

RESA 2  
MONTHLY ACTIVITIES REPORT  
 NOVEMBER 2014

Activity	Cabell	Lincoln	Logan	Mason	Mingo	Wayne	Higher Ed	Outside Agencies
Email	412	396	430	371	530	315	53	349
Phone	368	358	547	541	506	474	58	168
Chat	323	168	403	9	94	243		2
School Visits/ Contacts	62	168	63	39	104	52	1	39
Remote Support	1	2	2					

**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. T.A.H. Project.
17. Energy Education Project.
18. Goal Setting Preparation and Report.
19. Assessment for Learning Project with Logan County.
20. Identification of Grant and funding opportunities.
21. Evaluation of Technology Initiatives.
22. Chemistry and Science Grant Project Supervision.
23. 21<sup>st</sup> Century Best Practices Project.
24. Technical Assistance Projects in Logan, Mingo and Mason Counties.
25. PLC project with Mason, Logan and Lincoln Counties.
26. Assessment Project.
27. Grant supervision for all grant projects.
28. Oversight of Math, English, Physics, cohorts.
29. Teacher Studio Project.
30. Facilitation of Communication Plan.
31. Regional Bullying Project.
32. Principal Collaboration Project.
33. Technology Services.

34. RESA 2 Teaming Initiatives.
35. RESA "In House" staff Development.
36. Teacher Studio Initiative Supervision.
37. AESA representation on Membership Services Committee and State Liaison.
38. Coordination of bus driver training efforts in R2 counties.
39. Statewide Coordination of WV AEPA contracts and services.
40. Graduate courses.

## **COUNTY SUPPORT**

### **CABELL:**

Executive Director:

1. Principal and central office collaboration for Catalyst Schools with Debbie Smith, Jennifer Ross, on November 6th, 10<sup>th</sup>, 14<sup>th</sup>, 17<sup>th</sup> 2014.
2. Ongoing collaboration with Superintendent Smith on Regional Council issues, ongoing projects, parent issue and the Commission on Governance.
3. Participation by Special Education Director and Huntington High School principals at the Graduation 20/20 meeting on November 5<sup>th</sup> 2014.
4. Participation by Special Education Director Karen Veazey and a 10 person Huntington High team at the National Dropout Prevention Center professional learning opportunity for the Graduation 20/20 project on November 11<sup>th</sup> and 12<sup>th</sup> 2014.
5. Lync meeting with technology staff member on November 17, 2014.
6. Held Catalyst School Meeting with Salt Rock and Culloden Elementary schools on November 17, 2014. Professional Learning on "Looking at Student Work" was done by Lenora Richardson, Curriculum and Assessment Director.
7. Participation by Bill Smith at Superintendents' meeting at RESA 2 on November 19, 2014.
8. Cabell participation by CTE Center Administrators, Assessment and Curriculum Director and Assistant superintendent for OEPA preparation meeting on November 18, 2014.

Computer Repair:

9. Providing microcomputer technical services to Computer Basic Skills Project.
10. Providing microcomputer technical services to the SUCCESS Project
11. Providing warranty repair services for Lenovo Computers.
12. Providing Cisco Router installation, maintenance, and repair service.
13. Providing Cisco Router Firewall configuration.
14. Completed 2 Units.

WVEIS:

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.

Wellness:

33. Provided technical assistance to Cabell County regarding substitute nurse training on November 21, 2014.

Audiology:

34. Technical Assistance provided to a parent onsite at RESA 2 regarding the comprehensive audiological test procedure and test results on November 7, 2014.
35. Technical Assistance provided to the teacher of the hearing impaired and interpreter onsite at Culloden Elementary regarding the replacement of a FM system microphone on November 7, 2014.
36. Technical Assistance provided to the teacher and teacher of the hearing impaired onsite at Geneva Kent Elementary regarding the placement, use, and storage of a FM system microphone on November 21, 2014.
37. Technical Assistance provided to the teacher of the hearing impaired onsite at Hite Saunders Elementary regarding the placement, use, and storage of a FM system microphone on November 21, 2014.
38. Technical Assistance provided to a parent and student onsite at RESA 2 regarding the comprehensive audiological test procedure and the test results on November 24, 2014.
39. A total of 2 audiological evaluations, 2 assistive listening device settings/checks, six consultations, and two reports were completed.

**LINCOLN:**

Executive Director:

1. Meeting with Hamlin PK-8 on November 5, 2014.
2. Participation by Special Education Director Jeremy Brunty at Graduation 20/20 meeting on November 5, 2014.
3. Richard Lawrence reviewed collaborative teams at Hamlin PK-8 on November 7, 2014.
4. Meeting with Hamlin Leadership Team on November 10, 2014.
5. Participation by Lincoln County Board office and members of Lincoln County High School on November 11<sup>th</sup> and 12<sup>th</sup> at the Pastoral Center in Charleston.

6. Participation by Jeff Midkiff and Rebecca Skeens in Catalyst School meeting at RESA 2 on November 17, 2014.
7. Participation by Trish Lucas, Kirk King, Jeff Midkiff, Cheryl Workman on the OEPA preparation meeting on November 18, 2014.
8. Superintendent Lucas participated in the Superintendents' meeting on November 19, 2014.
9. Presentation to Hamlin PK-8 on Catalyst school model and the opportunity to reimagine time on November 19, 2014.
10. Collaboration throughout the month with Superintendent Lucas.
11. Preparation for follow-up OEPA preparation work with Trish Lucas on November 21, 2014.

Curriculum & Instruction:

12. Conducted Notice and Note book study in PLCs at Duval PK8 on November 10, 2014.
13. Hamlin PK-8 Catalyst School on November 5, 2014
14. Duval PK-8 school visit-model close reading strategies on November 10, 2014
15. Hamlin PK-8 Catalyst School meeting with Leadership team on November 10, 2014
16. MDC technical assistance by Mary McClure at Lincoln County High School on November 12-13, 2014
17. MDC technical assistance by Amy Messinger at Tug Valley High School on November 13, 2014
18. Duval PK-8 Professional development Literacy Centers for K-2 on November 18, 2014
19. Hamlin PK-8 Catalyst School meeting with all staff on November 19, 2014

Computer Repair:

20. Providing microcomputer technical services to RESA 2 County Contracts.
21. Providing microcomputer technical services to Computer Basic Skills Project.
22. Providing microcomputer technical services to the SUCCESS Project.
23. Provided microcomputer technical services to West Virginia Microcomputer Education Networks in (WVMEN) vocational schools.
24. Providing warranty repair services for Lenovo Computers.
25. Providing Cisco Router installation, maintenance, and repair service.
26. Providing Cisco Router Firewall configuration.
27. Maintain Windows Server Update Services servers in each school and BOE.
28. Completed 32 Units.

WVEIS:

29. Technical Assistance for WVEIS users.
30. Providing query support for users.
31. Assisting schools with report cards.
32. Assisting schools with scheduling for current year.
33. Assisting counties with State Reports when due.
34. Assisting WVEIS State Staff with daily operations on the AS/400.
35. Maintaining the RESA2 trouble log for phone lines.
36. Providing router support for schools and board offices.
37. Provide on-site WVEIS training in Region 2 schools.
38. Assisted counties with data research.

39. Setup/Support for Virtual Conference meetings.
40. Assisting with the WVEIS Web Base.
41. Keeping RESA2 Sub Systems running.
42. Creating Sequel View's as needed.
43. Supporting WOW User's
44. Supporting RESA2 schools and county offices with State Data Reports.
45. Back up files and end of calendar year for Finance and Student Data at end of fiscal year.
46. Restore files as needed.

Wellness:

47. Provided technical assistance to Lincoln County High School regarding the School Climate Survey.

Audiology:

48. Technical Assistance provided to a speech language pathologist and student onsite at Lincoln County High School regarding the proper care of the ear canals on November 5, 2014.
49. Technical Assistance provided to a speech language pathologist and student onsite at Lincoln County High School regarding the effects of noise in reverberant conditions such as a gymnasium on communication on November 5, 2014
50. Technical Assistance provided to a teacher onsite at Hamlin PK8 regarding hearing screening results and the effects upon communication on November 5, 2014.
51. Technical Assistance provided to a teacher onsite at Hamlin PK8 regarding the effects of middle ear dysfunction upon communication on November 5, 2014.
52. Technical Assistance provided to a student onsite at Hamlin PK8 regarding the use and expectations of hearing aids on November 5, 2014.
53. Technical Assistance provided to a speech language pathologist and student onsite at Hamlin PK8 regarding auditory deprivation and the need to utilize personal hearing instruments daily on November 5, 2014.
54. Technical Assistance provided to speech language pathologist, nurse, and teachers onsite at Duval PK8 regarding hearing screening results on November 5, 2014.
55. Technical Assistance provided to a speech language pathologist and student onsite at Lincoln County High School regarding the hearing screening protocol and results on November 12, 2014.
56. Technical Assistance provided to a speech language pathologist onsite and parent via telephone from Midway Elementary regarding the current hearing aid functioning and cerumen removal on November 12, 2014.
57. Technical Assistance provided to teachers onsite at Midway Elementary regarding hearing screening procedures and results on November 12, 2014.
58. Technical Assistance provided to a speech language pathologist and teacher onsite at Hamlin PK8 regarding the placement, use, and benefits of a FM system on November 12, 2014.
59. Technical Assistance provided to the director of special education via telephone regarding the need for new ear molds for a student at Midway on November 14, 2014.
60. Technical Assistance provided to a principal, teacher of the hearing impaired, and speech language pathologist onsite at West Hamlin Elementary regarding the procedure for cerumen removal from an ear on November 14, 2014.

61. Technical Assistance provided to teachers onsite at Ranger Elementary regarding the hearing screening protocol and test results on November 14, 2014.
62. Technical Assistance provided to a mother onsite at Guyan Valley Middle School regarding the need for a comprehensive audiological evaluation for her daughter on November 14, 2014.
63. Technical Assistance provided to a grandmother and student onsite at Midway Elementary regarding the audiological test procedure and test results on November 20, 2014.
64. Technical Assistance provided to a parent and student onsite at Midway Elementary regarding the audiological test procedure and test results on November 20, 2014.
65. Technical Assistance provided to a teacher and student onsite at Hamlin PK8 regarding the middle ear function and need for medical management on November 20, 2014.
66. Technical Assistance provided to a teacher and student onsite at West Hamlin Elementary regarding the placement of a new ear mold on November 20, 2014.
67. Technical Assistance provided to a teacher and speech language pathologist onsite at Ranger Elementary regarding the scheduling of hearing screenings on November 20, 2014.
68. Technical Assistance provided to a parent and student onsite at RESA2 regarding the comprehensive audiological test procedure and test results on November 24, 2014.
69. A total of three audiological evaluations, five hearing aid checks, 112 hearing screenings, one FM system placement, one FM system checks, two ear mold impressions, 21 consultations, and three reports were completed.

Technical Assistance:

70. Collaborated with Tammy Stowers to conduct model lesson in 4<sup>th</sup> grade ELA on close reading at Duval PK-8 on November 10, 2014.

School Improvement:

71. Visited Duval PK8 on November 5, 2014 to discuss technical assistance work with PLCs and Leadership Team. Provided follow-up print resources and suggested online resources such as Solution Tree's All Things PLC site.

**LOGAN:**

Executive Director:

1. Attendance by Logan County Special Education Director at November 5<sup>th</sup> meeting at RESA 2 on the Graduation 20/20 project.
2. Participation by Special Education Director and school teams at the NDPC training on Graduation 20/20 on November 11<sup>th</sup> and 12<sup>th</sup>.
3. Participation by Mary Lu Macorkle, Jan Hanlon, Scott Justice, Lisa Teeters on OEPA preparation meeting on November 18, 2014.
4. Collaboration with Special Education Director on 20/20 project on numerous dates throughout the month.
5. Lync Meeting with Technology staff member regarding AEPA purchasing on November 17, 2014.
6. Attendance at the Hugh Dingess Elementary school luncheon on November 20, 2014.

## Curriculum & Instruction:

7. Conducted Performance Task Training at Logan High School for the staff of Buffalo Elementary on November 3, 2014
8. NXT Gen Literacy Strategies at Chapmanville Regional High School on November 3, 2014
9. Literacy Strategies for Logan High School on November 6, 2014
10. Conducted performance tasks model lessons for third grade classrooms at Holden Elementary on November 6, 2014
11. Observed / mentored LDC teachers at Chapmanville Regional High School on November 17, 2014
12. LDC technical assistance at Man High School on November 17, 2014
13. MDC technical assistance by Mary McClure at Chapmanville Regional High School on November 17-18, 2014
14. MDC technical assistance by Mary McClure at Man High School on November 17-18, 2014
15. Observed and mentored LDC teachers at Logan High School on November 18, 2014.
16. MDC technical assistance by Mary McClure at Logan High School on November 19-20, 2014

## Computer Repair:

17. Providing microcomputer technical services to Computer Basic Skills Project.
18. Providing microcomputer technical services to the SUCCESS Project.
19. Provided microcomputer technical services to West Virginia Microcomputer Education Networks in (WVMEN) vocational schools.
20. Providing warranty repair services for Lenovo Computers.
21. Providing Cisco Router installation, maintenance, and repair service.
22. Providing Cisco Router Firewall configuration.
23. Maintain Windows Server Update Services servers in each school and BOE.
24. Completed 30 Units.

## WVEIS:

25. Technical Assistance for WVEIS users.
26. Providing query support for users.
27. Assisting schools with report cards.
28. Assisting schools with scheduling for current year.
29. Assisting counties with State Reports when due.
30. Assisting WVEIS State Staff with daily operations on the AS/400.
31. Maintaining the RESA2 trouble log for phone lines.
32. Providing router support for schools and board offices.
33. Provide on-site WVEIS training in Region 2 schools.
34. Assisted counties with data research.
35. Setup/Support for Virtual Conference meetings.
36. Assisting with the WVEIS Web Base.
37. Keeping RESA2 Sub Systems running.
38. Creating Sequel View's as needed.
39. Supporting WOW User's
40. Supporting RESA2 schools and county offices with State Data Reports.
41. Back up files and end of calendar year for Finance and Student Data at end of fiscal year.
42. Restore files as needed.

Wellness:

43. Provided technical assistance to Logan County for school substitute nurse trainings on November 15, 2014.

Audiology:

44. Technical Assistance provided to the teacher of the hearing impaired via telephone and email regarding the meeting for WVSDB on November 13, 2014.
45. A total of one consultation was completed

Technical Assistance:

46. Collaborated with Lynn Davis to present performance task training at Logan High School for Buffalo Elementary School and elementary principals on November 3, 2014.
47. Supported incoming new 8<sup>th</sup> grade ELA teacher, Rebecca Lockler. Orientation to school, NXT gen standards, standards-based lesson plans, classroom management plan, and model close reading at Chapmanville Middle School on November 14, 2014.
48. Collaborated with CMS administrators and Step-By-Step organization to organize a 4<sup>th</sup> grade enrichment program over the summer for at-risk students coming to the 5<sup>th</sup> grade at Chapmanville Middle School on November 15, 2014.
49. Collaborated with Lynn Davis to observe classrooms via LDC modules. Debrief with teachers following classroom observations at Logan High School on November 18, 2014
50. Thanksgiving Luncheon at Hugh-Dingess Elementary School on November 20, 2014

**MASON:**

Executive Director:

1. Participation by Special Education Director John Lehew in the Graduation 20/20 meeting on November 5, 2014.
2. Meeting with Special Education Director on November 12<sup>th</sup> regarding co-teaching project and the newly proposed blended learning project on November 12, 2014.
3. Participation by Mason County team for Graduation 20/20 project at the Pastoral Center on November 11<sup>th</sup> and 12<sup>th</sup>.
4. Participation by Suzanne Dickens in the Superintendents' meeting at RESA on November 19, 2014.
5. Participation by John Lehew on TAS interview committee on November 25, 2014.
6. Collaboration with Assistant superintendent Georgia Thornton on next steps for OEPA follow-up preparation meeting on November 20<sup>th</sup> and 21<sup>st</sup> 2014.

Curriculum & Instruction:

7. LDC Site Visit, Pt. Pleasant HS on November 3, 2014.



### Computer Repair:

8. Providing microcomputer technical services to RESA 2 County Contracts.
9. Providing microcomputer technical services to Computer Basic Skills Project.
10. Providing microcomputer technical services to the SUCCESS Project.
11. Provided microcomputer technical services to West Virginia Microcomputer Education Networks in (WVMEN) vocational schools.
12. Providing warranty repair services for Lenovo Computers.
13. Providing Cisco Router installation, maintenance, and repair service.
14. Providing Cisco Router Firewall configuration.
15. Completed 22 Units.

### WVEIS:

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.

### Wellness:

34. Provided technical assistance to the school health nurses regarding substitute nurse training on November 14, 2014.
35. Provided wellness work plan technical assistance to Mason County administration on November 18, 2014.

### Audiology:

36. Technical Assistance provided to teachers and speech language pathologist onsite at Leon Elementary regarding hearing screening protocols and test results on November 3, 2014.
37. Technical Assistance provided to a speech language pathologist and principal onsite at Roosevelt Elementary regarding hearing screening protocols and scheduling of screenings on November 19, 2014.
38. Technical Assistance provided to a speech language pathologist onsite and mother of a student via telephone regarding audiometric test results on November 19, 2014.

39. Technical Assistance provided to the teacher of the hearing impaired onsite at Point Pleasant Primary regarding the transition of a student to WVSDDB on November 19, 2014.
40. Technical Assistance provided to speech language pathologist onsite at Point Pleasant Primary regarding the limitations of hearing evaluations onsite on November 19, 2014.
41. Technical Assistance provided to the director of special education onsite at Mason County Board of Education regarding the re-ordering of a lost ear mold shipment on November 19, 2014.
42. A total of one audiological evaluation, two hearing aid checks, 38 hearing screenings, six consultations, and one report was completed.

Special Education:

43. Observed Co-Teachers at Beale Elementary and Point Pleasant Intermediate School on November 3 and 18, 2014

**MINGO:**

Executive Director:

1. Participation by Special Education Director at the Graduation 20/20 meeting on November 5, 2014.
2. Presentation to Mingo County BOE on November 6<sup>th</sup> by Robin Ellis regarding the CCLC grant project at Williamson PK-8 and Gilbert Middle School.
3. Participation in the Graduation 20/20 project at the Pastoral Center by Mingo Central High School and the county transition coordinator on November 11<sup>th</sup> and 12<sup>th</sup>.
4. Collaboration with Mingo County central office staff on the Innovation Zone Grant for Burch Middle, Matewan PK-8, and Mingo Central High School on November 5<sup>th</sup>, 10<sup>th</sup>, 14<sup>th</sup>, 17<sup>th</sup>, 21<sup>st</sup>, 24<sup>th</sup>, and 25<sup>th</sup>, 2014.
5. Collaboration with Mingo Central High School Principal Teresa Jones on November 24, 2014.
6. Participation by Judy McCoy on the OEPA preparation meeting on November 18, 2014.
7. Participation by Rob Bobbera at Superintendents' meeting on November 19<sup>th</sup> 2014.
8. Prepared arrangements for second OEPA support meeting with Beverly Kingery for Mingo County principals.
9. Collaboration on IZ grant on November 24<sup>th</sup> and 25<sup>th</sup> 2014.

Curriculum & Instruction:

10. Conducted Close Reading/Text-dependent Questioning PD at Matewan PK-8 on November 5, 2014
11. Attended Rachel Hull's Instructional Coaches' session at Mingo Board of Education on November 6, 2014.
12. Conducted TenMarks PD at Williamson PK8 on November 6, 2014.
13. TenMarks Training for 21<sup>st</sup> CCLC at Gilbert Middle School on November 6, 2014.

Computer Repair:

14. Providing microcomputer technical services to RESA 2 County Contracts.
15. Providing microcomputer technical services to Computer Basic Skills Project.

16. Providing microcomputer technical services to the SUCCESS Project.
17. Provided microcomputer technical services to West Virginia Microcomputer Education Networks in (WVMEN) vocational schools.
18. Providing warranty repair services for Lenovo Computers.
19. Providing Cisco Router installation, maintenance, and repair service.
20. Providing Cisco Router Firewall configuration.
21. Maintain Windows Server Update Services servers in each school and BOE.
22. Completed 384 Units.

#### WVEIS:

23. Technical Assistance for WVEIS users.
24. Providing query support for users.
25. Assisting schools with report cards.
26. Assisting schools with scheduling for current year.
27. Assisting counties with State Reports when due.
28. Assisting WVEIS State Staff with daily operations on the AS/400.
29. Maintaining the RESA2 trouble log for phone lines.
30. Providing router support for schools and board offices.
31. Provide on-site WVEIS training in Region 2 schools.
32. Assisted counties with data research.
33. Setup/Support for Virtual Conference meetings.
34. Assisting with the WVEIS Web Base.
35. Keeping RESA2 Sub Systems running.
36. Creating Sequel View's as needed.
37. Supporting WOW User's
38. Supporting RESA2 schools and county offices with State Data Reports.
39. Back up files and end of calendar year for Finance and Student Data at end of fiscal year.
40. Restore files as needed.

#### Wellness:

41. Attended Mingo County STOP coalition meeting on November 12, 2014.

#### Audiology:

42. Technical Assistance provided to a parent onsite at Mingo County regarding the effects of middle ear dysfunction upon communication and explanation of test results on November 13, 2014.
43. Technical Assistance provided to the teacher of the hearing impaired via telephone and with a speech language pathologist onsite at Burch PK4 regarding the referrals for my services on November 13, 2014.
44. Technical Assistance provided to the teacher of the hearing impaired via telephone regarding the accommodations for hearing impaired students for the Smarter Balance testing on November 21, 2014.
45. A total of one Audiological Evaluation, three consultations, and one report was completed.

#### School Improvement:

46. Worked with 21<sup>st</sup> CCLC YEP site coordinators via email and telephone contact throughout the month of November, 2014 to conduct the business of the grant
47. Participated in conference call on November 18, 2014 with Mingo County Schools and Mark Whitt regarding continued collaboration with Coalfield Cap and Energy Express for YEP 2015 summer sessions; confirmed our intent to enter into the collaborative arrangement for YEP's summer 2015 program.

#### WAYNE:

##### Executive Director:

1. Collaboration with Superintendent Pertee throughout the month of November.
2. Participation by Sandy Pertee in the Superintendents meeting on November 19<sup>th</sup>, 2014.
3. Participation by Wayne Central office staff at the OEPA preparation meeting on November 18, 2014.
4. Collaboration with Ms. Pertee and Beverly Kingery to arrange follow up OEPA Support on December 5<sup>th</sup>, 12<sup>th</sup>, or 19<sup>th</sup> 2014.

##### Curriculum & Instruction:

5. Conducted Close Reading/Text-dependent Questioning PD at Buffalo Elementary on November 3, 2014
6. Conducted IPI at Wayne High School on November 5, 2014
7. IPI Data Collection at Spring Valley High School on November 7, 2014
8. Conducted IPI at Buffalo Middle School on November 13, 2014
9. Conducted IPI at Fort Gay PK8 on November 14, 2014
10. Conducted Varying Instructional Strategies PD at CK Middle School on November 19, 2014.

##### Computer Repair:

11. Providing warranty repair services for Lenovo Computers.
12. Providing Contract Services for Computer Maintenance
13. Providing Cisco Router installation, maintenance, and repair service.
14. Providing Cisco Router Firewall configuration.
15. Completed 5 Units.

##### WVEIS:

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.

#### Wellness:

34. Provided technical assistance to Crum Middle School regarding bullying issues on November 3, 2014. Linked administration with Adolescent Health Specialist, who is working to provide bullying prevention and education resources to the school.
35. Attended Wayne County Underage Drinking Prevention coalition meeting and the Wayne WATCH drug prevention coalition meeting on November 3, 2014.
36. Provided technical assistance to Wayne High School regarding the School Climate Survey on November 12, 2014.

#### Audiology:

37. Technical Assistance provided to speech language pathologists and teachers onsite at Fort Gay PK8 regarding the hearing screening protocols and test results on November 10, 2014.
38. Technical Assistance provided to speech language pathologists and teachers onsite at Fort Gay PK8 regarding hearing screening protocols and test results on November 17, 2014.
39. Technical Assistance provided to a speech language pathologist via telephone regarding the referral process for central auditory processing testing on November 18, 2014.
40. A total of 113 hearing screenings and three consultations were completed.

#### School Improvement:

41. Completed IPI coding at Tolsia HS on November 19, 2014.

#### Technical Assistance:

42. Supported Lynn Davis in PD for Close Reading Strategies at Buffalo Elementary School on November 3, 2014.
43. Conducted IPI with Lynn Davis. Debriefed with principal after IPI data collection at Wayne High School on November 5, 2014
44. Conducted IPI with Tammy Stowers. Debriefed the assistant principal after data collection at Spring Valley High School on November 7, 2014
45. Conducted IPI with Sandy Angius. Debriefed with staff and brainstormed further professional learning opportunities to be organized between Mrs. Sanders-Wallace and RESA 2 at Tolsia High School on November 19, 2014

Special Education:

46. Classroom Observations and Student Engagement Professional Learning Opportunity @ Buffalo Middle School on November 19 and 20, 2014

**SERVICES / MEETINGS:**

Executive Director:

1. Collaboration with the following vendors during the month of November: Quill, School Specialty, Prograss, Smart Buy Field Turf, William Scotsman, CDWG, MNJ.
2. Contract work on sports surfaces for City of South Charleston 2 projects, Uniontown PA through Prograss.
3. Collaboration with Scholastic regarding AESA conference and Specialized MSP project on November 10<sup>th</sup> and 14<sup>th</sup>, 2014.
4. Attendance and participation in the NDPC training at John 23 Pastoral Center on 13<sup>th</sup> 2014.
5. AESA collaboration for Foundation Board work on November 12<sup>th</sup> and 14<sup>th</sup> 2014.
6. Attendance at State Board meeting on November 12, 2014.
7. AESA collaboration on the National Executive Director's evaluation with Jerry Maze of Texas and Rich McBride of Washington on November 14, 2014.
8. Facilitated Superintendents' meeting on November 19<sup>th</sup>, 2014.
9. Collaboration with Bright Bytes on AESA activities on November 19, 21, 24<sup>th</sup> 2014.
10. Collaboration with National Executive Director of AEPA on November 21, 2014.
11. Collaboration with the National Director of AESA on November 24<sup>th</sup> 2014 on Sub training and call out systems on November 24, 2014.
12. Collaboration with WVDE Technology Director on WVEIS position on November 21, 2014.
13. Collaboration with all Special Education Directors on November 25, 2014 regarding 20/20 Next Steps. Meeting set for December 18<sup>th</sup> following Special Education Directors' meeting.
14. Held Regional Council meeting on November 25<sup>th</sup> 2014.
15. Interviewed candidates for Graduation 20/20 project on November 25 2014.
16. Meeting with Presence Learning on November 26, 2014 regarding online solutions for OT, counseling, social work
17. Crafted an IZ grant for Mingo County schools on dropout prevention.

Curriculum & Instruction:

18. Attended WV Reading Conference at the Greenbrier on November 20-21, 2014
19. Conducted Close Reading/Text-dependent Questioning PD at the WV Reading Conference on November 21, 2014.
20. Innovation Zone grant work meeting for Mingo County on November 3, 2014
21. LDC technical assistance by Brenda Stevenson on November 3, 2014
22. Grant work meeting for IZ and MSP on November 5, 2014
23. LDC technical assistance by Brenda Stevenson on November 5, 2014
24. Rachel Hull presentation at Mingo County BOE office on November 6, 2014
25. LDC technical assistance by Brenda Stevenson on November 6, 2014

26. LDC/MDC Cohort 1 Professional Development day for Brenda Stevenson and Amy Messinger on November 7, 2014
27. Grant work meeting for IZ and MSP on November 10, 2014
28. Becoming a Learning School Book Study with Focus school principals on November 12, 2014
29. Substitute Teacher Face to Face meeting on November 13, 2014
30. MSP grant meeting on November 13, 2014
31. PD RESA Directors' Meeting at WVDE on November 20, 2014
32. Professional Learning day for LDC/MDC at Emmanuel Baptist on November 21, 2014 for Mary McClure, Amy Messinger and Tammy Stowers
33. Grant work on November 24, 2014
34. Interviews for TASS position on November 25, 2014

Special Education:

35. Attended monthly Office of Special Programs and RESA Special Education Directors' Meeting on November 6, 2014.
36. Participated in the Graduation 20/20 planning meeting with Patricia Homberg and Dr. Dee Cockrille on October 24, 2014
37. Attended Graduation 20/20 planning meeting with the county representatives on November 12 and 13, 2014.

WVEIS:

38. WVDE Conference Call on November 13, 2014.

Wellness:

39. Bureau for Behavior Health and Health Facilities meeting, South Charleston, WV, November 17, 2014.
40. REL School Climate Survey Data Analysis Training, Stonewall Resort, November 20, 2014.

School Improvement:

41. Participated in meeting with RESA 2 team on November 5, 2014, to plan for submission of a Math/Science Partnership proposal to WVDE by December 10, 2014.
42. Planned and let a MSP Planning Team Lync meeting on November 17, 2014.
43. Maintained ongoing contact throughout November 2014 with members of the MSP planning team to discuss needs for MSP proposal.
44. Planned and led an OEPA planning session held at RESA 2 on November 18, 2014; 22 participants from all six RESA 2 counties participated in the session joining in person or by conference call. Convened a team of experts from the region who had served on OEPA school teams under the new school-based reviews.
45. Participated in a conference call to discuss CIPAS2 on November 18, 2014; prepared paperwork for Year 2's CIPAS work.
46. Joined conference call on November 17, 2014 with Bright Bytes as a follow-up session to learn more about the Early Warning System process.

47. A significant amount of time spend throughout November, 2014 working on the MSP proposal.
48. Arranged and participated in a conference call on November 21, 2014 with Fairmont State University contact, Jacqueline Webb-Dempsey, Acting Associate Dean of Math Education, to discuss their joining the MSP as a higher education partner.
49. Arranged and participated in a conference call on November 24, 2014 with RESA 2 internal MSP writing team and Fairmont State University contact, Jacqueline Webb-Dempsey; concluded that they will join the partnership.
50. Maintained email and telephone contact throughout November 2014 with Terzetto Creative Web portal designer, Jenny Lancaster; approved mock up for home page of CSI Web portal

Technical Assistance:

51. Graduation 20/20 at Pope John XXIII on November 12-13, 2014.
52. Professional Learning Day at Emmanuel Baptist Church November 21, 2014

Audiology:

NP = noise protection  
AC = acoustic immittance  
SCG = hearing screening guidelines  
SCP = hearing screening procedures  
OM = otitis media  
AE/D = audiological evaluation/diagnosis  
CA = classroom acoustics  
RP= referral procedures  
CAPD= central auditory processing disorder  
CI= cochlear implants  
ALD= assistive listening devices