

RESA 2
MONTHLY ACTIVITIES REPORT
 DECEMBER 2016

Activity	Cabell	Lincoln	Logan	Mason	Mingo	Wayne	Higher Ed	Outside Agencies
Email	83	120	156	125	118	81	44	255
Phone	66	81	72	48	95	76	6	96
Chat	44	40	51	15	37	22		33
School Visits/ Contacts	153	91	41	37	44	32		16

PROJECTS:

1. Planned for December 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. Coordinated Benedum CTE grant
30. Attended Regional Director meeting concerning AEPA
31. Attended WVBE meeting
32. Responded to inaccuracies of PERD audit
33. Coordinated a meeting for a possible Benedum Proposal for WV History

34. Attended AESA Conference
35. Attended AEPA Conference
36. Attended a WV Legislative Joint Committee concerning the PERD audit
37. Met with officials at the WV Office of Diversion and Transition Programs
38. Attended Mason County BOE Meeting December 13, 2016
39. Attended Lincoln County BOE Meeting December 6, 2016
40. Attended RESA 2 Regional Council Meeting December 22, 2016

COUNTY SUPPORT

CABELL:

1. Collaborate with the Curriculum Director and mathematics educators concerning secondary, middle school and elementary math issues
2. Planning to support D-F schools
3. Collaborated with Mr. Jody Lucas about the PERD audit
4. Planned a cohort for Math Education
5. Explored Reasoning Minds at Martha Elementary
6. Planned a cohort for Math Education
7. Collaborated to enhance RESA 2 work with Early Literacy Schools, Cox Landing and Guyandotte
8. Distributed Learning School Packets and spoke with administrators
9. Conference call with Michelle Moore and Lenora Richardson regarding Leadership Plan on December 5, 2016
10. Technical assistance for 1st and 2nd grade teachers at Guyandotte Elementary for Words Their Way on December 16, 2016
11. Technical Assistance provided to teachers and a student onsite at Southside Elementary regarding the procedure of connecting a FM system and troubleshooting techniques on December 1, 2016.
12. Technical Assistance provided to a mother onsite at Culloden Elementary regarding the audiometric test results obtained at a physician's office and the similarities of audiometric data obtained at RESA 2 on December 2, 2016.
13. Technical Assistance provided to a mother and student onsite at Culloden Elementary regarding the hearing screening protocol and results on December 2, 2016.
14. Technical Assistance provided to the nurse and student onsite at the Village of Barboursville Elementary and a mother via telephone regarding the health of the ear on December 2, 2016.
15. Technical Assistance provided to the speech language pathologist and student onsite at Davis Creek Elementary and a parent via telephone regarding the need for medical management of the middle and outer ear on December 12, 2016.
16. Technical Assistance provided to the teacher, principal, mother, and student onsite at Salt Rock Elementary regarding the newly purchased FM system by the parent that wishes the device to be used in the educational setting on December 16, 2016.
17. Technical Assistance provided to the teacher and student onsite at Salt Rock Elementary and the mother via telephone regarding troubleshooting techniques for the FM system on December 19, 2016.
18. Technical Assistance provided to the teacher of the hearing impaired via telephone regarding the FM system use at Salt Rock Elementary on December 20, 2016.
19. Technical Assistance provided to the teacher of the hearing impaired and teacher onsite at Spring Hill Elementary regarding classroom observation outcomes on December 21, 2016.

20. Technical Assistance provided to the teacher of the hearing impaired via telephone regarding the need for a hearing aid repair on December 21, 2016.
21. A total of one hearing screening, four hearing aid checks, one FM system set up, two FM system checks, one classroom observation, and ten consultations were completed.
22. CPI Training on December 12, 2016 at Cabell Co. BOE.
23. Technical Assistance for WVEIS users.
24. Providing query support for users.
25. Assisting schools with report cards.
26. Assisting schools with scheduling for current year.
27. Assisting counties with State Reports when due.
28. Assisting WVEIS State Staff with daily operations on the AS/400.
29. Maintaining the RESA2 trouble log for phone lines.
30. Providing router support for schools and board offices.
31. Provide on-site WVEIS training in Region 2 schools.
32. Assisted counties with data research.
33. Setup/Support for Virtual Conference meetings.
34. Assisting with the WVEIS Web Base.
35. Keeping RESA2 Sub Systems running.
36. Creating Sequel View's as needed.
37. Supporting WOW User's
38. Supporting RESA2 schools and county offices with State Data Reports.
39. Back up files and end of calendar year for Finance and Student Data at end of fiscal year.
40. Restore files as needed.
41. Providing microcomputer technical services to Computer Basic Skills Project.
42. Providing microcomputer technical services to the SUCCESS Project
43. Providing warranty repair services for Lenovo Computers.
44. Providing Cisco Router installation, maintenance, and repair service.
45. Providing Cisco Router Firewall configuration.
46. Met with Principal Kristin Giles and K-2 Staff @ Cox Landing Elementary for Technical Assistance on December 2, 2016
47. Met with Principal Kristin Giles and K-3 Staff @ Cox Landing Elementary for Technical Assistance on December 7, 2016
48. Met with Vice Principal Heather Scarberry @ Milton Elementary for Technical Assistance on December 20, 2016
49. Provided suicide prevention and intervention training to 33 school counselors on December 15, 2016.

LINCOLN:

1. Collaborated with Superintendent and Board President about the PERD Audit
2. Collaborate with the Curriculum Director and mathematics educators concerning secondary, middle school and elementary math issues
3. Planning to support D-F schools
4. Planned a cohort for Math Education
5. Collaborated to enhance RESA 2 work with Early Literacy Schools, West Hamlin
6. Collaborated to enhance RESA 2 work with CTE Benedum Grant
7. Collaborated with Grant Data Coaches to plan next steps

8. Delivered additional Learning School materials to John Roy at West Hamlin Elementary on December 7, 2016
9. Conference call with Michelle Moore and Lenora Richardson regarding Leadership Plan on December 5, 2016
10. Technical Assistance provided to the principal and students onsite at Guyan Valley Middle regarding the hearing screening protocol and results on December 5, 2016.
11. Technical Assistance provided to the nurse and students onsite at Lincoln County High regarding the hearing screening protocol and results on December 5, 2016.
12. Technical Assistance provided to the director of special education onsite at Lincoln County Board of Education regarding the status of FM systems within the county on December 5, 2016.
13. Technical Assistance provided to the teachers and students onsite at Hamlin K8 regarding the hearing aid functioning and FM system use on December 5, 2016.
14. Technical Assistance provided to a special education teacher and student onsite at Midway regarding the functioning of the hearing aid and troubleshooting techniques on December 6, 2016.
15. Technical Assistance provided to the director of special education onsite at Lincoln County Board of Education regarding the placement of a FM system for a student within the county on December 12, 2016
16. Technical Assistance provided to the teacher, foster parent, and student onsite at Hamlin K8 regarding the placement of a FM system and earmold impressions on December 12, 2016.
17. Technical Assistance provided to the speech language pathologists, teachers, and interpreters onsite at W. Hamlin PK8 regarding the current functioning of FM systems and troubleshooting on December 12, 2016.
18. Technical Assistance provided to the nurse, graduate student, and students onsite at Midway Elementary regarding the hearing screening protocol and results on December 13, 2016.
19. Technical Assistance provided to the speech language pathologist, mother, and student onsite at West Hamlin Elementary regarding the proper care and maintenance of a hearing aid on December 16, 2016.
20. A total of 14 Hearing Aid Checks, 73 Hearing Screenings, 2 Assistive Listening Devices Checks, 1 Assistive Listening Devices Settings, 2 Earmold Impressions, 11 Reports, and 10 Consultations were completed.
21. Conducted LDC coaching visits at Lincoln County High on December 15, 2016
22. Co-Teaching Training on December 8, 2016 at Lincoln Co. BOE.
23. Technical Assistance for WVEIS users.
24. Providing query support for users.
25. Assisting schools with report cards.
26. Assisting schools with scheduling for current year.
27. Assisting counties with State Reports when due.
28. Assisting WVEIS State Staff with daily operations on the AS/400.
29. Maintaining the RESA2 trouble log for phone lines.
30. Providing router support for schools and board offices.
31. Provide on-site WVEIS training in Region 2 schools.
32. Assisted counties with data research.
33. Setup/Support for Virtual Conference meetings.
34. Assisting with the WVEIS Web Base.
35. Keeping RESA2 Sub Systems running.
36. Creating Sequel View's as needed.
37. Supporting WOW User's
38. Supporting RESA2 schools and county offices with State Data Reports.
39. Back up files and end of calendar year for Finance and Student Data at end of fiscal year.
40. Restore files as needed.

41. Providing microcomputer technical services to RESA 2 County Contracts.
42. Providing microcomputer technical services to Computer Basic Skills Project.
43. Providing microcomputer technical services to the SUCCESS Project.
44. Provided microcomputer technical services to West Virginia Microcomputer Education Networks in (WVMEN) vocational schools.
45. Providing warranty repair services for Lenovo Computers.
46. Providing Cisco Router installation, maintenance, and repair service.
47. Providing Cisco Router Firewall configuration.
48. Maintain Windows Server Update Services servers in each school and BOE.
49. Completed 166 Units.
50. Met with Principal John Roy and K-3 Staff @ West Hamlin Elementary for Technical Assistance on December 1, 2016
51. Provided follow-up technical assistance and support to county wellness coordinator regarding council membership and timeline for completion of county wellness policy revisions on December 16, 2016

LOGAN:

1. Collaborate with the Curriculum Director and mathematics educators concerning secondary, middle school and elementary math issues
2. Professional Learning Session on PLCs
3. Planning to support D-F schools
4. Planned a cohort for Math Education
5. Collaborated to enhance RESA 2 work with Early Literacy Schools/East Chapmanville, Buffalo Elementary
6. Conference call with Michelle Moore and Melissa Farmer regarding Leadership Plan on December 5, 2016
7. Technical support with principal and staff about Data Analysis and D ranking at Hugh Dingess Elementary on December 6, 2016
8. Planning at Logan County BOE for support of D and F schools on December 12, 2016
9. Technical Assistance provided to the teacher of the hearing impaired via text regarding the status of the students with hearing impairments and audiological needs of the county on December 7, 2016.
10. A total of one consultation was completed.
11. Provided technical assistance to Graduation Team at Logan High on December 1, 2016
12. Conducted LDC coaching visits at Chapmanville Middle on December 7, 2016
13. Provided technical assistance to PBIS team at Chapmanville Middle on December 7, 2016
14. Provided technical assistance to grade level PLCs at Chapmanville Regional High on December 14, 2016
15. Technical Assistance for WVEIS users.
16. Providing query support for users.
17. Assisting schools with report cards.
18. Assisting schools with scheduling for current year.
19. Assisting counties with State Reports when due.
20. Assisting WVEIS State Staff with daily operations on the AS/400.
21. Maintaining the RESA2 trouble log for phone lines.
22. Providing router support for schools and board offices.
23. Provide on-site WVEIS training in Region 2 schools.

24. Assisted counties with data research.
25. Setup/Support for Virtual Conference meetings.
26. Assisting with the WVEIS Web Base.
27. Keeping RESA2 Sub Systems running.
28. Creating Sequel View's as needed.
29. Supporting WOW User's
30. Supporting RESA2 schools and county offices with State Data Reports.
31. Back up files and end of calendar year for Finance and Student Data at end of fiscal year.
32. Restore files as needed.
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 53 Units.
41. Attended Logan Faculty Senate/Wellness Committee meeting and distributed promotion well child exam banners on December 12, 2016.

MASON:

1. Collaborate with the Curriculum Director and mathematics educators concerning secondary, middle school and elementary math issues
2. Planned a cohort for Math Education
3. Collaborated to enhance RESA 2 work with Early Literacy Schools/Beale, Ashton
4. Planning to support D-F schools
5. Collaborated with Grant Data Coaches to plan next steps
6. Collaborated to enhance RESA 2 work with Grad 20/20 at Point Pleasant HS
7. Conference Call with Michelle Moore and Georgia Thornton regarding Leadership Plan on December 5, 2016
8. Technical Assistance provided to the teacher of the hearing impaired, speech language pathologist, and student onsite at Point Pleasant High regarding the audiometric test results, functioning of the hearing aids on December 2, 2016.
9. Technical Assistance provided to the teacher of the hearing impaired, student, and interpreter onsite at Point Pleasant High regarding the placement of a FM system on December 2, 2016.
10. Technical Assistance provided to the director of special education onsite at Mason County Board of Education regarding the audiological inventory on December 15, 2016.
11. Technical Assistance provided to the student and interpreter onsite at Point Pleasant High and the teacher of the hearing impaired via telephone regarding the inability to utilize a FM system with new hearing aids on December 15, 2016.
12. Technical Assistance provided to the principal onsite at Point Pleasant Intermediate regarding the intentions of installing and utilizing a FM system for Mrs. Anthony's classroom on December 15, 2016.
13. Technical Assistance provided to the teachers onsite at Beale Elementary regarding the inability for a FM system to be utilized on December 15, 2016.
14. Technical Assistance provided to the principal, teachers, and students onsite at Ashton Elementary regarding the hearing screening protocol and results on December 15, 2016.

15. Technical Assistance provided to the teacher of the hearing impaired onsite at Point Pleasant High regarding the inventory and inability for a FM system to be utilized for students on December 20, 2016.
16. Technical Assistance provided to the principal and teacher onsite at Point Pleasant Intermediate regarding the placement, use, and benefits of a sound field system on December 20, 2016.
17. Technical Assistance provided to the director of special education onsite at Mason County Board of Education regarding the needed changes of audiological inventory on December 20, 2016.
18. Technical Assistance provided to the speech language pathologist onsite at Roosevelt Elementary regarding the scheduling of hearing screenings and FM system use on December 20, 2016.
19. A total of 5 Hearing Aid Checks, 9 Hearing Screenings, 3 Assistive Listening Devices Checks, 3 Assistive Listening Devices Settings, and 11 Consultations were completed.
20. Technical Assistance for WVEIS users.
21. Providing query support for users.
22. Assisting schools with report cards.
23. Assisting schools with scheduling for current year.
24. Assisting counties with State Reports when due.
25. Assisting WVEIS State Staff with daily operations on the AS/400.
26. Maintaining the RESA2 trouble log for phone lines.
27. Providing router support for schools and board offices.
28. Provide on-site WVEIS training in Region 2 schools.
29. Assisted counties with data research.
30. Setup/Support for Virtual Conference meetings.
31. Assisting with the WVEIS Web Base.
32. Keeping RESA2 Sub Systems running.
33. Creating Sequel View's as needed.
34. Supporting WOW User's
35. Supporting RESA2 schools and county offices with State Data Reports.
36. Back up files and end of calendar year for Finance and Student Data at end of fiscal year.
37. Restore files as needed.
38. Providing microcomputer technical services to RESA 2 County Contracts.
39. Providing microcomputer technical services to Computer Basic Skills Project.
40. Providing microcomputer technical services to the SUCCESS Project.
41. Provided microcomputer technical services to West Virginia Microcomputer Education Networks in (WVMEN) vocational schools.
42. Providing warranty repair services for Lenovo Computers.
43. Providing Cisco Router installation, maintenance, and repair service.
44. Providing Cisco Router Firewall configuration.
45. Completed 81 Units.
46. Met with Stacy Bissell at New Haven Elem. for Technical Assistance on December 1, 2016
47. Met with Vice Principal Kim Burris and PBIS team @ Point Pleasant Intermediate School for Technical Assistance on December 13, 2016
48. Met with Vice Principal Maria Eshenaur and 3-6 Vertical Team @ Beale Elementary for Technical Assistance on December 14, 2016
49. Met with Vice Principal Maria Eshenaur and PBIS team @ Beale Elementary for Technical Assistance on December 14, 2016
50. Attended Pt. Pleasant Junior-Senior High School Mental Health Crisis Planning meeting and provided technical assistance to the school crisis planning team on December 8, 2016.
51. Re-edited Hannan Junior-Senior High School on December 12, 2017.

MINGO:

1. Collaborate with the Curriculum Director and mathematics educators concerning secondary, middle school and elementary math issues
2. Planned a cohort for Math Education
3. Collaborated to enhance RESA 2 work with Early Literacy School/Lenore
4. Edited Video concerning Tug Valley HS Freshman Academy
5. Planning to support D-F schools
6. Collaborated to enhance RESA 2 work with Grad 20/20
7. Delivered Learning School packets to Doug Ward at Dingess Elementary, Johnny Branch at Tug Valley High School and Deborah Starr at Kermit PK-8 on December 2, 2016
8. Technical Assistance provided to the principal and student onsite at Williamson PK8 and the parent via telephone regarding the current functioning of the hearing aids and the proper procedure for daily hearing aid checks on December 7, 2016.
9. Technical Assistance provided to the teacher of the hearing impaired onsite at Burch PK8 regarding the audiological needs of the county and the status of students with hearing impairments on December 7, 2016.
10. Technical Assistance provided to the teacher of the hearing impaired and student onsite at Mingo Central High regarding the need for a replacement aid, current hearing aid functioning, and hearing ability on December 7, 2016.
11. Technical Assistance provided to the teacher of the hearing impaired, mother and student onsite at Mingo Extended Learning Center regarding the newly obtained audiometric data and current hearing aid and FM system benefits on December 14, 2016.
12. Technical Assistance provided to the teacher of the hearing impaired onsite at Burch PK8 regarding the audiological needs of the county and the status of students with hearing impairments on December 14, 2016.
13. Technical Assistance provided to the general education teacher and student onsite at Gilbert Elementary regarding the need of a FM system and troubleshooting techniques repair on December 14, 2016.
14. Technical Assistance provided to the director of special education via telephone and email regarding the selection and purchase of FM system equipment on December 16, 2016.
15. A total of one Audiological Evaluations, 3 Hearing Aid Checks, one Assistive Listening Devices Checks, seven Consultations, and one Report was completed.
16. Conducted site visit to offer support/technical assistance at Dingess Elem. on December 2, 2016
17. Conducted site visit to offer support/technical assistance at Tug Valley High on December 2, 2016
18. Conducted site visit to offer support/technical assistance at Kermit K-8 on December 2, 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. Providing microcomputer technical services to RESA 2 County Contracts.
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 273 Units.
46. Attended Mingo STOP coalition meeting on December 14, 2016.
47. Visited Tug Valley High School to review results of Freshman Academy implementation and filmed video of students and faculty for a new RESA 2 video on November 18, 2016.

WAYNE:

1. Collaborate with the Curriculum Director and mathematics educators concerning secondary, middle school and elementary math issues
2. Planned a cohort for Math Education
3. Collaborated to enhance RESA 2 work with Early Literacy School/Ceredo and Kellogg Learning School discussions with the principals at CK elementary, Kenova elementary, Vinson Middle, CK Middle and Spring Valley High School
5. Professional Learning Session on PLCs
6. Planning to support D-F schools
7. Met with Nona Newsome at Crum Middle School to discuss RESA 2 support for D ranking on December 2, 2016
8. Met with Tony Clay at Genoa Elementary to discuss RESA 2 support for D ranking on December 9, 2016
9. Met with Shane Runyon at Wayne County BOE to discuss RESA 2 support for D schools on December 9, 2016
10. Technical Assistance provided to the teacher of the hearing impaired onsite at Lavallette Elementary regarding the status of hearing impaired students within the county and desired audiological services on December 1, 2016.
11. Technical Assistance provided to the teacher of the hearing impaired, special education teacher, and student onsite at Tolsia High regarding the procedure of earmold impressions on December 1, 2016.
12. Technical Assistance provided to the teacher of the hearing impaired and student onsite at Ceredo Kenova Middle and the mother via telephone regarding the need for a hearing aid repair on December 6, 2016.
13. Technical Assistance provided to the speech language pathologists onsite at Kenova Elementary and parents via telephone regarding the hearing screening protocol and results on December 6, 2016.
14. Technical Assistance provided to the teacher of the hearing impaired and student onsite at Ceredo Kenova Middle regarding the repaired hearing aid on December 12, 2016.

15. Technical Assistance provided to the teacher and director onsite at Ceredo Playmates regarding the scheduling of hearing screenings on December 12, 2016.
16. Technical Assistance provided to the principal, speech language pathologist, teachers, and students onsite at Wayne Elem. regarding the hearing screening protocol and results on December 19, 2016.
17. Technical Assistance provided to the secretary of the special education department via telephone regarding the companies available to use for services on December 20, 2016.
18. A total of 6Hearing Aid Checks, 29 Hearing Screenings, 2 Earmold Impressions, and 8 Consultations were completed.
19. Conducted site visit to offer support/technical assistance at Crum Middle on December 2, 2016
20. Provided technical assistance to Graduation Team at Spring Valley High on December 16, 2016
21. Provided technical assistance to PBIS Team at Spring Valley High on December 20, 2016
22. Manifestation Determination Training on December 2, 2016 at Wayne Co. BOE.
23. PBIS Coaching on December 5, 2016 at Lavalette Elementary.
24. PBIS Coaching on December 7, 2016 at Buffalo Elementary (Wayne).
25. PBIS Refresher Training on December 16, 2016 at Buffalo Elementary (Wayne).
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.
48. Completed 1 Unit.
49. Met with Principal Kimberly Hurley and Grade1-2 PLC @ Ceredo Elementary for Technical Assistance on December 2, 2016
50. Met with Principal May and PBIS team @ Buffalo Elementary (Wayne) for Technical Assistance on December 16, 2016
51. Attended Wayne Underage Drinking Prevention Coalition on December 6, 2016.

SERVICES / MEETINGS:

1. Reviewed and revised Leadership Series
2. Reviewed the Master Plan and the Professional Development Plan for RESA 2

3. Conducted curriculum staff meetings.
4. Reviewed collaboratively the Strategic Plan with the RESA 2 staff
5. Submitted changes to OEPA Monitoring Tool and drafted Best Practices
6. Met with Jim Rowe at Ironton, Ohio for Leadership Series
7. Distributed the Learning School Packet for school-based PLCs and Leadership Teams.
8. Regional Director's Meeting at RESA 5
9. Met with Dr. Kathy D'Antoni at WVDE concerning Benedum Grant
10. Met with Lydotta Taylor to coordinate grant objectives
11. Re-Drafted the RESA 2 response concerning the PERD audit
12. Identified the inaccuracies of the PERD audit from RESA 2 viewpoint
13. RESA 2 staff meeting
14. Attended the AEPA conference
15. Drafting AEPA reference book with Executive Directors
16. Met with Heritage Farms about Benedum Grant for WV History and Gifted Camp
17. Facilitated a plan for a math cohort
18. Reviewed AEPA sales
19. Reviewed Teacher Substitution Guidelines at RESA
20. Created RESA 2 on a matrix for the PERD and the WVBOE
21. Attended mandatory 21st CCLC training at Cedar Lakes in Ripley on December 1, 2016
22. Met with Becky Crouch, Audy Perry and Jan Hanlon at Heritage Farms to discuss and plan collaborative grant proposal for WV History Teachers on December 8, 2016
23. Participated in Airways training with Lenora Richardson at Cabell BOE in support of D schools on December 9, 2016
24. Participate via Skype RESA PD Directors' Meeting on December 12, 2016
25. Phone call with Linda Bragg at WVDE for clarification of Alternative Certification eligibility on December 12, 2016
26. Submitted Leadership Cohort Registrations (A, B and C) to Erika Riley at Marshall University on December 12, 2016
27. Facilitate RESA 2 Professional Learning Consortium on December 19, 2016
28. Phone call with Becky Crouch regarding grant proposal and budgeting needs on December 20, 2016
29. Participate in RESA 2 staff meeting on December 21, 2016
30. Conference call with Kirk Gerdes about Science Bowl on December 22, 2016
31. Conducted meeting with newly contracted LDC coach, Courtney Pritchard, regarding school support and roles/responsibilities on December 1, 2016
32. Attended RS3-Graduation 20/20 meeting at WVDE on December 6, 2016.
33. Attended LDC Cohort 3 training at Embassy Suites in Charleston on December 8, 2016
34. Attended Transition planning meeting at WVDE on December 13, 2016
35. Participated in ASCD Webinar-The Benefits of Using Trauma-Informed Practices in the Classroom on December 20, 2016
36. RESA 2 Special Education Directors' Meeting on December 9, 2016 at RESA 2 (all counties).
37. Medicaid Informational Session on December 9, 2016 at RESA 2 (all counties).
38. Substitute Teacher Training on December 14, 2016 at RESA 2.
39. RESA 2 Pre-K Coordinators' Meeting on December 19, 2016 at RESA 2 (all counties).
40. Provided Training on Words Their Way @ Buffalo Elementary (Logan Co.) on December 5, 2016
41. Regional School Wellness Quarterly Meeting, RESA 7 Clarksburg, December 1, 2016
42. CDC Well Site Score Card conference call, December 15, 2016.