



ADMINISTRATIVE COST REIMBURSEMENT ACTIVITIES

2020-2021: Quarter 2
October 18th-December 18th

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

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

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

GOVERNANCE & ORGANIZATIONAL LEADERSHIP

8.2 Staff Meeting (60 mins)

STRATEGIC PLANNING AND CONTINUOUS IMPROVEMENT

1.3 Whole committee strategic planning (60)

2.1-2.5 Any strategic planning subcommittee meeting (60)

STUDENT AND OTHER STAKEHOLDER FOCUS

2.3 Open House for grades K-2

3.3 and 3.4 Conferences (number of minutes you were here)

4.1-4.5 Administration of CogAt tests (Grades 1-3-5)

- **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

Any week or day PLC meetings with Jackie or grade level

7.1 Professional Development day preparation for virtual learning (240 mins)

EDUCATIONAL PROGRAMS & SUPPORT

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

4.2 Fire Drill (15 mins)

4.3 Lockdown Drill (15 mins)

USING DATA TO IMPROVE PERFORMANCE RESULTS

2.1-2.5 PLC meetings to review MAP data

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)