



Pond Cove Elementary School  
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Principal  
Jason Manjourides

Assistant Principal  
Sarah Forrey-Pettit

June 21, 2018

Dear Cape Elizabeth School Board Members,

I hope the end of another school year and the beginning of our Maine summer finds you well. I am writing to recommend changes to some teacher leadership positions at Pond Cove for the 2018/2019 school year.

Pond Cove currently has two stipend team leadership positions - Instructional Team Leader and Organizational Team Leader. After working with these teams and surveying staff, I feel it is best to utilize one Team Leader per grade level and add four Content Leaders beginning next year. The stipend for the Grade Level Team Leader would be \$3,129.00/year. The stipend for the Content Leader Position would be \$1541.00/year. These stipend amounts would increase annually in accordance with the collective bargaining agreement. This change would align us with the middle school in both position titles and stipend amounts. These adjustments would create a \$2800.00 increase to the Pond Cove stipend budget.

There is a second issue which needs to be addressed involving Pond Cove's Student Support Team (SST) Leadership. This year our SST was lead by our Student Support Coordinator, David Croft. The Student Support Coordinator position has been cut from next year's budget, leaving us without the capacity to manage SST. In order to continue this important process and align with the middle school, I will need to include a SST Leader position in my stipend budget. The stipend for this position would be \$3,129.00 for the 2018/2019 school year. In order to reduce the cost of this adjustment, I would like to convert an SST team member position to a SST Leader position. This will create an increase of \$2020.00 to my overall stipend budget.

I am confident that these new arrangements will benefit students and staff by helping Pond Cove become more efficient and effective. In order to adequately compensate our team leaders and completely align with the middle school, I will need to increase my stipend budget by a total of \$4,800.00 for the 2018/2019 school year. This will enable the district to compensate Grade Level Team Leaders, Content Leaders, and SST members at an equitable rate. The funds for this increase will be transferred from budget line 1010.

Respectfully,

Jason Manjourides  
Principal, Pond Cove School