

2020 Summer Work Process/Forms

1. The District Administrative Team strongly encourages proposals for 2020 summer work. The criteria are:
 - a. Work must be aligned to a school or district goal; and,
 - b. Work must be collaborative, involving at least two people.

Due to current circumstances, priority will be given to projects designed to improve remote instruction or a combination of remote instruction and in-person instruction.

2. To apply for summer work funding, the project contact person must fill out the [2020 Summer Work Proposal Form](#) (one form per project) by **Friday, June 12th**.
3. All proposals will be reviewed by the District Administrative Team and the project contact person notified by **Thursday, June 18th**, whether, and for how many hours, the proposal can be supported.

Please note that approval will be tentative until the citizens of Cape Elizabeth validate the FY 21 School Budget on July 14th.

4. Summer work must take place between June 19th and August 30th. Please note that any work completed prior to June 19th or after August 30th will NOT be reimbursed.
5. Educators will be paid \$35.68/hour, the rate specified in Article 6-4-1 of the CEEA Collective Bargaining Agreement. Educators may choose to earn recertification credit in lieu of payment.
6. To receive payment for summer work, the project contact person must do two things:
 - a. Fill out the [2020 Summer Work Completion Form](#) (one form per project) as soon as the project is finished or by **Friday, September 4th, at the latest**;
 - b. Fill out a [2020 Summer Work Timesheet](#) with the names of participants who want to be paid the stipend and send it to Cathy Stankard.
7. Participants who want to receive recertification credit for their summer work should complete the Pre-Approval Form and Recertification Activity Documentation Cover Sheet (available [here](#)) and give them to their Certification Committee representative at the start of the 2020-2021 school year.