

RESA 2  
MONTHLY ACTIVITIES REPORT  
 JULY 2014

Activity	Cabell	Lincoln	Logan	Mason	Mingo	Wayne	Higher Ed	Outside Agencies
Email	187	156	140	198	279	146	90	295
Phone	208	133	223	134	171	159	38	180
Chat	149	154	118	109	34	83		27
School Visits/ Contacts	105	35	10	15	28	17	2	7
Remote Support		2	2		1			

**PROJECTS:**

1. Administrator/Directors Council Meetings.
2. RESA 2 Staff Meetings.
3. Supervision of Unit Meetings.
4. WVEIS Project Implementation.
5. RESA 2 Regional Council Meeting Agenda and Support Materials.
6. RESA 2 Financial Records review.
7. Region 2 Tech Prep Component support.
8. RESA 2 Staff Development Plan implementations.
9. WVEIS facilitation.
10. Computer Repair.
11. Implementation of Plan of Action for Board Goals.
12. WIB Computer Repair Installation Repair.
13. Regional Wellness Project.
14. Plan of Services Monitoring.
15. Math Science Partnership Grant.
16. T.A.H. Project.
17. Energy Education Project.
18. Goal Setting Preparation and Report.
19. Assessment for Learning Project with Logan County.
20. Identification of Grant and funding opportunities.
21. Evaluation of Technology Initiatives.
22. Chemistry and Science Grant Project Supervision.
23. 21<sup>st</sup> Century Best Practices Project.
24. Technical Assistance Projects in Logan, Mingo and Mason Counties.
25. PLC project with Mason, Logan and Lincoln Counties.
26. Assessment Project.
27. Grant supervision for all grant projects.
28. Oversight of Math, English, Physics, cohorts.
29. Teacher Studio Project.
30. Facilitation of Communication Plan.
31. Regional Bullying Project.

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

## **COUNTY SUPPORT**

### **CABELL:**

#### Executive Director:

1. Catalyst school meetings with central office staff on July 8, 11, 15 18, 23, 2014.
2. Participation in a two day meeting with Catalyst school teams, Learning Forward, Cabell County Central office and the WVDE on July 24<sup>th</sup> and 25<sup>th</sup> 2014.
3. Meeting with Tim Hardesty, elementary supervisor, and principals at Salt Rock and Culloden Elementary schools on July 28<sup>th</sup>, 2014.
4. Meeting with Mike Odell and James Colegrove regarding repairs to the computer lab on two separate dates July 17<sup>th</sup> and 22<sup>nd</sup> 2014.
5. Meeting with Mike Odell regarding contract for Patty Pauley on July 21, 2014.
6. Catalyst school meeting with Cabell county central office to determine next steps and roles on July 31, 2014.
7. Meeting with Lenora Richardson and Tim Hardesty regarding data coach project for four or five schools on July 31, 2014.

#### Curriculum & Instruction:

8. Attended Catalyst School training at the Embassy Suites for Salt Rock and Culloden Elementary on July 24 and 25, 2014.
9. Attended Cabell County's Teacher Academy at Huntington High School on July 28 and July 30, 2014.

#### Special Education:

10. Non-Violent Crisis Intervention (CPI) Training for Cabell County Teachers' Academy July 28-29, 2014

#### Computer Repair:

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

## WVEIS:

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

## TAS:

34. Attended Learning Forward Training with Cabell County's Catalyst Schools staffs at Embassy Suites in Charleston on July 24 & 25, 2014.
35. Facilitated Catalyst Schools planning meeting with Cabell County administrators and RESA 2 staff on July 31, 201

## LINCOLN:

### Executive Director:

1. Met with Superintendent Lucas regarding Technical Assistance projects for 2014-15 on July 15, 2014.

### Curriculum & Instruction:

2. Conducted a professional learning (Close Reading and Text Dependent Questions) for Hamlin PK8 at Glade Springs on July 29, 2014

### Computer Repair:

3. Providing microcomputer technical services to RESA 2 County Contracts.
4. Providing microcomputer technical services to Computer Basic Skills Project.
5. Providing microcomputer technical services to the SUCCESS Project.

6. Provided microcomputer technical services to West Virginia Microcomputer Education Networks in (WVMEN) vocational schools.
7. Providing warranty repair services for Lenovo Computers.
8. Providing Cisco Router installation, maintenance, and repair service.
9. Providing Cisco Router Firewall configuration.
10. Maintain Windows Server Update Services servers in each school and BOE.
11. Completed 22 Units.

**WVEIS:**

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

**TAS:**

30. Attended National Trainer of Trainers Differentiated Instruction Training with two middle school teachers from Lincoln County.

**LOGAN:**

**Special Education:**

1. PBIS Team Meetings at Buffalo Elementary on July 25, 2014.

**Computer Repair:**

2. Providing microcomputer technical services to Computer Basic Skills Project.
3. Providing microcomputer technical services to the SUCCESS Project.
4. Provided microcomputer technical services to West Virginia Microcomputer Education Networks in (WVMEN) vocational schools.

5. Providing warranty repair services for Lenovo Computers.
6. Providing Cisco Router installation, maintenance, and repair service.
7. Providing Cisco Router Firewall configuration.
8. Maintain Windows Server Update Services servers in each school and BOE.
9. Completed 29 Units.

**WVEIS:**

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

**MASON:**

**Executive Director:**

1. Collaboration with Assistant Superintendent on WVDE initiatives on July 18, 2014

**Computer Repair:**

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

## WVEIS:

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

## MINGO:

### Executive Director:

1. Collaboration with RESA 21<sup>st</sup> Century Learning Grant liaison on July 7, 2014.
2. Collaboration with Superintendent Bobbera on two possible personnel projects on July 17, 2014.
3. Collaboration with Finance/ treasurer on project development on July 18, 2014.
4. Collaboration on IPI project for Mingo County Schools on July 31, 2014.

### Curriculum & Instruction:

2. Provided technical assistance on-site at the 21<sup>st</sup> Century summer program located at Gilbert Elementary on July 17, 2014
3. 21<sup>st</sup> CCLC visit to Gilbert site on July 15, 2014
4. 21<sup>st</sup> CCLC visit to Williamson site on July 15, 2014
5. 21<sup>st</sup> CCLC visit to Gilbert site on July 16, 2014
6. 21<sup>st</sup> CCLC visit to Williamson site on July 16, 2014
7. 21<sup>st</sup> CCLC visit to Gilbert site on July 17, 2014
8. 21<sup>st</sup> CCLC visit to Williamson site on July 17, 2014

### Computer Repair:

9. Providing microcomputer technical services to RESA 2 County Contracts.
10. Providing microcomputer technical services to Computer Basic Skills Project.

11. Providing microcomputer technical services to the SUCCESS Project.
12. Provided microcomputer technical services to West Virginia Microcomputer Education Networks in (WVMEN) vocational schools.
13. Providing warranty repair services for Lenovo Computers.
14. Providing Cisco Router installation, maintenance, and repair service.
15. Providing Cisco Router Firewall configuration.
16. Maintain Windows Server Update Services servers in each school and BOE.
17. Completed 119 Units.

**WVEIS:**

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

**TAS:**

36. Scheduled IPI dates for Gilbert Elementary with first collection on September 18, 2014.

**WAYNE:**

**Executive Director:**

1. Meeting with Superintendent Pertee on July 23, 2014

**Computer Repair:**

2. Providing warranty repair services for Lenovo Computers.
3. Providing Contract Services for Computer Maintenance

4. Providing Cisco Router installation, maintenance, and repair service.
5. Providing Cisco Router Firewall configuration..

#### WVEIS:

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.

#### TAS:

24. Scheduled IPI Data Collection for an additional school, bringing total to nine.

#### **SERVICES / MEETINGS:**

##### Executive Director:

1. Meeting with Curriculum staff on July 8, 2014.
2. Conducted staff meeting on July 8, 2014.
3. Facilitated county curriculum director meeting on the new professional development model on July 10, 2014. August 11, 2014.
4. Conducted end of year personnel evaluations on July 11, 2014.
5. Participated in superintendent meetings on technical assistance for 2014-15.
6. Leslie Tyree represented RESA at the regional school board Association meeting at St. Mary's Education Center.
7. Facilitation of turf purchase inquiries from entities in RESA 2.
8. Facilitated Field Turf hospitality meeting on August 10<sup>th</sup> including g venue and dinner arrangements.
9. Participated in OEPA briefing at Pullman Square on August 22, 2014.
10. Participated in WVDE briefing from the Office of School Improvement on July 23, 2014.
11. Two day participation with Salt Rock and Culloden Elementary Schools , WVDE, Learning



Forward on the new professional learning model.

12. Project TEIR planning and budget review including a meeting with WVDE on July 30<sup>th</sup> and 31<sup>st</sup>.
13. Meeting with Devona Myers regarding technical assistance work in Wayne County with math teachers on July 28<sup>th</sup>, 31<sup>st</sup>, 2014.
14. Planning and problem solving regarding MDC and LDC work for 2013-14.
15. Ongoing collaboration with WVDE, NCTAF and Cabell County schools throughout the month on Catalyst school work I Cabell County.

#### Curriculum & Instruction:

16. Attended the OEPA meeting at Pullman Plaza on July 21, 2014
17. Met with county curriculum directors at RESA 2 on July 10, 2014
18. Attended the WVDE training held at RESA 2 on July 23, 2014
19. Attended Project TEIR Math Solutions training held at RESA 2 on July 15-16, 2014.
20. Office 365 meeting-July 2, 2014
21. Learning Forward Model for County Curriculum and PD directors on July 10, 2014
22. Meeting with Jeff Olefson with Staff Development Associates on July 14, 2014
23. Meeting with Charles Bindig with APU on July 14, 2014
24. OEPA principal meeting at Pullman on July 21, 2014
25. OEPA principal meeting at Pullman on July 22, 2014
26. WVDE superintendent/central office training at RESA 2 on July 23, 2014
27. Cabell County Teachers' Academy on July 28, 2014
28. Cabell County Teachers' Academy on July 29, 2014
29. Catalyst School meeting with Cabell County Central Office at RESA 2 on July 31, 2014

#### Special Education:

30. County Special Education Directors' Meeting @ RESA 3 July 2, 2014
31. Attended Office of Special Programs Staff Meeting @ State Department in Charleston, WV – July 3, 2014
32. Support for Personalized Instruction @ Bridgeport Conference Center July 15-17, 2014
33. OEPA A-F Designation @ Pullman Plaza July 22, 2014

#### WVEIS:

34. WVDE/RESA WVEIS Staff Conference Call on July 10 & 24, 2014.
35. Steering Committee Meeting on July 17, 2014.
36. Strategic Plan Meeting on July 23, 2014.
37. Angie Brewster/Special Ed Training on WOW on July 24, 2014.

#### TAS:

38. Attended RESA 2 meeting for superintendents on July 23, 2014.
39. Wrote two articles for RESA 2 Newsletter.

#### School Improvement:

40. Worked with RESA 2 Curriculum Team to complete TA template for each school where ongoing work has occurred in 2013-14 and/or will occur in 2014-15.
41. Attended the OEPA Orientation Training for WV Schools and School Systems held at Pullman Square on July 23, 2014.
42. Worked with RESA 2 Curriculum Team to revise the strategic plan with first meeting being held on July 23, 2014.
43. Met with Dee Cockrille on July 28, 2014 to begin conceptualizing and planning for development of a RESA 2 School Improvement Website.
44. Communicated regularly with Coalfield Cap to obtain correct paperwork for summer contract to provide 21<sup>st</sup> CCLC with bus operators and cooks.
45. Communicated regularly with 21<sup>st</sup> CCLC staff at Gilbert MS and Williamson PK8.
46. Contacted 4 21<sup>st</sup> CCLC programs in the state to discuss how they recruit students for the program and provided their responses to the school staff and to RESA 2 appropriate staff.
47. Worked with colleague, Vicky Webb, who directs the Beckley Stratton Elem 21<sup>st</sup> CCLC program. Arranged for her to meet me and accompany me to visit on July 15 to the two 21<sup>st</sup> CCLC sites; unfortunately that trip had to be cancelled due to my husband's illness

Audiology:

NP = noise protection

AC = acoustic immittance

SCG = hearing screening guidelines

SCP = hearing screening procedures

OM = otitis media

AE/D = audiological evaluation/diagnosis

CA = classroom acoustics

RP= referral procedures

CAPD= central auditory processing disorder

CI= cochlear implants

ALD= assistive listening devices