



**NOTRE DAME ELEMENTARY SCHOOL**  
**ADMINISTRATIVE COST**  
**REIMBURSEMENT SUGGESTED**  
**ACTIVITIES**

**2021-2022: Quarter 3**

*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 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 for in-school tasks like taking attendance on days when school was not in session. You can indicate other tasks like grading, parent communication etc.**

<b>1.1</b> Inservice Day	<b>5.4-5.5</b> Snow day
<b>3.1</b> MLK Day	<b>7.5</b> Inservice Day
<b>3.2</b> Snow Day	<b>8.1</b> President’s Day
	<b>11.4-11.5</b> Break

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

**GOVERNANCE & ORGANIZATIONAL LEADERSHIP**

NDPA meetings, Meetings for leadership focus or junior high transition

**STRATEGIC PLANNING AND CONTINUOUS IMPROVEMENT**

**STUDENT AND OTHER STAKEHOLDER FOCUS**

- On all 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?)

**2.3-5.** List any time spent administering MAP tests to your grade level

**Any dates:** Record time spent administering or discussing DIBELS progress monitoring or interventions.

**FACULTY & STAFF FOCUS**

**1.1** 7 Mindsets training (120 minutes)

**7.3** Dreambox initial training meeting (45) + Follow up online work (60-120)

**10.5** Dreambox webinar (60)

**PLC or assistant's meetings: Record any time spent meeting with Jackie during this quarter**

**EDUCATIONAL PROGRAMS & SUPPORT**

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

**7.3** Fire Drill (15 minutes)

**USING DATA TO IMPROVE PERFORMANCE RESULTS**

**4.1-4.2** Mid-year RTI data review with Karen, Brandy and/or Kelly Moran (45 mins)

**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)