

RESA 2
MONTHLY ACTIVITIES REPORT
MAY 2017

Activity	Cabell	Lincoln	Logan	Mason	Mingo	Wayne	Higher Ed	Outside Agencies
Email	72	88	117	84	147	95	6	357
Phone	114	94	107	50	99	102	2	286
Chat	24	42	54	9	41	39		40
School Visits/ Contacts	15	92	45	17	54	22	1	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. Implementation of Plan of Action for Board Goals.
12. WIB Computer Repair Installation Repair.
13. Regional Wellness Project.
14. Plan of Services Monitoring.
15. Identification of Grant and funding opportunities.
16. Technical Assistance Projects in Cabell, Lincoln, Logan, Mingo and Mason Counties.
17. Grant supervision for all grant projects.
18. Oversight of Math, and Leadership cohorts.
19. Facilitation of Communication Plan for RESA 2.
20. Technology Services.
21. RESA 2 Team Planning for OEPA preparation.
22. Coordination of bus driver training in R2 counties.
23. Statewide Coordination of WV AEPA contracts and services.
24. Graduate course facilitation for certification and cohort support.
25. Supervision of the Attorney project in Cabell, Lincoln, Mason, and Mingo counties.
26. Oversight of Substitute Educator Training and School Bus Driver Training.
27. Supervision of OSP funded initiatives through Special Education Director and Technical Assistance Specialist.
28. Planned marketing campaign for AEPA.
29. Authored and submitted an EIR grant for the upcoming school year.
30. Planned RESA 2 budget with Drew Rottgen.

31. Explored writing a Learning.com grant
32. AEPA discussion in Lincoln County/Principal Meeting
33. Met with legal counsel to expand services
34. Attended the WVASA meeting
35. AEPA discussion in Mason County/Principal Meeting
36. Regional Council Meeting for budget
37. Met with Chief Ohio AEPA officer about marketing and sales
38. Attended ASBO Spring meeting with AEPA table.

COUNTY SUPPORT

CABELL:

1. Met with superintendent about ESC.
2. Met with superintendent about next year's budget.
3. Attended WVASA.
4. Met with Cabell CFO.
5. Special Olympics at Huntington High School on May 17, 2017.
6. Met with the Kindergarten, First, and Second-Grade teachers at Cox Landing Elementary for Technical Assistance on May 4, 2017.
7. Conducted Graduation Team meeting at Cabell Midland HS on May 18, 2017.
8. Technical Assistance provided to the Special Education Supervisor onsite at Cabell County Board of Education regarding the status of students with hearing impairments and audiological equipment inventory on May 16, 2017.
9. Technical Assistance provided to an IEP team onsite at Milton Elementary regarding the auditory processing test results on May 16, 2017.
10. Technical Assistance provided to the school nurse and principal onsite at Hite Saunders Elementary regarding audiological results on May 22, 2017.
11. Technical Assistance provided to a student and school nurse onsite at Hite Saunders Elementary regarding the proper care and maintenance of hearing aids on May 22, 2017.
12. Technical Assistance provided to the teacher of the hearing impaired and student onsite at Spring Hill Elementary regarding the current functioning of hearing aids and proper care on May 22, 2017.
13. Technical Assistance provided to a speech language pathologist via telephone regarding the referral process for auditory processing testing on May 22, 2017.
14. A total of 4 Hearing Aid Checks and 6 Consultations were completed.
15. Technical Assistance for WVEIS users.
16. Providing query support for users.
17. Assisting schools with report cards.
18. Assisting schools with scheduling for current year.
19. Assisting counties with State Reports when due.
20. Assisting WVEIS State Staff with daily operations on the AS/400.
21. Maintaining the RESA2 trouble log for phone lines.
22. Providing router support for schools and board offices.
23. Provide on-site WVEIS training in Region 2 schools.
24. Assisted counties with data research.
25. Setup/Support for Virtual Conference meetings.

26. Assisting with the WVEIS Web Base.
27. Keeping RESA2 Sub Systems running.
28. Creating Sequel View's as needed.
29. Supporting WOW User's
30. Supporting RESA2 schools and county offices with State Data Reports.
31. Back up files and end of calendar year for Finance and Student Data at end of fiscal year.
32. Restore files as needed.
33. Providing microcomputer technical services to Computer Basic Skills Project.
34. Providing microcomputer technical services to the SUCCESS Project
35. Providing warranty repair services for Lenovo Computers.
36. Providing Cisco Router installation, maintenance, and repair service.
37. Providing Cisco Router Firewall configuration.

LINCOLN:

1. Met with superintendent about ESC.
2. Met with superintendent about next year's budget.
3. Attended WVASA.
4. Attended principal meeting.
5. Attended Lincoln County Drug Prevention Coalition on May 19, 2017.
6. Met with Mr. Roy and the K-2 Teams at West Hamlin Elementary for Technical Assistance on May 11, 2017.
7. Conducted IPI data collection at Guyan Valley Middle School on May 4, 2017.
8. Met with mentor team at Lincoln County HS about Alternative Certification on May 16, 2017.
9. Technical Assistance provided to a student and special education teacher onsite at Midway Elementary and the mother via telephone regarding the need for new earmolds and referral to an otolaryngologist on May 15, 2017.
10. Technical Assistance provided to a student and teacher of the hearing impaired onsite at Lincoln County High regarding the current functioning of hearing aids on May 15, 2017.
11. Technical Assistance provided to a student and mother onsite at West Hamlin Elementary regarding the current hearing aid functioning and the benefits of a FM system on May 15, 2017.
12. Technical Assistance provided to the speech language pathologist onsite at West Hamlin Elementary regarding the status of hearing impaired students and inventory on May 15, 2017.
13. Technical Assistance provided to the Special Education Director on-site at Lincoln County BOE regarding the audiological equipment inventory on May 15, 2017.
14. Technical Assistance provided to an IEP team via telephone regarding test results on May 19, 2017.
15. Technical Assistance provided to parents onsite at Lincoln County Board of Education regarding the hearing screening protocol and results on May 19, 2017.
16. Technical Assistance provided to a teacher via telephone regarding a student's schedule for the 2017-2018 school year on May 19, 2017.
17. A total of 6 Hearing Aid Checks, 7 Hearing Screenings, and 15 Consultations were completed.
18. Technical Assistance for WVEIS users.
19. Providing query support for users.
20. Assisting schools with report cards.
21. Assisting schools with scheduling for current year.

22. Assisting counties with State Reports when due.
23. Assisting WVEIS State Staff with daily operations on the AS/400.
24. Maintaining the RESA2 trouble log for phone lines.
25. Providing router support for schools and board offices.
26. Provide on-site WVEIS training in Region 2 schools.
27. Assisted counties with data research.
28. Setup/Support for Virtual Conference meetings.
29. Assisting with the WVEIS Web Base.
30. Keeping RESA2 Sub Systems running.
31. Creating Sequel View's as needed.
32. Supporting WOW User's
33. Supporting RESA2 schools and county offices with State Data Reports.
34. Back up files and end of calendar year for Finance and Student Data at end of fiscal year.
35. Restore files as needed.
36. Providing microcomputer technical services to RESA 2 County Contracts.
37. Providing microcomputer technical services to Computer Basic Skills Project.
38. Providing microcomputer technical services to the SUCCESS Project.
39. Provided microcomputer technical services to West Virginia Microcomputer Education Networks in (WVMEN) vocational schools.
40. Providing warranty repair services for Lenovo Computers.
41. Providing Cisco Router installation, maintenance, and repair service.
42. Providing Cisco Router Firewall configuration.
43. Maintain Windows Server Update Services servers in each school and BOE.
44. Completed 136 Units.

LOGAN:

1. Met with superintendent about ESC.
2. Met with superintendent about next year's budget.
3. Attended WVASA.
4. Delivered additional health sciences course resources and supplies to Man HS on May 10, 2017.
5. Met with Mrs. Holly and Mrs. Meadows at Buffalo Elementary (Logan) for Technical Assistance at on May 5, 2017.
6. 8th Grade Move Up Day planning at Chapmanville Regional HS on May 9, 2017.
7. Logan Alternate Certification meeting with eligible teachers on May 11, 2017.
8. Logan FAST meeting at Logan Middle School on May 15, 2017.
9. 8th Grade Move Up Day at Chapmanville Regional HS on May 24, 2017.
10. Final Freshman Academy planning session at Chapmanville Regional HS on May 30, 2017.
11. Conducted Graduation Team meeting at Man High School on May 30, 2017.
12. Conducted a planning session on Quality Questioning with West Chapmanville Elementary teacher leaders on May 31, 2017.
13. Met with mentor team at Logan Middle school about Alternative Certification on May 11, 2017.
14. Technical Assistance provided to the teacher of the hearing impaired via telephone regarding audiological equipment inventory and summer storage on May 31, 2017.
15. Technical Assistance provided to a parent via telephone regarding the audiological evaluation procedures on May 31, 2017.

16. A total of 2 Consultations were completed.
17. Technical Assistance for WVEIS users.
18. Providing query support for users.
19. Assisting schools with report cards.
20. Assisting schools with scheduling for current year.
21. Assisting counties with State Reports when due.
22. Assisting WVEIS State Staff with daily operations on the AS/400.
23. Maintaining the RESA2 trouble log for phone lines.
24. Providing router support for schools and board offices.
25. Provide on-site WVEIS training in Region 2 schools.
26. Assisted counties with data research.
27. Setup/Support for Virtual Conference meetings.
28. Assisting with the WVEIS Web Base.
29. Keeping RESA2 Sub Systems running.
30. Creating Sequel View's as needed.
31. Supporting WOW User's
32. Supporting RESA2 schools and county offices with State Data Reports.
33. Back up files and end of calendar year for Finance and Student Data at end of fiscal year.
34. Restore files as needed.
35. Providing microcomputer technical services to Computer Basic Skills Project.
36. Providing microcomputer technical services to the SUCCESS Project.
37. Provided microcomputer technical services to West Virginia Microcomputer Education Networks in (WVMEN) vocational schools.
38. Providing warranty repair services for Lenovo Computers.
39. Providing Cisco Router installation, maintenance, and repair service.
40. Providing Cisco Router Firewall configuration.
41. Maintain Windows Server Update Services servers in each school and BOE.
42. Completed 71 Units.

MASON:

1. Met with superintendent about ESC.
2. Met with superintendent about next year's budget.
3. Attended WVASA.
4. Attended principal meeting.
5. Delivered nine additional Fitbit Flex units to Hannan Junior-Senior High School on May 9, 2017.
6. Attended Point Pleasant Jr.-Sr. HS mental health crisis planning meeting on May 25, 2017.
7. Met with Mrs. Brumfield and the 1-2 Teams at Beale Elementary for TA on May 3, 2017.
8. Met with Ms. Burris and the PBIS team at Point Pleasant Intermediate School for Technical Assistance on May 9, 2017.
9. Met with Mrs. Brumfield and the PBIS team at Beale Elementary for TA on May 10, 2017.
10. Conducted Graduation Team meeting at Pt. Pleasant Jr./Sr. High School on May 19, 2017.
11. Technical Assistance provided to a student and parents onsite at RESA 2 regarding the functioning of the hearing aids, fit of the earmolds, and test results on May 5, 2017.
12. Technical Assistance provided to a student and parents onsite at RESA 2 regarding the functioning of the hearing aids, hearing aid care and maintenance, and test results on May 5, 2017.

13. TA provided to a parent via telephone regarding educational accommodations during extended school year and the scheduling of a consultation with the appropriate staff on May 30, 2017.
14. A total of two 2 Audiological Evaluations, 4 Hearing Aid Checks, 3 Consultations, and 2 Reports were completed.
15. Technical Assistance for WVEIS users.
16. Providing query support for users.
17. Assisting schools with report cards.
18. Assisting schools with scheduling for current year.
19. Assisting counties with State Reports when due.
20. Assisting WVEIS State Staff with daily operations on the AS/400.
21. Maintaining the RESA2 trouble log for phone lines.
22. Providing router support for schools and board offices.
23. Provide on-site WVEIS training in Region 2 schools.
24. Assisted counties with data research.
25. Setup/Support for Virtual Conference meetings.
26. Assisting with the WVEIS Web Base.
27. Keeping RESA2 Sub Systems running.
28. Creating Sequel View's as needed.
29. Supporting WOW User's
30. Supporting RESA2 schools and county offices with State Data Reports.
31. Back up files and end of calendar year for Finance and Student Data at end of fiscal year.
32. Restore files as needed.
33. Providing microcomputer technical services to RESA 2 County Contracts.
34. Providing microcomputer technical services to Computer Basic Skills Project.
35. Providing microcomputer technical services to the SUCCESS Project.
36. Provided microcomputer technical services to West Virginia Microcomputer Education Networks in (WVMEN) vocational schools.
37. Providing warranty repair services for Lenovo Computers.
38. Providing Cisco Router installation, maintenance, and repair service.
39. Providing Cisco Router Firewall configuration.
40. Completed 1 Unit.

MINGO:

1. Met with superintendent about ESC.
2. Met with superintendent about next year's budget.
3. Attended WVASA.
4. Attended Mingo STOP Coalition on May 10, 2017.
5. Met with Mrs. Ferris, Ms. Elkins, and the 1-2 teachers at Lenore PK-8 for TA May 5, 2017.
6. Conducted a Graduation 20/20 site visit at Tug Valley HS on May 16, 2017.
7. Skype meeting with Mingo County (Cindy Calfee, Leah Wireman, and Sabrina Runyon) about potential 21st CCLC grant on May 5, 2017.
8. Food Service Monitoring at Williamson PK-8 YEP summer site on May 30, 2017.
9. Technical Assistance provided to the teacher of the hearing impaired onsite at Mingo Extended Learning Center regarding the status of students and equipment in the county on May 3, 2017.

10. Technical Assistance provided to the teacher of the hearing impaired, parent, and student onsite at Mingo County Comprehensive High School regarding the hearing abilities and limitations with the use of hearing aids on May 3, 2017.
11. TA provided to the speech language pathologist and student onsite at Williamson PK8 regarding the summer storage of the FM system and current hearing aid functioning on May 17, 2017.
12. Technical Assistance provided to the parent and student onsite at Williamson PK8 regarding the current hearing aid functioning and proper hearing aid care and maintenance on May 17, 2017.
13. Technical Assistance provided to a parent and student onsite at Mingo Extended Learning Center regarding the audiometric evaluation test protocol and results on May 17, 2017.
14. Technical Assistance provided to a parent via telephone and teacher and student onsite at Matewan PK8 regarding current hearing aid functioning and need for a repair on May 17, 2017.
15. Technical Assistance provided to a teacher and parent onsite at Gilbert Elementary regarding the use of a FM system for next year on May 17, 2017.
16. Technical Assistance provided to the Special Education Director on-site at Mingo County Board of Education regarding the audiological inventory and summer storage on May 30, 2017.
17. Technical Assistance provided to the principal onsite at Mingo Extended Learning Center regarding summer storage of audiological equipment on May 30, 2017.
18. A total of 1 Audiological Evaluation, 6 Hearing Aid Checks, 1 Report, and 9 Consultations were completed.
19. Technical Assistance for WVEIS users.
20. Providing query support for users.
21. Assisting schools with report cards.
22. Assisting schools with scheduling for current year.
23. Assisting counties with State Reports when due.
24. Assisting WVEIS State Staff with daily operations on the AS/400.
25. Maintaining the RESA2 trouble log for phone lines.
26. Providing router support for schools and board offices.
27. Provide on-site WVEIS training in Region 2 schools.
28. Assisted counties with data research.
29. Setup/Support for Virtual Conference meetings.
30. Assisting with the WVEIS Web Base.
31. Keeping RESA2 Sub Systems running.
32. Creating Sequel View's as needed.
33. Supporting WOW User's
34. Supporting RESA2 schools and county offices with State Data Reports.
35. Back up files and end of calendar year for Finance and Student Data at end of fiscal year.
36. Restore files as needed.
37. Providing microcomputer technical services to RESA 2 County Contracts.
38. Providing microcomputer technical services to Computer Basic Skills Project.
39. Providing microcomputer technical services to the SUCCESS Project.
40. Provided microcomputer technical services to West Virginia Microcomputer Education Networks in (WVMEN) vocational schools.
41. Providing warranty repair services for Lenovo Computers.
42. Providing Cisco Router installation, maintenance, and repair service.
43. Providing Cisco Router Firewall configuration.
44. Maintain Windows Server Update Services servers in each school and BOE.
45. Completed 124 Units.

WAYNE:

1. Met with superintendent about ESC.
2. Met with superintendent about next year's budget.
3. Attended WVASA.
4. PBIS at Vinson Middle School on My 3, 2017.
5. PBIS at Buffalo Elementary on May 19, 2017.
6. Attended Wayne Underage Drinking Prevention coalition meeting on May 9, 2017.
7. Facilitated Introduction to PBIS training follow-up session at Vinson MS on May 17, 2017.
8. Conducted a Graduation 20/20 site visit at Spring Valley HS on May 17, 2017.
9. Technical Assistance provided to a parent and student onsite at RESA 2 regarding the central auditory test protocol and procedures on May 5, 2017.
10. Technical Assistance provided to general education teacher onsite at Kenova Elementary regarding the current functioning of a FM System on May 22, 2017.
11. Technical Assistance provided to the speech language pathologist onsite at Fort Gay PK8 and the parent via telephone regarding the hearing screening results and referral on May 22, 2017.
12. TA provided to the speech language pathologist onsite at Fort Gay PK8 and the parent via telephone regarding the hearing screening results and communication device options on May 22, 2017.
13. Technical Assistance provided to a parent and teacher of the hearing impaired onsite at Wayne PK regarding the current functioning of the hearing aids and proper care on May 22, 2017.
14. Technical Assistance provided to the student and teacher of the hearing impaired onsite at Wayne High regarding the current status of the hearing aids and proper care on May 22, 2017.
15. Technical Assistance provided to the parent, student, and teacher of the hearing impaired onsite at Spring Valley High regarding the current status of the hearing aids, proper care of aids, and educational accommodations on May 22, 2017.
16. Technical Assistance provided to the student and teacher of the hearing impaired onsite at Buffalo Kindergarten Complex regarding the current status of the hearing aids and educational modifications on May 22, 2017.
17. Technical Assistance provided to the autism teacher onsite at Lavalette Elementary regarding the current audiological status of a student and deaf culture on May 22, 2017.
18. Technical Assistance provided to the speech language pathologist and Special Education Director via telephone regarding the calibration of audiological equipment on May 22, 2017.
19. A total of 1 Central Auditory Processing Evaluation, 8 Hearing Aid Checks, 2 Screenings, 1 FM System Checks, 3 Reports, and 10 Consultations were completed.
20. Technical Assistance for WVEIS users.
21. Providing query support for users.
22. Assisting schools with report cards.
23. Assisting schools with scheduling for current year.
24. Assisting counties with State Reports when due.
25. Assisting WVEIS State Staff with daily operations on the AS/400.
26. Maintaining the RESA2 trouble log for phone lines.
27. Providing router support for schools and board offices.
28. Provide on-site WVEIS training in Region 2 schools.
29. Assisted counties with data research.
30. Setup/Support for Virtual Conference meetings.
31. Assisting with the WVEIS Web Base.

32. Keeping RESA2 Sub Systems running.
33. Creating Sequel View's as needed.
34. Supporting WOW User's
35. Supporting RESA2 schools and county offices with State Data Reports.
36. Back up files and end of calendar year for Finance and Student Data at end of fiscal year.
37. Restore files as needed.
38. Providing warranty repair services for Lenovo Computers.
39. Providing Contract Services for Computer Maintenance
40. Providing Cisco Router installation, maintenance, and repair service.
41. Providing Cisco Router Firewall configuration.

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. Youth Mental Health First Aid Training at RESA 2 on May 2, 2017.
5. RESA/WVDE SE Meeting at WVDE on May 11, 2017.
6. RESA 2 SE Meeting at RESA 2 on May 23, 2017.
7. DEA 360 Training, Charleston, WV, May 11, 2017.
8. Attended LDC coaches meeting at RESA 3 on May 3, 2017.
9. Phone conference with Benitez Jackson about 21st CCLC grants on May 4, 2017.
10. Attended PD Directors' Meeting at RESA 7 on May 15, 2017.
11. Attend WV ASBO as AEPA vendor on May 17-18, 2017.
12. Facilitate Professional Learning Consortium on May 22, 2017.
13. Facilitate Substitute Teacher Training on May 25, 2017.
14. Meet with Elmo Kallner about AEPA on May 31, 2017
15. Marshall Cohort registrations for summer sessions.