



NOTRE DAME ELEMENTARY SCHOOL
ADMINISTRATIVE COST
REIMBURSEMENT SUGGESTED
ACTIVITIES

2021-2022: Quarter 1

*Use this list to help you complete the form link you received. The “red numbers” on this sheet refer to the week and the day (ie **5.2**=Week 5 on a Tuesday). This matches up the to the form day/week listed under each category. Check your own records for the times you have worked under each category. Listed below are activities participated in by the whole staff or a group. You will most likely have many more on your own.*

Be sure that you make no entries on days when school was not in session
4.5 & 5.1 Labor day holiday-no school

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

GOVERNANCE & ORGANIZATIONAL LEADERSHIP

1.4 August 12: Opening portion of staff meeting (60 minutes)

NDPA meetings, Meetings for leadership focus or junior high transition

STRATEGIC PLANNING AND CONTINUOUS IMPROVEMENT

9.2 October 12: faculty meeting for strategic planning (60 minutes)

STUDENT AND OTHER STAKEHOLDER FOCUS

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.**

3.3 August 25 Back to School night (60 minutes)

4.1-5.5 August 30-September 10 Record time spent administering or discussing DIBELS.

6.3-9.3 September 15-Oct 6: On applicable dates, Record up to 180 minutes for proctoring the MAP assessment

- **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.** (Did you meet with colleagues to align or develop activities for CKLA or ELA?)

FACULTY & STAFF FOCUS

1.4 Edmentum Training (150 minutes)

1.5 MClass Dibels training (300 minutes)

7 Mindsets webinar (45 minutes)

7.5 RTI overview-(60 minutes)

PLC or assistant's meetings: Record any time spent meeting with Jackie during week 2 or other times

EDUCATIONAL PROGRAMS & SUPPORT

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

8.1-8.1 Data review meetings

5.4 Fire Drill (15 minutes)

9.4 Fire Drill (15 minutes)

USING DATA TO IMPROVE PERFORMANCE RESULTS

Record time spent by you or your grade level team reviewing MAP testing 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.

- Record any time spent working on license applications or renewals.
- Record time for LPDC meetings (LPDC members only).

LICENSE RENEWAL

Record time spent creating IPDP or collecting activities or materials related to professional development plan or serving on LPDC for the building.

TRANSPORTATION

Record daily time spent monitoring loading or unloading of busses (AM or PM if applicable) or any time preparing bus lists or communicating with bus departments

FEDERALLY FUNDED EDUCATION PROGRAMS

Record any time participating in Individualized Education Program (IEP) meetings or Title I services

OTHER

- Record time for completing this form. (15-20 minutes)