

RESA 2  
MONTHLY ACTIVITIES REPORT  
MAY 2016

Activity	Cabell	Lincoln	Logan	Mason	Mingo	Wayne	Higher Ed	Outside Agencies
Email	224	123	170	120	188	200	27	441
Phone	56	79	73	66	126	76	1	189
Chat	27	27	43	8	37	23	7	30
School Visits/ Contacts	97	42	45	25	69	49		35

**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. Words Their Way Book Study, Chapter 3, at Guyandotte Elementary on May 19, 2016.
2. Providing microcomputer technical services to Computer Basic Skills Project.
3. Providing microcomputer technical services to the SUCCESS Project
4. Providing warranty repair services for Lenovo Computers.
5. Providing Cisco Router installation, maintenance, and repair service.
6. Providing Cisco Router Firewall configuration.
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. Worked with county administration to schedule PAL physical activity training for the July teacher academy on May 18, 2016.
26. Worked with county administration to schedule a Youth Mental Health First Aid training for faculty and staff at the July teacher academy on May 20, 2016.
27. Technical Assistance provided to the general education teacher and student onsite at the Village of Barboursville Elementary regarding the functioning of a hearing aid with a computer for testing on May 2, 2016.
28. Technical Assistance provided to a parent and student onsite at RESA 2 regarding the current hearing loss, hearing aid benefits, and proper care and maintenance of the instruments on May 13 2016.
29. Technical Assistance provided to the teachers of the hearing impaired via telephone regarding summer storage of the FM systems on May 27, 2016.
30. A total of two Hearing Aid Checks, one FM system checks, and six Consultations were completed.

## LINCOLN:

1. Providing microcomputer technical services to RESA 2 County Contracts.
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 12 Units.
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. Provided advice and support regarding the School Climate Survey to Hamlin PK-8 School on May 4, 2016.
29. Technical Assistance provided to a teacher of the hearing impaired, student, and mother onsite at Lincoln County High School regarding services for the hearing impaired via WV Division of Rehabilitation Services and her hearing aid features on May 6, 2016.
30. Technical Assistance provided to a student onsite at Lincoln County High School regarding the audiometric test procedure and results on May 6, 2016.
31. Technical Assistance provided to an IEP team onsite at West Hamlin Elementary School regarding the audiometric test result and educational recommendations on May 6, 2016.
32. Technical Assistance provided to a speech language pathologist and parents onsite at West Hamlin Elementary School regarding the audiometric test result and educational recommendations on May 6, 2016.
33. Technical Assistance provided to the assistant principal and student onsite at Hamlin K8 regarding ear mold impression procedures on May 6, 2016.
34. Technical Assistance provided to the speech language pathologist and two students onsite at West Hamlin Elementary regarding the troubleshooting techniques for a FM system on May 23, 2016.
35. Technical Assistance provided to the director of special education onsite at the Lincoln County Board of Education regarding the needs assessment of the county on May 23, 2016.

36. A total of one Earmold Impression, one Hearing Screening, two FM system checks, and seven Consultations were completed.

**LOGAN:**

1. Words Their Way Book Study, Chapter 3, at Omar Elementary on May 9, 2016.
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 42 Units.
10. *Becoming A Learning School* Overview with Logan County Administrators at Ralph R. Willis Career and Technical Center on May 4, 2016.
11. Provided technical assistance to Mrs. Stanley for School Improvement plans for next year (PBIS, *Becoming a Learning School, Graduation 20/20*) at Logan High School on May 4, 2016.
12. Technical Assistance to Verdunville Elementary School May 31, 2016.
13. Technical Assistance for WVEIS users.
14. Providing query support for users.
15. Assisting schools with report cards.
16. Assisting schools with scheduling for current year.
17. Assisting counties with State Reports when due.
18. Assisting WVEIS State Staff with daily operations on the AS/400.
19. Maintaining the RESA2 trouble log for phone lines.
20. Providing router support for schools and board offices.
21. Provide on-site WVEIS training in Region 2 schools.
22. Assisted counties with data research.
23. Setup/Support for Virtual Conference meetings.
24. Assisting with the WVEIS Web Base.
25. Keeping RESA2 Sub Systems running.
26. Creating Sequel View's as needed.
27. Supporting WOW User's
28. Supporting RESA2 schools and county offices with State Data Reports.
29. Back up files and end of calendar year for Finance and Student Data at end of fiscal year.
30. Restore files as needed.
31. Provided technology support to Omar Elementary on May 18, 2016.
32. Conducted a site visit to offer Graduation 20/20 support at Logan High School on May 12th, 2016.
33. Participated in Logan County Teachers Academy planning call with SREB on May 19th, 2016.
34. Technical Assistance provided to the teacher of the hearing impaired, special education teacher, and social worker onsite at Logan Middle School regarding the current hearing aid benefits, proper care and maintenance of the instruments, and the need for continued care on May 26, 2016.
35. A total of one Consultation was completed.

**MASON:**

1. Providing microcomputer technical services to RESA 2 County Contracts.
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. Completed 1 Unit.
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. Provided advice and support regarding the School Climate Survey to Point Pleasant Primary School on May 17, 2016.
28. Provided advice and support regarding the School Climate Survey to Point Pleasant Intermediate School on May 24, 2016.
29. Provided support to Graduation Team at Point Pleasant Jr./Sr. High School on May 17th, 2016.
30. Provided PBIS support to Point Pleasant Intermediate on May 24th, 2016.
31. Technical Assistance provided to a mother and student onsite at RESA 2 regarding the audiometric and central auditory processing test protocol and test results on May 13, 2016.
32. Technical Assistance provided to a teacher of the hearing impaired, general education teacher, mother, and student onsite at RESA 2 regarding the audiometric test protocol and test results on May 13, 2016.
33. Technical Assistance provided to the parents and student onsite at RESA 2 and the teacher of the hearing impaired via telephone regarding the audiometric test procedure and test results on May 16, 2016.
34. Technical Assistance provided to a mother and two students onsite at RESA 2 regarding the audiometric and central auditory processing test protocol and test results on May 16, 2016.
35. Technical Assistance provided to the teacher of the hearing impaired, interpreter, and student at Pt. Pleasant High School regarding the proper care and use of a FM system on May 24, 2016.

36. Technical Assistance provided to the speech language pathologist and teacher onsite at Pt. Pleasant Primary regarding the placement of a FM system on May 24, 2016.
37. Technical Assistance provided to various teachers and the teacher of the hearing impaired via telephone regarding the status of each student and educational needs on May 27, 2016.
38. A total of one FM system placement, two Central Auditory Processing evaluations, four comprehensive audiometric evaluations, seven Consultations, and six Reports were completed.

**MINGO:**

1. Providing microcomputer technical services to RESA 2 County Contracts.
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 270 Units.
10. Technical assistance at Williamson PK-8 for YEP on May 4, 2016.
11. YEP Monitoring visit at Williamson PK-8 on May 11, 2016.
12. YEP summer feeding training at Gilbert Middle School on May 24, 2016.
13. YEP summer feeding training at Williamson PK-8 on May 25, 2016.
14. YEP summer feeding monitoring visit to Williamson PK-8 on May 31, 2016.
15. YEP summer feeding monitoring visit to Gilbert Middle on May 31, 2016.
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.
34. Attended county wellness team meeting, and delivered professional learning regarding classroom-based physical activity on May 18, 2016.
35. Completed a Learning School success video focusing on Gilbert Elementary on May 19, 2016.

36. Provided advice/support to Burch Elementary regarding the School Climate Survey on May 26, 2016.
37. Technical Assistance provided to a parent and student onsite at Mingo Extended Learning Center regarding the audiometric test procedure and results on May 5, 2016.
38. Technical Assistance provided to a SAT team and mother onsite at Burch Middle School regarding audiometric test results and implications upon communication on May 5, 2016.
39. Technical Assistance provided to a student onsite and mother via telephone at Mingo Central High School regarding the audiometric test procedure and results on May 5, 2016.
40. Technical Assistance provided to a student onsite and mother via telephone at Matewan PK8 regarding the hearing screening protocol and results on May 5, 2016.
41. Technical Assistance provided to the teacher of the hearing impaired and student onsite at Williamson PK8 regarding the current functioning of hearing aids and proper care and maintenance on May 5, 2016.
42. Technical Assistance provided to the teacher of the hearing impaired, mother, and student onsite at Williamson PK8 regarding the current functioning of hearing aids and proper care and maintenance on May 5, 2016.
43. A total of one Comprehensive Audiometric Evaluation, two Hearing Screenings, four Hearing Aid Checks, six Consultations, and two Reports were completed.

#### **WAYNE:**

1. Words Their Way Book Study, Chapter 3, at Fort Gay on May 12, 2016.
2. IPI data collection, Ceredo, May 16, 2016.
3. Providing warranty repair services for Lenovo Computers.
4. Providing Contract Services for Computer Maintenance
5. Providing Cisco Router installation, maintenance, and repair service.
6. Providing Cisco Router Firewall configuration.
7. Attended PBIS Meeting at Lavalette on May 25, 2016.
8. Provided support for PBIS for Buffalo Elementary School throughout May, 2016.
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. Attended county underage drinking prevention coalition meeting on May 3, 2016.
28. Attended county wellness team meeting, and delivered professional learning regarding classroom-based physical activity on May 19, 2016.
29. Attended Spring Valley High School's Freshman Academy Graduation Pledge on May 9th, 2016.
30. Technical Assistance provided to the speech language pathologists, teachers, parents, and students onsite at Ceredo Elementary regarding the hearing screening protocol and results on May 9, 2016.
31. Technical Assistance provided to a mother and student onsite at RESA 2 regarding the audiometric test protocol and test results on May 13, 2016.
32. Technical Assistance provided to the teacher of the hearing impaired onsite at Lavallette Elementary regarding the status of hearing impaired students on May 11, 2015
33. Technical Assistance provided to the speech language pathologists, teachers, parents, and students onsite at Wayne Elementary regarding the hearing screening protocol and results on May 11, 2016.
34. Technical Assistance provided to a parent and student onsite at RESA 2 regarding the central auditory processing test protocol and test results on May 13, 2016.
35. Technical Assistance provided to the speech language pathologists, teachers, parents, and students onsite at Kellogg Elementary regarding the hearing screening protocol and results on May 16, 2016.
36. Technical Assistance provided to the speech language pathologists, teachers, parents, and students onsite at Buffalo Elementary regarding the hearing screening protocol and results on May 20, 2016.
37. A total of one Comprehensive Audiometric Evaluation, one Central Auditory Processing Evaluation, 72 Hearing Screenings, two Reports, and 7 Consultations were completed.

### **SERVICES / MEETINGS:**

1. Facilitated Anita Archer presentation at Pullman Plaza Hotel on May 5, 2016.
2. Facilitated Anita Archer presentation at Logan County Country Club on May 6, 2016.
3. Lynn Hurst Data Discussions at Holiday Inn Barboursville on May 31, 2016.
4. Attended RESA Collaborative with WVDE at RESA 7 on May 16, 2016.
5. Hosted the Regional Special Education Directors' Meeting at RESA 2 on May 19, 2016.
6. Meeting with Keith Dalton about Catalyst School video on May 2, 2016.
7. Attended Staff/Curriculum team meeting with Dr. Cockrille on May 3, 2016.
8. Attended AEPA roundtable planning meeting with Dr. Cockrille on May 3, 2016.
9. Presented Exemplary Teaching Technique award at Regional Council meeting on May 5, 2016.
10. Meeting with Jan Hanlon about Master Plan on May 12, 2016.
11. Completed revisions of Alternative Certification proposal on May 12, 2016.
12. Attended RESA Collaborative meeting in Clarksburg on May 16, 2016.
13. Phone conference with Dr. Barbara O'Bryne about reading cohort at Marshall on May 18, 2016.
14. Phone conference with Tamra Jones about leadership cohorts at Marshall on May 19, 2016.
15. Phone conference with Tamra Jones about leadership candidate on May 20, 2016.
16. Literacy grant work for RS3 and Literacy grant throughout the month of May.
17. Distributed token codes to 88 school principals for SAI2 surveys May 23, 2016.
18. Participated in PD directors' meeting via Skype on May 24, 2016.
19. Met with Gus Nelson for pre-monitoring visit for summer feeding program on May 25, 2016.
20. Attended Logan County FAST meeting on May 26, 2016.
21. Registrations completed and sent to Marshall University for five cohorts.
22. Live Grades Presentation by Citi Net at RESA 2 on 5/12/16. Representatives from Logan, Mason and Wayne Counties were present.



23. WVDE Legasuite Training at RESA 3 for two weeks from May 16, 2016 through May 24, 2016.
24. Substance abuse prevention regional coalition meeting, South Charleston, May 16, 2016.
25. Participated in PBIS Cohort 2 Coaches Skype on May 11th, 2016.
26. Facilitated Substitute Teacher Training at RESA 2 on May 11th, 2016.
27. Attended the RESA Collaborative meeting at RESA 7 on May 16th, 2016.
28. Attended Regional School Support Specialists meeting at RESA 7 on May 23rd, 2016.