey Foundation on August 8, 2016.
27. Facilitated Becoming a Learning School Institute regional sessions at Holiday Inn and Suites on August 3-4, 2016.
28. Attended Professional Learning Consortium at RESA 2 on August 8, 2016.
29. Facilitated Substitute Teacher training at RESA 2 on August 11, 2016.
30. Attended LDC/MDC Coaches meeting at RESA 2 on August 22, 2016.
31. Attended Transition Conference at Glade Springs on August 23, 2016.
32. Attended RS3 meeting with all RS3s and WVDE at RESA 3 on August 30, 2016.
33. Regional Substance Abuse Prevention Meeting, South Charleston, August 15, 2016.
34. RESA 2 staff retreat, Charleston, August 24-25, 2016.
35. Regional Special Education Directors Consortium meeting on August 11, 2016.