

RECEIVED  
9/4/18  
me

# CHECK REQUEST

DATE 08/31/18  
~~11/01/2017~~

Accounts Payable Check  
(Expense Reimbursement – Travel)

Imprest Check  
(Emergency)

Payroll Check – District Employee  
(Inservice Compensation – Stipends)

RECEIVED

SEP 07 2018

Initial: P

Please issue a check for the following:

4 days @ \$600 = \$2400 November 2017 and

9 days @ \$400 = \$3600 November and December 2017

November 1,2,7,8,15,28,29,30 and December 1,4,5,6,7

(Attach documentation to support request)

Checks Payable to : Carol Meyer

Mail Check to : \_\_\_\_\_

Street Address : \_\_\_\_\_

City & State : \_\_\_\_\_ Zip: \_\_\_\_\_

Amount of Check Requested : Total \$6000

Account Number : 10.5.2210.390.4432.99.02 Cost Center : \_\_\_\_\_

*For Payroll Use Only*

Requested by : Carol Meyer

Approved by : [Signature] 8/31/18

Comptroller : [Signature] 9/10/18

Superintendent : [Signature]

# December 2

Sunday	Monday	Tuesday	Wednesday
Carol Meyer's November Calendar			Harvey 152 1
		Harvey 152 6	Harvey 152 Day 50 7 8
			Harvey 152 14 15
12	13		
19	20	21	22
26	27	Harvey 152 28	Harvey 152 29

4 days @\$600 per day = \$2400

4 days @\$400 per day = \$1600

2017

Thursday	Friday	Saturday
Harvey 152 1	3	4
9	10	
16	17	18
23	24	25
Harvey 152 30		

# December 2

Sunday	Monday	Tuesday	Wednesday
	Harvey 152	Harvey 152	Harvey 152
3	4	5	6
10	11	12	13
17	18	19	20
24	25	26	27
31			

5 days at \$400=\$2000

2017

Thursday	Friday	Saturday
	Harvey 152 1	2
Harvey 152 7	8	9
14	15	16
21	22	23
28	29	30

Calendar of Days Worked for 2017-2018

	Worked \$600	Worked @ \$400		
July (152)	9			
August	16			
September	12			
October	9			
November	4	4	Ended Nov. 8	4@ \$600
December		5		
January				
February				\$2,400
March				
April				
May				
June				
<b>TOTAL</b>	<b>50</b>	<b>9</b>		

Total	59 days	Daily Stipend	
	50	\$600.00	\$30,000.00
	9	\$400.00	\$3,600.00
			<b>\$33,600.00</b>

**Total Due**  
**4 \$600.00**  
**9 \$400.00**

4 @ \$400

5 @ 400

\$3,600

**\$2,400.00**

**\$3,600.00**

**\$6,000.00**

# December 2

Sunday	Monday	Tuesday	Wednesday
3	4	5	6
10	11	12	13
17	18	19	20
24	25	26	27
31			



2017

Thursday	Friday	Saturday
	1	2
7	8	9
14	15	16
21	22	23
28	29	30

### Carol Meyer Log for November-December, 2017

November 1	<ol style="list-style-type: none"> <li>1. Return phone calls, email messages, and interoffice mail forms.</li> <li>2. Meet with Dana Nichols to discuss questions she has regarding the transition, tasks for November, and changes she might want to make.</li> <li>3. Plan for November Curriculum Meeting.</li> <li>4. Create agenda for Curriculum Meeting.</li> <li>5. Ask if administrators or board members have anything to add to the curriculum meeting agenda.</li> <li>6. Be sure that all materials related to J. Preston have been given to the Superintendents. (Look through all files again.)</li> </ol>
November 2	<ol style="list-style-type: none"> <li>1. Return phone calls, email messages, and interoffice mail forms.</li> <li>2. Post Curriculum Agenda on District Entrance and on District web site.</li> <li>3. Meet with Bilingual Director to be sure she has all forms, applications, materials lists, assessments, requirements, test scores, and other information that she needs.</li> <li>4. Clean out desk and bookcases in Dana's office so she can get moved in.</li> <li>5. Gather up my materials and move them to my new office.</li> </ol>
November 7	<ol style="list-style-type: none"> <li>1. Return phone calls, email messages, and interoffice mail forms.</li> <li>2. Update three Learning A-Z databases to be sure all teachers have access to the programs and ensure that teachers are using these products.</li> <li>3. Ask coaches to check on those teachers who are not using them to ensure that they have the training they need and their passwords.</li> <li>4. Start to analyze test scores from MAP and PARCC—especially for Sandburg students.</li> </ol>
November 8	<ol style="list-style-type: none"> <li>1. Return phone calls, email messages, and interoffice mail forms.</li> <li>2. Prepare for Curriculum Meeting (run off materials and prepare room)</li> <li>3. Arrange for computer and printer to be set up in my new office.</li> <li>4. Start to unpack materials and setup desk and files.</li> <li>5. Attend Curriculum Meeting.</li> </ol>
End of 50 days	
November 15	<ol style="list-style-type: none"> <li>1. Return phone calls, email messages, and interoffice mail forms.</li> <li>2. Type up curriculum meeting minutes and post on district web site.</li> <li>3. Start to unpack materials and setup desk and files.</li> <li>4. Visit Sandburg in anticipation of coaching the K-2 teachers.</li> </ol>
November 28	<ol style="list-style-type: none"> <li>1. Return phone calls, email messages, and interoffice mail forms.</li> <li>2. Sort and box up professional development materials that are housed temporarily at Field School.</li> </ol>
November 29	<ol style="list-style-type: none"> <li>1. Return phone calls, email messages, and interoffice mail forms.</li> <li>2. Sort and box up professional development materials that are housed temporarily at Field School.</li> <li>3. Arrange for materials to be sent from Field School to each of the schools.</li> </ol>

November 30	<ol style="list-style-type: none"> <li>1. Return phone calls, email messages, and interoffice mail forms.</li> <li>2. Create assessment notebooks for the K-2 teachers. Make covers, record sheets, assessment sheets, correlation sheets, dividers, etc. based on the notebook created by K. Graton.</li> </ol>
December 1	<ol style="list-style-type: none"> <li>1. Return phone calls, email messages, and interoffice mail forms.</li> <li>2. Complete Notebooks</li> <li>3. Continue to unpack and put away files and materials.</li> </ol>
December 4	<ol style="list-style-type: none"> <li>1. Return phone calls, email messages, and interoffice mail forms.</li> <li>2. Continue to analyze MAP and PARCC Scores.</li> <li>3. Take any calls for Curriculum Office while Dana is out of town.</li> </ol>
December 5	<ol style="list-style-type: none"> <li>1. Return phone calls, email messages, and interoffice mail forms.</li> <li>2. Take any calls for Curriculum Office while Dana is out of town.</li> <li>3. Continue to analyze MAP and PARCC Scores</li> <li>4. Start to analyze AIMSweb scores for Sandburg students.</li> </ol>
December 6	<ol style="list-style-type: none"> <li>1. Return phone calls, email messages, and interoffice mail forms.</li> <li>2. Take any calls for Curriculum Office while Dana is out of town.</li> <li>3. Create forms for the recording of assessment scores for Sandburg students.</li> <li>4. Make observations on individual assessment scores to use when meet with teachers.</li> </ol>
December 7	<ol style="list-style-type: none"> <li>1. Return phone calls, email messages, and interoffice mail forms.</li> <li>2. Take any calls for Curriculum Office while Dana is out of town.</li> <li>3. Begin to plan what 90 minute reading block needs to include for K-2 at Sandburg.</li> <li>4. List what materials the teachers might need.</li> <li>5. Plan for first observations in classrooms.</li> <li>6. Make list of questions and recommendations for when meet with Ms. Fishman at Sandburg.</li> </ol>