

ADMINISTRATIVE COST REIMBURSEMENT ACTIVITIES 2018-2019: QUARTER 2

Ordinarily, you will make no entries on days when school was not in session. However, it is possible that you completed some activities from home on these days.

- **4.3** November 7: Blue Ribbon Washington trip
- **4.4** November 8: Blue Ribbon Washington trip
- **4.5** November 9: Blue Ribbon Washington trip
- **6.3** November 21: Thanksgiving vacation
- **6.4** November 22: Thanksgiving vacation
- **6.5** November 23: Thanksgiving vacation

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

STRATEGIC PLANNING & CONTINUOUS IMPROVEMENT:

- **1.1** October 15: Faculty professional learning session (240 minutes)
- **4.1** November 5: Faculty meeting (30 minutes)
- **6.1** November 19: Administering and analyzing student surveys (30 minutes)
- **6.2** November 20: Administering and analyzing student surveys (30 minutes)

STUDENT AND OTHER STAKEHOLDER FOCUS:

- **Record ALL time spent working on curriculum revision and development (CODA).**
- All PLC meetings:
 - ✓ **2.1** October 22: (60 minutes)
 - ✓ **3.1** October 29: (120 minutes)
 - ✓ **5.1** November 12: (60 minutes)
 - ✓ **6.1** November 19: (60 minutes)
 - ✓ **7.1** November 26: (120 minutes)
 - ✓ **8.1** December 3: (60 minutes)
 - ✓ **9.1** December 10: (60 minutes)
 - ✓ **10.1** December 17: (60 minutes)
- **7.1** November 26: Mid-quarter grades due
- **10.4** December 21: End of Quarter 2
- **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 AND STAFF FOCUS:

- **7.1 November 26:** Academic Council (60 minutes)
- Record any other department or task force meetings not recorded in another category.

EDUCATIONAL PROGRAMS AND SUPPORT:

- Record time spent taking classroom attendance (usually 3 minutes per day)
 - ✓ **Note:** Because we had no classes on **November 7, 8, 9, 21, 22, and 23**, do not record time for taking attendance on that day.
- Record all time spent writing letters of recommendation for seniors
- **2.3 October 24:** Evacuation drill (10 minutes)
- **7.4 November 29:** Safety drill (10 minutes)
- **9.5 December 14:** Evacuation drill (10 minutes)
- Record time spent participating in IAT meetings or to consult with the remedial tutor and/or intervention specialist on student progress

USING DATA TO IMPROVE PERFORMANCE RESULTS:

- Record any time spent analyzing any standardized test 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 time completing license renewal procedures.
- Record time for LPDC meetings (LPDC members only)

FEDERALLY FUNDED EDUCATION PROGRAMS:

- Record any time participating in Individualized Education Program (IEP) meetings

OTHER:

- **10.5 December 21:** Record time for completing this form (15 minutes)