

ADMINISTRATIVE COST REIMBURSEMENT ACTIVITIES

2018-2019: QUARTER 1

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

- **5.1** Labor Day holiday
- **5.3** Heat day

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

GOVERNANCE & ORGANIZATION LEADERSHIP:

- **1.5** **August 10:** Freshman Parent Orientation Evening (90 minutes)
- **4.4** **August 30:** Meet the Teacher Night (150 minutes)

STRATEGIC PLANNING & CONTINUOUS IMPROVEMENT:

- Record no entries for this category in this quarter.

STUDENT AND OTHER STAKEHOLDER FOCUS:

- All PLC and department meetings, including *but by no means limited to*:
 - **3.1** **August 20** (60 minutes)
 - **6.1** **September 10** (60 minutes)
 - **8.1** **September 24:** (120 minutes)
 - **9.1** **October 1** (60 minutes)
- **6.5** **September 14:** Mid-quarter grades due
- **10.3** **October 10:** Proctoring PSAT 8/9, PreACT, or PSAT (210 or 240 minutes)
- **10.5** **October 12:** End of Quarter 1
- On any applicable dates throughout the quarter, **record any time spent keeping records (gradebook) and communicating with parents** by phone, email, 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.**
- *For administrators and counselors:* On any applicable dates throughout the quarter, **record any time spent administering the College Credit Plus program.**

FACULTY AND STAFF FOCUS:

- **2.1, 2.2** **August 13 & 14:** Faculty meetings (270 minutes each day)
- **4.1** **August 27:** Faculty meeting (120 minutes)

- **4.3 August 29:** Only for teachers new to NDCL this year:
Meeting on the teacher evaluation program (60 minutes)
- **6.1 September 10:** For department chairs: Academic Council (60 minutes)
- **7.1 September 17:** Faculty meeting (60 minutes)
- **9.1 October 1:** Faculty meeting (30 minutes)
- **10.1 October 8:** Faculty meeting (60 minutes)
- Record any other department meetings not recorded in another category.

EDUCATIONAL PROGRAMS AND SUPPORT:

- Record time spent taking classroom attendance (usually 3 minutes per day)
- Record time spent writing letters of recommendation for seniors
- **2.2 August 14:** Safety (lockdown) drill (15 minutes)
- **3.5 August 24:** Evacuation drill (15 minutes)
- **6.3 September 12:** Evacuation drill (15 minutes)
- Record time spent participating in IAT meetings or to consult with the remedial tutor and/or intervention specialist on student progress.
- **For counselors and administrators: Record any time spent on scheduling students into classes.**

USING DATA TO IMPROVE PERFORMANCE RESULTS:

- Record any time spent analyzing and comparing student performance against national, state, and other benchmarks (ACT, AP, OGT, etc.)

ENTRY YEAR: Applicable to entry-year teachers and their mentors

- **1.3, 1.4 August 8 & 9:** New teacher meetings (300 minutes each day)
- 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 Individual Professional Development Plans (IPDPs).
- Record time for LPDC meetings (LPDC members only).

FEDERALLY FUNDED EDUCATION PROGRAMS:

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

OTHER:

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