

CLEMENTI SECONDARY SCHOOL
Plan on Use of Capacity Enhancement Grant (2015-2016)

Task Area	Major Areas of Concern	Implementation Plan	Benefits Anticipated	Resources Required	Performance Indicators	Assessment Mechanism	Person in charge	Implementation Schedule
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) $\$13,790 \times 12 \times 1.05 \times 2$ <u>=\\$347,508.00</u> Salary of 1 Teaching Assistant (Certificate) $\$11,285 \times 12 \times 1.05$ <u>=\\$142,191.00</u>	More than 70% of teachers agree that their non-teaching workload has been reduced.	Survey	Assistant Principals and Clerical Officer	Sept., 2015 to Aug., 2016

CLEMENTI SECONDARY SCHOOL
Proposed Budget on the use of CEG (2015-2016)

Surplus up to August 31, 2015		\$158,602.51
Estimate Provision for 2015-2016		\$557,148.00
Less Proposed Expenditures		
Hiring of 3 Teaching Assistants	\$489,699.00	- \$489,699.00
Less 6% Contingency	\$29,381.94	- \$29,381.94
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Balance		<u>\$196,669.57</u>