

RESA 2
MONTHLY ACTIVITIES REPORT
 SEPTEMBER 2016

Activity	Cabell	Lincoln	Logan	Mason	Mingo	Wayne	Higher Ed	Outside Agencies
Email	122	143	178	137	219	188	44	399
Phone	107	110	108	96	108	146	7	261
Chat	31	51	54	32	49	46		52
School Visits/ Contacts	39	114	27	42	44	22	1	22

PROJECTS:

1. 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. Hired position for one position (RS3 / Early Literacy).
31. Submitted OEPA Monitoring Tool Document

COUNTY SUPPORT

CABELL:

1. Collaborate with the Assessment and Curriculum Director concerning secondary math issues
2. Attended the Grand Opening of the Explorer Academy
3. Regional Council Meeting at the Cabell County Transportation Complex
4. Collaborative Team meeting with Central Office staff on September 9, 2016.
5. Technical Assistance provided to the principal and two students onsite at the Village of Barboursville Elementary and the teacher of the hearing impaired via telephone regarding the current functioning of the hearing aids and benefits of use on September 2, 2016.
6. Technical Assistance provided to the teacher and mother onsite at Southside Elementary regarding proper method of using the FM system with computer based programs on September 2, 2016.
7. Technical Assistance provided to the teacher of the hearing impaired/interpreter onsite at Spring Hill Elementary and legal guardian via telephone regarding the current hearing aid functioning and need for a hearing aid repair/replacement on September 2, 2016.
8. Technical Assistance provided to a teacher onsite at Spring Hill Elementary regarding the placement, use, and care of a sound field system on September 2, 2016.
9. Technical Assistance provided to the teacher and student onsite at Altizer Elementary regarding the placement, use, and care of a FM system on September 2, 2016.
10. Technical Assistance provided to the teacher of the hearing impaired and speech language pathologist onsite at Salt Rock Elementary regarding FM System options on September 9, 2016.
11. Technical Assistance provided to the speech language pathologist onsite at Davis Creek Elementary and the parent via telephone regarding the need for medical management of the ear canal due to cerumen impaction on September 16, 2016.
12. Technical Assistance provided to the teacher of the hearing impaired onsite at Cabell Midland regarding the audiometric needs of a student with a hearing loss that is unaided on September 16, 2016.
13. Technical Assistance provided to the teacher of the hearing impaired and student onsite at Cabell Midland High and step father via telephone regarding the current need of hearing aids and potential benefits of devices on September 19, 2016.
14. Technical Assistance provided to the nurse, teacher of the hearing impaired, and general education teachers onsite at Hite Saunders regarding proper daily listening checks, use of tools, and proper care and maintenance of the instruments on September 23, 2016.
15. Technical Assistance provided to the speech language pathologist onsite at Davis Creek Elementary and parent via telephone regarding the current status of the ear canal health and the need for medical management on September 23, 2016.
16. Technical Assistance provided to the teacher of the hearing impaired via telephone regarding the classroom observation and recommendations on September 23, 2016.
17. Technical Assistance provided to the nurse, teacher of the hearing impaired, and general education teachers onsite at Hite Saunders regarding proper daily listening checks, use of tools, and proper care and maintenance of the instruments on September 23, 2016.
18. Technical Assistance provided to the principal and classroom teachers onsite at Hite Saunders Elementary regarding the daily listening check list and tools on September 26, 2016.
19. Technical Assistance provided to the general education teacher, principal, and speech language pathologist onsite at Davis Creek Elementary and supervisor of the hearing impaired teachers and the teacher of the hearing impaired via telephone regarding the failed attempt to set up a FM system on September 26, 2016.

20. Technical Assistance provided to the teacher onsite at Explorer Academy regarding the troubleshooting of the FM system on September 26, 2016.
21. Technical Assistance provided to the teacher of the hearing impaired, interpreter, and student onsite at Milton Middle School regarding hearing test results and limitations of hearing aids and the need for cochlear implant processor use on September 30, 2016.
22. A total of ten Hearing Aid Checks, 3 Assistive Device Placements, 2 Assistive Device Checks, and ten Consultations were completed.
23. Facilitated Graduation Team meeting at Cabell Midland High School on September 14, 2016
24. Facilitated Graduation Team meeting at Huntington High School on September 19, 2016
25. Attended Cabell County tobacco prevention coalition meeting on September 26, 2016.
26. Coordinated details of Fitbit project with Barboursville Middle School on September 12, 2016.
27. Cabell Monitoring Entrance Conference on September 26, 2016
28. Special Education Directors' Meeting on September 27, 2016.
29. Cabell Monitoring Exit Conference on September 29, 2016.
30. Technical Assistance for WVEIS users.
31. Providing query support for users.
32. Assisting schools with report cards.
33. Assisting schools with scheduling for current year.
34. Assisting counties with State Reports when due.
35. Assisting WVEIS State Staff with daily operations on the AS/400.
36. Maintaining the RESA2 trouble log for phone lines.
37. Providing router support for schools and board offices.
38. Provide on-site WVEIS training in Region 2 schools.
39. Assisted counties with data research.
40. Setup/Support for Virtual Conference meetings.
41. Assisting with the WVEIS Web Base.
42. Keeping RESA2 Sub Systems running.
43. Creating Sequel View's as needed.
44. Supporting WOW User's
45. Supporting RESA2 schools and county offices with State Data Reports.
46. Back up files and end of calendar year for Finance and Student Data at end of fiscal year.
47. Restore files as needed.
48. Providing microcomputer technical services to Computer Basic Skills Project.
49. Providing microcomputer technical services to the SUCCESS Project
50. Providing warranty repair services for Lenovo Computers.
51. Providing Cisco Router installation, maintenance, and repair service.
52. Providing Cisco Router Firewall configuration.

LINCOLN:

1. Met with Superintendent and staff to review RESA 2 work within Lincoln County for the 2016-2017 school year
2. Collaborative Team meeting with Central Office staff on September 16, 2016
3. Met with John Roy at West Hamlin Elementary to plan for Early Literacy grant work on September 29, 2016.

4. Technical Assistance provided to the nurses, teachers, speech language pathologist's onsite at Harts PK8 and parents via telephone regarding the hearing screening protocol and screening results on September 1, 2016.
5. Technical Assistance provided to the Director of Special Education onsite at Lincoln County BOE and Phonak via telephone regarding the FM system needs of the county on September 2, 2016.
6. Technical Assistance provided to the nurses, teachers, speech language pathologists onsite at Duval PK8 and parents via telephone regarding the hearing screening protocol and screening results on September 6, 2016.
7. Technical Assistance provided to the nurses, teachers, speech language pathologists onsite at Midway Elementary and parents via telephone regarding the hearing screening protocol and screening results on September 8, 2016.
8. Technical Assistance provided to the nurses, teachers, speech language pathologists onsite at Hamlin K8 and parents via telephone regarding the hearing screening protocol and screening results on September 8, 2016.
9. Technical Assistance provided to a parent, teacher, and student onsite at Hamlin K8 regarding the otoscopic evaluation and the need for cerumen removal on September 9, 2016.
10. Technical Assistance provided to the teachers, speech language pathologists and interpreters onsite at West Hamlin Elementary and parents via telephone regarding the placement, care, and use of FM systems on September 9, 2016.
11. Technical Assistance provided to the student and teacher onsite at Midway Elementary and parent via telephone regarding the functioning of the repaired hearing aid and proper care and maintenance on September 14, 2016.
12. Technical Assistance provided to the teachers at Hamlin PK and parents via telephone regarding the hearing screening protocol and screening results on September 15, 2016.
13. Technical Assistance provided to the teachers and speech language pathologists onsite at Harts PK8 and parents via telephone regarding the hearing screening protocol and screening results on September 20, 2016.
14. Technical Assistance provided to the speech language pathologist and student onsite at Hamlin K8 regarding the current functioning of the hearing aids, proper care and use, expected benefits of use, and possible use of FM system on September 30, 2016.
15. Technical Assistance provided to the teacher and student onsite at Hamlin K8 regarding the current functioning of the hearing aids and possible use of a FM system on September 30, 2016.
16. Technical Assistance provided to the director of special education onsite at Lincoln County Board of Education regarding the current status of all students with a hearing impairment on September 30, 2016.
17. A total of 8 Hearing Aid Checks, 5 Assistive Device Placements, 2 Assistive Device Checks, 179 Hearing Screenings, and 9 consultations were completed.
18. Conducted LDC coaching visits for Cohort 3 teachers at Duval PK-8 on September 23, 2016.
19. Attended Lincoln County drug prevention coalition meeting on September 16, 2016.
20. Worked with Lincoln County BOE staff to coordinate activities for the year with the new wellness director on September 14, 2016.
21. Curriculum Team Presentation on September 16, 2016.
22. Special Education Directors' Meeting on September 27, 2016.
23. Technical Assistance for WVEIS users.
24. Providing query support for users.
25. Assisting schools with report cards.
26. Assisting schools with scheduling for current year.

27. Assisting counties with State Reports when due.
28. Assisting WVEIS State Staff with daily operations on the AS/400.
29. Maintaining the RESA2 trouble log for phone lines.
30. Providing router support for schools and board offices.
31. Provide on-site WVEIS training in Region 2 schools.
32. Assisted counties with data research.
33. Setup/Support for Virtual Conference meetings.
34. Assisting with the WVEIS Web Base.
35. Keeping RESA2 Sub Systems running.
36. Creating Sequel View's as needed.
37. Supporting WOW User's
38. Supporting RESA2 schools and county offices with State Data Reports.
39. Back up files and end of calendar year for Finance and Student Data at end of fiscal year.
40. Restore files as needed.
41. Providing microcomputer technical services to RESA 2 County Contracts.
42. Providing microcomputer technical services to Computer Basic Skills Project.
43. Providing microcomputer technical services to the SUCCESS Project.
44. Provided microcomputer technical services to West Virginia Microcomputer Education Networks in (WVMEN) vocational schools.
45. Providing warranty repair services for Lenovo Computers.
46. Providing Cisco Router installation, maintenance, and repair service.
47. Providing Cisco Router Firewall configuration.
48. Maintain Windows Server Update Services servers in each school and BOE.
49. Completed 66 Units.

LOGAN:

1. Met with Superintendent and staff to review RESA 2 work within Logan County for the 2016-2017 school year
2. Met with Andrew Dotson and Michelle Podunavac at East Chapmanville Elementary to plan for work for Early Literacy grant on September 27, 2016
3. Met with Debbie Holly at Buffalo Elementary to plan for Early Literacy grant work on September 30, 2016
4. Collaborative Team meeting with Central office staff on September 30, 2016.
5. Technical Assistance provided to the teacher of the hearing impaired, student and teacher onsite at Verdunville Elementary and parent via telephone regarding the functioning of the hearing aid and proper care and maintenance on September 14, 2016.
6. Technical Assistance provided to the teacher of the hearing impaired via telephone and a student and teacher onsite at Chapmanville Middle and parent via telephone regarding the functioning of the hearing aid and proper care and maintenance on September 20, 2016.
7. Technical Assistance provided to the teacher of the hearing impaired via telephone and the student and interpreter onsite at Chapmanville East Elementary regarding the functioning of the hearing aid and proper care and maintenance on September 27, 2016.
8. Technical Assistance provided to the teacher of the hearing impaired via telephone and the student and teacher onsite at Chapmanville West Elementary regarding the functioning of the hearing aid and proper care and maintenance on September 27, 2016.

9. A total of 8 Hearing Aid Checks, 2 Assistive Listening Device Checks and 4 Consultations were completed.
10. Provided support to PLCs at Chapmanville Regional High School on September 1, 2016
11. Provided technical assistance on ZoomWV/ZoomWVe and Brightbytes to administrators and counselors at Chapmanville Regional High School on September 6, 2016
12. Conducted LDC coaching visits for Cohort 3 teachers at Chapmanville Middle School on September 20, 2016
13. Conducted LDC coaching visits for Cohort 3 teachers at Logan Middle School on September 28, 2016
14. Conducted LDC coaching visit for Cohort 3 teacher at Man MS on September 28, 2016
15. Participated in Graduation Team meeting at Man High School on September 28 2016.
16. Provided School Climate Survey technical assistance to Man MS on September 14, 2016.
17. Special Education Directors' Meeting on September 27, 2016.
18. Curriculum Team Presentation on September 30, 2016.
19. Technical Assistance for WVEIS users.
20. Providing query support for users.
21. Assisting schools with report cards.
22. Assisting schools with scheduling for current year.
23. Assisting counties with State Reports when due.
24. Assisting WVEIS State Staff with daily operations on the AS/400.
25. Maintaining the RESA2 trouble log for phone lines.
26. Providing router support for schools and board offices.
27. Provide on-site WVEIS training in Region 2 schools.
28. Assisted counties with data research.
29. Setup/Support for Virtual Conference meetings.
30. Assisting with the WVEIS Web Base.
31. Keeping RESA2 Sub Systems running.
32. Creating Sequel View's as needed.
33. Supporting WOW User's
34. Supporting RESA2 schools and county offices with State Data Reports.
35. Back up files and end of calendar year for Finance and Student Data at end of fiscal year.
36. Restore files as needed.
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.
43. Maintain Windows Server Update Services servers in each school and BOE.
44. Completed 29 Units.

MASON:

1. Met with Superintendent and staff to review RESA 2 work within Mason County for the 2016-2017 school year

2. Attended a Mason County Chamber of Commerce Event concerning the future of education with former Governor Bob Wise
3. Collaborative Team Meeting with Mason County Central Office staff on September 6, 2016
4. Met with Lisa Greene at Ashton Elementary to plan for Early Literacy grant work on September 28, 2016
5. Met with Pat Brumfield at Beale Elementary to plan for Early Literacy grant work on September 28, 2016
6. Met with Stacy Bissell at New Haven Elementary to discuss future work on September 28, 2016
7. Technical Assistance provided to the nurses, teachers, speech language pathologists onsite at New Haven Elementary and parents via telephone regarding the hearing screening protocol and screening results on September 12, 2016.
8. Technical Assistance provided to the nurses, teachers, speech language pathologists onsite at Leon Elementary and parents via telephone regarding the hearing screening protocol and screening results on September 13, 2016.
9. Technical Assistance provided to the speech language pathologist, teacher, and student onsite at Ashton Elementary regarding the current hearing aid functioning, hearing aid care, and benefits on September 13, 2016.
10. Technical Assistance provided to the teachers and speech language pathologists onsite at Point Pleasant Primary and parents via telephone regarding the hearing screening protocol and screening results on September 21, 2016.
11. Technical Assistance provided to the student onsite at Point Pleasant High regarding the proper care and maintenance of the hearing aid instruments on September 21, 2016.
12. Technical Assistance provided to the headstart coordinator at Early Education Station regarding the need for hearing screenings and scheduling on September 21, 2016.
13. Technical Assistance provided to the teacher and interpreter onsite at Beale Elementary and the teacher of the hearing impaired via telephone regarding the current functioning of the hearing aids and the set-up of the FM system on September 21, 2016.
14. Technical Assistance provided to the teacher and student onsite at Ashton Elementary regarding the utilization of noise cancelling properties of the hearing aids on September 21, 2016.
15. Technical Assistance provided to the teachers onsite at Early Education Station regarding the hearing screening protocol and screening results on September 28, 2016.
16. Technical Assistance provided to the teachers onsite at Magic Years regarding the hearing screening protocol and screening results on September 28, 2016.
17. Technical Assistance provided to the teachers onsite at Beale Elementary regarding the hearing screening protocol and screening results on September 28, 2016.
18. Technical Assistance provided to the teacher and interpreter onsite at Beale Elementary regarding hearing aid and FM system use on September 28, 2016.
19. Technical Assistance provided to the head-start coordinator onsite at Early Education Station regarding the screening results on September 28, 2016.
20. A total of 10 Hearing Aid Checks, 1 Assistive Listening Device Placements, 1 Assistive Device Checks, 256 Hearing Screenings, and 9 Consultations were completed.
21. Attended PBIS training with Beale Elementary and Point Pleasant Intermediate at RESA 5 on September 21, 2016.
22. Met with Principal Alesia Greene @ Ashton Elem. for Technical Assistance on September 28, 2016.
23. Met with Principal Pat Brumfield @ Beale Elem. for Technical Assistance on September 28, 2016.
24. Met with Principal Stacy Bissell @ New Haven Elem. for Technical Assistance on September 28, 2016.

25. Provided technical assistance to Pt. Pleasant Primary School by helping formulate strategies to improve School Climate Survey response on September 12-14, 2016.
26. Filmed video at Hannan Junior-Senior High School regarding Fitbit physical activity project on September 27, 2016.
27. Attended Point Pleasant Junior Senior High School mental health crisis plan meeting on September 22, 2016.
28. Attended presentation at Mason Board of Education with former governor Bob Wise on the future of education on September 22, 2016.
29. Technical Assistance for WVEIS users.
30. Providing query support for users.
31. Assisting schools with report cards.
32. Assisting schools with scheduling for current year.
33. Assisting counties with State Reports when due.
34. Assisting WVEIS State Staff with daily operations on the AS/400.
35. Maintaining the RESA2 trouble log for phone lines.
36. Providing router support for schools and board offices.
37. Provide on-site WVEIS training in Region 2 schools.
38. Assisted counties with data research.
39. Setup/Support for Virtual Conference meetings.
40. Assisting with the WVEIS Web Base.
41. Keeping RESA2 Sub Systems running.
42. Creating Sequel View's as needed.
43. Supporting WOW User's
44. Supporting RESA2 schools and county offices with State Data Reports.
45. Back up files and end of calendar year for Finance and Student Data at end of fiscal year.
46. Restore files as needed.
47. Providing microcomputer technical services to RESA 2 County Contracts.
48. Providing microcomputer technical services to Computer Basic Skills Project.
49. Providing microcomputer technical services to the SUCCESS Project.
50. Provided microcomputer technical services to West Virginia Microcomputer Education Networks in (WVMEN) vocational schools.
51. Providing warranty repair services for Lenovo Computers.
52. Providing Cisco Router installation, maintenance, and repair service.
53. Providing Cisco Router Firewall configuration.
54. Completed 7 Units.

MINGO:

1. Met with Superintendent and staff to review RESA 2 work within Mingo County for the 2016-2017 school year
2. Collaborative Team Meeting with Mingo County Central Office Staff on September 7, 2016
3. Met with Tamra Ferris and Marianna Elkins at Lenore PK-8 to plan for Early Literacy grant work on September 27, 2016.
4. Technical Assistance provided to the teacher of the hearing impaired onsite at Burch PK8 regarding the audiological needs of the county on September 14, 2016.

5. Technical Assistance provided to the student and principal onsite at Burch PK8 regarding the social issues surrounding the use of a personal FM system on September 14, 2016.
6. Technical Assistance provided to the student and teacher onsite at Matewan PK8 and parent via telephone regarding the functioning of the repaired hearing aid and proper care and maintenance on September 14, 2016.
7. Technical Assistance provided to the student and teacher onsite at Williamson PK8 and parent via telephone regarding the use of the FM system with computers and proper care and maintenance of the system on September 14, 2016.
8. Technical Assistance provided to the student and teacher onsite at Williamson PK8 and parent via telephone regarding the functioning of the hearing aids and FM system and the proper care and maintenance on September 14, 2016.
9. Technical Assistance provided to the parents and student onsite at Mingo Extended Learning Center regarding the audiometric test battery and test results on September 27, 2016.
10. A total of 1 Comprehensive Audiometric Evaluation, 6 Hearing Aid Checks, 3 Assistive Listening Device Checks, and 3 Consultations were completed.
11. Conducted LDC coaching visits for Cohort 1 teachers at Mingo Central Comprehensive High School with Debra Cullen-SREB on September 12, 2016
12. Conducted LDC coaching visit for Cohort 1 teacher at Tug Valley HS on September 13, 2016
13. Attended Leadership/Graduation Team meeting at Tug Valley High School on September 13, 2016
14. Conducted LDC coaching visits for Cohort 3 teachers at Kermit K-8 on September 26, 2016.
15. Attended Mingo STOP coalition on September 13, 2016.
16. Provided 30 stability balls to Gilbert Elementary School on September 15, 2016.
17. Attended Mingo County Wellness Committee meeting on September 15, 2016.
18. Attended Mingo County Family Resource Network meeting on September 29, 2016.
19. Special Education Directors' Meeting on September 27, 2016.
20. Technical Assistance for WVEIS users.
21. Providing query support for users.
22. Assisting schools with report cards.
23. Assisting schools with scheduling for current year.
24. Assisting counties with State Reports when due.
25. Assisting WVEIS State Staff with daily operations on the AS/400.
26. Maintaining the RESA2 trouble log for phone lines.
27. Providing router support for schools and board offices.
28. Provide on-site WVEIS training in Region 2 schools.
29. Assisted counties with data research.
30. Setup/Support for Virtual Conference meetings.
31. Assisting with the WVEIS Web Base.
32. Keeping RESA2 Sub Systems running.
33. Creating Sequel View's as needed.
34. Supporting WOW User's
35. Supporting RESA2 schools and county offices with State Data Reports.
36. Back up files and end of calendar year for Finance and Student Data at end of fiscal year.
37. Restore files as needed.
38. Providing microcomputer technical services to RESA 2 County Contracts.
39. Providing microcomputer technical services to Computer Basic Skills Project.
40. Providing microcomputer technical services to the SUCCESS Project.

41. Provided microcomputer technical services to West Virginia Microcomputer Education Networks in (WVMEN) vocational schools.
42. Providing warranty repair services for Lenovo Computers.
43. Providing Cisco Router installation, maintenance, and repair service.
44. Providing Cisco Router Firewall configuration.
45. Maintain Windows Server Update Services servers in each school and BOE.
46. Completed 398 Units.

WAYNE:

1. Collaborated to provide legal services to Wayne County
2. Reschedule a team meeting with Wayne County Central Office
3. Attended Wayne County Early Literacy Team meeting at Prichard Elementary on September 26, 2016
4. Met with Becky Richards at Kellogg Elementary for planning for Early Literacy grant work on September 26, 2016
5. Technical Assistance provided to the teacher of the hearing impaired, principal, and student onsite at Vinson Middle School regarding the placement of a FM system on September 2, 2016.
6. Technical Assistance provided to the teachers and speech language pathologists onsite at Wayne Elementary and parents via telephone regarding the hearing screening protocol and screening results on September 1, 2016.
7. Technical Assistance provided to the teacher of the hearing impaired, teacher, and student onsite at Wayne Elementary and parent via telephone regarding the need for consistent use of hearing aids on September 16, 2016.
8. Technical Assistance provided to the teacher of the hearing impaired and student onsite at Crum Middle regarding the current functioning and the use of a personal drying system on September 16, 2016.
9. Technical Assistance provided to the teacher of the hearing impaired onsite at Lavallette Elementary regarding the audiological needs of the county on September 19, 2016.
10. Technical Assistance provided to the teachers and speech language pathologists onsite at Lavallette Elementary and parents via telephone regarding the hearing screening protocol and screening results on September 19, 2016.
11. Technical Assistance provided to the teachers and speech language pathologists onsite at Lavallette Playmates and parents via telephone regarding the hearing screening protocol and screening results on September 19, 2016.
12. Technical Assistance provided to the nurses, teachers, speech language pathologists onsite at Fort Gay PK8 and parents via telephone regarding the hearing screening protocol and screening results on September 8, 2016.
13. A total of 1 Comprehensive Audiometric Evaluation, 4 Hearing Aid Checks, 1 Assistive Listening Device Placement, 134 Hearing Screenings, 1 Report, and 7 Consultations were completed.
14. Facilitated Graduation Team meeting at Spring Valley High School on September 27, 2016
15. Conducted LDC coaching visits for Cohort 3 teachers at Wayne Middle School on September 30, 2016.
16. Attended PBIS meeting at Lavalette Elementary on September 27, 2016.
17. Provided School Climate Survey assistance to Wayne Middle School on September 30, 2016.
18. Special Education Directors' Meeting on September 27, 2016.

19. PBIS Coaching at Lavalette Elementary on September 13 & 27, 2016.
20. Technical Assistance for WVEIS users.
21. Providing query support for users.
22. Assisting schools with report cards.
23. Assisting schools with scheduling for current year.
24. Assisting counties with State Reports when due.
25. Assisting WVEIS State Staff with daily operations on the AS/400.
26. Maintaining the RESA2 trouble log for phone lines.
27. Providing router support for schools and board offices.
28. Provide on-site WVEIS training in Region 2 schools.
29. Assisted counties with data research.
30. Setup/Support for Virtual Conference meetings.
31. Assisting with the WVEIS Web Base.
32. Keeping RESA2 Sub Systems running.
33. Creating Sequel View's as needed.
34. Supporting WOW User's
35. Supporting RESA2 schools and county offices with State Data Reports.
36. Back up files and end of calendar year for Finance and Student Data at end of fiscal year.
37. Restore files as needed.
38. Providing warranty repair services for Lenovo Computers.
39. Providing Contract Services for Computer Maintenance
40. Providing Cisco Router installation, maintenance, and repair service.
41. Providing Cisco Router Firewall configuration.
42. Completed 1 Unit.

SERVICES / MEETINGS:

1. Reviewed and revised Leadership Series
2. Reviewed the Master Plan and the Professional Development Plan for RESA 2
3. Conducted departmental staff meetings.
4. Crafted collaboratively the Strategic Plan with the RESA 2 staff
5. Completed the OEPA Monitoring Tool and drafted Best Practices
6. Met with Jim Rowe at Ironton, Ohio for Leadership Series
7. Planned the Learning School Packet for school-based PLCs and Leadership Teams.
8. Regional Director's Meeting at RESA 4
9. Attended the Collaborative at RESA 7
10. Attended WVASA meeting in Bridgeport
11. Met with Dr. Kathy D'Antoni at WVDE concerning Benedum Grant
12. Met with Lydotta Taylor to coordinate grant objectives
13. Met with Kathy Watson about AEPA and Lunch & Learn with School Specialty on September 1, 2016
14. Facilitated Alternative Certification meeting with county representatives on September 1, 2016
15. Marshall Reading cohort meeting on September 1, 2016
16. OEPA Monitoring Tool meeting with curriculum staff on September 2, 2016
17. Attended WV ELFAC meeting at RESA 3 on September 8, 2016
18. Conference call with PALS on September 26, 2016.
19. Attended RESA 2 staff meeting on September 16, 2016

20. Met with USDA personnel for Summer Food Service Program debrief and presentation at South Charleston Holiday Inn on September 19, 2016
21. Facilitated Professional Learning Consortium on September 19, 2016
22. Conference call with Audrey Pitonak-Goff on September 20, 2016
23. Attended RESA Collaborative meeting at RESA 7 on September 21, 2016
24. Attended RESA PD Directors' meeting at RESA 7 on September 22, 2016
25. Marshall Reading Cohort meeting on September 22, 2016
26. Met with Tracy Sayre for Summer Food Service Audit on September 23, 2016
27. Met with Jody Lucas to plan for 21st CCLC budget on September 29, 2016
28. Facilitated Substitute Teacher Training at RESA 2 on September 8, 2016
29. Participated in LDC/MDC webinars for Cohort 1 teachers and administrators on September 15, 2016
30. Attended WVDE RS3-Graduation 20/20 meeting in Fairmont on September 22, 2016
31. Attended LDC Cohort 3 training at Charleston Embassy Suites on September 29, 2016.
32. Participated in PALS webinar September 26, 2016
33. Attended RESA 2 County Special Education Directors meeting September 27, 2016
34. Attended Logan County Curriculum Team meeting September 30, 2016.
35. Feed to Achieve Statewide Kick-Off Event, Charleston, WV, on September 8, 2016.
36. Regional School Wellness Statewide Meeting, RESA 3, Dunbar, September 19, 2016
37. The Diploma Minded Principal at RESA 7 on September 1, 2016.
38. Special Education Mentor Meeting in Fairmont on September 14, 2016.
39. WVDE/RESA Special Education Directors' Meeting in Charleston on September 15, 2016.
40. CPI Training (certified trainer) at Charleston Marriott on September 20-23, 2016.