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Live and Learn • תרבות ולימוד

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Dear Principals and Administrators:

As you well know, the Charles Crane Family Foundation has been an important partner and benefactor for many years, helping us provide benefits and encouragement to Baltimore area Jewish educators.

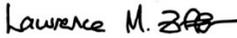
At this time of year, we ask you to encourage teacher to apply for the Crane Full-Time Teacher benefit. In the past, we required religious school teachers and principals to work at least twelve hours per week to qualify. This year, we are adjusting that requirement to **6 paid hours of work.**

The application can be found on the CJE website at cjebaltimore.org/grants. We ask that you encourage your full time teachers (defined above) to complete this application and submit it online. **All applications must be received by June 6th to ensure distribution of funds in a timely fashion.** Once we have received all applications, we will send you a spreadsheet and ask you to verify that the teachers are, in fact, qualifying employees. Once we have the data on each school, we will send you one check which you should distribute proportionately to the eligible applicants.

One important reminder: We were informed, as we conducted our research, that this stipend is taxable to the teachers. Whether you choose to cut separate checks or include the stipend in a payroll payment, we believe that it is our obligation and yours to advise the teachers that this should be treated as taxable income. The trustees recognize that this will result in a somewhat lower net stipend than teachers received in the past, but it makes the foundation and the program tax compliant, and we do not want to mislead educators about their legal obligations to report this income. If you have any questions, please feel free to call me (410.735.5005) or the CJE Chief Financial Officer, Leah Margolis (410.735.5025).

We look forward to working together with you on this and other future projects that recognize the dedication of our local teaching staff and providing them with career incentives and benefits.

With warmest regards,


Larry Ziffer