

**Cape Elizabeth School Department
New Program/Position Proposal
FY 21**

SCHOOL/DEPT:	Pond Cove
SUBMITTED BY:	Jason Manjourides
PROPOSAL NAME:	Permanent Substitute
PRIORITY RANK ORDER: ____ OF ____ SCHOOL/DEPT PROPOSALS	2 of 2
DESCRIPTION OF PROPOSAL:	I am proposing a permanent substitute for Pond Cove to ensure appropriate classroom coverage when staff are on leave.
JUSTIFICATION (HOW PROPOSAL SUPPORTS DISTRICT'S 5-YEAR PLAN with SUPPORTING DATA):	We have struggled for many years to assign subs to classrooms when staff are absent. This year we have seen the many benefits of having a permanent substitute on staff. Staff often need to call out shortly before school starts for the day. This is no fault of their own. However, this leaves the office trying to find a substitute within a short amount of time. The result is often an interruption to teaching and learning. We have utilized our permanent substitute to cover a classroom every school day so far this year.
GOALS AND EXPECTED BENEFITS:	Our goal is to provide consistent and timely coverage for our classrooms, allowing learning to continue when staff members are absent.
CONSEQUENCES OF NON-APPROVAL:	Existing staff will continue to be pulled from their responsibilities to cover classrooms. This will result in loss of academic interventions for struggling learners.
LOWER COST ALTERNATIVE (IF APPLICABLE):	We could continue to utilize substitutes as we have in the past. However, this has proven to be challenging and inefficient.
RESOURCES REQUIRED (LIST AND COST OF STAFF/MATERIALS/SPACE):	The cost of one full-time Ed. Tech I position.
IS PROPOSAL TO BE FUNDED WITH NEW FUNDS OR A REALLOCATION OF EXISTING FUNDS? IF NEW, LIST ACCOUNT CODE(S) TO BE USED. IF A REALLOCATION, LIST CURRENT ACCOUNT CODE(S).	New funds