

RESA 2  
MONTHLY ACTIVITIES REPORT  
 NOVEMBER 2017

Activity	Cabell	Lincoln	Logan	Mason	Mingo	Wayne	Higher Ed	Outside Agencies
Email	51	94	107	58	125	72	148	168
Phone	30	64	43	25	81	27	6	80
Chat	12	39	45	15	46	22		33
School Visits/ Contacts	20	69	30	18	55	20	2	25

**PROJECTS:**

1. Administrator/Director Council Meetings.
2. RESA 2 Staff Meeting.
3. Supervision of Unit Meetings.
4. RESA 2 Regional Council Meeting Agenda and Support Materials.
5. RESA 2 Financial Records review.
6. Computer Repair.
7. WIB Computer Repair Installation Repair.
8. Plan of Services Monitoring.
9. Projects in Cabell, Lincoln, Logan, Mingo and Mason Counties.
10. Grant supervision for all grant projects.
11. Coordination of bus driver training in R2 counties.
12. Statewide Coordination of WV AEPA contracts and services.
13. Graduate course facilitation for certification and cohort support.
14. Supervision of the Attorney project in Cabell, Lincoln, Mason, and Mingo counties.
15. Oversight of Substitute Educator Training and School Bus Driver Training.
16. Supervision of OSP funded initiatives through Special Education Director and Technical Assistance Specialist.
17. Reviewed marketing campaign for AEPA/ESC.
18. Reviewed budget with Katie Perry.
19. Met with Loan Forgiveness Company to plan marketing for 2018.
20. Facilitated a Google Rise Grant for coding with Edventure.
21. Attended the AEPA conference.
22. Attended AESA conference.
23. Attended AESA executive council meeting.
24. Simulated Workplace oversight.
25. Collaborating on new website
26. Collaborating on new AEPA materials
27. Oversight of audiology services.
28. Worked with CCTC students on ESC name and thumbnail.

## **COUNTY SUPPORT**

### **CABELL:**

1. Spoke to officials about ESCs.
2. Collaboration of Benedum grant.
3. Met with CCCTC staff.
4. Collaborated with CCCTC students.
5. Teacher Induction Program Professional Learning on November 7, 2017 at Cabell Central Office.
6. Technical Assistance provided to the school nurse and teachers onsite at Cox Landing and parents via letter regarding the hearing screening procedure and results on November 16, 2017.
7. Technical Assistance provided to the speech language pathologist, classroom teachers, and principal onsite at Nichols Elementary and parents via telephone and letter regarding the hearing screening procedures and results on November 16, 2017.
8. Technical Assistance provided to the teacher of the hearing impaired onsite at Monroe Elementary regarding hearing aid instrument and cochlear implant speech processor functioning and care on November 16, 2017.
9. Technical Assistance provided to the teacher of the hearing impaired and teacher of the vision impaired onsite at Spring Hill Elementary regarding the current functioning and fit of hearing aid instruments on November 16, 2017.
10. A total of 4 Hearing Screenings, 9 Consultations, and 4 Reports were completed.
11. Providing microcomputer technical services to Computer Basic Skills Project.
12. Providing microcomputer technical services to the SUCCESS Project
13. Providing warranty repair services for Lenovo Computers.
14. Providing Cisco Router installation, maintenance, and repair service.
15. Providing Cisco Router Firewall configuration.

### **LINCOLN:**

1. Collaborated with county officials about ESCs.
2. Collaboration of Benedum grant.
3. Visited Lincoln County High School
4. Observation and debrief with Alternative Certification teacher at Harts PK-8 on November 7, 2017.
5. Observation, support, and debrief with Alternative Certification teachers at Lincoln county HS on November 15, 2017.
6. Support with Alternative Certification teacher at Lincoln County HS on November 28, 2017.
7. Technical Assistance provided to the speech language pathologist onsite at Midway Elementary regarding the testing criteria for central auditory processing on November 2, 2017.
8. Technical Assistance provided to the nurse, speech language pathologists, and teachers onsite at Duval PK8 regarding the hearing screening protocol and results on November 2, 2017.
9. Technical Assistance provided to the director of special education and school psychologist onsite at Lincoln County Board of Education regarding the testing criteria for central auditory processing on November 2, 2017.
10. Technical Assistance provided to the parent and student onsite at Midway Elementary regarding the hearing screening protocol and results on November 7, 2017.

11. Technical Assistance provided to the speech language pathologist, teacher of the hearing impaired, and interpreter onsite at West Hamlin Elementary the need for the repair for FM systems on November 17, 2017.
12. A total of 16 Hearing Screenings and 4 Consultations were completed.
13. Providing microcomputer technical services to RESA 2 County Contracts.
14. Providing microcomputer technical services to Computer Basic Skills Project.
15. Providing microcomputer technical services to the SUCCESS Project.
16. Provided microcomputer technical services to West Virginia Microcomputer Education Networks in (WVMEN) vocational schools.
17. Providing warranty repair services for Lenovo Computers.
18. Providing Cisco Router installation, maintenance, and repair service.
19. Providing Cisco Router Firewall configuration.
20. Maintain Windows Server Update Services servers in each school and BOE.
21. Completed 144 Units.

### **LOGAN:**

1. Collaborated with county officials about ESCs.
2. Collaboration of Benedum grant.
3. Attended event at Hugh Dingess Elementary on November 16, 2017.
4. Technical Assistance provided to the teacher of the hearing impaired, general education teacher and student onsite at Verdunville Elementary and parent via letter regarding the hearing screening protocol and the results on November 3, 2017.
5. Technical Assistance provided to the teacher of the hearing impaired and parent via letter and the general education teacher onsite at Chapmanville Middle School regarding the Functional Listening Evaluation and the results on November 3, 2017.
6. Technical Assistance provided to the teacher of the hearing impaired, general education teacher and student onsite at Chapmanville Middle School regarding the placement of the repaired FM system on November 3, 2017.
7. Technical Assistance provided to the teacher of the hearing impaired, student, and general education teachers onsite at Chapmanville Middle School regarding the placement of a new FM system on November 30, 2017.
8. Technical Assistance provided to the teacher of the hearing impaired via telephone regarding the status of a student that was absent at Man Elementary/Middle on November 30, 2017.
9. A total of 1 Hearing Screening, 1 Functional Listening Evaluation, 2 FM system placements, 2 Reports, and 5 Consultations were completed.
10. Providing microcomputer technical services to Computer Basic Skills Project.
11. Providing microcomputer technical services to the SUCCESS Project.
12. Provided microcomputer technical services to West Virginia Microcomputer Education Networks in (WVMEN) vocational schools.
13. Providing warranty repair services for Lenovo Computers.
14. Providing Cisco Router installation, maintenance, and repair service.
15. Providing Cisco Router Firewall configuration.
16. Maintain Windows Server Update Services servers in each school and BOE.
17. Completed 31 Units.

## **MASON:**

1. Collaborated with county officials about ESCs.
2. Collaboration of Benedum grant.
3. Technical Assistance provided to the teachers and speech language pathologist onsite at New Haven Elementary regarding the hearing screening protocol and results on November 6, 2017.
4. Technical Assistance provided to the teacher of the hearing impaired and general education teacher onsite at New Haven Elementary regarding the placement of a FM system on November 6, 2017.
5. Technical Assistance provided to the IEP team onsite at Point Pleasant High/Career Center regarding the audiometric data and hearing aid instrumentations on November 6, 2017.
6. Technical Assistance provided to the teachers and speech language pathologist onsite at Leon Elementary regarding the hearing screening protocol and results on November 7, 2017.
7. Technical Assistance provided to the speech language pathologist onsite at Ashton Elementary regarding the expected placement of a FM system on November 7, 2017.
8. Technical Assistance provided to the teachers and speech language pathologist onsite at New Haven Elementary regarding the hearing screening protocol and results on November 14, 2017.
9. Technical Assistance provided to the teacher of the hearing impaired and general education teacher onsite at New Haven Elementary regarding the placement of a FM system on November 14, 2017.
10. Technical Assistance provided to the speech language pathologist and general education teacher onsite at Ashton Elementary regarding the placement of a FM system on November 14, 2017.
11. Technical Assistance provided to the speech language pathologist, parent, and general education teacher onsite at Ashton Elementary regarding the placement of a FM system on November 14, 2017.
12. A total of 109 Hearing Screenings, 4 FM system placements, and 9 consultations were completed.
13. Providing microcomputer technical services to RESA 2 County Contracts.
14. Providing microcomputer technical services to Computer Basic Skills Project.
15. Providing microcomputer technical services to the SUCCESS Project.
16. Provided microcomputer technical services to West Virginia Microcomputer Education Networks in (WVMEN) vocational schools.
17. Providing warranty repair services for Lenovo Computers.
18. Providing Cisco Router installation, maintenance, and repair service.
19. Providing Cisco Router Firewall configuration.

## **MINGO:**

1. Collaborated with county officials about ESCs.
2. Collaboration of Benedum grant.
3. Technical Assistance provided to the teacher of the hearing impaired and general education teacher onsite at Williamson PK8 and parent via letter regarding the protocol and results of a Functional Listening Evaluation on November 1, 2017.
4. Technical Assistance provided to the teacher of the hearing impaired and student onsite at Williamson PK8 and parent via telephone regarding the current functioning of hearing aids and FM system on November 1, 2017.
5. Technical Assistance provided to the student onsite at Mingo Central High School and parent via telephone regarding the current functioning of hearing aids on November 1, 2017.
6. Technical Assistance provided to the teachers and principal onsite at Gilbert Middle School regarding the current functioning of a FM system on November 9, 2017.

7. Technical Assistance provided to the general education teacher onsite at Matewan PK8 and the parent via telephone regarding the current functioning of hearing aids and FM system on November 9, 2017.
8. Technical Assistance provided to the parent and student onsite at Mingo Extended Learning Center regarding the results of a Comprehensive Audiological Evaluation and hearing aid functioning on November 13, 2017.
9. Technical Assistance provided to the parent and principal onsite at Gilbert Middle School regarding the procedure of an earmold impression on November 13, 2017.
10. Technical Assistance provided to the teacher of the hearing impaired onsite at Burch PK8 regarding the audiological needs of the county on November 27, 2017.
11. Technical Assistance provided to the student and parent onsite at Mingo Extended Learning Center regarding the Comprehensive Audiological Evaluation and results on November 27, 2017.
12. Technical Assistance provided to the principal and general education teacher onsite at Dingess Elementary regarding the process and results of a Functional Listening Evaluation on November 28, 2017.
13. Technical Assistance provided to the principal and general education teacher onsite at Lenore PK8 regarding the process of a Functional Listening Evaluation on November 28, 2017.
14. A total of 2 Comprehensive Audiological Evaluations, 2 Functional Listening Evaluations, 6 Hearing Aid Checks, 3 FM System Checks, 1 Earmold Impression, 11 Consultations, and 4 Reports were completed.
15. Providing microcomputer technical services to RESA 2 County Contracts.
16. Providing microcomputer technical services to Computer Basic Skills Project.
17. Providing microcomputer technical services to the SUCCESS Project.
18. Provided microcomputer technical services to West Virginia Microcomputer Education Networks in (WVMEN) vocational schools.
19. Providing warranty repair services for Lenovo Computers.
20. Providing Cisco Router installation, maintenance, and repair service.
21. Providing Cisco Router Firewall configuration.
22. Maintain Windows Server Update Services servers in each school and BOE.
23. Completed 239 Units.

**WAYNE:**

1. Collaborated with county officials about ESCs.
2. Collaboration of Benedum grant.
3. PBIS technical assistance at Buffalo Elementary on November 29, 2017.
4. WV History Teachers PD at Heritage Farm on November 1, 2017.
5. Technical Assistance provided to the teacher of the hearing impaired, autism specialist, and principal onsite at Lavallette Elementary and parent via telephone regarding the medical referral of the student and current functioning of the hearing aids on November 3, 2017.
6. Technical Assistance provided to the teacher of the hearing impaired onsite at Lavalette Elementary regarding the audiological needs of the count on November 8, 2017.
7. Technical Assistance provided to the IEP team onsite at Buffalo Elementary and parent via telephone regarding the audiological needs of a student with a hearing impairment on November 8, 2017.
8. Technical Assistance provided to the teacher of the hearing impaired and student onsite at Buffalo Elementary and parent via letter regarding the current functioning of the hearing aids on November 7, 2017.

9. Technical Assistance provided to the teacher of the hearing impaired and general education teacher onsite at Buffalo Elementary regarding the acquisition of noise readings in the classroom for a functional listening evaluation on November 8, 2017.
10. Technical Assistance provided to the speech language pathologist onsite at Fort Gay PK8 and parent via letter regarding the hearing screening protocol and results on November 8, 2017.
11. Technical Assistance provided to the Special Education Department secretary onsite at Wayne County BOE regarding the ordering of audiological equipment on November 8, 2017.
12. Technical Assistance provided to the principal, assistant principal, special education teacher, and general education teacher onsite at Ceredo Kenova Elementary regarding the placement of a FM system on November 8, 2017.
13. Technical Assistance provided to the teacher of the hearing impaired onsite at Lavalette Elementary regarding the audiological database for the county on November 8, 2017.
14. Technical Assistance provided to the parent and student of Ceredo Middle School onsite at RESA 2 regarding the comprehensive audiological evaluation results on November 17, 2017.
15. Technical Assistance provided to the parent and student of Buffalo Elementary School onsite at RESA 2 regarding the comprehensive audiological evaluation results on November 17, 2017.
16. Technical Assistance provided to the teacher of the hearing impaired onsite at Lavalette Elementary and parent via telephone regarding the medical management of middle ear dysfunction on November 29, 2017.
17. Technical Assistance provided to the principal onsite at Dunlow Elementary and parent via letter regarding the hearing screening procedure, results, and referral for medical management of middle ear dysfunction on November 29, 2017.
18. Technical Assistance provided to the teacher of the hearing impaired onsite at Tolsia High and the teacher of the vision impaired, coordinator of the vision impaired coordinator, and parent via telephone regarding the current functioning of the hearing aid, ear mold impression, and audiological needs of the student on November 29, 2017.
19. Technical Assistance provided to the teacher of the hearing impaired and student onsite at Buffalo Elementary and parent via letter regarding the current functioning of the hearing aids on November 29, 2017.
20. Technical Assistance provided to the teacher of the hearing impaired onsite at Lavalette Elementary regarding the audiological needs of the county on November 29, 2017.
21. A total of 2 Comprehensive Audiological Evaluations, 2 Hearing Screenings, 5 Hearing Aid Checks, 1 Noise Measurement, 1 FM System placement, 1 Earmold Impression, 16 Consultations, and 4 Reports were completed.
22. Providing warranty repair services for Lenovo Computers.
23. Providing Contract Services for Computer Maintenance
24. Providing Cisco Router installation, maintenance, and repair service.
25. Providing Cisco Router Firewall configuration.

### **SERVICES / MEETINGS:**

1. Collaborated on a Marketing plan for RESA 2/ESC.
2. Updated items on the template/timeline for ESCs.
3. Attended AEPA meeting.
4. Attended AESA meeting
5. Substitute Training
6. Developed Goals

7. Planned monthly activities with SW coordinator, Special Education and Grad 20/20.
8. Reviewed Medicaid reimbursements.
9. RESA/WVDE Special Ed. Directors' Meeting (attended) on November 2, 2017 at RESA 3/WVDE.
10. Youth Mental Health First Aid on November 3, 2017 at Marshall University.
11. PBIS Fall Academy Day 3 (attended) on November 8, 2017 at St. Mary's Education Center.
12. RESA 2 Special Education Directors' Meeting on November 21, 2017 at RESA 2.
13. RESA 2 Pre-K Coordinators' Meeting on November 30, 2017 at RESA 2.
14. Facilitated Professional Development Consortium on November 2, 2017.
15. Attended Marshall EPPAC meeting at Marshall University on November 2, 2017.
16. Facilitated Interest meeting with Dr. Tom Hisiro of Marshall University and potential students for Leadership Studies cohort on November 8, 2017.
17. Participated in team meeting on November 9, 2017.
18. Participated in webinar with EdVenture about Google Rise grant on November 14, 2017.
19. Meeting with Christa Hamra and Steve Langdon from Komax about AEPA on November 14, 2017.
20. Call to Eric Fisher at Smart Buy Field Turf on November 17, 2017.
21. Participated in Team meeting on November 8, 2017.
22. Facilitated Substitute Teaching Course for November candidates November 1-22, 2017.
23. Continued support for existing Marshall cohorts throughout month.
24. Continued AEPA support throughout month.