

RESA 2
MONTHLY ACTIVITIES REPORT
 NOVEMBER 2015

Activity	Cabell	Lincoln	Logan	Mason	Mingo	Wayne	Higher Ed	Outside Agencies
Email	386	422	554	457	504	523	79	492
Phone	430	439	391	418	409	440	2	240
Chat	239	332	474	144	161	219		25
School Visits/ Contacts	53	59	46	26	80	76	2	32

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. Meetings with Superintendent Smith throughout the month on Regional Council issues.
2. Catalyst school visit to Culloden Elementary on November 16, 2015.
3. Professional learning opportunity on Effective Classroom Management with staff at Village of Barboursville Elementary School on November 2, 2015.
4. Professional learning on Effective Professional Learning Communities (Part 2) with staff at Village of Barboursville on November 4, 2015.
5. Professional learning on Effective Professional Learning Communities (Part 3) with staff at Village of Barboursville on November 18, 2015.
6. Provided 40 Fitbit Flex units to Barboursville Middle School for physical education use on November 16, 2015.
7. Worked with Salt Rock Elementary School and administration to publicize success video posted to YouTube on November 13, 2015.
8. Cooperative Learning and Collaborative Grouping at the Cabell County Alternative School on November 4, 2015.
9. Professional learning on Classroom Management at Village of Barboursville on November 2, 2015.
10. Attended Curriculum Mentors meeting to discuss staff professional learning needs at Cabell Midland High School on November 12, 2015.
11. Provided technical assistance to Huntington High School-Assistant Principal, Travis Austin on utilizing ZoomWV, ZoomWVe, and Bright Bytes data to identify their targeted students in need of intervention and discuss Graduation 20/20 implementation progress on November 18, 2015.
12. Technical Assistance for WVEIS users.
13. Providing query support for users.
14. Assisting schools with report cards.
15. Assisting schools with scheduling for current year.
16. Assisting counties with State Reports when due.
17. Assisting WVEIS State Staff with daily operations on the AS/400.
18. Maintaining the RESA2 trouble log for phone lines.
19. Providing router support for schools and board offices.
20. Provide on-site WVEIS training in Region 2 schools.
21. Assisted counties with data research.
22. Setup/Support for Virtual Conference meetings.
23. Assisting with the WVEIS Web Base.
24. Keeping RESA2 Sub Systems running.
25. Creating Sequel View's as needed.
26. Supporting WOW User's
27. Supporting RESA2 schools and county offices with State Data Reports.
28. Back up files and end of calendar year for Finance and Student Data at end of fiscal year.
29. Restore files as needed.

30. Technical Assistance provided to the speech language pathologist at Davis Creek Elementary via telephone regarding a student that has failed hearing screenings and recommendations on November 2, 2015.
31. Technical Assistance provided to the teacher of the hearing impaired onsite at Hite Saunders Elementary regarding the FM system configurations for students on November 2, 2015.
32. Technical Assistance provided to the general education teacher and student onsite at Hite Saunders Elementary regarding the hearing aid functioning and the need for repair on November 4, 2015.
33. Technical Assistance provided to a student and her mother onsite at RESA 2 regarding the audiological test procedure and test results on November 9, 2015.
34. Technical Assistance provided to a student and godmother onsite at RESA 2 regarding the impact of middle ear dysfunction upon communication on November 9, 2015.
35. Technical Assistance provided to a student and mother onsite at RES 2 regarding the audiometric test procedure and test results on November 9, 2015.
36. Technical Assistance provided to a student and mother onsite at RESA 2 regarding the need for medical management of the middle ear due to otitis media on November 9, 2015.
37. Technical Assistance provided to a student and her mother onsite at RESA 2 regarding the audiological test procedure and test results on November 10, 2015.
38. Technical Assistance provided to the teacher of the hearing impaired, interpreter, and student onsite at Hite Saunders Elementary regarding the placement, daily use and care, and expected benefits of a personalized FM system on November 10, 2015.
39. Technical Assistance provided to the general education teacher and aide onsite at Hite Saunders Elementary and the teacher of the hearing impaired via text regarding the need for a hearing aid repair due to the personal FM system not working correctly on November 13, 2015.
40. Technical Assistance provided to the teacher of the hearing impaired and student onsite at Highlawn Elementary regarding the hearing aid functioning and the need for periodic maintenance on November 18, 2015.
41. A total of five Audiological Evaluations, eight Hearing Aid Checks, one Assistive Listening Devices Checks, two Assistive Listening Devices Settings, eleven Consultations, and five Reports were completed.
42. Providing microcomputer technical services to Computer Basic Skills Project.
43. Providing microcomputer technical services to the SUCCESS Project
44. Providing warranty repair services for Lenovo Computers.
45. Providing Cisco Router installation, maintenance, and repair service.
46. Providing Cisco Router Firewall configuration.
47. PLC training at Village of Barboursville on November 4, 2015.
48. Classroom Management at Village of Barboursville on November 2, 2015.
49. Catalyst school technical visit with Keith Thomas at Culloden Elementary on November 16, 2015.

LINCOLN:

1. Site visit to Lincoln County HS on November 9, 2015.
2. Leadership Team meeting at Hamlin PK-8 on November 19, 2015.
3. Attended Leadership Team Meeting at Hamlin PK-8 to offer Catalyst School support on November 19, 2015.
4. Site visit to Lincoln County High School to offer support on November 19, 2015.

5. Site visit to Harts PK-8 to offer support from RESA 2 on November 19, 2015.
6. Provide support and assistance support and assistance to Guyan Valley Middle School regarding HEAP on November 17, 2015.
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. Technical Assistance provided to the parent via text regarding the repair of an FM system on November 2, 2015.
26. Technical Assistance provided to the director of special education via email and text regarding recommendations for a student at Midway Elementary on November 2, 2015.
27. Technical Assistance provided to the teacher and student onsite at Hamlin PK8 regarding the placement of a repaired FM system on November 4, 2015.
28. Technical Assistance provided to the speech language pathologist and student onsite at West Hamlin Elementary regarding current health of the ear and functioning of the FM system on November 4, 2015.
29. Technical Assistance provided to the speech language pathologist and student onsite at West Hamlin Elementary regarding the placement of a repaired hearing aid on November 4, 2015.
30. Technical Assistance provided to the teachers and assistant principal at West Hamlin Elementary regarding the hearing screening procedure and results on November 4, 2015.
31. Technical Assistance provided to the parent and student onsite at RESA 2 regarding the central auditory processing test procedure and results on November 4, 2015.
32. Technical Assistance provided to the nurse and speech language pathologists onsite at Midway Elementary regarding the hearing screening protocol on November 6, 2015.
33. Technical Assistance provided to the speech language pathologist, principal, and general education teacher onsite at West Hamlin Elementary regarding the placement of a sound field system on November 13, 2015.
34. Technical Assistance provided to the nurse and student onsite and the mother via telephone regarding hearing screening results and the need for medical management on November 16, 2015.
35. Technical Assistance provided to a student onsite and nurse via telephone regarding the results of an otoscopic evaluation and proper care of the ear canal on November 16, 2015.
36. Technical Assistance provided to a student onsite and the mother and nurse via telephone regarding the results of an otoscopic evaluation, cerumen removal, and proper care of the ear canal on November 16, 2015.

37. Technical Assistance provided to the principal, speech language pathologist, and student onsite at Guyan Valley Middle regarding the current plan to improve organization and educational performance on November 16, 2015.
38. Technical Assistance provided to the speech language pathologist and student onsite at West Hamlin Elementary and the mother via telephone regarding the results of an otoscopic evaluation on November 16, 2015.
39. A total of two Hearing Aid Checks, one Central Auditory Evaluation, eight Hearing Screenings, two Assistive Listening Devices Checks, two Assistive Listening Devices Settings, fourteen Consultations, and one Report was completed.
40. Providing microcomputer technical services to RESA 2 County Contracts.
41. Providing microcomputer technical services to Computer Basic Skills Project.
42. Providing microcomputer technical services to the SUCCESS Project.
43. Provided microcomputer technical services to West Virginia Microcomputer Education Networks in (WVMEN) vocational schools.
44. Providing warranty repair services for Lenovo Computers.
45. Providing Cisco Router installation, maintenance, and repair service.
46. Providing Cisco Router Firewall configuration.
47. Maintain Windows Server Update Services servers in each school and BOE.
48. Completed 8 Units.
49. Lynn Baker presented Math professional learning to Midway elementary on November 10, 2015.
50. Catalyst school technical support visit to Hamlin PK-8 on November 18, 2015.
51. MDC Technical support visit at Lincoln County HS by Mary McClure on November 19-20, 2015.

LOGAN:

1. Supported West Chapmanville Elementary School at Effective Teaming with Richard Lawrence at RESA 2 on November 3, 2015.
2. Attended Thanksgiving Luncheon Celebration at Hugh Dingess Elementary School at Hugh Dingess Elementary School on November 19, 2015.
3. Conducted professional learning opportunity through embedded data notebook support within classrooms at Verdunville Elementary School on November 24, 2015.
4. Provide support and assistance support and assistance to Man High School regarding health education issues, including health sciences content, on November 10, 2015.
5. Professional Learning and Teacher Support at Buffalo Grade School – Active Student Engagement and Maximizing Time on Task on November 2 & 30, 2015.
6. Professional Learning and Teacher Support at Man Middle School – Classroom Instruction that Works! on November 17, 2015.
7. Professional Learning and Teacher Support at Omar Elementary School – Active Student Engagement on November 10, 2015.
8. Data Discussions about using ZoomWV and ZoomWVE with Angel Harris at Man High School on November 17, 2015.
9. Participated in the Logan County FAST Team Meeting on November 19, 2015.
10. Met with Chapmanville Middle School's principal, Robert Dial, to discuss assessment data and staff professional learning needs on November 16, 2015.
11. Participated in Man High School's Graduation Team meeting to complete implementation scale and begin updating Action Plan using data tool at Man High School on November 19, 2015.

12. Participated in Logan High School's Graduation Team meeting to use data tool to begin drafting Action Plan at Logan High on November 23, 2015.
13. Provided technical assistance to LDC teachers at Chapmanville Regional High School on November 23, 2015.
14. Technical Assistance for WVEIS users.
15. Providing query support for users.
16. Assisting schools with report cards.
17. Assisting schools with scheduling for current year.
18. Assisting counties with State Reports when due.
19. Assisting WVEIS State Staff with daily operations on the AS/400.
20. Maintaining the RESA2 trouble log for phone lines.
21. Providing router support for schools and board offices.
22. Provide on-site WVEIS training in Region 2 schools.
23. Assisted counties with data research.
24. Setup/Support for Virtual Conference meetings.
25. Assisting with the WVEIS Web Base.
26. Keeping RESA2 Sub Systems running.
27. Creating Sequel View's as needed.
28. Supporting WOW User's
29. Supporting RESA2 schools and county offices with State Data Reports.
30. Back up files and end of calendar year for Finance and Student Data at end of fiscal year.
31. Restore files as needed.
32. Technical Assistance provided to the teacher of the hearing impaired via telephone and text regarding the proper charging of a FM system on November 2, 2015.
33. Technical Assistance provided to the interpreter and student onsite at Chapmanville Middle regarding the procedure of creating an ear mold impression on November 3, 2015.
34. Technical Assistance provided to the teacher of the hearing impaired via telephone regarding the process to obtain ear molds and create a purchase order on November 3, 2015.
35. Technical Assistance provided to the teacher onsite at Logan Middle School regarding the proper use and care of a personalized FM system on November 17, 2015.
36. Technical Assistance provided to the teacher of hearing impaired via telephone and the secretary at Logan County Board of Education regarding the equipment needed to be placed for a student on November 17, 2015.
37. Technical Assistance provided to the student onsite at Man High and the teacher of the hearing impaired via telephone regarding the FM system to be placed once a new processor is received on November 17, 2015.
38. Technical Assistance provided to the teacher of the hearing impaired onsite at Chapmanville East Elementary regarding troubleshooting techniques for FM systems on November 17, 2015.
39. Technical Assistance provided to the teacher of the hearing impaired via telephone and the principal at Chapmanville Middle regarding the current functioning of a hearing aid and the proper care and maintenance for optimal performance on November 17, 2015.
40. A total of two Hearing Aid Checks, two Assistive Listening Devices Checks, two Ear mold Impressions, and eight Consultations were completed.
41. Providing microcomputer technical services to Computer Basic Skills Project.
42. Providing microcomputer technical services to the SUCCESS Project.
43. Provided microcomputer technical services to West Virginia Microcomputer Education Networks in (WVMEN) vocational schools.

44. Providing warranty repair services for Lenovo Computers.
45. Providing Cisco Router installation, maintenance, and repair service.
46. Providing Cisco Router Firewall configuration.
47. Maintain Windows Server Update Services servers in each school and BOE.
48. Completed 14 Units.
49. Close Reading at Buffalo Elementary on November 30, 2015.
50. Parental Involvement at Man Elementary on November 30, 2015.
51. MDC technical support at Chapmanville Regional HS by Mary McClure on November 17, 2015.
52. MDC technical support visit at Logan HS by Mary McClure on November 18, 2015.
53. Classroom management technical assistance at Hugh Dingess Elementary on November 18, 2015.
54. Catalyst school technical assistance at West Chapmanville Elementary on November 19, 2015.
55. Participated in Logan FAST meeting at Logan County BOE on November 19, 2015.

MASON:

1. Provided 40 Fitbit Flex units to Hannan Junior-Senior High School for physical education use on November 16, 2015.
2. PBIS overview with Walter Raynes at PPIS on November 20, 2015 (Phone Call).
3. Technical Assistance for WVEIS users.
4. Providing query support for users.
5. Assisting schools with report cards.
6. Assisting schools with scheduling for current year.
7. Assisting counties with State Reports when due.
8. Assisting WVEIS State Staff with daily operations on the AS/400.
9. Maintaining the RESA2 trouble log for phone lines.
10. Providing router support for schools and board offices.
11. Provide on-site WVEIS training in Region 2 schools.
12. Assisted counties with data research.
13. Setup/Support for Virtual Conference meetings.
14. Assisting with the WVEIS Web Base.
15. Keeping RESA2 Sub Systems running.
16. Creating Sequel View's as needed.
17. Supporting WOW User's
18. Supporting RESA2 schools and county offices with State Data Reports.
19. Back up files and end of calendar year for Finance and Student Data at end of fiscal year.
20. Restore files as needed.
21. Technical Assistance provided to the secretary onsite at Mason County Board of Education regarding referral procedures for audiological services on November 3, 2015.
22. Technical Assistance provided to the teacher of the hearing impaired, general education teacher, and the interpreter regarding the current hearing aid performance on November 3, 2015.
23. Technical Assistance provided to the teacher onsite at Ashton Elementary and the speech language pathologist via email regarding the placement, daily use and care, and the expected benefits of a sound field system on November 3, 2015.
24. Technical Assistance provided to a speech language pathologist, special education director, and a general education teacher via email regarding the need for a sound field system in a classroom on November 3, 2015.

25. Technical Assistance provided to an IEP team via telephone regarding the current needs of a student with a hearing impairment on November 6, 2015.
26. Technical Assistance provided to the interpreter and general classroom teacher onsite at Beale Elementary regarding the proper removal of an ear mold from the ear on November 19, 2015.
27. Technical Assistance provided to a student and nurse onsite at Pt. Pleasant Primary and the grandmother via telephone regarding the placement of a new ear mold on November 19, 2015.
28. Technical Assistance provided to teacher of the hearing impaired, Annette Carey, and Ruth Ann at Ashton Elementary regarding the current status of a child with a hearing loss on November 19, 2015.
29. Technical Assistance provided to teacher of the hearing impaired, Annette Carey, and Ruth Ann at Beale Elementary regarding the current status of a child with a hearing loss on November 19, 2015.
30. Technical Assistance provided to speech language pathologist via telephone and the principal onsite at Leon Elementary regarding the current status of a child with a hearing loss on November 20, 2015.
31. Technical Assistance provided to the speech language pathologist and student onsite at New Haven Elementary regarding the hearing screening procedure and results on November 20, 2015.
32. Technical Assistance provided to the IEP team onsite at Pt. Pleasant High regarding the current functioning of a student's hearing aids and the need for repair on November 20, 2015.
33. Technical Assistance provided to the student and teacher onsite at Pt. Pleasant Primary regarding the proper insertion of an ear mold on November 20, 2015.
34. Technical Assistance provided to a teacher onsite at Pt. Pleasant Primary regarding the need of a FM system for her classroom on November 20, 2015.
35. Technical Assistance provided to a speech language pathologist and teacher via email regarding benefits of a FM system on November 30, 2015.
36. A total of eight Hearing Aid Checks, one Hearing Screening, one Assistive Listening Devices Checks, one Assistive Listening Devices Settings, one Ear mold Placement, and fourteen Consultations were completed.
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. Completed 6 Units.
45. Catalyst School visit to New Haven Elementary on November 17, 2015.

MINGO:

1. Meeting with principals at Gilbert Elementary regarding Catalyst school issues on November 16, 2015.
2. Presentation to Mingo County Board to deliver the RESA annual report on November 17, 2015.
3. Offered Mingo IZ Grant Support to Central Office and all three administrators in November, 2015.
4. Supported Mingo Central High School and Matewan PK-8 at Effective Teaming with Richard Lawrence at RESA 2 on November 3, 2015.
5. Worked with the professional staff to complete an alternative education grant proposal for Mingo County to introduce community schools practices at Williamson PK-8 and Lenore PK-8 on November 20, 2015.

6. Participated in Mingo STOP coalition meeting on November 18, 2015.
7. Planning and Support for the Mingo County Project Prevent Grant November 6, 9 and 12, 2015.
8. Participated in Effective Teaming workshop by Richard Lawrence with Tug Valley High School and Mingo Central Comprehensive High School on November 4, 2015.
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. Technical Assistance provided to the student and father onsite Mingo Extended Learning Center and the mother via telephone regarding the audiological test procedure, test results, and recommendations on November 12, 2015.
28. Technical Assistance provided to the teacher of the hearing impaired and the SAT chair onsite at Burch Middle School regarding the recommendations for a student with a hearing loss on November 12, 2015.
29. Technical Assistance provided to the director of special education via email and telephone regarding recommendations for students with a hearing loss on November 12, 2015.
30. Technical Assistance provided to a case manager onsite at Mingo County Board of Education regarding recommendations for students with a hearing loss on November 12, 2015.
31. Technical Assistance provided to the speech language pathologist onsite at Gilbert Middle School regarding the need for FM system to be removed from her storage on November 12, 2015.
32. Technical Assistance provided to a speech language pathologist and mother via email regarding the proper referral of a child for auditory processing testing on November 16, 2015.
33. A total of one Audiological Evaluation, six Consultations, and one Report was completed.
34. Providing microcomputer technical services to RESA 2 County Contracts.
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 162 Units.

43. MDC technical support visit to Mingo Central by Amy Messinger on November 2, 2015.
44. MDC technical support visit to Tug Valley HS by Amy Messinger on November 3, 2015.
45. Catalyst school technical support with Gilbert Elementary on November 17, 2015.
46. Catalyst School technical support to 3rd and 4th grade PLCs at Gilbert Elementary on November 17, 2015.

WAYNE:

1. Supported Buffalo Middle School and Lavalette Elementary School at Effective Teaming with Richard Lawrence at RESA 2 on November 3, 2015.
2. Attended Leadership Team Meeting to provide school improvement support at Buffalo Elementary School on November 4, 2015.
3. Conducted IPI Data Collection at Dunlow Elementary School on November 12, 2015.
4. Conducted IPI Data Collection at Ceredo Elementary School on November 16, 2015.
5. Conducted an IPI Data Overview at Ceredo Elementary School on November 16, 2015.
6. Supported Lavalette Elementary School PBIS Plan with Jim Harris and Amy Kelly on November 18, 2015.
7. Collaborated with Wayne Underage Drinking Prevention Coalition members to address substance abuse issues in the county on November 3, 2015.
8. Provided support and assistance to Crum Middle School regarding the HEAP assessment on November 30, 2015.
9. PBIS Team Meeting with Spring Valley High School on November 5, 2015.
10. PBIS Team Meeting with Lavalette Elementary School on November 3, 17 and 18, 2015.
11. Participated in Effective Teaming workshop by Richard Lawrence with Spring Valley High School on November 4, 2015.
12. Provided technical assistance to PBIS team at Spring Valley High School on November 5, 2015.
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. Technical Assistance provided to the teacher of the hearing impaired via telephone and email regarding the FM system configurations available to a student on November 2, 2015.

32. Technical Assistance provided to the parent, teacher of the hearing impaired, speech language pathologist, and teacher onsite at Wayne Elementary regarding the audiological needs of a student with a hearing impairment on November 5, 2015.
33. Technical Assistance provided to the teacher of the hearing impaired and secretary at Wayne County Board of Education regarding the invoice of items received for placement on November 5, 2015.
34. Technical Assistance provided to the teacher of the hearing impaired and teacher onsite at Wayne PK regarding the current hearing aid functioning, the expected benefits, and the process of aural habilitation on November 5, 2015.
35. Technical Assistance provided to the teacher of the hearing impaired and student onsite at Wayne High School regarding the placement of new ear molds on November 5, 2015.
36. Technical Assistance provided to the teacher of the hearing impaired onsite at Lavallette Elementary regarding the status of each student and the audiological services available for each on November 5, 2015.
37. Technical Assistance provided to the teacher of the hearing impaired onsite at Lavallette Elementary regarding the current status of children with a hearing loss on November 13, 2015.
38. Technical Assistance provided to a student, mother, and teacher of the hearing impaired onsite at Crum Middle regarding the placement, care, use, and benefits of a FM system on November 13, 2015.
39. Technical Assistance provided to the special education teacher and teacher of the hearing impaired onsite at Tolsia High regarding the current performance of a student with a hearing impairment on November 13, 2015.
40. Technical Assistance provided to a student and caregiver onsite at RESA2 regarding the audiological test procedure and test results on November 18, 2015.
41. Technical Assistance provided to a student and mother onsite at RESA 2 regarding the central auditory processing test procedure and test results on November 18, 2015.
42. Technical Assistance provided to the speech language pathologist via telephone regarding the central auditory processing test results and implications of standardized scoring on November 18, 2015.
43. Technical Assistance provided to the teacher of the hearing impaired onsite at Lavallette Elementary regarding the proper troubleshooting techniques for a new FM system on November 30, 2015.
44. A total of one Audiological Evaluation, four Hearing Aid Checks, one Central Auditory Evaluation, one Assistive Listening Devices Checks, one Assistive Listening Devices Settings, one Ear mold Placement, thirteen Consultations, and two Reports were completed.
45. Providing warranty repair services for Lenovo Computers.
46. Providing Contract Services for Computer Maintenance
47. Providing Cisco Router installation, maintenance, and repair service.
48. Providing Cisco Router Firewall configuration.
49. Completed 1 Unit.
50. Wayne Literacy Leaders at Spring Valley HS on November 10, 2015.
51. IPI data collection at Ceredo Elementary on November 16, 2015.
52. Presented Literacy Center/Stations professional learning to Wayne Literacy Leaders on November 10, 2015.
53. Participated in Wayne County literacy team meeting on November 16, 2015.

SERVICES / MEETINGS:

1. Facilitated the PK-3 literacy grant meeting via Skype on November 9, 2015.
2. Represented RESAS at State Board meeting on November 13, 2015

3. Represented WV on AEPA national Committee meetings in November.
4. Month long collaboration on AESA national conference preparation.
5. Effective Teaming professional learning opportunity with Richard Lawrence for Catalyst Schools, Mingo I3 Grant, and Graduation 20/20 Schools on November 3, 2015.
6. Regional Graduation 20/20 meeting at RESA 2 on November 4, 2015.
7. November PBIS Coaches Call on November 10, 2015.
8. LDC Coaches training at WVDE with SREB and RESA 3 staff on November 9-10, 2015.
9. Governor's Substance Abuse Regional Task Force, Charleston, WV, October 6, 2015.
10. Substance abuse prevention regional coalition meeting, South Charleston, November 16, 2015.
11. Regional Wellness Specialist meeting on Skype, November 16, 2015.
12. Office of Special Education Monthly Staff Meeting November 5, 2015.
13. Office of Special Education Regional Data Entry Professional Learning November 5, 2015.
14. RESA Special Education Directors' Monthly Meeting November 5, 2015.
15. Effective Teaming with Richard Lawrence (PBIS, Learning Schools and Graduation 20/20) on November 3, 2015.
16. RESA Graduation 20/20 Regional Quarterly Meeting on November 4, 2015.
17. Regional PBIS Quarterly Meeting November 9, 2015.
18. Phonemic and Phonological Awareness for PreK-K (9-11:30) and K-3 (12:30-3:00) with Angie Ware, Kelcie Blankenship and Claire Jones on November 13, 2015.
19. Regional Graduation 20/20 Quarterly Meeting for participating schools at RESA 2, November 4, 2015.
20. LDC/MDC Coaches Training by Debra Cullen-SREB at WVDE on November 9-10, 2015.
21. Participated in Graduation 20/20 webinar (Strategies for Improving Attendance) by Debra Harless and Pat Homberg-WVDE on November 10, 2015.
22. Attended Regional Catalyst School meeting at RESA 2 on November 13, 2015.
23. Participated in LDC/MDC Cohort 3-Principals Orientation webinar on November 20, 2015.
24. Facilitated Substitute Teacher Training at RESA 2 on November 19, 2015.
25. Special Education Data Update – State Department on November 5, 2015.
26. Participated in Policy 5500 meeting via GoMeeting with Teresa Hammond on November 9, 2015.
27. Facilitated Regional Catalyst School meeting with Cohort 1 and Cohort 2 catalyst principals and central office staff on November 13, 2015.
28. Facilitated Professional Learning Consortium on November 23, 2015.
29. Travel to national AEPA conference on November 28, 2015.
30. Participation in national AEPA conference November 29-Dec2, 2015.

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