

The University of Kansas
Educational Leadership and Policy Studies
ELPS 895 Building Leadership Field Experience
Activity Log Summary – Budget and Resource Management

Date	Activity and Brief Description	Hours
4 Nov 2021	ESSER III Committee Meeting - 1st meeting focused on organization and informational items - What is ESSER III, establish future meeting dates	1.5
18 Nov 2021	ESSER III Committee Meeting - Questions, reflections, and brainstorming possible uses and needs that could be filled with this money.	1.5
30 Nov	Mentor Meeting - discussed budgeting for night school	.5
2 Dec 2021	ESSER III Committee Meeting - meaningful consultation with subgroups. Reviewed sample surveys - set timeline for completion of community consultation - formed subcommittees - I'm on the survey subcommittee.	1.5
12 Jan 2022	ESSER III Committee Meeting - reviewed intro letter, educational video, infographic, educational powerpoint, & survey	1.5
30 Jan 2022	Negotiations budget training - provided by KNEA - how to read a district budget. This was a refresher training for me.	1.5
2 Feb 2022	ESSER III Committee Meeting - we heard from the education and survey subcommittees and discussed framework questions.	1.5
7 Feb 2022	Worked with financial secretary to learn about activity account lines - how they are established and how money is divided between donation and fundraising lines and how to move money from the donation line so that it can be accessed	1
3 March 2022	ESSER III Committee Meeting - Review final survey results and discussed establishing priorities based on the results	1.5
22 March 2022	ESSER III Committee Meeting - considered the budget framework and looking ahead to developing the budget	1.5
11 Apr 2022	Learned how and Submitted droplets to add substitutes to night school's payroll account	.5
12 April 2022	Worked with financial secretary to learn how to add business and tax exempt forms to our system	.5
Jan 2022 - Now	verified and submitted weekly modification logs for payroll for night school employees	1
	Total Hours for this Page	15.5