



# ADMINISTRATIVE COST REIMBURSEMENT ACTIVITIES

## 2020-2021: Quarter 1

The “red numbers” refer to the week and the day (ie **5.2**=Week 5 on Tuesday)

**Be sure that you make no entries on days when school was not in session**

### **4.5 & 5.1** Labor day holiday days off

**Your entries may include** but are not limited to the following activities. Only include those activities in which you participated.

### GOVERNANCE & ORGANIZATIONAL LEADERSHIP

**1.1** August 10: Opening portion of staff meeting (60 minutes)

**1.2** August 11: PSC (240 minutes – for our summer PSCs)

**4.3** September 2: PSC (60 minutes)

### STRATEGIC PLANNING AND CONTINUOUS IMPROVEMENT

**9.2** October 12: faculty meeting for strategic planning (60 minutes)

### STUDENT AND OTHER STAKEHOLDER FOCUS

**5.2-7.5** September 8-25: On applicable dates, Record up to 180 minutes for proctoring the MAP assessments

- On any applicable dates throughout the quarter, **record any time spent keeping records (gradebook) and communicating with parents** by phone, email, zoom, or in person regarding attendance, conduct, and academic performance.
- On any applicable dates throughout the quarter, **record any time spent reviewing, revising, or developing curricula.**

#### **PLEASE READ CAREFULLY**

Record **any time** spent keeping records (gradebook) and communicating with parents regarding attendance, conduct, and academic performance. Teachers often under-report in this category. **It is totally appropriate to record the actual amount of time spent on these activities.**

### FACULTY & STAFF FOCUS

**1.1** Tech training (Zoom & Microsoft) (270 minutes)

**1.2** Lydia Skiljan and Tech (240 minutes + 60 if you attended Rediker training also)

- 1.3** Planning for Covid logistics and Schoology/Seesaw (210 minutes)
- 1.4** Practice sessions for virtual learning (180 minutes + 60 minutes for MAP testing meeting)
- 1.5** Practice sessions for virtual learning (180 minutes)
- 2.1** Staff meeting for debriefing first day (30 minutes)
- 3.4** JH PLC (30 minutes)
- 3.4** Grade 1 & Grade 2 PLC (40 minutes)
- 3.5** Grade 5 & 6 PLC (40 minutes)
- 4-1** Grade 5 PLC
- 4-2** Grade 2 PLC
- 4-4** Grade 3 & 4 PLC
- 5.2** Staff meeting (60 minutes)
- 6.1** Gr 1 PLC
- 6-2** Gr K, 3, 3, 5, 6 PLC
- 6.3** JH PLC
- 6.4** Gr 2 PLC
- 6.5** Gr 5 & 6 PLC
- 6.5** Edmentum training (120 minutes) + Seesaw/Schoology self directed and in person (120 minutes)
  - *All PLC meetings you attended for this quarter (as the main focus was technology and professional development needed for implementation ) ( 40 minutes per meeting)*
  - *Any/all individualized technology support sessions that you participated in including those with Jeremy, Halle or Shannon (document the day and minutes used, whether during or after school hours)*
- 8.2** Gr K, 1, 3 PLC
- 8.3** Gr 4, 6 and JH PLC
- 8.4** Gr 2 & 5 PLC
- 8.5** Gr 6 PLC
- 9.3** JH PLC
- 10.2** Gr 4 & 6 PLC
- 10.3** Specials, Gr 3 and JH PLC
- 10.4** Gr 1 & 5 PLC

## **10.4 Gr 1 & 5 PLC**

### **EDUCATIONAL PROGRAMS & SUPPORT**

- Record the time every day spent taking classroom attendance (usually 3-5 minutes per day)

**3.3** Fire Drill (15 minutes)

**6.3** Fire Drill (15 minutes)

**10.3** Fire Drill (15 minutes)

### **USING DATA TO IMPROVE PERFORMANCE RESULTS**

#### **ENTRY YEAR (applicable to entry-year teachers and their mentors)**

- Record time spent at state-required mentor training sessions.
- Record time spent for meetings between mentors and entry-year teachers.

#### **LICENSE RENEWAL**

- Record any time spent working on license applications or renewals.
- Record time for LPDC meetings (LPDC members only).

#### **FEDERALLY FUNDED EDUCATION PROGRAMS**

- Record any time participating in Individualized Education Program (IEP) meetings or filling out forms for Title I intervention

#### **OTHER**

- Record time for completing this form. (15-20 minutes)