

RESA 2
MONTHLY ACTIVITIES REPORT
 JUNE 2017

Activity	Cabell	Lincoln	Logan	Mason	Mingo	Wayne	Higher Ed	Outside Agencies
Email	60	78	147	58	82	66	36	195
Phone	22	87	72	37	76	37	5	93
Chat	25	40	65	15	40	20		32
School Visits/ Contacts	8	53	33	3	27	4	1	18
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. Explored writing a Learning.com grant
30. AEPA discussion in Lincoln County/Principal Meeting
31. Met with legal counsel to expand services
32. Attended the WVASA meeting

33. Attended WVASA
34. WVASA vendor table for AEPA
35. RESA Regional Director Meeting
36. Collaborating on new website
37. Collaborating on new AEPA materials
38. Designing new marketing materials for all programs
39. Planning curricular activities for new WVDE grant monies
40. Revamp Substitute Training
41. Developed Praxis Training for Praxis Core
42. Completed staff evaluations.

COUNTY SUPPORT

CABELL:

1. Met with superintendent about ESC.
2. Met with superintendent about next year budget.
3. Attended WVASA.
4. Met with Cabell CFO.
5. Technical Assistance for WVEIS users.
6. Providing query support for users.
7. Assisting schools with report cards.
8. Assisting schools with scheduling for current year.
9. Assisting counties with State Reports when due.
10. Assisting WVEIS State Staff with daily operations on the AS/400.
11. Maintaining the RESA2 trouble log for phone lines.
12. Providing router support for schools and board offices.
13. Provide on-site WVEIS training in Region 2 schools.
14. Assisted counties with data research.
15. Setup/Support for Virtual Conference meetings.
16. Assisting with the WVEIS Web Base.
17. Keeping RESA2 Sub Systems running.
18. Creating Sequel View's as needed.
19. Supporting WOW User's
20. Supporting RESA2 schools and county offices with State Data Reports.
21. Back up files and end of calendar year for Finance and Student Data at end of fiscal year.
22. Restore files as needed.
23. Providing microcomputer technical services to Computer Basic Skills Project.
24. Providing microcomputer technical services to the SUCCESS Project
25. Providing warranty repair services for Lenovo Computers.
26. Providing Cisco Router installation, maintenance, and repair service.
27. Providing Cisco Router Firewall configuration.
28. Technical Assistance provided to a parent via telephone regarding the referral process for central auditory processing testing on June 26, 2017.
29. One Consultation was completed.

LINCOLN:

1. Met with superintendent about ESC.
2. Met with superintendent about next year budget.
3. Attended WVASA.
4. Attended principal meeting.
5. Youth Mental Health First Aid Training at Lincoln Co. Central Office on June 28, 2017.
6. Delivered Youth Mental Health First Aid training to 9 counselors and teachers on June 28, 2017.
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. Providing microcomputer technical services to RESA 2 County Contracts.
26. Providing microcomputer technical services to Computer Basic Skills Project.
27. Providing microcomputer technical services to the SUCCESS Project.
28. Provided microcomputer technical services to West Virginia Microcomputer Education Networks in (WVMEN) vocational schools.
29. Providing warranty repair services for Lenovo Computers.
30. Providing Cisco Router installation, maintenance, and repair service.
31. Providing Cisco Router Firewall configuration.
32. Maintain Windows Server Update Services servers in each school and BOE.
33. Completed 11 Units.
34. Technical Assistance provided to the director of special education onsite at Lincoln County Board of Education regarding the return of audiometers from calibration and explanation of uncompleted repairs on June 26, 2017.
35. One Consultation was completed.

LOGAN:

1. Met with superintendent about ESC.
2. Met with superintendent about next year budget.
3. Attended WVASA.
4. Facilitation of ELA long range planning with elementary teachers at Ralph R Willis on June 5-6,

- 2017.
5. Facilitation of Text Set planning and debrief for 1st grade teachers at West Chapmanville Elementary on June 9, 2017.
 6. Provided technical assistance and support to Jona Kelly and Tori Bates (West Chapmanville Elementary teachers) for Quality Questioning full staff roll-out at Logan Country Club on June 1, 2017.
 7. Provided technical assistance and guidance/support for Scope and Sequence and Benchmark development to Logan county secondary ELA teachers at Ralph R. Willis Career and Technical Center on June 5-6, 2017.
 8. Provided technical assistance and guidance/support for Scope and Sequence and Benchmark development to Logan county secondary Social Studies teachers at Ralph R. Willis Career and Technical Center on June 12-13, 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 21 Units.

MASON:

1. Met with superintendent about ESC.
2. Met with superintendent about next year budget.
3. Attended WVASA.
4. Attended principal meeting.
5. Technical Assistance for WVEIS users.

6. Providing query support for users.
7. Assisting schools with report cards.
8. Assisting schools with scheduling for current year.
9. Assisting counties with State Reports when due.
10. Assisting WVEIS State Staff with daily operations on the AS/400.
11. Maintaining the RESA2 trouble log for phone lines.
12. Providing router support for schools and board offices.
13. Provide on-site WVEIS training in Region 2 schools.
14. Assisted counties with data research.
15. Setup/Support for Virtual Conference meetings.
16. Assisting with the WVEIS Web Base.
17. Keeping RESA2 Sub Systems running.
18. Creating Sequel View's as needed.
19. Supporting WOW User's
20. Supporting RESA2 schools and county offices with State Data Reports.
21. Back up files and end of calendar year for Finance and Student Data at end of fiscal year.
22. Restore files as needed.
23. Providing microcomputer technical services to RESA 2 County Contracts.
24. Providing microcomputer technical services to Computer Basic Skills Project.
25. Providing microcomputer technical services to the SUCCESS Project.
26. Provided microcomputer technical services to West Virginia Microcomputer Education Networks in (WVMEN) vocational schools.
27. Providing warranty repair services for Lenovo Computers.
28. Providing Cisco Router installation, maintenance, and repair service.
29. Providing Cisco Router Firewall configuration.
30. Technical Assistance provided to parents onsite at Mason County Board of Education regarding the screening procedure and screening results on June 2, 2017.
31. A total of 24 Hearing Screenings and Consultations were completed.

MINGO:

1. Met with superintendent about ESC.
2. Met with superintendent about next year budget.
3. Attended WVASA.
4. Monitoring visit Gilbert MS, YEP, summer food service and Federal Monitoring on June 1, 2017.
5. Summer food service monitoring visits to Gilbert MS and Williamson PK-8 on June 7, 2017.
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.
24. Providing microcomputer technical services to RESA 2 County Contracts.
25. Providing microcomputer technical services to Computer Basic Skills Project.
26. Providing microcomputer technical services to the SUCCESS Project.
27. Provided microcomputer technical services to West Virginia Microcomputer Education Networks in (WVMEN) vocational schools.
28. Providing warranty repair services for Lenovo Computers.
29. Providing Cisco Router installation, maintenance, and repair service.
30. Providing Cisco Router Firewall configuration.
31. Maintain Windows Server Update Services servers in each school and BOE.
32. Completed 71 Units.

WAYNE:

1. Met with superintendent about ESC.
2. Met with superintendent about next year budget.
3. Attended WVASA.
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 warranty repair services for Lenovo Computers.
23. Providing Contract Services for Computer Maintenance
24. Providing Cisco Router installation, maintenance, and repair service.
25. Providing Cisco Router Firewall configuration.
26. Completed 1 Unit.

27. Technical Assistance provided to the director of special education and speech language pathologist via email regarding the PO for audiometric calibration on June 7, 2017.
28. One Consultation was completed.

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.
4. Facilitation of WV History grant for curriculum development at Heritage Farm Museum on June, 12, 13, & 16, 2017.
5. Attend Regional Council meeting to present Exemplary Teaching Technique teachers on June 13, 2017.
6. Monitor AEPA vendor table at WVASA from June 20-23, 2017.
7. Meet with Becky Crouch at Heritage Farm concerning stipends for WV History attendee on June 29, 2017.
8. Complete and submit Continuation report and Project Director Survey for YEP on June 29, 2017.
9. RESA/WVDE Special Education Meeting at RESA 3/WVDE on June 8, 2017.
10. RESA 2 Special Education Directors' Meeting at RESA 2 on June 13, 2017.
11. KidStrong Conference at Charleston Civic Center on June 21-23, 2017.
12. Provided Praxis One Review training at RESA 2 on June 26, 2017.
13. Facilitated Substitute Teacher Training at RESA 2 on June 28, 2017.