

RESA 2
MONTHLY ACTIVITIES REPORT
 NOVEMBER 2016

Activity	Cabell	Lincoln	Logan	Mason	Mingo	Wayne	Higher Ed	Outside Agencies
Email	81	131	133	118	146	73	74	412
Phone	87	84	98	56	78	70	3	253
Chat	29	42	54	22	48	31		28
School Visits/ Contacts	27	111	46	21	55	26		20
Remote Support			1					

PROJECTS:

1. Planned for December Administrator/Director 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 Review.
14. Plan of Services Monitoring.
15. Goal Setting Preparation and Report.
16. Learning School Process and Implementation
17. Identification of Grant and funding opportunities.
18. Evaluation of Technology Initiatives.
19. Technical Assistance Projects in Cabell, Lincoln, Logan, Mingo and Mason Counties.
20. Grant supervision for all grant projects.
21. Oversight of Math, Reading, and Leadership Cohorts.
22. Facilitation of Communication Plan.
23. Technology Services.
24. Coordination of bus driver training efforts in Region 2 counties.
25. Statewide Coordination of WV AEPA contracts and services.
26. Graduate course facilitation for certification and cohort support.
27. Support for Grad 20/20 and Early Literacy with WVBE, WVDE, County Schools
28. Supervision of the Attorney project in Cabell, Lincoln, Logan, Mason, and Mingo counties.
29. Coordinated Benedum CTE grant
30. Attended Regional Director meeting concerning AEPA
31. Attended WVBE meeting
32. Responded to inaccuracies of PERD audit

33. Coordinated video concerning TVHS Freshman Academy
34. Attended AESA National Conference
35. Attended AEPA National Conference

COUNTY SUPPORT

CABELL:

1. Collaborate with the Curriculum Director and mathematics educators concerning secondary, middle school and elementary math issues.
2. Cabell CTC visit / toured programs and met with instructors.
3. Planning to support D-F schools.
4. Collaborated with Mr. Jody Lucas about the PERD audit several times.
5. Technical Assistance provided to a student and nurse onsite at the Village of Barboursville Elementary and a mother via telephone regarding the need for medical management of the middle ear on November 1, 2016.
6. Technical Assistance provided to the classroom teacher and student onsite at Salt Rock Elementary regarding the need for a hearing aid repair on November 9, 2016.
7. Technical Assistance provided to the teacher of the hearing impaired, student, and general education teacher onsite at Cabell Midland High regarding the expected performance of current hearing aid instruments and the hearing acuity of the student on November 10, 2016.
8. Technical Assistance provided to the teacher of the hearing impaired and the teacher of the visually impaired onsite at Spring Hill Elementary regarding the current functioning of the hearing aids and the need for repair on November 14, 2016.
9. Technical Assistance provided to the speech language pathologist, parents, and teacher of the visually impaired onsite at Spring Hill Elementary regarding the features and benefits of new hearing aid technology on November 18, 2016.
10. Technical Assistance provided to a student, nurse, and teachers onsite at Hite Saunders Elementary regarding the need of new earmolds, daily listening checks, and resources for teachers for the students on November 18, 2016.
11. Technical Assistance provided to the student and teacher onsite at Salt Rock Elementary regarding the repair of a hearing aid instrument on November 18, 2016.
12. Technical Assistance provided to a parent and two students onsite at Playmates regarding the hearing screening protocol and the results on November 21, 2016.
13. Technical Assistance provided to the teacher of the hearing impaired, speech language pathologist, general education teacher onsite at Davis Creek Elementary and the supervisor of the hearing impaired program via telephone regarding the protocol of the Functional Listening Evaluation and the outcomes on November 30, 2016.
14. A total of 8 Hearing Aid Checks, 2 Hearing Screenings, 1 Functional Listening Evaluations, and 9 Consultations and 3 Reports were completed.
15. Attended Graduation Team meeting and Co-teaching cadre planning meeting at Cabell Midland High School on November 16, 2016.
16. Met with 2nd Grade PLC team, Mrs. Hite and Principal Giles at Cox Landing for Technical Assistance on November 3, 2016.
17. Met with Principal Kim Cooper and VP Heather Scarberry at Milton Elementary for Technical Assistance on November 29, 2016.
18. Met with Principal Bailey at Spring Hill Elem. for Technical Assistance on November 29, 2016.

19. Met with Principal Shannon Rayburn, Central City, for Technical Assistance on November 29, 2016.
20. School Designation Visit at Milton Elementary on November 29, 2016.
21. School Designation Visit at Spring Hill Elementary on November 29, 2016.
22. School Designation Visit at Central City Elementary on November 29, 2016.
23. School Designation Visit at Huntington East Middle on November 30, 2016.
24. School Designation Visit at Huntington Middle on November 30, 2016.
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.
43. Attended Cabell County tobacco prevention coalition on November 28, 2016.
44. Providing microcomputer technical services to Computer Basic Skills Project.
45. Providing microcomputer technical services to the SUCCESS Project
46. Providing warranty repair services for Lenovo Computers.
47. Providing Cisco Router installation, maintenance, and repair service.
48. Providing Cisco Router Firewall configuration.

LINCOLN:

1. Met to plan CTE visit and work.
2. Collaborate with the Curriculum Director and mathematics educators concerning secondary, middle school and elementary math issues.
3. Professional Learning Session on PLCs.
4. Planning to support D-F schools.
5. Technical Assistance provided to the special education teacher and principal onsite at Midway Elementary regarding the daily use of personal hearing aids and the benefits on November 4, 2016.
6. Technical Assistance provided to the secretary onsite at Lincoln County Board of Education regarding the current FM system inventory on November 9, 2016.
7. Technical Assistance provided to the speech language pathologist, mother, and teacher onsite at West Hamlin Elementary regarding the placement of an earmold, health of the middle ear, and referral for medical management on November 9, 2016.
8. Technical Assistance provided to the speech language pathologist, teachers, and students onsite at West Hamlin Elementary regarding the placement of earmolds on November 9, 2016.

9. Technical Assistance provided to the student and interpreter onsite at West Hamlin Elementary and the mother via text regarding the functioning of the hearing aids and the need for medical management of the middle ear on November 9, 2016.
10. Technical Assistance provided to the general education teacher onsite at West Hamlin Elementary and speech language pathologist onsite at Lincoln County Board of Education regarding the repair of a FM system on November 9, 2016.
11. Technical Assistance provided to the special education director onsite at Lincoln County BOE regarding the current status of the students with hearing impairments on November 9, 2016.
12. Technical Assistance provided to the teachers onsite at Duval PK8 regarding the hearing screening protocol and the results on November 9, 2016.
13. Technical Assistance provided to the teachers onsite at Hamlin PK (Lincoln County Board of Education) regarding the hearing screening protocol and the results on November 10, 2016.
14. Technical Assistance provided to the secretary of the Nursing Department onsite at Lincoln County Board of Education regarding the screening needs for the county on November 10, 2016.
15. Technical Assistance provided to the teachers and principal onsite at West Hamlin Elementary regarding the hearing screening protocol and the results on November 15, 2016.
16. Technical Assistance provided to the teachers and principal onsite at Ranger Elementary regarding the hearing screening protocol and the results on November 16, 2016.
17. Technical Assistance provided to the teachers and principal onsite at Harts PK8 regarding the hearing screening protocol and the results on November 16, 2016.
18. Technical Assistance provided to the teachers and principal onsite at West Hamlin Elementary regarding the hearing screening protocol and the results on November 17, 2016.
19. Technical Assistance provided to the speech language pathologist onsite at Lincoln County High regarding creating a hearing conservation program on November 17, 2016.
20. Technical Assistance provided to the teachers and nurse onsite at Hamlin K8 regarding the hearing screening protocol and the results on November 29, 2016.
21. Technical Assistance provided to the speech language pathologist onsite at Duval PK8 regarding the integration of Marshall University students into the hearing screening services during spring registration on November 29, 2016.
22. A total of 2 Hearing Aid Checks, 2 Earmold Placements, 4 FM System Checks, 188 Hearing Screenings, and 17 Consultations were completed.
23. Conducted LDC coaching visits at Duval PK-8 on November 1, 2016.
24. Conducted LDC coaching visits at Lincoln County High School on November 1, 2016.
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.
43. Attended county wellness council and offered on November 14, 2016.
44. Provided follow-up technical assistance and support to county wellness coordinator regarding council membership and timeline for completion of county wellness policy revisions on November 28, 2016.
45. Providing microcomputer technical services to RESA 2 County Contracts.
46. Providing microcomputer technical services to Computer Basic Skills Project.
47. Providing microcomputer technical services to the SUCCESS Project.
48. Provided microcomputer technical services to West Virginia Microcomputer Education Networks in (WVMEN) vocational schools.
49. Providing warranty repair services for Lenovo Computers.
50. Providing Cisco Router installation, maintenance, and repair service.
51. Providing Cisco Router Firewall configuration.
52. Maintain Windows Server Update Services servers in each school and BOE.
53. Completed 157 Units.

LOGAN:

1. Met with Superintendent and staff to review RESA 2 work within Logan County for the 2016-2017 school year.
2. Collaborate with the Curriculum Director and mathematics educators concerning secondary, middle school and elementary math issues.
3. Professional Learning Session on PLCs.
4. Planning to support D-F schools.
5. Technical Assistance provided to the secretary onsite at Logan Special Education Office, the teacher of the hearing impaired via telephone, and the finance secretary onsite at Logan County Board of Education regarding the creation of a purchase order on November 4, 2016.
6. Technical Assistance provided to the interpreter onsite at Chapmanville East Elementary regarding the procedure for audiological evaluations on November 16, 2016.
7. A total of 2 Consultations were completed.
8. Provided technical assistance support to school counselors at Chapmanville Regional High School on November 17, 2016.
9. Visited D-F schools and central office in Logan county-Man Middle School and Logan Middle School on November 29, 2016.
10. Met with Principal Curry at Omar Elementary for Technical Assistance on November 2, 2016.
11. Met with Principal Curry and 3rd grade teachers at Omar Elementary for Technical Assistance on November 30, 2016.
12. Pre-K Data Analysis Training (ELRS & PALS) at Chief Logan Conference Center on November 18, 2016.
13. Technical Assistance for WVEIS users.
14. Providing query support for users.
15. Assisting schools with report cards.
16. Assisting schools with scheduling for current year.
17. Assisting counties with State Reports when due.

18. Assisting WVEIS State Staff with daily operations on the AS/400.
19. Maintaining the RESA2 trouble log for phone lines.
20. Providing router support for schools and board offices.
21. Provide on-site WVEIS training in Region 2 schools.
22. Assisted counties with data research.
23. Setup/Support for Virtual Conference meetings.
24. Assisting with the WVEIS Web Base.
25. Keeping RESA2 Sub Systems running.
26. Creating Sequel View's as needed.
27. Supporting WOW User's
28. Supporting RESA2 schools and county offices with State Data Reports.
29. Back up files and end of calendar year for Finance and Student Data at end of fiscal year.
30. Restore files as needed.
31. Met with leadership and PE/Health staff of Man Middle School to review progress on Let's Move! Active Schools initiative on November 10, 2016.
32. Providing microcomputer technical services to Computer Basic Skills Project.
33. Providing microcomputer technical services to the SUCCESS Project.
34. Provided microcomputer technical services to West Virginia Microcomputer Education Networks in (WVMEN) vocational schools.
35. Providing warranty repair services for Lenovo Computers.
36. Providing Cisco Router installation, maintenance, and repair service.
37. Providing Cisco Router Firewall configuration.
38. Maintain Windows Server Update Services servers in each school and BOE.
39. Completed 23 Units.

MASON:

1. Collaborate with the Curriculum Director and mathematics educators concerning secondary, middle school and elementary math issues.
2. Professional Learning Session on PLCs.
3. Planning to support D-F schools.
4. Technical Assistance provided to the teacher of the hearing impaired, mother, and principal onsite at Wahama High regarding transitioning to college on November 14, 2016.
5. Technical Assistance provided to the teacher of the hearing impaired onsite at Pt Pleasant Career Center regarding the current WV Department of Rehabilitation Services for children with hearing impairment transitioning to college on November 14, 2016.
6. Technical Assistance provided to the Special Education director and speech language pathologist via email, teacher of the hearing impaired via telephone, the principal and general education teacher onsite at Pt Pleasant Intermediate regarding the need for a FM system for a student on November 14, 2016.
7. Technical Assistance provided to the teachers and speech language pathologists onsite at Ashton Elementary regarding the hearing screening protocol and the results on November 28, 2016.
8. Technical Assistance provided to the speech language pathologists and teacher onsite at Ashton Elementary regarding central auditory processing disorders on November 28, 2016.
9. Technical Assistance provided to the special education director and psychologist onsite at Mason County Board of Education and the teacher of the hearing impaired via telephone regarding the status of students with hearing impairments and recent referrals on November 28, 2016.

10. Technical Assistance provided to the interpreter and student onsite at Pt Pleasant High regarding the placement of a FM system on November 28, 2016.
11. Technical Assistance provided to the special education teacher and teacher aide onsite at Pt Pleasant Primary regarding the status of a student that does not utilize prescribed hearing aids on November 28, 2016.
12. A total of 6 Hearing Aid Checks, 1 FM System Placement, 20 Screenings, and 8 Consultations were completed.
13. Met with Principal Brumfield and 3rd grade teachers at Beale Elementary for Technical Assistance on November 3, 2016.
14. Met with Principal Bissell and all K-6 staff at New Haven Elementary for Technical Assistance on November 4, 2016.
15. Met with Principal Brumfield and the PBIS team for Technical Assistance on November 29, 2016.
16. Technical Assistance for WVEIS users.
17. Providing query support for users.
18. Assisting schools with report cards.
19. Assisting schools with scheduling for current year.
20. Assisting counties with State Reports when due.
21. Assisting WVEIS State Staff with daily operations on the AS/400.
22. Maintaining the RESA2 trouble log for phone lines.
23. Providing router support for schools and board offices.
24. Provide on-site WVEIS training in Region 2 schools.
25. Assisted counties with data research.
26. Setup/Support for Virtual Conference meetings.
27. Assisting with the WVEIS Web Base.
28. Keeping RESA2 Sub Systems running.
29. Creating Sequel View's as needed.
30. Supporting WOW User's
31. Supporting RESA2 schools and county offices with State Data Reports.
32. Back up files and end of calendar year for Finance and Student Data at end of fiscal year.
33. Restore files as needed.
34. Attended Pt. Pleasant Junior-Senior High School Mental Health Crisis Planning meeting and provided technical assistance to the school crisis planning team on November 3, 2016.
35. Completed video highlighting Hannan Junior Senior High School's success with Fitbit technology on November 4, 2016.
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.

MINGO:

1. Collaborate with the Curriculum Director and mathematics educators concerning secondary, middle school and elementary math issues.

2. Video at Tug Valley High School concerning about the Freshman Academy.
3. Planning to support D-F schools.
4. Technical Assistance provided to a student and teacher of the hearing impaired onsite at Mingo Central High School regarding the current functioning of the hearing aids and the need for the sound field systems in the educational environment on November 4, 2016.
5. Technical Assistance provided to a student onsite at Williamson PK8 and a mother via telephone regarding the current status of hearing aid functioning on November 4, 2016.
6. A total of 4 Hearing Aid Checks and 2 Consultations were completed.
7. Conducted LDC coaching visit at Kermit K-8 on November 2, 2016.
8. Facilitated Becoming a Learning School for full staff at Kermit K-8 on November 2, 2016.
9. Delivered Learning School packets to Mingo Central Comprehensive High School, Matewan PK-8, and Gilbert Middle School on November 30, 2016.
10. Met with Principal Ferris at Lenore PK-8 for Technical Assistance on November 2, 2016.
11. Met with Principal Ferris and K-3 PLC teams for Technical Assistance on November 30, 2016.
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. Attended Mingo STOP coalition meeting on November 9, 2016.
31. Visited Tug Valley High School to review results of Freshman Academy implementation and filmed video of students and faculty for a new RESA 2 video on November 18, 2016.
32. Providing microcomputer technical services to RESA 2 County Contracts.
33. Providing microcomputer technical services to Computer Basic Skills Project.
34. Providing microcomputer technical services to the SUCCESS Project.
35. Provided microcomputer technical services to West Virginia Microcomputer Education Networks in (WVMEN) vocational schools.
36. Providing warranty repair services for Lenovo Computers.
37. Providing Cisco Router installation, maintenance, and repair service.
38. Providing Cisco Router Firewall configuration.
39. Maintain Windows Server Update Services servers in each school and BOE.
40. Completed 293 Units.

WAYNE:

1. Collaborate with the Curriculum Director and mathematics educators concerning secondary, middle school and elementary math issues.
2. Learning School discussions with the principals at CK elementary, Kenova elementary, Vinson Middle, CK Middle and Spring Valley High School.
3. Professional Learning Session on PLCs.
4. Planning to support D-F schools.
5. Technical Assistance provided to the teacher of the hearing impaired via telephone and email regarding permission to obtain earmold impressions on November 30, 2016.
6. A total of 1 Consultation was completed.
7. Met with Principal Hurley at Ceredo Elementary for Technical Assistance on November 17, 2016.
8. Met with Assistant Principal Greg Miller for Technical Assistance on November 28, 2016.
9. PBIS Coaching at Buffalo Elementary School on November 16, 2016.
10. CPI Training at Wayne Central Office on November 12, 2016.
11. School Designation Visit at Fort Gay PK-8 on November 28, 2016.
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. Attended Wayne Underage Drinking Prevention Coalition on November 1, 2016.
31. Delivered Youth Mental Health First Aid training to 11 school counselors on November 15, 2016.
32. Providing warranty repair services for Lenovo Computers.
33. Providing Contract Services for Computer Maintenance
34. Providing Cisco Router installation, maintenance, and repair service.
35. Providing Cisco Router Firewall configuration.
36. Completed 4 Units.

SERVICES / MEETINGS:

1. Reviewed and revised Leadership Series.
2. Reviewed the Master Plan and the Professional Development Plan for RESA 2.
3. Conducted curriculum staff meetings.

4. Reviewed collaboratively the Strategic Plan with the RESA 2 staff.
5. Reviewed OEPA Monitoring Tool and drafted Best Practices.
6. Met with Jim Rowe at Ironton, Ohio for Leadership Series.
7. Distributed the Learning School Packet for school-based PLCs and Leadership Teams.
8. Regional Director's Meeting at RESA 7.
9. Met with Dr. Kathy D'Antoni at WVDE concerning Benedum Grant.
10. Met with Lydotta Taylor to coordinate grant objectives.
11. Represented RESAs at the WVBE meeting.
12. Drafted the RESA 2 response concerning the PERD audit.
13. Identified the inaccuracies of the PERD audit from RESA 2 viewpoint.
14. RESA 2 staff meeting.
15. Attended the AEPA conference.
16. Drafting AEPA reference book with Executive Directors.
17. Met with Heritage Farms about Benedum Grant for WV History and Gifted Camp.
18. Attended ASCD National Conference on Educational Leadership 2016 at Gaylord National Resort and Convention Center from November 3-6, 2016.
19. Facilitated Substitute Nurse Training at RESA 2 on November 10, 2016.
20. Facilitated Substitute Teacher Training at RESA 2 on November 10, 2016.
21. Attended RS3-Graduation 20/20 meeting with WVDE and RS3s at RESA 5 on November 15, 2016.
22. Attended Professional Learning Consortium at RESA 2 on November 21, 2016.
23. Helped conduct training for "Becoming a Learning School" at Lenore PK-8 on November 2, 2016.
24. Helped conduct training for "Text Sets" at Holiday Inn Barboursville on November 9,
25. 2016.
26. Conducted training on "PALS Data Analysis" for Logan County PK and Headstart at Chief Logan Conference Center on November 18, 2016.
27. PECS Training at Holiday Inn on November 17, 2016 (Cabell, Wayne, Logan, Mason, Mingo).
28. RESA 2 Pre-K Coordinators' Meeting at RESA 2 on November 15, 2016 (all six counties).
29. RESA 2 Gifted PLC Meeting (online) on November 30, 2016.
30. Data Entry Training (WVDE) at RESA 2 on November 14, 2016 (all six counties).
31. State Special Ed Data Entry Meeting at RESA 2. Provided support for WVEIS related questions.
32. Fall Network Design and Strategies/TSS Training Workshop at the Bridgeport Conference Center on November 1-2, 2016.