

RESA 2
MONTHLY ACTIVITIES REPORT
 JULY 2017

Activity	Cabell	Lincoln	Logan	Mason	Mingo	Wayne	Higher Ed	Outside Agencies
Email	45	78	108	57	89	70	140	185
Phone	25	67	59	32	76	55	20	96
Chat	34	51	55	25	50	27		36
School Visits/ Contacts	4	52	32	3	32	4	5	11
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. WIB Computer Repair Installation Repair.
12. Regional Wellness Project.
13. Plan of Services Monitoring.
14. Identification of Grant and funding opportunities.
15. Projects in Cabell, Lincoln, Logan, Mingo and Mason Counties.
16. Grant supervision for all grant projects.
17. Oversight of Math, and Leadership cohorts.
18. Facilitation of Communication Plan for RESA 2.
19. Technology Services.
20. Coordination of bus driver training in R2 counties.
21. Statewide Coordination of WV AEPA contracts and services.
22. Graduate course facilitation for certification and cohort support.
23. Supervision of the Attorney project in Cabell, Lincoln, Mason, and Mingo counties.
24. Oversight of Substitute Educator Training and School Bus Driver Training.
25. Supervision of OSP funded initiatives through Special Education Director and Technical Assistance Specialist.
26. Planned marketing campaign for AEPA.
27. Authored and submitted a EIR grant for the upcoming school year.
28. Planned RESA 2 budget with Drew Rottgen.
29. Authored writing a Learning.com grant
30. Spoke with Jim Denova about current grants

31. Met with legal counsel to expand services
32. Attended the WVASA meeting
33. Met with Dr. D'Antoni about grant
34. RESA Regional Director Meeting
35. Collaborating on new website
36. Collaborating on new AEPA materials
37. Developing Curriculum materials
38. Planning curricular activities for new WVDE grant monies
39. Revamp Substitute Training
40. Developed Praxis Training for Praxis Core
41. Meeting concerning technology integration within classrooms
42. Met with D & E, WVU-P and Marshall to expand Praxis trainings.
43. CTE/Benedum grant meeting with county directors.

COUNTY SUPPORT

CABELL:

1. Met with Karen Veasey about audiology.
2. Met with Cabell CFO about RESA 2 budget.
3. CTE/Benedum grant meeting with county directors.
4. Technical Assistance for WVEIS users.
5. Providing query support for users.
6. Assisting schools with report cards.
7. Assisting schools with scheduling for current year.
8. Assisting counties with State Reports when due.
9. Assisting WVEIS State Staff with daily operations on the AS/400.
10. Maintaining the RESA2 trouble log for phone lines.
11. Providing router support for schools and board offices.
12. Provide on-site WVEIS training in Region 2 schools.
13. Assisted counties with data research.
14. Setup/Support for Virtual Conference meetings.
15. Assisting with the WVEIS Web Base.
16. Keeping RESA2 Sub Systems running.
17. Creating Sequel View's as needed.
18. Supporting WOW User's
19. Supporting RESA2 schools and county offices with State Data Reports.
20. Back up files and end of calendar year for Finance and Student Data at end of fiscal year.
21. Restore files as needed.
22. Providing microcomputer technical services to Computer Basic Skills Project.
23. Providing microcomputer technical services to the SUCCESS Project
24. Providing warranty repair services for Lenovo Computers.
25. Providing Cisco Router installation, maintenance, and repair service.
26. Providing Cisco Router Firewall configuration.

LINCOLN:

1. CTE/Benedum grant meeting with county directors.
2. Spoke to officials about audiology.
3. Technical Assistance for WVEIS users.
4. Providing query support for users.
5. Assisting schools with report cards.
6. Assisting schools with scheduling for current year.
7. Assisting counties with State Reports when due.
8. Assisting WVEIS State Staff with daily operations on the AS/400.
9. Maintaining the RESA2 trouble log for phone lines.
10. Providing router support for schools and board offices.
11. Provide on-site WVEIS training in Region 2 schools.
12. Assisted counties with data research.
13. Setup/Support for Virtual Conference meetings.
14. Assisting with the WVEIS Web Base.
15. Keeping RESA2 Sub Systems running.
16. Creating Sequel View's as needed.
17. Supporting WOW User's
18. Supporting RESA2 schools and county offices with State Data Reports.
19. Back up files and end of calendar year for Finance and Student Data at end of fiscal year.
20. Restore files as needed.
21. Providing microcomputer technical services to RESA 2 County Contracts.
22. Providing microcomputer technical services to Computer Basic Skills Project.
23. Providing microcomputer technical services to the SUCCESS Project.
24. Provided microcomputer technical services to West Virginia Microcomputer Education Networks in (WVMEN) vocational schools.
25. Providing warranty repair services for Lenovo Computers.
26. Providing Cisco Router installation, maintenance, and repair service.
27. Providing Cisco Router Firewall configuration.
28. Maintain Windows Server Update Services servers in each school and BOE.
29. Completed 201 Units.

LOGAN:

1. CTE/Benedum grant meeting with county directors.
2. Spoke to officials about shared services.
3. Reviewed progress of Scope and Sequence work with Jason Browning-Logan County Director of Secondary Education at the Logan central office on July 13, 2017.
4. Provided technical assistance and guidance/support for final revision of high school ELA Scope and Sequence and Benchmarks with participating ELA teachers at Ralph R. Willis Career and Technical Center on July 21, 2017.
5. Provided technical assistance and guidance/support to PBIS teams from Man Elementary, Logan Middle, and Logan High at Chief Logan Convention Center on July 25, 2017.
6. Provided technical assistance and guidance/support for final revision of secondary social studies Scope and Sequence and Benchmarks with participating SS teachers at Chief Logan Convention Center on July 26, 2017.

7. Participated in final revision of all secondary Scope, Sequence and Benchmark work with Jason Browning-Logan Co. Dir. of Secondary Education at the Logan central office on July 31, 2017.
8. Provided technical support to Social Studies teacher at Man HS on August 1, 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 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 19 Units.

MASON:

1. CTE/Benedum grant meeting with county directors.
2. Spoke to officials about shared services.
3. Technical Assistance for WVEIS users.
4. Providing query support for users.
5. Assisting schools with report cards.
6. Assisting schools with scheduling for current year.
7. Assisting counties with State Reports when due.
8. Assisting WVEIS State Staff with daily operations on the AS/400.
9. Maintaining the RESA2 trouble log for phone lines.
10. Providing router support for schools and board offices.
11. Provide on-site WVEIS training in Region 2 schools.
12. Assisted counties with data research.
13. Setup/Support for Virtual Conference meetings.
14. Assisting with the WVEIS Web Base.

15. Keeping RESA2 Sub Systems running.
16. Creating Sequel View's as needed.
17. Supporting WOW User's
18. Supporting RESA2 schools and county offices with State Data Reports.
19. Back up files and end of calendar year for Finance and Student Data at end of fiscal year.
20. Restore files as needed.
21. Providing microcomputer technical services to RESA 2 County Contracts.
22. Providing microcomputer technical services to Computer Basic Skills Project.
23. Providing microcomputer technical services to the SUCCESS Project.
24. Provided microcomputer technical services to West Virginia Microcomputer Education Networks in (WVMEN) vocational schools.
25. Providing warranty repair services for Lenovo Computers.
26. Providing Cisco Router installation, maintenance, and repair service.
27. Providing Cisco Router Firewall configuration.

MINGO:

1. CTE/Benedum grant meeting with county director.
2. Spoke to superintendent about computer repair contract.
3. Doing Data Right in PLCs at Mingo County Teacher Academy on July 26, 2017.
4. Technical Assistance for WVEIS users.
5. Providing query support for users.
6. Assisting schools with report cards.
7. Assisting schools with scheduling for current year.
8. Assisting counties with State Reports when due.
9. Assisting WVEIS State Staff with daily operations on the AS/400.
10. Maintaining the RESA2 trouble log for phone lines.
11. Providing router support for schools and board offices.
12. Provide on-site WVEIS training in Region 2 schools.
13. Assisted counties with data research.
14. Setup/Support for Virtual Conference meetings.
15. Assisting with the WVEIS Web Base.
16. Keeping RESA2 Sub Systems running.
17. Creating Sequel View's as needed.
18. Supporting WOW User's
19. Supporting RESA2 schools and county offices with State Data Reports.
20. Back up files and end of calendar year for Finance and Student Data at end of fiscal year.
21. Restore files as needed.
22. Providing microcomputer technical services to RESA 2 County Contracts.
23. Providing microcomputer technical services to Computer Basic Skills Project.
24. Providing microcomputer technical services to the SUCCESS Project.
25. Provided microcomputer technical services to West Virginia Microcomputer Education Networks in (WVMEN) vocational schools.
26. Providing warranty repair services for Lenovo Computers.
27. Providing Cisco Router installation, maintenance, and repair service.
28. Providing Cisco Router Firewall configuration.
29. Maintain Windows Server Update Services servers in each school and BOE.
30. Completed 75 Units.

WAYNE:

1. CTE/Benedum grant meeting with county director.
2. Spoke to superintendent about computer repair contract.
3. Technical Assistance for WVEIS users.
4. Providing query support for users.
5. Assisting schools with report cards.
6. Assisting schools with scheduling for current year.
7. Assisting counties with State Reports when due.
8. Assisting WVEIS State Staff with daily operations on the AS/400.
9. Maintaining the RESA2 trouble log for phone lines.
10. Providing router support for schools and board offices.
11. Provide on-site WVEIS training in Region 2 schools.
12. Assisted counties with data research.
13. Setup/Support for Virtual Conference meetings.
14. Assisting with the WVEIS Web Base.
15. Keeping RESA2 Sub Systems running.
16. Creating Sequel View's as needed.
17. Supporting WOW User's
18. Supporting RESA2 schools and county offices with State Data Reports.
19. Back up files and end of calendar year for Finance and Student Data at end of fiscal year.
20. Restore files as needed.
21. Providing warranty repair services for Lenovo Computers.
22. Providing Contract Services for Computer Maintenance
23. Providing Cisco Router installation, maintenance, and repair service.
24. Providing Cisco Router Firewall configuration.
25. Completed 1 Unit.

SERVICES / MEETINGS:

1. Reviewed and Revised Strategic Plan.
2. Collaborated on a Marketing plan for RESA 2/ESC.
3. Collaborated with AESA President, Joan Wade, about bylaws for ESCs.
4. Inquired about Tuition Loan Forgiveness program.
5. Met with Marshall officials regarding Corbly Hall and Jenkins Hall – AEPA.
6. Collaborated with Shawnee Park about new Sports Complex and AEPA.
7. Drafted End of the Year grant review to Benedum.
8. Met with Heritage Farms about WV History PD.
9. Contact Vendors for updated information July 5-14, 2017
10. Submitted a Literacy Grant proposal to WVDE on July 14, 2017.
11. Met with Conrad Lucas about Learning.com and Benedum grant proposal on July 18, 2017.
12. Met with website designers on July 19, 2017.
13. Participated in Learning.com webinar on July 19, 2017.
14. Lunch with Kathy Watson about AEPA on July 20, 2017.
15. Promotional materials for Praxis Prep left with WVU-P on July 20, 2017.
16. Met with Richard Duncan on July 21, 2017.

17. Contact with Andrew Gunnoe about Shawnee Park Project and AEPA July 23-24, 2017.
18. Assisted Marty with Interim Report for Benedum grant on July 24-25, 2017.
19. Connected Mason County Accounts Payable with information regarding WV Business Products on July 27, 2017.
20. Marshall Cohort registrations July 2017.
21. Summer Food Service Audit on July 31, 2017.
22. Attended RESA 2 Special Education Directors meeting at RESA 2 on July 18, 2017.
23. Attended PBIS Coaches Conference at Stonewall Resort on July 18-20, 2017.
24. RESA/WVDE Special Education Meeting at RESA 3/WVDE on July 6, 2017.
25. Praxis Core Prep at RESA 2 on July 10, 2017.
26. RESA 2 Special Education Directors' Meeting at RESA 2 on July 18, 2017.
27. Attend the WVEIS Summer Data Conference in Morgantown on July 19-21, 2017.
28. Attend the WV Statewide Technology Conference in Morgantown on July 18-20, 2017.