

APPENDIX C OF PEA CBA			
PELHAM COMPENSATION MODEL (PCM)			
\$117,500 Available Each Year of The Contract			
RESPONSIBILITY POOL COMMITTEE	PCM's GRANTS & SCHOOL IMPROVEMENT PAY COMMITTEE		
	TEACHER GRANTS & INCENTIVES (TGIF)	SCHOOL IMPROVEMENT PAY	
\$76,000 *	\$20,750	\$20,750	
A committee of the principal and teachers in each building write a plan of how the funds will be spent and who will receive these funds. Then, the committees submit their general plan (linked to this box) to the superintendent by week 8 of the school year. Under Responsibility Pool, the plan should only be revised if people or hours in the program changes (not the program itself).	Submissions for grant projects are sent to the building principal accompanied by two letters of support from teachers. The building principal approves or denies the project in writing. If approved the principal writes a letter of support for the project and submits it to the applicant who submits to the PCM Committee for its approval. If approved by the PCM committee, the committee submits the approval of the project to the SAU Administrative Assistant for recording. If denied, the applicant may appeal to the superintendent. If supplies need to be purchased, the school's BMO card is used with the assistance of the school secretary. Once the order is placed, the school secretary immediately provides the SAU Administrative Assistant with the receipts to process payment. When the project is completed, the teacher completes the application form for payment and submits it to the PCM committee for approval. The administrator on the committee signs off on the form and sends it to the Superintendent's Administrative Assistant for processing. The Superintendent's Administrative Assistant records it for tracking purposes and sends it to either accounting or payroll, depending upon what is needed for payment.	Of the \$20,750, \$6,000 is set aside as a pool of \$2,000 per building for use by the building principal who must notify the PCM committee of how it is used. This leaves \$14,750 for school improvement for all three schools	
After each activity/project is completed in accordance with the submitted plan, the teacher(s) submit(s) a completion form to the chair of the building's responsibility committee for approval of payment. The Responsibility Committee chair submits the completed form to the building principal for written approval. The principal submits the completed form to the SAU Payroll office for payment.		Submissions for projects are sent to the building principal accompanied by two letters of support from teachers. The building principal approves or denies the project in writing. If approved the principal writes a letter of support for the project and submits it to the applicant who submits to the PCM Committee for its approval.	
		Once a project is approved by the committee, the committee submits the completed approval form to the Superintendent's Administrative Assistant. S/he records it. If supplies need to be purchased, the school's BMO card is used with the assistance of the school secretary. Once the order is placed, the school secretary immediately provides the Superintendent's Administrative Assistant with the receipts to process payment.	
Report due June 15th to the Superintendent stating how the funds were spent.			
* HR will provide each school with an allocation of this budget, calculated at the start of each school year, based on FTE % by base assignment location.			