

# ADMINISTRATIVE COST REIMBURSEMENT ACTIVITIES

## 2017-2018: QUARTER 2

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

- **6.3** November 22: Thanksgiving vacation
- **6.4** November 23: Thanksgiving vacation
- **6.5** November 24: 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 16: "Better Together" gathering with NDES (90 minutes)
- **4.5** November 10: Faculty professional learning session (240 minutes)

### STUDENT AND OTHER STAKEHOLDER FOCUS:

- **Record ALL time spent working on curriculum revision and development (CODA).**
- All PLC meetings:
  - ✓ **2.1** October 23: (60 minutes)
  - ✓ **3.1** October 30: (120 minutes)
  - ✓ **4.1** November 6 (60 minutes)
  - ✓ **5.1** November 13: (120 minutes)
  - ✓ **6.1** November 20: (60 minutes)
  - ✓ **7.1** November 27: (120 minutes)
  - ✓ **8.1** December 4: (60 minutes)
  - ✓ **9.1** December 11: (60 minutes)
- **5.2** November 14: 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 29: Academic Council (90 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 13 (5.1)**, do not record time for taking attendance on that day.
- Record all time spent writing letters of recommendation for seniors
- **1.5 October 20:** Evacuation drill (10 minutes)
- **6.2 November 21:** 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:

- **4.5 November 10:** Developing Individual Professional Development Plans (IPDPs) (60 minutes)
- Record time for LPDC meetings (LPDC members only)

### FEDERALLY FUNDED EDUCATION PROGRAMS:

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

### OTHER:

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