

RESA 2  
MONTHLY ACTIVITIES REPORT  
 JULY 2015

Activity	Cabell	Lincoln	Logan	Mason	Mingo	Wayne	Higher Ed	Outside Agencies
Email	452	405	610	485	432	485	81	606
Phone	493	412	568	401	471	466	4	313
Chat	374	271	574	76	124	173		23
School Visits/ Contacts	33	73	75	11	28	29		48
Remote Support		1	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. Energy Education Project.
17. Goal Setting Preparation and Report.
18. Assessment for Learning Project with Logan County.
19. Identification of Grant and funding opportunities.
20. Evaluation of Technology Initiatives.
21. Technical Assistance Projects in Cabell, Lincoln, Logan, Mingo and Mason Counties.
22. Grant supervision for all grant projects.
23. Oversight of Math, English, Physics, cohorts.
24. Facilitation of Communication Plan.
25. Regional Bullying Project.
26. Technology Services.
27. RESA 2 Teaming Initiatives.
28. AESA representation on National Executive Council, AESA Foundation Board,
29. Coordination of bus driver training efforts in R2 counties.
30. Statewide Coordination of WV AEPA contracts and services.
31. Graduate course facilitation for certification and cohort support.
32. Support for Catalyst School Project with WVBE, WVDE, Cabell County Schools

33. Supervision of the Attorney project in Cabell, Lincoln, Mason, and Mingo counties.
34. Implementation of the new Technical Assistance Online Project.
35. Supervision of OSP funded initiatives through Special Education Director and Technical Assistance Specialist.

## **COUNTY SUPPORT**

### **CABELL:**

1. Collaboration with Literacy Team on July 2 & 10, 2015.
2. Collaboration on Skills for Success grant on July 2 & 20, 2015.
3. Collaboration on the hiring of RESA C& I Coordinator.
4. Providing microcomputer technical services to Computer Basic Skills Project.
5. Providing microcomputer technical services to the SUCCESS Project
6. Providing warranty repair services for Lenovo Computers.
7. Providing Cisco Router installation, maintenance, and repair service.
8. Providing Cisco Router Firewall configuration.
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.

### **LINCOLN:**

1. Collaboration on School improvement and WVDE initiatives on July 2, 2015.
2. Collaboration on Occupational Therapy shared service on July 2 & 6, 2015.
3. Collaboration on the hiring of RESA C& I Coordinator.
2. Collaboration on Skills for Success and i3 grant on July 2 & 20, 2015.
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. Maintain Windows Server Update Services servers in each school and BOE.
10. Completed 13 Units.
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.

**LOGAN:**

1. Collaboration on the hiring of RESA C& I Coordinator.
2. Collaboration on Occupational Therapy shared service on July 2, 6 2015.
3. Collaboration on Graduation 20/20 initiatives for CRHS and Logan HS on July 2 & 20, 2015.
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 14 Units.
12. Conducted a professional learning opportunity on Classroom Management and Positive Behavior Interventions at Chapmanville Middle School Energy Express site on July 9, 2015.
13. Conducted a professional learning opportunity on Data Notebooks/Data Walls/Goal Setting with Marsha Jarrell at Chapmanville Middle School on July 16, 2015.

14. Conducted professional learning opportunity with Tammy Stowers on Next Gen Guidance ELA at CMS on July 27, 2015.
15. Conducted professional learning opportunity with Tammy Stowers on Next Gen Guidance Math and Accelerated Learning at Chapmanville Middle School on July 28, 2015.
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.

**MASON:**

1. Collaboration on the hiring of RESA C& I Coordinator.
2. Collaboration on Skills for Success grant on July 2, 20<sup>th</sup> 2015.
3. Collaboration on Principal Mentoring training session on July 20, 2015.
4. Providing microcomputer technical services to RESA 2 County Contracts.
5. Providing microcomputer technical services to Computer Basic Skills Project.
6. Providing microcomputer technical services to the SUCCESS Project.
7. Provided microcomputer technical services to West Virginia Microcomputer Education Networks in (WVMEN) vocational schools.
8. Providing warranty repair services for Lenovo Computers.
9. Providing Cisco Router installation, maintenance, and repair service.
10. Providing Cisco Router Firewall configuration.
11. Completed 4 Units.
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.

### **MINGO:**

1. Collaboration on the hiring of RESA C& I Coordinator.
2. Collaboration on Skills for Success grant on July 2, 20<sup>th</sup> 2015.
3. Collaboration on Skills for Success and i3 grant on July 2, 20<sup>th</sup> 2015.
4. Providing microcomputer technical services to RESA 2 County Contracts.
5. Providing microcomputer technical services to Computer Basic Skills Project.
6. Providing microcomputer technical services to the SUCCESS Project.
7. Provided microcomputer technical services to West Virginia Microcomputer Education Networks in (WVMEN) vocational schools.
8. Providing warranty repair services for Lenovo Computers.
9. Providing Cisco Router installation, maintenance, and repair service.
10. Providing Cisco Router Firewall configuration.
11. Maintain Windows Server Update Services servers in each school and BOE.
12. Completed 138 Units.
13. Offered continuous support for Mingo IZ Grant through emails and phone calls to Burch Middle School, Matewan PK-8, and Mingo Central Comprehensive High School.
14. Technical Assistance for WVEIS users.
15. Providing query support for users.
16. Assisting schools with report cards.
17. Assisting schools with scheduling for current year.
18. Assisting counties with State Reports when due.
19. Assisting WVEIS State Staff with daily operations on the AS/400.
20. Maintaining the RESA2 trouble log for phone lines.
21. Providing router support for schools and board offices.
22. Provide on-site WVEIS training in Region 2 schools.
23. Assisted counties with data research.
24. Setup/Support for Virtual Conference meetings.
25. Assisting with the WVEIS Web Base.
26. Keeping RESA2 Sub Systems running.
27. Creating Sequel View's as needed.
28. Supporting WOW User's
29. Supporting RESA2 schools and county offices with State Data Reports.
30. Back up files and end of calendar year for Finance and Student Data at end of fiscal year.
31. Restore files as needed.

## **WAYNE:**

1. Collaboration on the hiring of RESA C& I Coordinator.
2. Collaboration on Skills for Success grant on July 2, 20<sup>th</sup> 2015.
3. Collaboration on Skills for Success and i3 grant on July 2, 20<sup>th</sup> 2015.
4. Ongoing collaboration on the WS contract for Kenova Elementary.
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.
6. Provided support and teaming guidance for PBIS Team at Lavallette Elementary School on Thursday, July 2, 1015
7. Conducted a professional learning opportunity on IPI Overview and Data Notebooks with Kristi James at Crum Elementary/Middle School on Wednesday, July 22, 2015.
8. Participated in PBIS Team Meeting at Buffalo Elementary School on Tuesday, July 28, 2015.
9. Conducted professional learning opportunity with Kristi James on effective teaming strategies and data-driven instruction at Buffalo Elementary School (Wayne) on Wednesday, July 29, 2015.
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.
28. PBIS Team Meeting with Spring Valley High School on July 10, 2015
29. Teachers' Academy at Crum Middle School July 22, 2015
30. Teachers' Academy at Buffalo Elementary School July 29, 2015.

## **SERVICES / MEETINGS:**

1. Meeting with grant writers for Skills for Success grant on July 2, 6, 9, 20, 22, 24, & 27, 2015.
2. Meeting with Jason Burcher on AEPA processes on July 2, 2015.
3. Meeting with Kickup on digital coaching project on July 9, 2015.
4. Meeting with Grad 20/20 team and PBIS team on next steps in monitoring these projects on July 17, 2015.

5. Facilitated the welcome of the meeting of AESA's Executive Council on July 12, 2015 with TCPN.
6. Chaired the AESA Executive Council meeting on July 13, 2015.
7. Delivered the welcome to the opening session of the AESA Summer CEO Conference on July 13, 2015.
8. Participated in the AESA Foundation Board meeting on July 14, 2015.
9. Met with Tamara Bousquet of Scholastic math to revisit a grant proposal as well as a PL for math Solutions on July 20, 2015.
10. Facilitated the interviewing process for the RESA 2 C & I position on July 21, 2015.
11. Organized all components of the grant submission of the Skills for Success grant WS/WS throughout the month of July.
12. Attended the WVDE Instructional Leadership meeting on July 23, 2015.
13. Meeting with vendors for Avant on July 28, 2015.
14. Attendance at the Student Success Summit in Morgantown on July 22-23, 2015.
15. Submission of the USDOE grant application for Skills for Success application on Non Cognitive factors (Whole School/Whole Student/ WWSWS) on July 29, 2015.
16. West Virginia State Technology Conference, Waterfront Conference Center, July 21-23, 2015
17. Collaborated with county Special Education Directors at RESA 2 on Thursday, July 9, 2015.
18. Participated in Skills for Success Grant collaboration with Tammy, Dr. Cockrille, Marsha, and Kristi via conference call on Thursday, July 9, 2015.
19. Participated in PBIS Planning and Assignment Debrief with Dr. Cockrille, Tammy Stowers, Kristi James, Marsha Jarrell at RESA 2 on Friday, July 10, 2015.
20. Participated in Skills for Success Grant collaboration with Tammy, Marsha, Kristi, and grant participants via conference call on Monday, July 13, 2015.
21. Participated in SREB/LDC/MDC Conference in Atlanta, Georgia on July 12-15.
22. Participated in Skills for Success Grant collaboration with grant participants via conference call on Wednesday, July 15, 2015.
23. Participated in Catalyst School Orientation Professional Learning at RESA 7, Clarksburg, WV on Monday, July 20, 2015.
24. Participated in Early Literacy Professional Learning with Tammy Stowers and Kristi James at Embassy Suites, Charleston, WV on Tuesday, July 21, 2015.
25. Participated in Catalyst School Orientation with Tammy Stowers, Kristi James, and Marsha Jarrell at Embassy Suites, Charleston, WV on Thursday and Friday, July 23-24, 2015.
26. Participated in Catalyst School with Joellen Killion on Friday, July 31, 2015.
27. ZoomWV Training at Cabell BOE on July 16, 2015.
28. Early Warning Presentation at WVSTC in Morgantown on July 22, 2015.
29. Submission of the IDEA Grant on July 1, 2015.
30. Submission of the Regional Systemic Improvement Plan on July 1, 2015.
31. Attended Office of Special Programs' Monthly Staff Meeting and RESA Special Education Directors' Monthly Meeting on July 2, 2015
32. Regional ADOS-2 Training for School Psychologist and Speech Pathologists on July 7-8, 2015
33. Grade-Level Reading (Leaders of Literacy) on July 20-21, 2015
34. Catalyst School (Becoming a Learning School) Introduction with new schools on July 23-24, 2015
35. PBIS Planning Meeting with Amy Kelly on July 27, 2015
36. Graduation 20/20 Overview and Responsibilities with WVDE on July 31, 2015.