

ADMINISTRATIVE COST REIMBURSEMENT ACTIVITIES

2017-2018: QUARTER 4

Be sure that you make NO entries on days when school was NOT in session.

- 3.4 Easter vacation
- 3.5 Easter vacation
- 9.5 Free day

Your entries may include *but are not limited to* the following activities:

STRATEGIC PLANNING AND CONTINUOUS IMPROVEMENT:

- **1.5 March 16:** Faculty professional learning session: 300 minutes
- **6.5 April 27:** Faculty professional learning session: 180 minutes
- Record any time spent working on the Technology Task Force.

STUDENT AND OTHER STAKEHOLDER FOCUS:

- **3.3 March 28:** Parent-teacher conferences (225 minutes)
- All faculty and PLC meetings, including but not limited to:
 - 1.1 March 12** (60 minutes)
 - 2.1 March 19** (60 minutes)
 - 3.1 March 26** (60 minutes)
 - 4.1 April 9** (120 minutes)
 - 5.1 April 16** (60 minutes)
 - 6.1 April 23** (60 minutes)
 - 7.1 April 30** (60 minutes)
 - 8.1 May 7** (120 minutes)
 - 9.1 May 14** (60 minutes)
- **2.2 March 20:** Proctoring ACT, if you did this task: (240 minutes)
- **5.3 April 18:** Mid-quarter grades due
- **10.5 May 25:** End of Quarter 4 for teachers
- **Record any time spent keeping records (grades) and communicating with parents regarding attendance, conduct, and academic performance. Teachers tend to under-report their time on these very time-consuming tasks. Please report all the time you devote to these responsibilities!**

FACULTY AND STAFF FOCUS:

- Any time spent serving as a member of the Local Professional Development Committee (LPDC)
- Record any 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

- **3.1 March 26:** Fire drill (10 minutes)
- **6.1 April 23:** Fire drill (10 minutes)
- **7.1 April 30:** Tornado drill (10 minutes)
- **8.2 May 8:** Fire and tornado drill (20 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 working on AP or ACT performance benchmarks

ENTRY YEAR:

- 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)

FEDERALLY FUNDED EDUCATION PROGRAMS:

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

OTHER:

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