

RESA 2
MONTHLY ACTIVITIES REPORT
 OCTOBER 2017

Activity	Cabell	Lincoln	Logan	Mason	Mingo	Wayne	Higher Ed	Outside Agencies
Email	78	87	107	62	110	72	77	179
Phone	52	78	48	28	80	37	5	98
Chat	19	35	42	9	39	16		32
School Visits/ Contacts	20	101	50	29	81	21	2	19

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. Review of RESA 2 budget with Drew Rottgen.
19. Met with Loan Forgiveness Company.
20. Planned a Google Rise Grant for coding with Edventure.
21. Attended the WVASA Conference.
22. Simulated Workplace professional development in Mason and Cabell Counties.
23. Collaborating on new website
24. Collaborating on new AEPA materials
25. Regional Council meeting.
26. Met with audiologist.
27. Posted Graduation 20/20 position.
28. Attended the WVSBA regional meeting at Chief Logan Conference Center.
29. Worked with CCTC students on ESC name and thumbnail.

COUNTY SUPPORT

CABELL:

1. Met with Cabell CFO about RESA 2 finances.
2. Spoke to officials about ESCs.
3. Collaboration of Benedum grant.
4. Spoke to CCCTC.
5. Attended a CTE Director's meeting at CCCTC.
6. Graduation 20/20 at Cabell Midland High School on October 20, 2017.
7. Technical Assistance provided to the teacher of the hearing impaired and interpreter onsite at Huntington East Middle School regarding the repair of a FM system on October 6, 2017.
8. Technical Assistance provided to the teacher of the hearing impaired, general education teacher, and student onsite at Central City Elementary School regarding the Functional Listening Evaluation protocol and results on October 6, 2017.
9. Technical Assistance provided to the principal and student onsite at Highlawn Elementary regarding the hearing screening protocol and the results on October 6, 2017.
10. Technical Assistance provided to the nurse onsite at Altizer Elementary regarding the hearing screening protocol and results on October 6, 2017.
11. Technical Assistance provided to the teacher of the hearing impaired, parent, and teacher of the visually impaired onsite at Spring Hill Elementary regarding the audiological results and implications upon hearing on October 13, 2017.
12. Technical Assistance provided to the general education teacher and parent onsite at Spring Hill Elementary regarding the hearing aid functioning and proper care/maintenance on October 18, 2017.
13. Technical Assistance provided to the teacher of the hearing impaired, interpreter, general education classroom teacher, and student onsite at Spring Hill Elementary regarding the Functional Listening Evaluation and results on October 26, 2017.
14. Technical Assistance provided to the principal, speech language pathologist, and general education teacher onsite at Hite Saunders Elementary and parent via telephone regarding the current functioning of the hearing aids and the need for audiological care on October 26, 2017.
15. Technical Assistance provided to the teacher of the hearing impaired onsite at Spring Hill Elementary regarding the Functional Listening Evaluation results and recommendations on October 30, 2017.
16. Technical Assistance provided to the director and teacher onsite at Milton Preschool regarding the hearing screening protocol and results and the procedure for a Functional Listening Evaluation on October 30, 2017.
17. A total 4 Hearing Screenings, 1 FM system placement, 6 Hearing Aid Checks, 2 Functional Listening Evaluations, 6 Reports, and 10 Consultations were completed.
18. Providing microcomputer technical services to Computer Basic Skills Project.
19. Providing microcomputer technical services to the SUCCESS Project
20. Providing warranty repair services for Lenovo Computers.
21. Providing Cisco Router installation, maintenance, and repair service.
22. Providing Cisco Router Firewall configuration.

LINCOLN:

1. Collaborated with county officials about ESCs.
2. Collaboration of Benedum grant.
3. Observation and debrief with Alternative Certification teacher at Harts PK-8 on October 10, 2017.
4. Observation, support, and debrief with Alternative Certification teachers at Lincoln county HS on October 17, 2017.
5. Technical Assistance provided to the special education director onsite at Lincoln County Board of Education regarding the Functional Listening Evaluation protocol and status of FM systems for the county on October 10, 2017.
6. Technical Assistance provided to the general education teachers, interpreter, speech language pathologist, and principal onsite at West Hamlin Elementary regarding the proper use, care, and troubleshooting of a FM system on October 10, 2017.
7. Technical Assistance provided to the students and nurse onsite at Lincoln County High regarding the hearing screening protocol and results on October 10, 2017.
8. Technical Assistance provided to the nursing staff regarding the hearing screening program and results throughout the county on October 10, 2017.
9. Technical Assistance provided to the special education director onsite at Lincoln County Board of Education regarding the status of FM systems and students on October 20, 2017.
10. Technical Assistance provided to the interpreter and speech language pathologist onsite at West Hamlin Elementary regarding the need of a FM system repair on October 20, 2017.
11. Technical Assistance provided to the teacher of the hearing impaired, interpreter, and speech language pathologist onsite at West Hamlin Elementary regarding the need for a FM system repair on October 23, 2017.
12. Technical Assistance provided to the teacher of the hearing impaired, nurse, and students onsite at Guyan Valley Middle regarding the hearing screening protocol and results on October 23, 2017.
13. Technical Assistance provided to the teacher of the hearing impaired and student onsite at Guyan Valley Middle regarding the current functioning of the hearing aids and use of a FM system on October 23, 2017.
14. Technical Assistance provided to the nurse, classroom teachers, and students onsite at Midway Elementary regarding the hearing screening protocol and the results on October 23, 2017.
15. Technical Assistance provided to the parents and students onsite at Lincoln County Board of Education regarding the hearing screening protocol and results on October 27, 2017.
16. Technical Assistance provided to the speech language pathologist, nurse, teachers, and students onsite at Harts PK8 regarding the hearing screening protocol and results on October 31, 2017.
17. A total of 4 Hearing Aid Checks, 3 FM System Checks, 64 Screenings, and 67 Consultations were completed.
18. Providing microcomputer technical services to RESA 2 County Contracts.
19. Providing microcomputer technical services to Computer Basic Skills Project.
20. Providing microcomputer technical services to the SUCCESS Project.
21. Provided microcomputer technical services to West Virginia Microcomputer Education Networks in (WVMEN) vocational schools.
22. Providing warranty repair services for Lenovo Computers.
23. Providing Cisco Router installation, maintenance, and repair service.
24. Providing Cisco Router Firewall configuration.
25. Maintain Windows Server Update Services servers in each school and BOE.
26. Completed 41 Units.

LOGAN:

1. Collaborated with county officials about ESCs.
2. Held Regional Council at RRWCTC.
3. Collaboration of Benedum grant.
4. Met with Alternative Certification teacher and mentor team at Man MS on October 5, 2017.
5. Met with Alternative Certification teacher and mentor team at Logan MS on October 5, 2017.
6. Met with Alternative Certification teacher and mentor team at East Chapmanville Elementary on October 5, 2017.
7. CPI at Ralph R. Willis Vocational Center on October 2, 2017.
8. Technical Assistance provided to the teacher of the hearing impaired, general education teacher, and student onsite at Chapmanville Middle School regarding the Functional Listening Evaluation protocol and results on October 3, 2017.
9. Technical Assistance provided to the teacher of the hearing impaired, special education teacher, and student onsite at Chapmanville Middle School regarding the Functional Listening Evaluation protocol and results on October 3, 2017.
10. Technical Assistance provided to the teacher of the hearing impaired, general education teacher, and student onsite at Chapmanville Middle School regarding the Functional Listening Evaluation protocol and results on October 9, 2017.
11. Technical Assistance provided to the teacher of the hearing impaired, general education teacher, and student onsite at Chapmanville Middle School regarding the Functional Listening Evaluation protocol and results on October 9, 2017.
12. Technical Assistance provided to the teacher of the hearing impaired, general education teacher, and student onsite at Logan Middle School regarding the Functional Listening Evaluation protocol and results on October 17, 2017.
13. Technical Assistance provided to the teacher of the hearing impaired, general education teacher, and student onsite at Logan Grande School regarding the Functional Listening Evaluation protocol and results on October 17, 2017.
14. Technical Assistance provided to the teacher of the hearing impaired onsite at Chapmanville Middle regarding the outcomes of the Functional Listening Evaluations, scheduling, and recommendations on October 17, 2017.
15. Technical Assistance provided to the teacher of the hearing impaired onsite at Chapmanville Middle regarding the repair of a FM system on October 24, 2017.
16. A total of 6 Functional Listening Evaluations, 8 Hearing Aid Checks, 4 FM System Checks, 6 Reports and 8 Consultations were completed.
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 285 Units.

MASON:

1. Collaborated with county officials about ESCs.
2. Collaboration of Benedum grant.
3. Attended SW training at CTC.
4. Technical Assistance provided to the nurse, speech language pathologist, classroom teachers, and principal onsite at Ashton Elementary regarding the hearing screening protocol and results on October 11, 2017.
5. Technical Assistance provided to the IEP team and parent onsite at Aston Elementary regarding the academic needs of a child with a hearing impairment on October 11, 2017.
6. Technical Assistance provided to a parent onsite at Pt Pleasant High regarding a student with a new diagnosis of a hearing loss and academic concerns on October 11, 2017.
7. Technical Assistance provided to the director of special education and teacher of the hearing impaired onsite at Pt Pleasant HS regarding the audiological needs of the county on October 11, 2017.
8. Technical Assistance provided to the speech language pathologist via telephone regarding the audiological needs of students with hearing impairments on October 11, 2017.
9. Technical Assistance provided to the speech language pathologist, general education teachers, and students onsite at Beale Elementary regarding the hearing screening protocol and results on October 19, 2017.
10. Technical Assistance provided to students and interpreter onsite at Pt Pleasant High regarding the current functioning of hearing aids, FM systems, and care of the instruments on October 19, 2017.
11. Technical Assistance provided to the special education aide and student onsite at Pt Pleasant High regarding the hearing screening protocol and results on October 19, 2017.
12. Technical Assistance provided to the special education director onsite at Mason County Board of Education regarding the current status of the audiological database on October 19, 2017.
13. Technical Assistance provided to the principal and general education teacher onsite at Leon Elementary regarding a student with a hearing impairment and available services on October 19, 2017.
14. Technical Assistance provided to the nurse onsite at Leon Elementary regarding the scheduling of hearing screenings on October 19, 2017.
15. Technical Assistance provided to the speech language pathologist and general education teachers onsite at Pt Pleasant Primary regarding the hearing screening protocol and results on October 25, 2017.
16. Technical Assistance provided to the SAT meeting via telephone and speech language pathologist via email regarding the diagnosed hearing impairment, implications upon hearing, and recommendations on October 26, 2017.
17. A total of 3 Hearing Aid Checks, 2 FM system Checks, 104 Screenings, 2 Reports, and 13 Consultations were completed.
18. Providing microcomputer technical services to RESA 2 County Contracts.
19. Providing microcomputer technical services to Computer Basic Skills Project.
20. Providing microcomputer technical services to the SUCCESS Project.
21. Provided microcomputer technical services to West Virginia Microcomputer Education Networks in (WVMEN) vocational schools.
22. Providing warranty repair services for Lenovo Computers.
23. Providing Cisco Router installation, maintenance, and repair service.
24. Providing Cisco Router Firewall configuration.

MINGO:

1. Collaborated with county officials about ESCs.
2. Collaboration of Benedum grant.
3. WV Advisory Council for the Education of Exceptional Children (guest speaker) at Mingo Central Office on October 12, 2017.
4. Technical Assistance provided to the special education director onsite at Williamson PK8 regarding the protocol for functional listening evaluations on October 2, 2017.
5. Technical Assistance provided to the student and general classroom teacher onsite at Williamson PK8 regarding the current functioning of the hearing aids and FM system on October 2, 2017.
6. Technical Assistance provided to the teacher of the hearing impaired onsite at Burch PK-8 regarding the Functional Listening Evaluations and audiological database in the county on October 2, 2017.
7. Technical Assistance provided to the assistant principal, teacher, and student onsite at Gilbert MS regarding the FM system functioning and troubleshooting techniques on October 2, 2017.
8. Technical Assistance provided to the general education teacher and student onsite at Gilbert Middle regarding the proper use of the FM system on October 12, 2017.
9. Technical Assistance provided to the teacher of the hearing impaired onsite at Mingo Extended Learning Center regarding the audiological needs of the county on October 12, 2017.
10. Technical Assistance provided to the general classroom teacher onsite at Williamson PK8 regarding FM system troubleshooting on October 20, 2017.
11. Technical Assistance provided to the parent and student onsite at Mingo Extended Learning Center regarding audiological evaluation process and the results on October 20, 2017.
12. Technical Assistance provided to the general education teacher, SAT chair, and student onsite at Gilbert Middle regarding the SAT plan and the proper use, care, and maintenance of a FM system on October 24, 2017.
13. A total of 1 Comprehensive Audiometric Evaluation, 1 Functional Listening Evaluation, 4 Hearing Aid Checks, 4 FM System Checks, 2 Reports, and 9 Consultations were completed.
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 266 Units.

WAYNE:

1. Collaborated with county officials about ESCs.
2. Collaboration of Benedum grant.
3. PBIS TA at Buffalo Elementary on October 25, 2017.
4. CPI at RESA 2 on October 31, 2017.
5. Technical Assistance provided to the speech language pathologist and general education teachers onsite at Ceredo Kenova Elementary regarding the hearing screening protocol and results on October 4, 2017.

6. Technical Assistance provided to the teacher of the hearing impaired onsite at Lavallette Elementary regarding the audiological needs of the county on October 13, 2017.
7. Technical Assistance provided to the teacher of the hearing impaired and student onsite at Wayne High regarding the current hearing aid functioning and the need for a repair on October 13, 2017.
8. Technical Assistance provided to the student and parent onsite at Ceredo Kenova Middle regarding the current functioning of the hearing aid and options for FM systems on October 13, 2017.
9. Technical Assistance provided to the speech language pathologist, general education teachers, and students onsite at Ceredo Kenova Elementary the hearing screening protocol and results on October 18, 2017.
10. Technical Assistance provided to the general education teachers and students onsite at Kenova Playmates the hearing screening protocol and results on October 18, 2017.
11. A total of 4 Hearing Aid Checks, 123 Screenings, and 6 Consultations were completed.
12. Providing warranty repair services for Lenovo Computers.
13. Providing Contract Services for Computer Maintenance
14. Providing Cisco Router installation, maintenance, and repair service.
15. Providing Cisco Router Firewall configuration.
16. Completed 1 Unit.

SERVICES / MEETINGS:

1. Reviewed and Revised Employee Handbook.
2. Collaborated on a Marketing plan for RESA 2/ESC.
3. Updated items on the template/timeline for ESCs.
4. Attended WVSBA meeting.
5. Substitute Training
6. Developed Goals
7. Revised the Strategic Plan
8. Planned monthly activities with SW coordinator, Special Education and Grad 20/20.
9. Reviewed Medicaid reimbursements.
10. Google Rise conference call to discuss potential PD and minicamps for middle school students on October 2, 2017.
11. Attended Summer Food Service Program debrief with WVDE Office of Child Nutrition and USDA in South Charleston, WV on October 11, 2017.
12. Social Studies Fair contracts on October 20, 2017.
13. Meeting with Erika Riley, Marshall University about 3rd party contracts on October 23, 2017.
14. Attended 21st CCLC Fall Director's meeting at Lake View Resort in Morgantown, WV on October 24-25, 2017.
15. Attended RESA 2 staff meeting on October 30, 2017.
16. Vendor support for AEPA on October 31, 2017.
17. Marshall cohort support for 3 Leadership Studies and 3 Reading cohorts throughout month including social media, invoicing, individual support.
18. RESA/WVDE Monthly Special Education Meeting at RESA 3/WVDE on October 5, 2017.
19. WV CASE Fall Conference at Embassy Charleston on October 9-11, 2017.
20. RESA 2 Monthly Special Education Directors' Meeting at RESA 2 on October 17, 2017.
21. PBIS Fall Academy (attended) at St. Mary's Educational Center on October 23, 2017.
22. RESA 2 Monthly Pre-K Coordinators' Meeting at RESA 2 on October 26, 2017.
23. Network Designs and Strategies/TSS Conference, High Technology Foundation, Fairmont WV, October 24-25, 2017.