

## End of the Year Celebration

The End of the Year Celebration will take place on **Wednesday June 15<sup>th</sup>** at Park Place from 3:00-7:00.

Celebrate the end of the school year and our retiring DFT members. Heavy hors d'oeuvres, desserts, and beverages will be served. We welcome all DFT681 members for an afternoon of food, fun, and solidarity!



## Dearborn Homecoming

After a two year hiatus, Homecoming is back in Dearborn! It is scheduled for August 5<sup>th</sup>-7<sup>th</sup>. This year it will be held at the Dearborn Center for Performing Arts (Civic Center) on Michigan Ave. and Greenfield. Parking will be available in the Fairlane parking lot with shuttles running all day.

DFT681 will be sponsoring a booth, as we usually do and need members to help run it. You will be distributing books in two hour increments until they run out. The first slot has been created to give you 30 mins of set-up time before the booth opens at noon. This will be a great community outreach opportunity considering contract negotiations are approaching.

Click the link to sign up!

<https://www.signupgenius.com/go/10c0e49aaa823a0f5c25-dearborn>

## Reminders!

If you are planning to retire please check with Michigan Office of Retirement (ORS) at [michigan.gov/ors](https://michigan.gov/ors) or call 517-284-4400. To make sure all of your questions are answered on your State of Michigan retirement. Then email Human Resources, Amal Alcodray, to inform the district.

If you plan on resigning please email human resources, Amal Alcodray, to inform the district.

## Red for Ed T-Shirts

If you ordered a Red for Ed t-shirt they will be delivered to you in June! Please wear red on June 6<sup>th</sup> for the School Board Meeting that Monday.



## Staffing and Policy 3131

Please see the School Board policy 3131. This will be used for staffing purposes for the 2022-2023 school year. The policy is attached to the Greensheet.

## General Membership Meeting

The last General Membership meeting for the 2021-2022 school year will be held on Tuesday May 24<sup>th</sup> by AFT-MI Zoom. We will be meeting at 4:00 pm and following the meeting to discuss contract Articles XXV-XXXI. The General Membership meeting will begin at 4:30 pm.



# Policy 3131

Book	Policy Manual
Section	3000 Professional Staff
Title	REDUCTION AND RECALL OF TEACHERS
Code	po3131
Status	Active
Adopted	September 13, 1993
Last Revised	February 10, 2020

## 3131 - REDUCTION AND RECALL OF TEACHERS

(Important Note: This policy only involves placement of teachers involving layoff and recall. There is a separate policy that addresses placement issues that do not involve layoff and recall.)

### REDUCTION IN STAFF

It is the responsibility of the Board of Education to provide the staff necessary for the implementation of the educational program of the District and the operation of the schools. In making program and staffing decisions, the Board of Education and Superintendent shall determine the size of the teaching staff in response to curricular, fiscal, and other operating conditions and retains the exclusive right to do so. To the extent that such determinations involve the requirements of Section 1248 of the Revised School Code, M.C.L. 380.1248, this policy shall guide the implementation of that statute.

This Policy applies to employees covered by the collective bargaining agreement with the DFT including those covered and/or not covered by the Teacher Tenure Act. The term "teacher" or "employee" when used herein shall refer to all certified professional DFT personnel.

Decisions involving the reduction and recall of professional staff shall be guided by the following standards and procedures:

- A. These decisions will be initially premised on retaining the most effective teachers who are certified (or otherwise approved or authorized) and qualified to instruct the courses within the established curriculum, grades, and departments.
  1. All teachers must be properly certified (or otherwise approved or authorized) for all aspects of their assignment. The certification (or authorization/approval status, as applicable) of a teacher shall be determined by the Revised School Code, the Teacher Certification Code, the Michigan Department of Education's Rules for Special Education Programs and Services, and other applicable statutes and regulatory authority.
  2. All teachers must also be qualified for all aspects of their assignment. Teacher qualifications shall be determined by the Board through reference to the following standards:
    - a. Compliance with applicable state or Federal regulatory standards, including, but not limited to, those standards established as a condition to receipt of foundation, grant, or categorical funding;
    - b. Compliance with applicable accreditation requirements;
    - c. Assessment of the extent to which a teacher's professional training and academic preparation are relevant to an instructional assignment and are predictive of the teacher's effectiveness in that assignment;
    - d. Assessment of the extent to which a teacher's prior teaching experience is relevant to an instructional assignment and is predictive of the teacher's effectiveness in that assignment; and
    - e. Possession or satisfaction of any qualification requirement(s) contained in a job posting, job description, or administrative regulation pertaining to the position in question which was promulgated in advance of the reduction or recall.
  3. A teacher shall maintain current and valid certification (or approval or authorization, as applicable), and shall be responsible for filing a copy of his/her teaching certificate (or approval or authorization, as applicable) in the Human

Resources Department in conformance with the requirements of Section 1532 of the Revised School Code. If a teacher petitions for nullification of his/her teaching certificate or any endorsement on that certificate, s/he shall promptly provide written notice of that petition to the Superintendent or designee. A teacher shall supply current documentation to the District of all of the teacher's qualifications (as defined above).

- B. The Superintendent or designee shall be responsible, acting within budgetary approval, for establishing the number and type of teaching assignments to implement the approved curriculum. The Superintendent will determine where reductions are necessary.
- C. All teacher reductions and recalls are subject to formal action and approval by the Board of Education. The formula for both reduction and recall is listed in sections J and K of this policy.
- D. When a teaching position has been identified for reduction and there exists a concurrently vacant teaching position for which the incumbent teacher in the position to be reduced is both certified and qualified, and if that teacher has received an overall rating of at least "effective" on his/her most recent year-end performance evaluation, that teacher shall be assigned to the vacant position unless the Superintendent or designee determines that the educational interests of the District would not be furthered by that placement.

If the incumbent teacher does not meet the necessary certification and qualifications required for the open position, and has received an overall rating of at least "effective" on his/her most recent year-end performance evaluation, the District reserves the right to move existing staff from their current assignment(s) in order to place the incumbent teacher, thereby avoiding laying off the said teacher.

- E. If one (1) or more teaching positions are to be reduced, the Superintendent (or designee) shall first identify the academic level(s) or department(s) impacted by the reduction. Among those teachers who are certified (or approved or authorized) and qualified to instruct the remaining curriculum within the impacted academic levels or departments, selection of a teacher for layoff shall be based on section J. and K. of this policy.

1. The District shall provide written notice of layoff to affected teachers. Letters of reassurance will be issued by June 30th if possible.
2. It is the laid-off teacher's responsibility to maintain current contact information (address, phone and e-mail address) in the Human Resources Department.

- F. In the event of a recall of teachers, the Superintendent or designee shall first identify the grades or departments where additional position(s) will be created. The Superintendent or designee may reassign teachers to the additional position(s) in accordance with District Policy regarding teacher placement. Recall of teacher(s) to assignments that remain unfilled shall be accomplished by first recalling the teacher with the highest effectiveness rating who is certified and qualified for the open assignment in accordance with sections J and K of this policy.

1. The District shall provide written notice via email of recall to teachers and the teacher must accept recall in order to preserve the teacher's employment rights. The teacher on the recall list must respond within forty-eight (48) hours of being offered a position via written notice (email, fax, or in person).
2. A teacher who is recalled and fails to accept recall in a timely manner and fails to report for work by the deadline specified in the recall notice (email), shall be regarded as having forfeited all rights to recall and continued employment unless the Director of Human Resources in his/her discretion, has extended those time limitations, in writing.

This Policy shall not operate or be applied to retain or recall a teacher whose most recent performance evaluation contains an overall rating of "ineffective" or "minimally effective". Teachers that are rated ineffective will have no recall rights. Any teacher that is rated minimally effective shall return to the building where they left if they are recalled from laid off status. If it is not possible for the teacher to return to their original building or department then the Superintendent or designee will make a determination regarding the final placement from the recall list. Teachers who are subject to recall will have recall rights of up to four (4) years in their area of certification.

- G. This Policy shall not operate or be applied to retain or recall a probationary teacher who has received a rating of either minimally effective or ineffective on his/her most recent annual year-end performance evaluation in preference to any tenured teacher who is rated either effective or highly effective on his/her most recent annual year-end performance evaluation.
  1. A probationary teacher who is rated as effective or highly effective on his or her most recent annual year-end performance evaluation is not subject to being displaced under this policy by a tenured teacher solely because the other teacher has attained tenure under the Teachers' Tenure Act, M.C.L. 38.71 et seq.
  2. A probationary teacher that is hired after January 1st of the current school year will not be rated higher than an effective, or highly effective teacher for the purpose of layoff or recall regardless of their attendance or other factors

that are listed in sections J or K of this policy.

H. Seniority or the teacher's attainment of tenure under the Teachers' Tenure Act shall not be the primary or determining factors in layoff and recall decisions, except if the decision involves two (2) or more teachers that all have the same effectiveness ratings, as described in sections J and K of this policy.

I. A teacher's effectiveness rating shall be determined according to their most recent performance evaluation. This means that those teachers will be ranked in the following order:

1. Ineffective (lowest rating, first to be laid off)
2. Minimally Effective Teachers
3. Effective Teachers and Highly effective teachers with 16 or more absences as defined in item K.3 below.
4. Highly Effective Teachers with fewer than 16 absences as defined in item K.3 below (last to be laid off)

This process will also be followed when building principals and/or department heads submit surplus recommendations to the Human Resources Department unless the Superintendent or designee determines that the educational interests of the District would not be furthered by that assignment. The Human Resources Director will review and finalize surplus recommendations.

J. In the event of a tie in the effectiveness rating of teachers subject to potential layoff and/or recall, the tie will be broken based on the following criteria in rank order beginning with 1 and then going down the list to 6.

1. Those teachers with an ineffective rating will be ranked based on the current process that they are engaged in under the Plan III teacher evaluation process. This tiebreaker only applies to teachers that are rated ineffective. This section does not apply to minimally effective, effective or highly effective teachers as a tiebreaker.

- a. Discipline Phase (first to be laid off).
- b. Assistance Phase (in this phase for 65 days or more).
- c. Assistance Phase (in this phase for 36-64 days).
- d. Assistance Phase (in this phase for 35 days or less).

2. If a teacher is suspended for a total of five (5) or more days over a two (2) year period they will be laid off prior to those that have less than four (4) days of disciplinary suspension (if any).

3. The teacher's attendance record, exclusive of any absences taken under the Family and Medical Leave Act or as a reasonable accommodation pursuant to applicable state or Federal law. Professional absences will not be included in this calculation. The two (2) most recent years will be calculated on attendance according to the school calendar for teachers (for the purpose of this ranking the two (2) years of calculation will include the two (2) preceding schools year but will end on the same day that the Plan II teacher evaluation year-end documents are due in the Human Resources Department). Any teacher that has less than sixteen (16) days of absence over a two (2)-year period will receive the same rating under this category (the highest possible rating). For example a teacher with five (5) absences over a two (2)-year period will receive an equal rating to a teacher with fifteen (15) absences over a two (2)-year period. A teacher with sixteen (16) or more absences will receive a lower rating. For example a teacher with eighteen (18) absences will have a higher rating than those with twenty (20) absences. Teachers with higher levels of absenteeism will receive lower ratings on the layoff and recall list. It is the responsibility of each teacher to code their absence with the appropriate code. The District is not responsible for any absence coding errors. The individual employee must review this information in order to ensure accuracy. This information can be found on the Absence Management and E-employee Databases. *\*26 days - Due to COVID*

4. Teachers who have been placed on an attendance improvement plan in accordance with the absence verification procedure in the collective bargaining agreement (Article XIII.1.2.b) will be laid off prior to those that are not.

5. Attendance at District/Building Professional Development (PD) over a one (1)-year period. We will use full or half-day professional development days (that are agreed to via the collective bargaining agreement with the DFT for this calculation). The calculation will not include late starts, early arrivals, and staff meeting PD or PD that is scheduled by individual buildings or departments. The teacher's attendance record, exclusive of any absences taken under the Family and Medical Leave Act or as a reasonable accommodation pursuant to applicable state or Federal law.

6. The teacher's disciplinary record (if suspended for four (4) days or less over a two (2)-year period) outcome. Those that receive suspension will be given a lower rating in this category versus those that receive a written reprimand or warning in their District personnel file.
  7. Seniority – Seniority and/or tenure status will not be a factor the District considers under this policy, except as a final tiebreaker. The layoff and/or recall of those covered by this policy are not subject to any grievance or arbitration procedure.
- K. Anyone on a leave of absence for a year or less will be placed in the building or department in which they were in prior to the leave. Their placement and/or employment status will be determined by sections J and K of this policy. The most recent year(s) where data is available will be used. Anyone on a leave of absence for more than one (1) year will be placed on the recall list according to the rankings in sections J and K of this policy (if data is available). However, they will not be rated higher than any employee rated highly effective or effective that is currently working and not on a leave of absence. Teachers that return from a leave of greater than one (1) year (and if they had either a highly effective, effective, proficient or outstanding rating as their most recent) will be rated higher than teachers that have a minimally effective or ineffective rating or probationary teachers hired on or after January 1st of the current school year.
- L. Any part-time teacher that loses their position due to a reduction in staffing has the right to accept a full-time position if a vacancy exists in their area of certification and in accordance with sections J and K of this policy.

Revised 5/13/13

Legal

M.C.L. 38.71, et seq., 380.11a (K-12), 380.601a (ISD), 380.1248, 380.1532, 423.215

# **Article XXV – Group Term Life Insurance**

## **ARTICLE XXV - GROUP TERM LIFE INSURANCE**

A. The Board will provide group term life insurance in the amount of the annual contract salary of each unit member but in no case less than \$17,500; said insurance shall include accidental death and dismemberment benefits. All unit members are eligible for such insurance. The unit member will enroll and designate a beneficiary or beneficiaries on the proper application form.

B. Coverage for new unit members will become effective the first of the month following the beginning date of employment, provided the necessary enrollment forms have been filed with the Payroll Department.

C. Unit members being terminated or no longer receiving payroll checks have the option of applying for coverage under the policy on a direct payment basis under the rules established by the carrier.

# Article XXVI – Long Term Disability insurance

## ARTICLE XXVI - LONG TERM DISABILITY INSURANCE

The Board will provide, at no cost to the Union, a long-term disability plan. Specifics of this plan will be as follows:

60% of normal monthly earnings (to be defined as position on salary schedule plus longevity).

Waiting period: 180 consecutive calendar days.

Maximum annual covered salary: \$90,000 (based on 12 months).

Coverage for nervous and mental disabilities -- two years or institutionalized.

Full maternity coverage.

Board will pay premiums for medical coverage for a period not to exceed three (3) months for teachers receiving long-term disability benefits.

The amount received from the insurance company will be reduced by any primary remuneration received, or for which the employee is eligible during the benefit period from the Board, the Michigan Public Schools Employees



Retirement System, the Federal Social Security Act (both primary and dependent), the Workers' Compensation Act, the Railroad Retirement Act, Veterans' benefits or other such pensions, or payment for sick days.

Monthly benefits will not be reduced by any statutory or cost-of-living increases in Social Security or MPSERS benefits.

The Union will be consulted regarding any change of carrier, details and implementation of this plan.

Unit members on Long-Term Disability will be placed on an extended health leave pursuant to Article XII G.2.

# **Article XXVII – Transportation Allowance**

## **ARTICLE XXVII - TRANSPORTATION ALLOWANCE**

Unit members involved in school activities requiring the use of personal transportation shall be recompensed, at the basic IRS allowable rate as of June 1, preceding the fiscal year.

# Article XXVIII – Longevity

## ARTICLE XXVIII - LONGEVITY

Unit members will be paid longevity beginning with the 15th, 19th and 24th year of service based on the following schedule:

15th year - \$1,000

19th year - \$2, 500

24th year - \$3, 000

All longevity salary will be based on official District seniority dates.

Longevity payments shall be added to the employee's base salary based on continuous years of service. Unit members with a September 1st seniority date will receive their longevity payment for the full year's longevity. Unit members with a February 1st seniority date will receive longevity only for the portion of the school year after February 1st.

For unit members with a February 1st seniority date moving from the 15th to 19th and 19th to 24th years longevity will receive a prorated amount of the 15th or 19th year longevity from September 1st through January 31st and the 19th or 24th prorated amount from February 1st through the end of the school year.

# Article XXIX – Extra-Instructional Service Pay

## ARTICLE XXIX - EXTRA-INSTRUCTIONAL SERVICE PAY

A.Hourly presenter and participant rates for the following programs / PD are as follows:

<u>Presenter / Instructor</u>	<u>Participant*</u>
\$35.00	\$25.00

1. Summer School including Bilingual/Compensatory Education Enrichment summer programs
2. Adult Education hourly rate for credit courses, Citizenship, GED Test Examiner and English Learners
3. Teachers selected as participants and presenters in workshop sessions, designated by the Executive Directors and/or Curriculum Director as paid workshop
4. Bilingual/Compensatory Education Enrichment programs for professional development
5. After School Academic Program (ASAP)
6. Link Crew Facilitator (Instructor)

\* Participant - the staff attending professional development are participants.

The Community Education hourly rates will be as follows:

\$15.00 per hour

# Article XXX – Released Time Services

## ARTICLE XXX - RELEASED TIME SERVICES

### A. Conduct of Negotiation

Pursuant to the provisions of Article XL of this contract, negotiations shall be conducted at such days and times as may be mutually agreeable to the parties involved, provided no cost accrues to the district.

### B. Released Time for Union President

The president of the Union, or designated agent if the president is no longer in a position to fulfill the obligations as president, will be provided released time during the presidency, with no cost there to accruing to the Board and with no penalty to the unit member.

1. Such released time as is granted will be on a semester-long or year-long basis, except for unforeseen situations that may arise during the term of office of the president.
2. Such unit member shall have the right to be restored to the specific position left unless other arrangements are mutually agreed upon by the unit member and the Administration.

3. Should the president resign from, or be removed from office during the term of presidency, that person shall revert to the previous status as a unit member with full rights and privileges as stated in this agreement, as soon as practicable but no later than the beginning of the following semester; and the replacement as designated by the Union, shall immediately assume the position on a released time basis. (In such instance the Union will reimburse the Board for the cost of a substitute.)
4. Should the president be incapacitated, that person would continue on the current basis for the remainder of the semester; and the replacement will be provided for by means of a substitute. (In such instance the Union will reimburse the Board for the cost of a substitute.)
5. Each year, the president will be credited with nine (9) sick days. Such days, and days already accumulated which will be maintained to the president's credit, will not be used by the president during the term of the released time for Union service.
6. The Union will reimburse the district for the actual salary paid to the president along with the actual cost of insurance benefits.
7. The president's health benefits, as described in the contract, and life insurance

coverage, will continue to be applicable throughout the period of released time.

8. The terms of the Workers' Compensation coverage as provided by the Board will continue to apply to the president during this period.

# Article XXXI – Extra-Pay Schedule Activities

## ARTICLE XXXI - EXTRA-PAY SCHEDULE ACTIVITIES

Extra-pay positions must be posted and applied for annually. The posting of spring coaching assignments shall be made by November 15<sup>th</sup> of the current school year. Extra-pay positions will be posted in the base building first, for a period of 5 working days. Any unit member currently holding an extra-pay position will be considered a member of the base building for posting purposes for the position they currently hold. If the position cannot be properly filled from the base building, it will be posted in all buildings. Ten school days shall be allowed for applications from unit members. Candidates other than unit members are to be considered only when the assignment cannot be properly filled by a unit member.

Whenever possible, such assignments shall be made by May 15 of the current school year for fall and winter positions. Spring assignments shall be made by January 31<sup>st</sup> of the current school year. Unit members may be assigned multiple extra-pay assignments as long as the activities do not overlap and that all qualifications/criteria listed in the extra-pay postings are followed. Copies of all extra-pay duties, criteria, and required number of participants associated with each extra-pay assignment will be on file at all schools.

Extra compensation shall be paid for at the rates indicated below for such of the following assignments as are made that are below the regular teaching load and/or day. The percentage rate shown shall be applied to the average contract salary to be paid P-12 unit members for the previous school year in which the activity was conducted. However, the parties agree that there



will be no diminution in the dollar amounts paid during the previous school year.

As needs arise, new classifications for Extra-Pay Schedule Activities may be added during the term of the Agreement by the Board. The rates of compensation for these new classifications will be established by the Board after negotiating with the Union and added to the Extra-Pay Schedule.

Non-athletic extra pay assignment stipends will be paid twice each year in January and June.

	Senior High	Middle school	Elementary
Classification - Paid via Athletics	<u>% Rate</u>	<u>% Rate</u>	<u>% Rate</u>
Football - Head Coach	9.50%	4.75%	
Football - Asst. Coach	6.00%	4.75%	
Football - 9th Grade Coach	6.00%		
Athletic Director	9.50%	4.75%	
Faculty Manager	7.25%		
Cheerleading	7.25%	3.75%	
Bowling	4.75%		
Competitive Cheer	4.75%		
Cross Country	4.75%		
Basketball - Head Coach	9.50%	4.75%	
Basketball - Asst. Coach	6.00%		

Basketball - 9th Grade Coach	6.00%	
Swimming - Head Coach	9.50%	4.75%
Swimming - Asst. Coach	6.00%	
Wrestling - Head Coach	9.50%	
Wrestling - Asst. Coach	6.00%	
Baseball - Head Coach	6.00%	
Baseball - Asst. Coach		
(If Reserve & Schedule)	4.75%	
Softball - Head Coach	6.00%	
Softball - Asst. Coach		
(If Reserve & Schedule)	4.75%	
Track - Head Coach	6.00%	4.75%
Track - Asst. Coach	4.75%	4.75%
Soccer - Head Coach	6.00%	
Soccer - JV Coach	4.75%	
Tennis - Head Coach	4.75%	
Tennis - Asst. Coach	3.75%	
Golf	4.00%	
Ice Hockey – Head Coach	9.50%	
Ice Hockey – Asst. Coach	6.00%	
Field Hockey - Head Coach	5.25%	
Field Hockey - Asst. Coach	3.75%	
Gymnastics - Head Coach	9.50%	

Gymnastics - Asst. Coach	6.00%	
Volleyball - Head Coach	9.50%	4.75%
Volleyball - Asst. Coach	6.00%	
Volleyball - 9th Grade Coach	6.00%	

**Non-Athletic Extra-Pay Assignments - Funded by General Fund**

National Honor Society	7.25%	
BPA - Business Professionals of America	4.00%	
DECA – Association of Marketing Students	3.00%	
HOSA – Health Occupations Student Organization	3.00%	
Ignite/Gifted & Talented/Advanced Placement	7.25%	3.75%
Detention Room Supervisor	6.00%	6.00%
Photography	5.00%	
Yearbook	7.25%	3.75%
Newspaper*	7.25%	2.05%*
Debate/Forensics	7.25%	
Dramatics/Auditorium Manager	9.00%	

Student Council	7.25%	3.75%	
Intramurals	6.00%	6.00%	
Choral Music	8.00%	4.00%	
Instrumental Music	8.00%	4.00%	
Afterschool Instrumental		2.05%	
Afterschool Vocal Music		2.05%	
Model UN	3.75%		
Thornly Court	3.75%		
Safety Patrol			3.40%
Service Squad			3.40%
Honors Choir, Director		4.00%	4.00%
Honors Choir, Accompanist		3.40%	3.40%
Academic Games Coach		4.75%	
Academic Games League Coordinator**		4.75%	
Chess Competition	3.75%	3.75%	3.75%
Challenge Bowl	4.75%		
Literary Magazine	3.75%		
Math Counts Coach		2.05%	
BACSTOP		3.75%	
Academic Enrichment Fund		6.00%	6.00%
Robotics	4.75%***	4.75%	
Skills USA Advisor	3%		
STAND		1.75%	

\*\*\*\$1,500 or 4.75% pending Title IV grant approval

\*\*If the individual serving as League Coordinator also serves as an Academic Games Team Coach or a Chess Team Coach, the combined rate will be 6.00%.

\*Regular scheduled and outside class

### ACADEMIC ENRICHMENT FUNDS

Academic Enrichment Funds will be used to provide stipends to unit members for the promotion of innovative activities for elementary and middle school students outside of the regular school day.

The Academic Enrichment Fund is to be administered by a building committee. Proposals will be submitted to the building committee no later than the third week in September. The committee will act on proposals within five working days.

At the elementary level, the committee will include the principal, one primary teacher, one later elementary teacher and one special area teacher, one of which must be the Union building representative. At the middle school level the committee will include the building principal, the Union building representative and two other members of the staff.

Proposals must be submitted each year. The committee will reallocate funds each year.

Category 4:

Activities that run from October to May and meet twice a week -- funding not to exceed 100% of fund.

Category 3:

Activities that are between twenty (20) and thirty (30) weeks in length and meet once or twice a week -- funding not to exceed 75% of fund.

Category 2:

Activities that are between ten (10) and twenty (20) weeks in length and meet once or twice a week -- funding not to exceed 50% of fund.

Category 1:

Activities that are ten (10) weeks and meet once or twice a week -- funding not to exceed 25% of fund.

Activities will be evaluated each year and a file will be maintained in each building.