

RESA 2
MONTHLY ACTIVITIES REPORT
 JULY 2016

Activity	Cabell	Lincoln	Logan	Mason	Mingo	Wayne	Higher Ed	Outside Agencies
Email	68	78	80	50	98	46	21	348
Phone	50	79	80	29	80	53		228
Chat	26	36	49	16	42	27		33
School Visits/ Contacts	10	51	11	4	33	3	2	18

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. OEPA Audit Training, RESA 2 Office, July 11, 2016.
2. A-F Information Session, July 19, 2016.
3. Alternative Certification Meeting, July 19, 2016.
4. HB 2940 Regional Board Meeting, July 25, 2016.
5. Collaborated with Special Education Director concerning new position.
6. Review Cabell County summative data and strategic plan.
7. Technical Assistance for WVEIS users.
8. Providing query support for users.
9. Assisting schools with report cards.
10. Assisting schools with scheduling for current year.
11. Assisting counties with State Reports when due.
12. Assisting WVEIS State Staff with daily operations on the AS/400.
13. Maintaining the RESA2 trouble log for phone lines.
14. Providing router support for schools and board offices.
15. Provide on-site WVEIS training in Region 2 schools.
16. Assisted counties with data research.
17. Setup/Support for Virtual Conference meetings.
18. Assisting with the WVEIS Web Base.
19. Keeping RESA2 Sub Systems running.
20. Creating Sequel View's as needed.
21. Supporting WOW User's
22. Supporting RESA2 schools and county offices with State Data Reports.
23. Back up files and end of calendar year for Finance and Student Data at end of fiscal year.
24. Restore files as needed.
25. Technical Assistance provided to the teacher of the hearing impaired via text and telephone regarding the summer storage inventory on July 6, 2016.
26. Technical Assistance provided to the teacher of the hearing impaired and interpreter via text regarding services for a student on July 11, 2016.
27. Technical Assistance provided to a student, interpreter, and mother onsite at Guyandotte Elementary regarding hearing aid status and need for new ear molds on July 12, 2016.
28. Technical Assistance provided to the Hearing Impaired Supervisor via telephone regarding services for the new school year and changes to staffing on July 12 2016.
29. Technical Assistance provided to a parent via telephone regarding the proper procedure of obtaining medical records on July 25, 2016.
30. A total of two hearing aid checks, 19 FM system checks, two ear mold impressions, and four consultations were completed.

LINCOLN:

1. OEPA Audit Training, RESA 2 Office, July 11, 2016.
2. A-F Information Session, July 19, 2016.
3. Alternative Certification Meeting, July 19, 2016.
4. HB 2940 Regional Board Meeting, July 25, 2016.
5. Met with Superintendent Jeff Midkiff to discuss curricular tasks for the 2016-2017 school year.
6. Collaborated with Special Education Director concerning new position.
7. Review Lincoln County summative data and strategic plan.
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. Technical Assistance provided to the director of special education onsite at Lincoln County Board of Education regarding the status of FM systems and audiometers on July 6, 2016.
27. Technical Assistance provided to the director of special education via email regarding the purchase and repair of FM systems on July 12, 18, and 26 2016.
28. Technical Assisntac3 provided to the secretary of special education via email regarding the schedule for hearing screenings on July 20, 2016.
29. Technical Assistance provided to a student and parent onsite at West Hamlin Elementary regarding the functioning of hearing aids on July 26, 2016.
30. A total of two hearing aid checks, 16 FM system checks, and four consultations were completed.

LOGAN:

1. Agreement with Logan to provide legal services on a temporary basis.
2. OEPA Audit Training, RESA 2 Office, July 11, 2016.
3. A-F Information Session, July 19, 2016.
4. Alternative Certification Meeting, July 19, 2016.
5. HB 2940 Regional Board Meeting, July 25, 2016.
6. Review Logan County summative data and strategic plan.
7. Technical Assistance for WVEIS users.
8. Providing query support for users.

9. Assisting schools with report cards.
10. Assisting schools with scheduling for current year.
11. Assisting counties with State Reports when due.
12. Assisting WVEIS State Staff with daily operations on the AS/400.
13. Maintaining the RESA2 trouble log for phone lines.
14. Providing router support for schools and board offices.
15. Provide on-site WVEIS training in Region 2 schools.
16. Assisted counties with data research.
17. Setup/Support for Virtual Conference meetings.
18. Assisting with the WVEIS Web Base.
19. Keeping RESA2 Sub Systems running.
20. Creating Sequel View's as needed.
21. Supporting WOW User's
22. Supporting RESA2 schools and county offices with State Data Reports.
23. Back up files and end of calendar year for Finance and Student Data at end of fiscal year.
24. Restore files as needed.
25. Technical Assistance provided to the teacher of the hearing impaired via telephone regarding scheduling of services and the status of FM systems on July 26, 2016.
26. A total of 26 FM system checks and one consultation was completed.

MASON:

1. Collaborate with Special Education Director concerning new position.
2. OEPA Audit Training, RESA 2 Office, July 11, 2016.
3. A-F Information Session, July 19, 2016.
4. Alternative Certification Meeting, July 19, 2016.
5. HB 2940 Regional Board Meeting, July 25, 2016.
6. Review Mason County summative data and strategic plan.
7. Collaborated with the PBIS team to review PBIS guidelines and offer support for 2016/2017 at Point Pleasant Intermediate School on July 18, 2016.
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. Technical Assistance provided to the director of special education via email regarding the status of audiometers and services for the new school year on July 13, 2016.
27. A total of two FM system checks and one consultation was completed.

MINGO:

1. Collaborate with Special Education Director concerning new position.
2. OEPA Audit Training, RESA 2 Office, July 11, 2016.
3. A-F Information Session, July 19, 2016.
4. HB 2940 Regional Board Meeting, July 25, 2016.
5. Review Mingo County summative data and strategic plan.
6. Facilitated Mingo County Principal Academy session-Becoming a Learning School, July 28, 2016.
7. Technical Assistance for WVEIS users.
8. Providing query support for users.
9. Assisting schools with report cards.
10. Assisting schools with scheduling for current year.
11. Assisting counties with State Reports when due.
12. Assisting WVEIS State Staff with daily operations on the AS/400.
13. Maintaining the RESA2 trouble log for phone lines.
14. Providing router support for schools and board offices.
15. Provide on-site WVEIS training in Region 2 schools.
16. Assisted counties with data research.
17. Setup/Support for Virtual Conference meetings.
18. Assisting with the WVEIS Web Base.
19. Keeping RESA2 Sub Systems running.
20. Creating Sequel View's as needed.
21. Supporting WOW User's
22. Supporting RESA2 schools and county offices with State Data Reports.
23. Back up files and end of calendar year for Finance and Student Data at end of fiscal year.
24. Restore files as needed.
25. Technical Assistance provided to a WV Legal Aid employee via telephone regarding the process of requesting medical records on July 27, 2016.
26. A total of one consultation was completed.

WAYNE:

1. Collaborate with Special Education Director concerning new position.
2. OEPA Audit Training, RESA 2 Office, July 11, 2016.
3. A-F Information Session, July 19, 2016.
4. Alternative Certification Meeting, July 19, 2016.
5. HB 2940 Regional Board Meeting, July 25, 2016.
6. Collaborated with Special Education Director concerning new position.
7. Review Wayne County summative data and strategic plan.
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. Technical Assistance provided to the director of special education via telephone regarding referrals for central auditory processing testing on July 26, 2016.
27. Technical Assistance provided to the teacher of the hearing impaired via email regarding the services available for next year and status of FM systems on July 26, 2016.
28. A total of 3 FM system checks and two consultations were completed.

SERVICES / MEETINGS:

1. Facilitated Marshall Reading Cohort at RESA 2 on July 7, 2016.
2. Complete and submitted Food Service Claim for 21st CCLC on July 7, 2016.
3. Attended OEPA training at RESA 2 on July 11, 2016.
4. Attended PD Directors' Meeting/WVDE Collaborative at RESA 7 on July 12-13, 2016.
5. Facilitated the Regional Pre-K Directors Meeting at RESA 2 on July 14, 2016.
6. Attended RS3-Graduation 20/20 meeting at RESA 7 on July 15, 2016.
7. Conference Call with Janelle Ruhe of myON on July 18, 2016.
8. Attended WVDE A-F training and Leadership Standards at Cabell Midland High School on July 19, 2016.
9. Attended Alternative Certification committee meeting at RESA 2 on July 19, 2016.
10. Attended Solution Tree training at RESA 1 on July 26, 2016.
11. Collaborated with WVDE for PreK Indicators support in SE meeting for September 8, 2016.
12. State Department Annual Data Conference at Morgantown WV, July 20-22, 2016.
13. Conference call with Justin Boggs on July 20, 2016.
14. Conference call with John Miller on July 25, 2016.
15. Meeting with Audrey Pitonak-Goff with Reasoning Mind on July 26, 2016.
16. Attended RESA 6 LOL ToT on July 29, 2016.