

RESA 2  
MONTHLY ACTIVITIES REPORT  
 FEBRUARY 2017

Activity	Cabell	Lincoln	Logan	Mason	Mingo	Wayne	Higher Ed	Outside Agencies
Email	136	159	317	156	166	189	31	468
Phone	123	133	147	64	110	66	5	344
Chat	42	71	61	17	62	43		45
School Visits/ Contacts	59	133	114	93	63	34	1	35
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. Implementation of Plan of Action for Board Goals.
12. WIB Computer Repair Installation Repair.
13. Regional Wellness Project.
14. Plan of Services Monitoring.
15. Identification of Grant and funding opportunities.
16. Technical Assistance Projects in Cabell, Lincoln, Logan, Mingo and Mason Counties.
17. Grant supervision for all grant projects.
18. Oversight of Math, and Leadership cohorts.
19. Facilitation of Communication Plan for RESA 2.
20. Regional Bullying Project.
21. Technology Services.
22. RESA 2 Team Planning for OEPA preparation.
23. Coordination of bus driver training in R2 counties.
24. Statewide Coordination of WV AEPA contracts and services.
25. Graduate course facilitation for certification and cohort support.
26. Support for Catalyst School Project with WVBE, WVDE, Cabell County Schools
27. Supervision of the Attorney project in Cabell, Lincoln, Mason, and Mingo counties.
28. Oversight of Substitute Educator Training and School Bus Driver Training.
29. Supervision of OSP funded initiatives through Special Education Director and Technical Assistance Specialist.
30. Planned marketing campaign for AEPA.
31. Met to prepare Benedum Grant with Heritage Farm.

32. Met to prepare Summer Reading Benedum Grant for RESA 2 counties.
33. Attended WVSBA meeting.
34. Meetings to plan EIR grant for the upcoming school year.
35. Held professional learning for administrators on Re-imagining Time/Calendar.
36. Attended a WV House Education Committee meeting.
37. Held conferences with several lawmakers about the future of RESAs.

## **COUNTY SUPPORT**

### **CABELL:**

1. Met with Jedd Flowers concerning a communication plan for RESA 2.
2. Met with Salt Rock about Drums Alive.
3. Collaborating for a potential shared service of a Communication Director.
4. Organized a meeting with legislators for March 8, 2017.
5. Oversight of Benedum Grant of Simulated Workplace.
6. Participated in and provided technical assistance to the Graduation Team at Cabell Midland High School on February 24, 2017.
7. Met with Principal Giles and the K-2 Staff at Cox Landing Elementary for Technical Assistance on February 9, 2017.
8. Met with Principal Giles and Mrs. Winters at Cox Landing Elementary for Technical Assistance on February 16, 2017.
9. Met with the Vice Principal Fisher at Central City Elementary for Technical Assistance on February 21, 2017.
10. Conducted YRBS/YTS preparatory site conference calls with Barboursville Middle School and Huntington East Middle School on February 10, 2017.
11. Conducted YRBS/YTS preparatory site visit at Milton Middle School on February 23, 2017.
12. Delivered physical education resources to Salt Rock Elementary School for Drums Alive pilot project on February 27, 2017.
13. D-F School Designation Visits at Central City and Spring Hill Elementary on February 1, 2017.
14. Teacher Induction PD on Scaffolding on February 13 & 15, 2017.
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. Providing warranty repair services for Lenovo Computers.
36. Providing Cisco Router installation, maintenance, and repair service.
37. Providing Cisco Router Firewall configuration.
38. Technical Assistance provided to the general education teachers and teacher of the hearing impaired onsite at Salt Rock Elementary regarding the maintenance, care and use of a FM system on February 1, 2017.
39. Technical Assistance provided to the parents and student onsite at RESA 2 regarding the audiometric test protocol and test results on February 2, 2017.
40. Technical Assistance provided to the teacher of the hearing impaired and the classroom teacher onsite at Spring Hill Elementary regarding the protocol for the functional listening evaluation and the results on February 7, 2017.
41. Technical Assistance provided to the teacher of the hearing impaired, general education teacher, and aid onsite at Davis Creek Elementary regarding the daily use, care, and benefits of a sound field system on February 16, 2017.
42. Technical Assistance provided to the general education teacher onsite at Davis Creek Elementary regarding the utilization of a sound field system with his current computer and SMART board on February 16, 2017.
43. Technical Assistance provided to the nurse and student onsite at the Village of Barboursville Elementary regarding the health and recommendations of the external auditory meatus on February 16, 2017.
44. Technical Assistance provided to the parents and student onsite at RESA 2 regarding the audiological evaluation and the results on February 27, 2017.
45. Technical Assistance provided to the parent and student onsite at RESA 2 regarding audiometric results on February 27, 2017.
46. Technical Assistance provided to the teacher of the hearing impaired, director of special education, and supervisor of the teacher of the hearing impaired via email regarding the repair of a FM system on February 27, 2017.
47. A total of 3 Comprehensive Audiometric Evaluations, 2 FM System Placements, 2 FM System Checks, 1 Functional Listening Evaluations, 1 Otoscopic Examination, 4 Reports, and 9 Consultations were completed.

### **LINCOLN:**

1. Oversight of Benedum Grant of Simulated Workplace.
2. WV History grant preparation – Benedum Foundation.
3. IPI Data Collection at Guyan Valley Middle School on February 28, 2017.
4. Provided coaching support to LDC teachers at Lincoln County High School on February 22, 2017.
5. Conducted IPI data collection at Guyan Valley Middle School on February 28, 2017.
6. Met with Principal John Roy and K-2 Staff at West Hamlin Elementary for Technical Assistance on February 2, 2017.
7. Met with Principal John Roy and K-2 Staff at West Hamlin Elementary for Technical Assistance on February 23, 2017.

8. Conducted YRBS/YTS preparatory site visit at Duval PK-8 School on February 15, 2017.
9. Proctored Duval PK-8 School YRBS/YTS survey on February 22, 2017.
10. Offered Youth Mental Health First Aid training to county administration following up from e-mail from superintendent on February 10, 2017.
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.
29. Providing microcomputer technical services to RESA 2 County Contracts.
30. Providing microcomputer technical services to Computer Basic Skills Project.
31. Providing microcomputer technical services to the SUCCESS Project.
32. Provided microcomputer technical services to West Virginia Microcomputer Education Networks in (WVMEN) vocational schools.
33. Providing warranty repair services for Lenovo Computers.
34. Providing Cisco Router installation, maintenance, and repair service.
35. Providing Cisco Router Firewall configuration.
36. Maintain Windows Server Update Services servers in each school and BOE.
37. Completed 161 Units.
38. Technical Assistance provided to the general education teachers and nurses onsite at Midway Elementary and parents via telephone regarding the hearing screening protocol and results on February 1, 2017.
39. Technical Assistance provided to the general education teachers and nurses onsite at Duval PK8 and parents via telephone regarding the hearing screening protocol and results on February 1, 2017.
40. Technical Assistance provided to the parents onsite at Midway Elementary regarding the hearing screening protocol and results on February 1, 2017.
41. Technical Assistance provided to the parents onsite at West Hamlin Elementary regarding the hearing screening protocol and results on February 10, 2017.
42. Technical Assistance provided to the nurse and teachers onsite at Midway Elementary and parents via telephone regarding the hearing screening protocol and results on February 14, 2017.
43. Technical Assistance provided to the speech-language pathologists, nurse, teachers, and aides onsite at Duval PK and the parent via telephone regarding the hearing screening protocol, screening results, and recommendations on February 14, 2017.

44. Technical Assistance provided to the staff onsite at Lincoln County Board of Education regarding the status of hearing screenings and recommendations on February 14, 2017.
45. Technical Assistance provided to the speech language pathologists, nurses, teachers, and parents onsite at West Hamlin Elementary regarding the hearing screening protocol and screening results on February 17, 2017.
46. Technical Assistance provided to the general education teacher, speech language pathologist, and interpreter onsite at West Hamlin Elementary regarding the current functioning of hearing aids on February 23, 2017.
47. Technical Assistance provided to the interpreter and speech language pathologist onsite at West Hamlin Elementary and the parent via telephone regarding the health of the external auditory meatus on February 23, 2017.
48. Technical Assistance provided to the Dean of Students onsite at Guyan Valley Middle school regarding the basics of the audiogram the implications of a hearing loss in the educational setting on February 23, 2017.
49. Technical Assistance provided to the Dean of Students and student onsite at Guyan Valley Middle and the parent via telephone regarding the hearing screening results on February 23, 2017.
50. Technical Assistance provided to the parent onsite at Guyan Valley Middle regarding the current functioning of her daughter's hearing aids and hearing concerns on February 23, 2017.
51. Technical Assistance provided to the speech language pathologist and interpreter onsite at West Hamlin Elementary regarding the options for communication during the time a student's hearing aid is being repaired on February 23, 2017.
52. Technical Assistance provided to the nurse and students onsite at Lincoln County High and parents via telephone regarding the hearing screening protocol and screening results on February 23, 2017.
53. Technical Assistance provided to various general education teachers onsite at Hamlin K8 regarding the current status of students with hearing impairments on February 23, 2017.
54. Technical Assistance provided to the speech language pathologists, nurses, teachers, and parents onsite at Ranger Elementary regarding the hearing screening protocol and screening results on February 24, 2017.
55. Technical Assistance provided to the parents and student onsite at RESA 2 regarding the central auditory processing evaluation and the results on February 27, 2017.
56. A total of 1 Central Auditory Processing Evaluation, 2 Hearing Aid Checks, 1 Otosopic Examination, 167 Hearing Screenings, one Report, and 185 Consultations were completed.

### **LOGAN:**

1. Oversight of Benedum Grant of Simulated Workplace.
2. WV History educator professional learning
3. WV History grant preparation – Benedum Foundation.
4. Math support at Hugh Dingess Elementary school with Lynn Baker on February 1, 2017.
5. SPL training with teachers and administrator at Justice Elementary on February 22, 2017.
6. Facilitated training with K-1 teachers from East Chapmanville Elementary, Hugh Dingess Elementary, and West Chapmanville Elementary on Text Sets on February 23, 2017.
7. Participated in and provided technical assistance to the Graduation Team at Man High School on February 1, 2017.
8. Facilitated Student-Centered Learning sessions during PLCs at Man HS on February 2, 2017.

9. Facilitated Differentiated Instruction sessions at West Chapmanville Elementary on February 3, 2017.
10. Provided coaching support to LDC teacher at Chapmanville Middle on February 6, 2017.
11. Provided technical assistance and support to core content PLCs at Chapmanville Regional HS on February 23, 2017.
12. Met with Principal Holly, Kindergarten teachers, and Ms. Meadows at Buffalo Elementary for Technical Assistance on February 3, 2017.
13. Met with Principal Holly, Kindergarten teachers and Ms. Meadows at Buffalo Elementary for Technical Assistance on February 24, 2017.
14. Conducted YRBS/YTS preparatory site conference calls with Man Middle School and Man High School on February 8, 2017.
15. Proctored Man Middle School YRBS/YTS survey on February 15, 2017.
16. Proctored Man High School YRBS/YTS survey on February 17, 2017.
17. Conducted YRBS/YTS preparatory site visits at Logan Middle School and Logan High School on February 17, 2017.
18. Proctored Logan Middle School YRBS/YTS survey on February 28, 2017.
19. Conducted YRBS/YTS preparatory site visit at Chapmanville Regional HS on February 28, 2017.
20. Coordinated substitute nurse professional learning opportunity for two candidates on February 28, 2017. The session will be conducted in March by the RESA 2 staff in Logan.
21. Co-Teaching Technical Assistance at Man Middle School on February 8, 24 & 28, 2017.
22. Technical Assistance for WVEIS users.
23. Providing query support for users.
24. Assisting schools with report cards.
25. Assisting schools with scheduling for current year.
26. Assisting counties with State Reports when due.
27. Assisting WVEIS State Staff with daily operations on the AS/400.
28. Maintaining the RESA2 trouble log for phone lines.
29. Providing router support for schools and board offices.
30. Provide on-site WVEIS training in Region 2 schools.
31. Assisted counties with data research.
32. Setup/Support for Virtual Conference meetings.
33. Assisting with the WVEIS Web Base.
34. Keeping RESA2 Sub Systems running.
35. Creating Sequel View's as needed.
36. Supporting WOW User's
37. Supporting RESA2 schools and county offices with State Data Reports.
38. Back up files and end of calendar year for Finance and Student Data at end of fiscal year.
39. Restore files as needed.
40. Providing microcomputer technical services to Computer Basic Skills Project.
41. Providing microcomputer technical services to the SUCCESS Project.
42. Provided microcomputer technical services to West Virginia Microcomputer Education Networks in (WVMEN) vocational schools.
43. Providing warranty repair services for Lenovo Computers.
44. Providing Cisco Router installation, maintenance, and repair service.
45. Providing Cisco Router Firewall configuration.
46. Maintain Windows Server Update Services servers in each school and BOE.
47. Completed 62 Units.

48. Technical Assistance provided to the parent via telephone, principal and general education teacher onsite at Verdunville Elementary regarding the hearing screening protocol and results on February 13, 2017.
49. Technical Assistance provided to the parent via telephone, principal and general education teacher onsite at Chapmanville East regarding the hearing screening protocol and results on February 13, 2017.
50. Technical Assistance provided to the parent via telephone, principal and general education teacher onsite at Chapmanville West regarding the hearing screening protocol and results on February 13, 2017.
51. Technical Assistance provided to the parent via telephone, principal and general education teacher onsite at Chapmanville MS regarding the hearing screening protocol and results on February 13, 2017.
52. Technical Assistance provided to the speech language pathologist onsite at Chapmanville West Elementary and the parent and teacher of the hearing impaired via telephone regarding the condition of the hearing aids and external auditory meatus on February 15, 2017.
53. Technical Assistance provided to the student onsite at Chapmanville Middle and the parent and teacher of the hearing impaired via telephone regarding the condition of the hearing aids and external auditory meatus on February 15, 2017.
54. Technical Assistance provided to the principal and teacher onsite at Verdunville Elementary and the parent and teacher of the hearing impaired via telephone regarding the condition of the hearing aids and external auditory meatus on February 15, 2017.
55. A total of 4 Hearing Screenings, 6 Hearing Aid Checks, 4 Reports, and 7 Consultations were completed.

### **MASON:**

1. Oversight of Benedum Grant of Simulated Workplace.
2. WV History educator professional learning
3. WV History grant preparation – Benedum Foundation.
4. Math Support at New Haven Elementary with Lynn Baker on February 21, 2017.
5. Met with 3<sup>rd</sup> grade PLC team at Beale Elementary for Technical Assistance on February 8, 2017.
6. Met with 3<sup>rd</sup> grade PLC team at Beale Elementary for Technical Assistance on February 15, 2017.
7. Met with the Leadership Team and the PBIS team at Beale Elementary for Technical Assistance on February 15, 2017.
8. Met with Vice Principal Eshenaur at Beale Elementary for Technical Assistance on February 22, 2017.
9. Met with the PBIS team at Point Pleasant Intermediate School for Technical Assistance on February 28, 2017.
10. Attended Point Pleasant Junior-Senior High School mental health crisis planning meeting and conducted YRBS/YTS preparatory site visit on February 9, 2017.
11. Conducted YRBS/YTS preparatory site visit at Hannan Junior-High School on February 14, 2017.
12. Proctored Point Pleasant Junior-Senior High School YRBS/YTS survey on February 24, 2017.
13. Provided program updates to Mason County Wellness/FRN coalition on February 21, 2017.
14. Provided technical assistance regarding spit tobacco prevention – including education and cessation resources, signage, and training opportunities – to Point Pleasant Junior-Senior High School on February 24, 2017.
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 RESA 2 County Contracts.
34. Providing microcomputer technical services to Computer Basic Skills Project.
35. Providing microcomputer technical services to the SUCCESS Project.
36. Provided microcomputer technical services to West Virginia Microcomputer Education Networks in (WVMEN) vocational schools.
37. Providing warranty repair services for Lenovo Computers.
38. Providing Cisco Router installation, maintenance, and repair service.
39. Providing Cisco Router Firewall configuration.
40. Completed 8 Units.
41. Technical Assistance provided to the parents and student onsite at RESA 2 regarding central auditory processing testing and the test results on February 2, 2017.
42. Technical Assistance provided to the teacher of the hearing impaired onsite at Beale Elementary regarding the status of students with hearing impairments and the current functioning of a student's hearing aids on February 6, 2017.
43. Technical Assistance provided to the speech language pathologists onsite at Ashton Elementary regarding the hearing screening protocol and results on February 6, 2017.
44. Technical Assistance provided to the director of special education regarding the status of students with hearing impairments, student audiometric needs, and recent test outcomes on February 6, 2017.
45. Technical Assistance provided to the general education teacher, parent, principal, and speech language pathologist onsite at New Haven Elementary regarding the previous hearing screening outcomes and the need for medical management on February 6, 2017.
46. Technical Assistance provided to the general education teacher, parent, principal, and speech language pathologist onsite at New Haven Elementary regarding the audiometric test results and the implications of a hearing loss upon the educational setting on February 6, 2017.
47. Technical Assistance provided to the speech language pathologist, nurse, and teachers onsite at Roosevelt Elementary and parents via telephone regarding the hearing screening protocol and screening results on February 21, 2017.
48. Technical Assistance provided to the interpreter and student onsite at Point Pleasant High and the teacher of the hearing impaired and parent via telephone regarding the use, care, and troubleshooting techniques of a FM system on February 21, 2017.



49. Technical Assistance provided to the general education teacher and interpreter onsite at Beale Elementary and the teacher of the hearing impaired via telephone regarding the use, care, and troubleshooting techniques of a FM system on February 21, 2017.
50. A total of 1 Central Auditory Processing Evaluations, 2 Hearing Aid Checks, 2 FM System Placements, 74 Screenings, 9 Consultations, and 1 Report was completed.

**MINGO:**

1. Oversight of Benedum Grant of Simulated Workplace.
2. WV History educator professional learning
3. WV History grant preparation – Benedum Foundation.
4. Participated in and provided technical assistance the Graduation Team at Tug Valley High School on February 14, 2017.
5. Met with Mrs. Ferris and First and Second grade teachers at Lenore PK-8 for Technical Assistance on February 3, 2017.
6. Met with Mrs. Ferris and First and Second grade teachers at Lenore PK-8 for Technical Assistance on February 24, 2017.
7. Conducted YRBS/YTS preparatory site conference calls and e-mails with Williamson PK-8 School on February 21, 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 microcomputer technical services to RESA 2 County Contracts.
27. Providing microcomputer technical services to Computer Basic Skills Project.
28. Providing microcomputer technical services to the SUCCESS Project.
29. Provided microcomputer technical services to West Virginia Microcomputer Education Networks in (WVMEN) vocational schools.
30. Providing warranty repair services for Lenovo Computers.
31. Providing Cisco Router installation, maintenance, and repair service.
32. Providing Cisco Router Firewall configuration.
33. Maintain Windows Server Update Services servers in each school and BOE.

34. Completed 227 Units.
35. Technical Assistance provided to the teacher of the hearing impaired onsite at Mingo Extended Learning Center regarding the status of the students with hearing impairments on February 8, 2017.
36. Technical Assistance provided to the parent and student onsite at the Mingo Extended Learning Center regarding the audiometric test protocol, test results, and the proper use and care of a personal hearing aid instrument on February 8, 2017.
37. Technical Assistance provided to the parent and student onsite at the Mingo Extended Learning Center regarding the audiometric test protocol and test results on February 8, 2017.
38. Technical Assistance provided to the student and teacher onsite at Matawan PK8 and the parent via telephone regarding the current functioning of the hearing aids on February 8, 2017.
39. Technical Assistance provided to the speech language pathologist, general education teacher, teacher of the hearing impaired, and student onsite at Williamson PK8 and the parent via telephone regarding the use, care, and troubleshooting techniques of a FM system on February 15, 2017.
40. Technical Assistance provided to the teacher of the hearing impaired and the general education teacher onsite at Williamson PK8 regarding the various techniques of instruction for a student with a hearing impairment on February 15, 2017.
41. Technical Assistance provided to the teacher of the hearing impaired onsite at Burch PK8 regarding the status of the students with hearing impairments and audiological needs on February 22, 2017.
42. Technical Assistance provided to the teacher of the hearing impaired and the classroom teacher onsite at Williamson PK8 regarding the protocol for the functional listening evaluation and the results on February 22, 2017.
43. Technical Assistance provided to the teacher of visually impaired regarding the referral of a student with a vision impairment on February 22, 2017.
44. A total of 2 Comprehensive Audiometric Evaluations, 1 Functional Listening Evaluation, 4 Hearing Aid Checks, 1 FM System Placements, 2 Reports, and 9 Consultations were completed.

### **WAYNE:**

1. WV History grant preparation – Benedum Foundation.
2. Oversight of Benedum Grant of Simulated Workplace.
3. Met with Mrs. Hurley, Mrs. Brandon, and Mrs. Lycan at Ceredo Elementary for Technical Assistance on February 17, 2017.
4. Met with Mrs. Brandon and Mrs. Lycan at Ceredo Elementary for Technical Assistance on February 22, 2017.
5. Conducted YRBS/YTS preparatory site visit at Wayne Middle School on February 8, 2017.
6. Proctored Wayne Middle School YRBS/YTS survey on February 16, 2017.
7. Formative Assessment PD at Buffalo Elementary on February 9, 2017.
8. Co-Teaching Technical Assistance at Fort Gay PK-8 on February 27, 2017.
9. Technical Assistance for WVEIS users.
10. Providing query support for users.
11. Assisting schools with report cards.
12. Assisting schools with scheduling for current year.
13. Assisting counties with State Reports when due.
14. Assisting WVEIS State Staff with daily operations on the AS/400.
15. Maintaining the RESA2 trouble log for phone lines.

16. Providing router support for schools and board offices.
17. Provide on-site WVEIS training in Region 2 schools.
18. Assisted counties with data research.
19. Setup/Support for Virtual Conference meetings.
20. Assisting with the WVEIS Web Base.
21. Keeping RESA2 Sub Systems running.
22. Creating Sequel View's as needed.
23. Supporting WOW User's
24. Supporting RESA2 schools and county offices with State Data Reports.
25. Back up files and end of calendar year for Finance and Student Data at end of fiscal year.
26. Restore files as needed.
27. Providing warranty repair services for Lenovo Computers.
28. Providing Contract Services for Computer Maintenance
29. Providing Cisco Router installation, maintenance, and repair service.
30. Providing Cisco Router Firewall configuration.
31. Technical Assistance provided to the teacher of the hearing impaired and Marshall University student onsite at Lavalette Elementary regarding my professional role within the educational system and status students with hearing impairments on February 9, 2017.
32. Technical Assistance provided to the parent, special education teacher, speech language pathologist, and teacher of the hearing impaired onsite at East Lynn Elementary regarding the processing capabilities, the proper use, and care of hearing aids on February 9, 2017.
33. Technical Assistance provided to the special education teacher and teacher of the hearing impaired onsite at Buffalo Elementary regarding the FM system for a bone conduction hearing aids on February 9, 2017.
34. Technical Assistance provided to the student and teacher onsite at Buffalo Kindergarten and the parent via telephone regarding the current functioning of the hearing aids on February 9, 2017
35. Technical Assistance provided to the classroom teacher and coordinator onsite at Ceredo Playmates regarding the hearing screening protocol and the results on February 16, 2017.
36. A total of 1 FM System Checks, 4 Hearing Aid Checks, 1 Hearing Screening, and 5 Consultations.

### **SERVICES / MEETINGS:**

1. Reviewed and Revised Strategic Plan.
2. Collaborated on a Marketing plan for RESA 2.
3. Collaborated on a Marketing plan for AEPA.
4. Exploring new programs for curricular purposes.
5. Collaborated with AESA President, Joan Wade.
6. Facilitated an Alternative Certification meeting with county personnel directors on February 3, 2017.
7. Facilitated Professional Learning Consortium on February 27, 2017.
8. Attended RESA PD Directors' meeting via Skype on February 13, 2017.
9. Facilitated regional Math Field day at Huntington High School on February 25, 2017.
10. Support for Marshall Cohorts throughout the month via contacts with Louis Watts and Tom Hisiro concerning new cohorts.
11. Participated in RS3-Graduation 20/20 meeting at RESA 7 on February 7, 2017.

12. Attended and provided coaching support at the LDC Cohort 3 training at the Coonskin Clubhouse in Charleston on February 9, 2017.
13. Attended the Reimagining Time-Leadership Series session in Huntington on February 10, 2017.
14. Participated in 9th Grade Academy follow-up session with Dr. Steve Edwards and participating school teams at RESA 2 on February 15, 2017.
15. Facilitated Substitute Teacher Training at RESA 2 on February 16, 2017.
16. Participated in collaborative meeting with the Department of Rehabilitative Services Huntington Branch manager-Teryl Jones and Pathways WV-Chris Napier at the DRS office with Jessica George on February 21, 2017.
17. Participated in DRS-Huntington branch monthly staff meeting at the DRS office on February 27, 2017.
18. Met with Pre-K Directors during their monthly meeting at RESA 2 on February 3, 2017
19. Met with RS3s and Charlotte Webb during the monthly meeting at RESA 7 on February 7, 2017.
20. Participated in the Leadership Series: Reimagining Time at Holiday Inn Barboursville on February 10, 2017.
21. Met with the Regional Council at RESA 2 on February 16, 2017.
22. RESA/WVDE Special Education Meeting at RESA 3/WVDE on February 2, 2017.
23. RESA 2 Pre-K Coordinators' Meeting at RESA on February 2, 2017.
24. RESA 2 Leadership Series at Holiday Inn Barboursville on February 10, 2017/
25. Aligning services with DRS and Pathways to the Future at DRS on February 21, 2017.