

# Nonpublic Administrative Cost Reimbursement Most Common Activities

## CATEGORY 1: GOVERNANCE, LEADERSHIP AND STRATEGIC PLANNING

- Opening faculty meetings
- Parent meetings/Open House
- Updating student handbook, review of handbook with students
- Preparing annual report
- Strategic planning activities

## CATEGORY 2: STUDENT AND OTHER STAKEHOLDER FOCUS

- Reviewing cumulative records
- Preparing progress reports, report cards, transferring attendance to report cards
- Administrating standardized tests
- Kindergarten screening activities
- Professional development regarding assessment
- Attending curriculum meetings (school or diocesan)
- Parent contacts
- Activities related to transferring of pupils between schools

## CATEGORY 3: FACULTY AND STAFF FOCUS

- Participating in faculty meetings, reviewing staff newsletters, bulletins, emails
- Participating in grade-level meetings
- Maintaining a safe environment: hallway, cafeteria, playground monitoring
- Checking certification, licensure

## CATEGORY 4: EDUCATIONAL PROGRAMS AND SUPPORT

- Scheduling students for classes
- Providing support services such as intervention, counseling, speech
- Writing letters of recommendation
- Intervention Assistance Team meetings, providing access to media and technology services
- Academic and support meetings with Auxiliary Services personnel
- Fire drills, tornado drills (including practice drills)
- Taking daily attendance
- Attending cluster, regional meetings that impact educational programs

## CATEGORY 5: DATA-DRIVEN IMPROVEMENT

- Identifying best practices

## CATEGORY 6: CHARTERED NONPUBLIC SCHOOLS

- Participating in accreditation process
- Participating in a school's self-study
- Preparing and submitting Nonpublic Data System reports:
- State ADM, Admin Costs, Federal Participation, Auxiliary Services Final Expenditure Report
- Demonstrating conformity with Operating Standards for Ohio Schools

## CATEGORY 7: TEACHER RESIDENCY

- Resident Education Program: mentoring, implementing, documenting

## CATEGORY 8: PROFESSIONAL OR ASSOCIATE LICENSE RENEWAL

- Local Professional Development Committee activities
- Creating, revising Individual Professional Development Plans (IPDP)

## CATEGORY 9: TRANSPORTATION OF PUPILS

- Transportation meetings and activities
- Preparing bus lists
- Instruction relating to bus safety
- Monitoring the loading and unloading of buses

## CATEGORY 10: FEDERALLY FUNDED EDUCATION PROGRAMS

- Scheduling students for Title I, compiling data, testing
- Time spent with IDEA (special education), including planning and individualized education programs
- School lunch activities, applications, forms ordering
- Other federal programs, such as Title II-A

## CATEGORY 11: UNEMPLOYMENT AND WORKERS' COMPENSATION

- Preparing tax-related documents
- Calculating withholding taxes
- Responding to workers' compensation claims

## CATEGORY 12: PUPIL APPRAISAL

- Conducting educational program reviews
- Aligning operations with laws and goals

## CATEGORY 13: HEALTH AND HEALTH TESTING

- Vision and hearing screenings, follow-up
- Maintaining immunization records of students
- Reporting diabetic student numbers and drug administration
- Administering prescription drugs

## CATEGORY 14: OTHER

- Ed Choice, Jon Peterson, Autism and Cleveland Scholarship programs and forms
- Completing Administrative Cost forms
- Complying with Auxiliary Services procedures (accounting, budgeting, purchasing)
- Cataloging library resources