

RESA 2  
MONTHLY ACTIVITIES REPORT  
 SEPTEMBER 2017

Activity	Cabell	Lincoln	Logan	Mason	Mingo	Wayne	Higher Ed	Outside Agencies
Email	82	79	99	68	110	76	103	206
Phone	45	70	56	37	91	39	6	76
Chat	33	39	51	25	58	32	2	38
School Visits/ Contacts	10	101	41	17	68	17		16

**PROJECTS:**

1. Administrator/Director Council Meetings.
2. RESA 2 Staff Meeting.
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. WIB Computer Repair Installation Repair.
12. Regional Wellness Project Review.
13. Plan of Services Monitoring.
14. Identification of Grant and funding opportunities.
15. Projects in Cabell, Lincoln, Logan, Mingo and Mason Counties.
16. Grant supervision for all grant projects.
17. Oversight of Math, and Leadership cohorts.
18. Facilitation of Communication Plan for RESA 2.
19. Technology Services.
20. Coordination of bus driver training in R2 counties.
21. Statewide Coordination of WV AEPA contracts and services.
22. Graduate course facilitation for certification and cohort support.
23. Supervision of the Attorney project in Cabell, Lincoln, Mason, and Mingo counties.
24. Oversight of Substitute Educator Training and School Bus Driver Training.
25. Supervision of OSP funded initiatives through Special Education Director and Technical Assistance Specialist.
26. Reviewed marketing campaign for AEPA/ESC.
27. Authored a Benedum Grant for Digital Literacy.
28. Planned RESA 2 budget with Drew Rottgen.
29. Met with WV Business Industries.
30. Met with Loan Forgiveness Company.
31. Planned a Google Rise Grant for coding with Edventure.

32. Attended the WVSBA Conference.
33. Simulated Workplace professional development at RESA 2.
34. Collaborating on new website
35. Collaborating on new AEPA materials
36. Developing Curriculum materials
37. Planning curricular activities for new WVDE grant monies
38. Regional Council meeting.
39. Met with audiologist.
40. Meeting concerning technology integration within classrooms
41. Met with Superintendent of Mason County about ESC.
42. Planned LDC/MDC integration for current school year.
43. Attended the Mingo County BOE meeting.
44. Attended the WVASA conference.

## **COUNTY SUPPORT**

### **CABELL:**

1. Met with Cabell CFO about RESA 2 audit bids.
2. Spoke to officials about ESCs.
3. Collaboration of Benedum grant.
4. CPI at the Cabell County Transportation Complex on September 26, 2017.
5. Technical Assistance provided to the director of special programs onsite at Cabell County Board of Education regarding the audiological status, FM system inventory, and needs of the county on September 26, 2017.
6. Technical Assistance provided to a student onsite at Barboursville Middle and parent via telephone regarding the hearing screening protocol and screening results on September 26 2017.
7. Technical Assistance provided to one of the teachers of the hearing impaired onsite at Milton Middle School regarding the status of students and FM system inventory on September 26, 2017.
8. Technical Assistance provided to one of the teachers of the hearing impaired via telephone regarding the status of students and FM system inventory on September 26, 2017.
9. Technical Assistance provided to one of the teachers of the hearing impaired via telephone regarding the status of students and FM system inventory on September 26, 2017.
10. Technical Assistance provided to one of the teachers of the hearing impaired via telephone regarding the status of students and FM system inventory on September 26, 2017.
11. Technical Assistance provided to the director of special programs via email regarding the status of the county on September 26, 2017.
12. A total of 1 Hearing Screening, 7 Consultations, and 1 Report was completed.
13. Providing microcomputer technical services to Computer Basic Skills Project.
14. Providing microcomputer technical services to the SUCCESS Project
15. Providing warranty repair services for Lenovo Computers.
16. Providing Cisco Router installation, maintenance, and repair service.
17. Providing Cisco Router Firewall configuration.

## LINCOLN:

1. Spoke to officials about ESCs.
2. Collaboration of Benedum grant.
3. Facilitated Alternative Certification mentor team technical assistance at Lincoln County High School on September 19, 2017.
4. Facilitated Alternative Certification mentor team technical assistance at Harts PK-8 on September 19, 2017.
5. Technical Assistance provided to the nurse and teachers onsite at Hamlin K8 and parents via letter regarding the hearing screening protocol and screening results on September 1, 2017.
6. Technical Assistance provided to the nurse and teachers onsite at Duval PK8 and parents via letter regarding the hearing screening protocol and screening results on September 5, 2017
7. Technical Assistance provided to teachers and teacher of the hearing impaired onsite at Duval PK8 regarding the current functioning of hearing aids and FM System options on September 5, 2017.
8. Technical Assistance provided to the nurse and teachers onsite at Midway Elementary and parents via letter regarding the hearing screening protocol and screening results on September 5, 2017.
9. Technical Assistance provided to the teacher of the hearing impaired via telephone regarding the audiological needs of the county on September 13, 2017.
10. Technical Assistance provided to the teacher of the hearing impaired onsite at Lincoln Board of Education regarding the status of hearing aid and FM System functioning and other services desired on September 15, 2017.
11. Technical Assistance provided to the teachers of special education, counselor, and parent onsite at Hamlin K8 regarding the proper functioning of the middle ear on September 15, 2017.
12. Technical Assistance provided to the nurse onsite at Hamlin K8 regarding the audiological needs of the county and the current status of hearing screenings on September 15, 2017.
13. Technical Assistance provided to the secretary of the nursing staff onsite at Lincoln Board of Education regarding the hearing screenings on September 15, 2017.
14. Technical Assistance provided to teachers and principal onsite at Ranger Elementary and parents via letter regarding the hearing screening protocol and screening results on September 20, 2017.
15. Technical Assistance provided to the general education teacher and student onsite at West Hamlin Elementary regarding the need for a FM system repair on September 20, 2017.
16. Technical Assistance provided to the special education teacher regarding the health of the middle ear of a student on September 20, 2017.
17. Technical Assistance provided to the general education teachers and nurse onsite at West Hamlin Elementary School and parents via letter regarding the hearing screening protocol and screening results on September 28, 2017.
18. Technical Assistance provided to a general education teacher and student onsite at West Hamlin Elementary School regarding the placement of a FM system on September 28, 2017.
19. Technical Assistance provided to the general education teachers and nurse onsite at Lincoln County High School and parents via letter regarding the hearing screening protocol and screening results on September 29, 2017.
20. Technical Assistance provided to the secretary of the nursing staff onsite at Lincoln County Board of Education regarding the status of hearing screenings on September 29, 2017.
21. A total of Hearing Aid Checks, 280 Hearing Screenings, 2 FM System Checks, 1 FM System Placements, 16 Consultations, and 280 Reports were completed.
22. Providing microcomputer technical services to RESA 2 County Contracts.

23. Providing microcomputer technical services to Computer Basic Skills Project.
24. Providing microcomputer technical services to the SUCCESS Project.
25. Provided microcomputer technical services to West Virginia Microcomputer Education Networks in (WVMEN) vocational schools.
26. Providing warranty repair services for Lenovo Computers.
27. Providing Cisco Router installation, maintenance, and repair service.
28. Providing Cisco Router Firewall configuration.
29. Maintain Windows Server Update Services servers in each school and BOE.
30. Completed 149 Units.

### **LOGAN:**

1. Spoke to officials about ESCs.
2. Attended the Logan County BOE meeting.
3. Collaboration of Benedum grant.
4. MTSS Visits at Man, Buffalo, Logan Elementary on September 25, 2017.
5. Technical Assistance provided to the teacher of the hearing impaired onsite at Chapmanville Middle School regarding the county's audiological needs and inventory on September 19, 2017.
6. Technical Assistance provided to a general education teacher and teacher of the hearing impaired onsite at Chapmanville Middle School regarding utilization of a FM system with a computer on September 19, 2017.
7. Technical Assistance provided to the speech language pathologist, occupational therapist, and teacher of the hearing impaired onsite at Holden Elementary regarding the various audiological evaluations available to those that are non-verbal on September 19, 2017.
8. A total of 1 FM system Check and 3 Consultations were completed.
9. Providing microcomputer technical services to Computer Basic Skills Project.
10. Providing microcomputer technical services to the SUCCESS Project.
11. Provided microcomputer technical services to West Virginia Microcomputer Education Networks in (WVMEN) vocational schools.
12. Providing warranty repair services for Lenovo Computers.
13. Providing Cisco Router installation, maintenance, and repair service.
14. Providing Cisco Router Firewall configuration.
15. Maintain Windows Server Update Services servers in each school and BOE.
16. Completed 72 Units.

### **MASON:**

1. Spoke to 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 Beale Elementary regarding the current hearing aid and FM system functioning and troubleshooting techniques on September 13, 2017.
4. Technical Assistance provided to the speech language pathologist and general education teacher onsite at Beale Elementary and the parent via letter regarding the hearing screening protocol and the screening results on September 13, 2017.

5. Technical Assistance provided to the teacher of the hearing impaired and parents onsite at Beale Elementary regarding the need of an audioshoe for a FM system on September 13, 2017.
6. Technical Assistance provided to the teacher of the hearing impaired and general education teacher onsite at New Haven Elementary regarding the current hearing aid, troubleshooting techniques, and the need for a FM system functioning on September 13, 2017.
7. Technical Assistance provided to the teacher of the hearing impaired onsite at Point Pleasant High School regarding the current hearing aid and FM system functioning and troubleshooting techniques on September 13, 2017.
8. Technical Assistance provided to the assistant principal onsite at Point Pleasant Junior High regarding 504 plans on September 13, 2017.
9. Technical Assistance provided to the director of special education onsite at Mason County Board of Education regarding the desired services on September 13, 2017.
10. Technical Assistance provided to the head start program coordinator via telephone regarding the hearing screening protocol and screening results on September 15, 2017.
11. Technical Assistance provided to the speech language pathologist and general education teacher onsite at Ashton Elementary regarding the current hearing aid functioning and FM system functioning on September 25, 2017.
12. Technical Assistance provided to the speech language pathologist and general education teacher onsite at Ashton Elementary and parent via telephone regarding the current hearing aid functioning on September 25, 2017.
13. Technical Assistance provided to the speech language pathologist and general education teacher onsite at Beale Elementary and the parent via letter regarding the hearing screening protocol and the screening results on September 25, 2017.
14. Technical Assistance provided to the general education teacher and student onsite at Beale Elementary regarding the placement of a FM System on September 25, 2017.
15. Technical Assistance provided to the teacher of the hearing impaired onsite at Point Pleasant High School regarding the county audiological needs on September 25, 2017.
16. Technical Assistance provided to the counselor onsite at Point Pleasant Junior High School regarding 504 Plans on September 25 2017.
17. Technical Assistance provided to the teacher of the hearing impaired and student onsite at Point Pleasant High School regarding the current functioning of a hearing aid and the need for a new earmold on September 25, 2017.
18. Technical Assistance provided to the director of special education onsite at Mason County Board of Education regarding the status of students and audiological needs of the county on September 25, 2017.
19. Technical Assistance provided to the speech language pathologist onsite at Point Pleasant Primary regarding the audiological needs of the school on September 25, 2017.
20. Technical Assistance provided to a speech language pathologist via email regarding the status of FM systems in Point Pleasant Intermediate School on September 25, 2017.
21. Technical Assistance provided to the counselor via telephone regarding the schedule of 504 plan meetings on September 29, 2017.
22. A total of 14 Hearing Aid Checks, 1 FM System Placements, 6 FM System Checks, 2 Hearing Screenings, 19 Consultations, and 4 Reports were completed.
23. Providing microcomputer technical services to RESA 2 County Contracts.
24. Providing microcomputer technical services to Computer Basic Skills Project.
25. Providing microcomputer technical services to the SUCCESS Project.

26. Provided microcomputer technical services to West Virginia Microcomputer Education Networks in (WVMEN) vocational schools.
27. Providing warranty repair services for Lenovo Computers.
28. Providing Cisco Router installation, maintenance, and repair service.
29. Providing Cisco Router Firewall configuration.
30. Completed 1 Unit.

## **MINGO:**

1. Spoke to officials about ESCs.
2. Attended the Mingo County BOE meeting
3. Collaboration of Benedum grant.
4. Technical Assistance provided to the teacher of the hearing impaired and general education teachers onsite at Kermit PK8 regarding the status of current hearing aid functioning, how to check the instruments, and troubleshooting techniques on September 11, 2017.
5. Technical Assistance provided to the principal onsite at Mingo Extended Learning Center regarding schedule options on September 11, 2017.
6. Technical Assistance provided to the teacher of the hearing impaired onsite regarding the status of students with hearing impairment and desired services on September 11, 2017.
7. Technical Assistance provided to the general education teacher and teacher of the hearing impaired onsite at Matewan PK8 regarding the status of current hearing aid and FM system functioning, how to check the instruments, and troubleshooting techniques on September 11, 2017.
8. Technical Assistance provided to the director of special education via telephone regarding the desired services for the county on September 11, 2017.
9. Technical Assistance provided to the teacher of the hearing impaired via telephone regarding scheduling on September 13, 2017.
10. Technical Assistance provided to the assistant principal of Gilbert Middle via telephone regarding the status of a FM system on September 13 2017.
11. Technical Assistance provided to the director of special education onsite at Williamson PK8 regarding the protocol for Functional Listening Evaluations for the county on September 22, 2017.
12. Technical Assistance provided to the secretary of special education onsite at Mingo County Board of Education regarding audiological needs of the county on September 22, 2017.
13. Technical Assistance provided to the teacher of the hearing impaired and speech language pathologist onsite at Matewan PK8 regarding the services for a student on September 22, 2017.
14. Technical Assistance provided to the assistance principal, SAT chair/teacher, parent, and student onsite at Gilbert Middle School regarding the placement of a FM system on September 22, 2017.
15. Technical Assistance provided to the classroom teacher onsite at Gilbert Middle School regarding the current functioning and troubleshooting of a FM system on September 27, 2017.
16. Technical Assistance provided to the student and speech language pathologist onsite at Matewan PK8 regarding the functioning of the hearing aids and FM System on September 27, 2017.
17. Technical Assistance provided to the general education teacher, student, and speech language pathologist at Williamson PK8 regarding the functioning of the hearing aids and FM system on September 27, 2017.
18. A total of 10 Hearing Aid Checks, 1 FM System Placements, 3 FM System Checks, and 14 Consultations were completed.
19. Providing microcomputer technical services to RESA 2 County Contracts.

20. Providing microcomputer technical services to Computer Basic Skills Project.
21. Providing microcomputer technical services to the SUCCESS Project.
22. Provided microcomputer technical services to West Virginia Microcomputer Education Networks in (WVMEN) vocational schools.
23. Providing warranty repair services for Lenovo Computers.
24. Providing Cisco Router installation, maintenance, and repair service.
25. Providing Cisco Router Firewall configuration.
26. Maintain Windows Server Update Services servers in each school and BOE.
27. Completed 319 Units.

**WAYNE:**

1. Spoke to officials about ESCs.
2. Spoke to Board President about RESA 2 audit bids.
3. Collaboration of Benedum grant.
4. PBIS TA at Fort Gay PK-8 on September 15, 2017.
5. CPI at the Cabell County Transportation Complex on September 26, 2017.
6. PBIS TA at Buffalo Elementary on September 27, 2017.
7. Technical Assistance provided to the teacher of the hearing impaired via telephone regarding the audiological needs of the county on September 13, 2017.
8. Technical Assistance provided to the teacher of the hearing impaired onsite at Lavallette Elementary regarding the schedule of services for the county on September 18, 2017.
9. Technical Assistance provided to the teacher of the hearing impaired and student onsite at Wayne High School regarding the status of the hearing aid on September 18, 2017.
10. Technical Assistance provided to the teacher of the hearing impaired and student onsite at Tolsia HS regarding the current functioning the hearing aids and the need for new earmolds on September 18, 2017.
11. Technical Assistance provided to the teacher of the hearing impaired and student onsite at Tolsia High and parent via telephone regarding the need for wax removal and status of hearing aid functioning on September 18, 2017.
12. Technical Assistance provided to the teacher of the hearing impaired, principal, and special education teacher onsite at Dunlow Elementary regarding the hearing screening protocol and screening results on September 18, 2017.
13. Technical Assistance provided to the teacher of the hearing impaired onsite at Lavallette Elementary regarding the inventory and repair needs on September 18, 2017.
14. Technical Assistance provided to the director of special education via telephone regarding the services desired for the county on September 18, 2017.
15. Technical Assistance provided the teacher of the hearing impaired via telephone regarding the status of students within the county on September 29, 2017.
16. A total of 1 Hearing Screening, four Hearing Aid Checks, 9 Consultations, and 1 Report was completed.
17. Providing warranty repair services for Lenovo Computers.
18. Providing Contract Services for Computer Maintenance
19. Providing Cisco Router installation, maintenance, and repair service.
20. Providing Cisco Router Firewall configuration.

## **SERVICES / MEETINGS:**

1. Reviewed and Revised Strategic Plan.
2. Collaborated on a Marketing plan for RESA 2/ESC.
3. Developed a template/timeline for ESCs.
4. Met with officials about coding classes.
5. Attended WVSBA meeting.
6. Collaborated with RESA 7.
7. Policy 2419 Training
8. Substitute Training
9. Met with County Personnel directors to plan mentor team training for Alternative Certification candidates on September 1, 2017.
10. Met with web design team to discuss AEPA and new RESA 2 website on September 1, 2017.
11. Participated in conference call with Edventure, Marty Hudek, and Jan Hanlon about future collaboration on September 5, 2017.
12. Conference call with Shawn Dillely about potential professional development on September 6, 2017.
13. Conference call with Conrad Lucas about Learning.com grant updates on September 6, 2017.
14. Call with Joey Wiseman about academic fairs on September 7, 2017.
15. Provide support for Special Education Update meeting at the Cabell Co Transportation Complex on September 12, 2017.
16. Call with Becky Crouch about upcoming 8<sup>th</sup> grade history teacher professional development and create workshop sign up on September 13, 2017.
17. Call with Beth Sattes about Leaders of Their Own Learning proposal for counties on September 15, 2017.
18. Meeting with web design team on September 15, 2017.
19. Conducted Substitute Teacher Training at RESA 2 on September 21, 2017.
20. Attended and presented at Regional Council meeting on September 21, 2017.
21. Facilitated Professional Learning Consortium on September 25, 2017.
22. Attended 21<sup>st</sup> CCLC regional training at Westmoreland Teen Center on September 27, 2017.
23. Continued oversight of Marshall cohorts including invoicing, email support throughout the month.
24. Substitute Training Overview at RESA 2 on September 1, 2017.
25. Graduation 20/20 Guidance Update at RESA 3 on September 6, 2017.
26. RESA/WVDE OSE Meeting at RESA 3/WVDE on September 7, 2017.
27. Praxis Core Workshop at RESA 2 on September 8, 2017.
28. WVDE OSE Policy 2419 Overview at the Cabell County Transportation Complex on September 12, 2017.
29. PBIS Fall Academy (attended) at the St. Mary's Education Center on September 18, 2017.
30. RESA 2 Special Education Directors' Meeting at RESA 2 on September 19, 2017.
31. Pre-K Leadership Institute (attended) at Embassy Suites Charleston on September 28, 2017.
32. Attended The Summit in Minneapolis, MN on September 6-10, 2017.