

**Flagstaff Unified School District No.1  
Teacher Performance Pay Plan (TPPP)**

**Activities Log Sheet**

*Minimum of 30 Hours*

**2018 – 19**

<b>Site:</b>	
<b>Name:</b>	
<b>Employee ID #:</b>	
<b>Position:</b>	

Description of Activities	Date	# Hours
<b>TOTAL NUMBER OF HOURS SUBMITTED</b>		

*Due to Principal by June 1, 2019.*

I affirm that these documented hours have **not** been compensated by 301 Professional Development hours or stipend funding.

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*Employee signature* *Date*

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*Principal's signature* *Date*

## **Professional Responsibility Activities Guide:**

Professional responsibility activity payments are designed to encourage and recognize staff for performing district and student related functions. A minimum of thirty (30) approved hours must be accumulated during the school year for payment eligibility. Documentation must be provided by the staff member to his/her site administrator to validate each activity before the published submittal deadline. If an activity is compensated via other means: 301 Professional Development hours, teacher hourly instructional rate, stipend, professional growth credit, etc., it is not eligible for consideration. A sample list, (not exhaustive) of possible professional activities follows:

- Committee membership and work – school, district, or state
- Accreditation Team Activity
- National Board Certification
- Presenter or facilitator for district staff development
- Participation beyond the 14 hours (for pay) professional development, district sponsored
- Club sponsorship
- District wide content area specialists/ department meetings
- Parental engagement – home/school activities, parent nights, home visits
- Tutoring students or test preparation
- Student focused meetings – 504, IEP, SST, IDM
- Teacher mentor
- Serving in a leadership role of a professional organization related to the profession of teaching or the field of public education
- Assistance with registration
- Hours may include the required 12 hours for school related activities
- **Other activities mutually agreed to in advance by teacher and site administrator**