

**CLEMENTI SECONDARY SCHOOL**  
**Plan on Use of Capacity Enhancement Grant (2014-2015)**

<b>Task Area</b>	<b>Major Areas of Concern</b>	<b>Implementation Plan</b>	<b>Benefits Anticipated</b>	<b>Resources Required</b>	<b>Performance Indicators</b>	<b>Assessment Mechanism</b>	<b>Person in charge</b>	<b>Implementation Schedule</b>
Reduction of teachers' non-teaching workload	To create capacity for teachers so that they have more time for the caring of their students	Employment of 3 Teaching Assistants : 2 at diploma level and 1 at certificate level. (Duties include taking minutes, production of teaching materials, assisting in ECA activities, etc.)	Teachers can have more time to take care of their students	Salary of 2 Teaching Assistants (Diploma) \$13,170 x 12 x 1.05 x 2 = <b><u>\$331,884.00</u></b>  Salary of 1 Teaching Assistant (Certificate) \$10,775 x 12 x 1.05 = <b><u>\$135,765.00</u></b>	More than 70% of teachers agree that their non-teaching workload has been reduced.	Survey	Assistant Principals and Clerical Officer	Sept., 2014 to Aug., 2015

**CLEMENTI SECONDARY SCHOOL**  
**Proposed Budget on the use of CEG (2014-2015)**

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Surplus up to August 31, 2014		\$11,030.00
Estimate Provision for 2014-2015		\$537,792.00
Less Proposed Expenditures		
Hiring of 3 Teaching Assistants	\$467,649.00	- \$467,649.00
Less 6% Contingency	\$28,059.00	- \$28,059.00
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Balance		<u>\$53,114.00</u>