

RESA 2
MONTHLY ACTIVITIES REPORT
 AUGUST 2017

Activity	Cabell	Lincoln	Logan	Mason	Mingo	Wayne	Higher Ed	Outside Agencies
Email	59	92	143	132	194	167	115	266
Phone	44	93	125	82	114	135	12	144
Chat	27	57	62	29	41	38		52
School Visits/ Contacts	5	79	30	19	47	6		5
Remote Support			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. WIB Computer Repair Installation Repair.
12. Regional Wellness Project Review.
13. Plan of Services Monitoring.
14. Identification of Grant and funding opportunities.
15. Projects in Cabell, Lincoln, Logan, Mingo and Mason Counties.
16. Grant supervision for all grant projects.
17. Oversight of Math, and Leadership cohorts.
18. Facilitation of Communication Plan for RESA 2.
19. Technology Services.
20. Coordination of bus driver training in R2 counties.
21. Statewide Coordination of WV AEPA contracts and services.
22. Graduate course facilitation for certification and cohort support.
23. Supervision of the Attorney project in Cabell, Lincoln, Mason, and Mingo counties.
24. Oversight of Substitute Educator Training and School Bus Driver Training.
25. Supervision of OSP funded initiatives through Special Education Director and Technical Assistance Specialist.
26. Reviewed marketing campaign for AEPA/ESC.
27. Authored a Benedum Grant for Digital Literacy.
28. Planned RESA 2 budget with Drew Rottgen.
29. Met with WV Business Industries.
30. Met with Loan Forgiveness Company.

31. Attended RESA Executive Director meeting.
32. Attended the WVSBA module meeting.
33. Simulated Workplace professional development at RESA 2.
34. Launch of new substitute program.
35. Collaborating on new website
36. Collaborating on new AEPA materials
37. Developing Curriculum materials
38. Planning curricular activities for new WVDE grant monies
39. Regional Council meeting.
40. Met with audiologist.
41. Meeting concerning technology integration within classrooms
42. Scheduled a project aware training.
43. Met with officials at RESA 3.
44. Met with officials concerning ABE.
45. Planned LDC/MDC integration for current school year.
46. Posted Graduation 20/20 position.

COUNTY SUPPORT

CABELL:

1. Met with Karen Veazey about audiology.
2. Met with Cabell CFO about RESA 2 budget.
3. CTE/Benedum grant meeting with county directors.
4. Spoke to officials about ESCs.
5. Co-Teaching PL at Cabell Co. Institute (Huntington High) on August 1-2, 2017.
6. Graduation 20/20 meeting at Cabell Midland High School on August 30, 2017.
7. Technical Assistance for WVEIS users.
8. Providing query support for users.
9. Assisting schools with report cards.
10. Assisting schools with scheduling for current year.
11. Assisting counties with State Reports when due.
12. Assisting WVEIS State Staff with daily operations on the AS/400.
13. Maintaining the RESA2 trouble log for phone lines.
14. Providing router support for schools and board offices.
15. Provide on-site WVEIS training in Region 2 schools.
16. Assisted counties with data research.
17. Setup/Support for Virtual Conference meetings.
18. Assisting with the WVEIS Web Base.
19. Keeping RESA2 Sub Systems running.
20. Creating Sequel View's as needed.
21. Supporting WOW User's
22. Supporting RESA2 schools and county offices with State Data Reports.
23. Back up files and end of calendar year for Finance and Student Data at end of fiscal year.
24. Restore files as needed.

25. Providing microcomputer technical services to Computer Basic Skills Project.
26. Providing microcomputer technical services to the SUCCESS Project
27. Providing warranty repair services for Lenovo Computers.
28. Providing Cisco Router installation, maintenance, and repair service.
29. Providing Cisco Router Firewall configuration.

LINCOLN:

1. CTE/Benedum grant meeting with county directors.
2. Spoke to officials about audiology.
3. Spoke to officials about ESCs.
2. Technical Assistance for WVEIS users.
3. Providing query support for users.
4. Assisting schools with report cards.
5. Assisting schools with scheduling for current year.
6. Assisting counties with State Reports when due.
7. Assisting WVEIS State Staff with daily operations on the AS/400.
8. Maintaining the RESA2 trouble log for phone lines.
9. Providing router support for schools and board offices.
10. Provide on-site WVEIS training in Region 2 schools.
11. Assisted counties with data research.
12. Setup/Support for Virtual Conference meetings.
13. Assisting with the WVEIS Web Base.
14. Keeping RESA2 Sub Systems running.
15. Creating Sequel View's as needed.
16. Supporting WOW User's
17. Supporting RESA2 schools and county offices with State Data Reports.
18. Back up files and end of calendar year for Finance and Student Data at end of fiscal year.
19. Restore files as needed.
20. Providing microcomputer technical services to RESA 2 County Contracts.
21. Providing microcomputer technical services to Computer Basic Skills Project.
22. Providing microcomputer technical services to the SUCCESS Project.
23. Provided microcomputer technical services to West Virginia Microcomputer Education Networks in (WVMEN) vocational schools.
24. Providing warranty repair services for Lenovo Computers.
25. Providing Cisco Router installation, maintenance, and repair service.
26. Providing Cisco Router Firewall configuration.
27. Maintain Windows Server Update Services servers in each school and BOE.
28. Completed 491 Units.

LOGAN:

1. CTE/Benedum grant meeting with county directors.
2. Spoke to officials about shared services.
3. Spoke to officials about audiology.

4. Spoke to officials about ESCs.
5. Burst PL (attended) at Logan Co. Special Education Office on August 24, 2017.
6. Technical Assistance for WVEIS users.
7. Providing query support for users.
8. Assisting schools with report cards.
9. Assisting schools with scheduling for current year.
10. Assisting counties with State Reports when due.
11. Assisting WVEIS State Staff with daily operations on the AS/400.
12. Maintaining the RESA2 trouble log for phone lines.
13. Providing router support for schools and board offices.
14. Provide on-site WVEIS training in Region 2 schools.
15. Assisted counties with data research.
16. Setup/Support for Virtual Conference meetings.
17. Assisting with the WVEIS Web Base.
18. Keeping RESA2 Sub Systems running.
19. Creating Sequel View's as needed.
20. Supporting WOW User's
21. Supporting RESA2 schools and county offices with State Data Reports.
22. Back up files and end of calendar year for Finance and Student Data at end of fiscal year.
23. Restore files as needed.
24. Providing microcomputer technical services to Computer Basic Skills Project.
25. Providing microcomputer technical services to the SUCCESS Project.
26. Provided microcomputer technical services to West Virginia Microcomputer Education Networks in (WVMEN) vocational schools.
27. Providing warranty repair services for Lenovo Computers.
28. Providing Cisco Router installation, maintenance, and repair service.
29. Providing Cisco Router Firewall configuration.
30. Maintain Windows Server Update Services servers in each school and BOE.
31. Completed 59 Units.

MASON:

1. CTE/Benedum grant meeting with county directors.
2. Spoke to officials about shared services
3. Spoke to officials about audiology.
4. Spoke to officials about ESCs.
5. Differentiated Instruction PL at Point Pleasant Intermediate on August 14, 2017.
6. Technical Assistance for WVEIS users.
7. Providing query support for users.
8. Assisting schools with report cards.
9. Assisting schools with scheduling for current year.
10. Assisting counties with State Reports when due.
11. Assisting WVEIS State Staff with daily operations on the AS/400.
12. Maintaining the RESA2 trouble log for phone lines.
13. Providing router support for schools and board offices.
14. Provide on-site WVEIS training in Region 2 schools.

15. Assisted counties with data research.
16. Setup/Support for Virtual Conference meetings.
17. Assisting with the WVEIS Web Base.
18. Keeping RESA2 Sub Systems running.
19. Creating Sequel View's as needed.
20. Supporting WOW User's
21. Supporting RESA2 schools and county offices with State Data Reports.
22. Back up files and end of calendar year for Finance and Student Data at end of fiscal year.
23. Restore files as needed.
24. Providing microcomputer technical services to RESA 2 County Contracts.
25. Providing microcomputer technical services to Computer Basic Skills Project.
26. Providing microcomputer technical services to the SUCCESS Project.
27. Provided microcomputer technical services to West Virginia Microcomputer Education Networks in (WVMEN) vocational schools.
28. Providing warranty repair services for Lenovo Computers.
29. Providing Cisco Router installation, maintenance, and repair service.
30. Providing Cisco Router Firewall configuration.
31. Completed 1 Unit.

MINGO:

1. CTE/Benedum grant meeting with county director.
2. Spoke to superintendent about computer repair contract.
3. Attended Regional Council at Mingo Central High School.
4. Toured Mingo Central CTC.
5. Spoke to officials about audiology.
6. Spoke to officials about ESCs.
7. Technical Assistance for WVEIS users.
8. Providing query support for users.
9. Assisting schools with report cards.
10. Assisting schools with scheduling for current year.
11. Assisting counties with State Reports when due.
12. Assisting WVEIS State Staff with daily operations on the AS/400.
13. Maintaining the RESA2 trouble log for phone lines.
14. Providing router support for schools and board offices.
15. Provide on-site WVEIS training in Region 2 schools.
16. Assisted counties with data research.
17. Setup/Support for Virtual Conference meetings.
18. Assisting with the WVEIS Web Base.
19. Keeping RESA2 Sub Systems running.
20. Creating Sequel View's as needed.
21. Supporting WOW User's
22. Supporting RESA2 schools and county offices with State Data Reports.
23. Back up files and end of calendar year for Finance and Student Data at end of fiscal year.
24. Restore files as needed.

25. Providing microcomputer technical services to RESA 2 County Contracts.
26. Providing microcomputer technical services to Computer Basic Skills Project.
27. Providing microcomputer technical services to the SUCCESS Project.
28. Provided microcomputer technical services to West Virginia Microcomputer Education Networks in (WVMEN) vocational schools.
29. Providing warranty repair services for Lenovo Computers.
30. Providing Cisco Router installation, maintenance, and repair service.
31. Providing Cisco Router Firewall configuration.
32. Maintain Windows Server Update Services servers in each school and BOE.
33. Completed 169 Units.
34. Food service training for YEP with Kay Maynard at Mingo County BOE on August 21, 2017.
35. Food service training for YEP staff at Gilbert Middle on August 23, 2017.
36. Food service training for YEP staff at Williamson PK-8 on August 24, 2017.

WAYNE:

1. CTE/Benedum grant meeting with county director.
2. Spoke to superintendent about computer repair contract.
3. Spoke to officials about ESCs.
4. Content-Embedded Writing PL at Fort Gay PK-8 on August 21, 2017.
5. Met with Jason Cox at RESA 2 for technical assistance on August 4, 2017.
6. Provided Content-Embedded Writing at Fort Gay PK-8 on August 21, 2017.
7. Provided PALS implementation at Ceredo Kenova Elementary School on August 22, 2017.
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.
26. Providing warranty repair services for Lenovo Computers.
27. Providing Contract Services for Computer Maintenance
28. Providing Cisco Router installation, maintenance, and repair service.
29. Providing Cisco Router Firewall configuration.

30. Rigor and Student Engagement professional learning for Crum PK-8 at Tolsia HS on August 14, 2017.
31. Wayne County Literacy meeting at Wayne County BOE offices on August 17, 2017.

SERVICES / MEETINGS:

1. Reviewed and Revised Strategic Plan.
2. Collaborated on a Marketing plan for RESA 2/ESC.
3. Developed a template/timeline for ESCs.
4. Met with officials about coding classes.
5. Attended WVSBA meeting.
6. RESA/WVDE Office of Special Education Meeting at RESA 3/WVDE on August 3, 2017.
7. RESA 2 Special Education Directors' Meeting at RESA 2 on August 15, 2017.
8. Attended PALS implementation webinar at RESA 2 August 16, 2017.
9. Regional Council Meeting at Mingo Central High School on August 23, 2017.
10. RESA 2 Pre-K Meeting at RESA 2 on August 31, 2017.
11. WVEIS support for Mason County Elementary Secretaries at RESA 2 on August 8, 2017.
12. Phone call with Jim Denova about Learning.com grant on August 1, 2017.
13. Meeting with graphic designer on August 1, 2017.
14. Phone call with Beth Sattes about possible work on August 1, 2017.
15. Phone call with Kim Goff and Deb Cullen about LDC/MDC on August 2, 2017.
16. Meeting with Hal Zimmer of WV Business products on August 3, 2017.
17. Meeting with Karen Fessler about Loan Forgiveness program on August 3, 2017.
18. Audiologist phone calls on August 4, 2017.
19. Planning meeting for Substitute Teaching on August 7, 2017.
20. Attended Regional Council Meeting on August 23, 2017.
21. Facilitated Substitute Teacher Training on August 24, 2017.
22. Phone conference call with Karen Fessler about Loan Forgiveness on August 29, 2017.
23. Marshall reading cohort met on August 31, 2017.
24. Invoiced Marshall leadership cohorts and reading cohorts.