

Date	Hours	Supervisor	Notes	Total hours	Remaining Hours	
1/7/2016	1.5	Amy Colley	initial orientation; discussed plan for semester including first full day of observations and working on technology strategic plan	365	-5	
1/21/2016	5.5	Amy Colley	administrators' meeting; meeting with Mike Cotaldo (dir. of tech); tour of Poquoson w/Patricia (DOD grant admin)			
1/27/2016	1	Amy Colley	setting up ESSA folders			
1/28/2016	5	Amy Colley	prepping materials for HS English curriculum crosswalk; interviews with AD and bookkeeper at HS			Elementary 39
1/29/2016	6	Amy Colley	meeting w/Amy; compiling interview notes/writeups			Middle 28
2/2/2016	6	Amy Colley	middle school enrollment data; guidance interview			High 27.5
2/4/2016	5.5	Amy Colley	setting up internship binder; looking at tech strategic plan; compiling interview notes/writeups			School Board 88
2/7/2016	3	Amy Colley	comparing tech SP w/division SP; compiling data from division-wide PD sessions			Outside Agency 35
2/8/2016	5.5	Amy Colley	comparing tech SP w/division SP; compiling data from division-wide PD sessions			
2/12/2016	2	Amy Colley	looking at tech SP/division SP alignment			
2/16/2016	6	Amy Colley	interview w/AP; meeting w/Amy re: Teacher Advisory Council			
2/18/2016	6	Amy Colley	writeups for AP/school counselor interviews; meeting w/Amy re: parent email			
2/19/2016	5.5	Amy Colley	meeting w/Mike Cotaldo re: tech audit; directors' meeting			
2/20/2016	3	Amy Colley	technology audit			
<b>ONGOING</b>	<b>150</b>	<b>SOE</b>	<b>transfer hours from class activities</b>			
2/23/2016	6.5	Amy Colley	working on draft S.Reg; ITRT interview; meeting w/Amy re: CIP			
2/25/2016	7	Amy Colley	media specialist mtg; ITRT mtg; ELT mtg; mtg w/Amy re: Crisis Plan			
2/28/2016	2	Amy Colley	preliminary work on facilities capacity project			
2/29/2016	5	Amy Colley	facilities capacity project; S.Reg edits			
3/1/2016	7	Amy Colley	AP mtg w/Mike Cotaldo; facilities project w/Steve Pappas; mtg. w/Amy re: unfunded mandates			
3/3/2016	2	Amy Colley	facilities project			
3/4/2016	1	Amy Colley	facilities project			
3/11/2016	4	Amy Colley	mtg w/Amy re: new projects; directors' mtg			
3/15/2016	11	Amy Colley	mtg w/Amy re: new projects; work on FLE curriculum audit; proofing student handbook; CAT mtg; SB mtg			
3/17/2016	6	Amy Colley	ed tech plan mtg; proofing student handbook			
3/18/2016	2	Amy Colley	reviewing ISTE tools/standards for tech plan			
3/22/2016	2	Amy Colley	tech plan			
3/24/2016	6	Amy Colley	tech plan; ITRT meeting			

3/30/2016	4	Amy Colley	handbook edits; tech plan			
3/31/2016	5.5	Amy Colley	handbook edits; tech plan; mtg w/Amy re: tech plan			
4/6/2016	6	Amy Colley	W&M job fair; lunch mtg w/Amy & Kim Gryzcko			
<b>4/13/2016</b>	<b>1.5</b>	<b>Constantino</b>	<b>viewing of "Most Likely to Succeed"</b>			
4/14/2016	9	Amy Colley	tech plan; SEAC meeting			
4/15/2016	4	Amy Colley	tech plan; lunch mtg. w/Amy; crisis plan updates			
4/19/2016	2	Amy Colley	prepping materials for tech plan focus groups			
4/22/2016	2	Amy Colley	prepping materials for tech plan focus groups; makeup work policy doc			
4/24/2016	1	Amy Colley	prepping materials for tech plan focus groups			
4/25/2016	3	Amy Colley	tech plan focus group			
4/26/2016	5	Amy Colley	tech plan focus group; tour of New Horizons			
5/5/2016	3	Amy Colley	working on tech plan; admin meeting			
5/7/2016	2	Amy Colley	working on teacher survey for tech plan			
5/8/2016	2	Amy Colley	focus group follow up/debrief			
5/11/2016	6	Amy Colley	working on tech plan/teacher survey			
5/12/2016	6	Amy Colley	building teacher survey for tech plan; mtg w/Amy re: testing procedures			
5/17/2016	4	Amy Colley	wrapping up tech plan timeline			
5/21/2016	1	Amy Colley	tech plan emails/follow up			
<b>ONGOING</b>	<b>25</b>	<b>Constantino</b>	<b>586 Organizational Analysis paper</b>			