

Sheffield-Sheffield Lake City Schools
Developmental Extra-Curricular Activities Fund (DECAF)

The Developmental Extra-Curricular Activities Fund (DECAF), formally called the Principal's Discretionary Fund, was formed in the fall of 1991 through negotiations between the Board of Education and the SSLTA. It is a program where teachers can put ideas into effect and receive compensation for them. Each building has 10% of the base salary of a teacher's salary schedule for the given year for this program. In January, unused building funds are pooled and made available to all buildings. Unused district funds will be returned to the general fund at the end of each fiscal year. See Article XIII Section 8 of the Master Teacher's Contract for further details.

The process for approval of a project is as follows:

1. Fill out an attached form in cooperation with your building principal.
2. Write goals, objectives, target students, proposed salary and justification, and a time line.
3. Proposals should be submitted prior to each SCC meeting to the appropriate committee member.
4. The Supplemental Contract Committee will meet on the 3rd Monday of each month or on Tuesday if there is no school on the scheduled Monday.
5. The Committee will review the project and approve, reject, or return the proposal for further clarification.
6. The Committee will notify the proposal originator of its decision within 10 working days.
7. If approved, the proposal will be sent the Board of Education for action. It is in the best interest of the proposal originator or a designee to attend the Board meeting to answer any questions that the Board members may have regarding the DECAF. Furthermore, DECAF's should not begin until approved by the Board of Education.
8. Payment for year-long approved proposals will be made by a separate check on the last pay period of June for the applied school year. First trimester/semester approved proposals will be paid in the last pay period of January for applied school year. Summer proposals completed after June 30th fiscal year will become part of the next school year.

Guidelines for the Discretionary Fund

1. The project must have an impact on students, parents, or provide for the improvement of the educational process.
2. The proposal can be submitted for three consecutive years after which it may be considered for placement on the regular supplemental salary schedule.
3. The project is expected to be performed outside of the regular school day.