



State of New Jersey

DEPARTMENT OF EDUCATION

PO BOX 500

TRENTON, NJ 08625-0500

June 6, 2013

CHRIS CHRISTIE
Governor

KIM GUADAGNO
Lt. Governor

CHRISTOPHER D. CERF
Commissioner

Dr. Douglas B. Cleary
Affiliate Director for PLTW at Rowan University
College of Engineering
201 Mullica Hill Road
Glassboro, NJ 08028-1701

Dear Dr. Cleary:

The New Jersey Department of Education is in receipt of your letter submitted on behalf of Rowan University as the State Affiliate for the Project Lead the Way (PLTW) program, for a waiver of the prohibition on overnight travel in order to facilitate the hosting of five individual PLTW Teacher Training Conferences. Three concurrent training sessions for the high school level pre-engineering curriculum are planned for July 21 to August 2, 2013 and will be hosted by Rowan University. Two individual middle school teacher training sessions are planned for August 12 through August 16, 2013 and August 19 through August 23, 2013 hosted by Eastampton Community School.

As you are aware, *N.J.S.A. 18A:11-12* requires that boards of education must ensure that all school district travel expenditures are "in compliance with state travel payment guidelines as established by the Department of the Treasury..." State Department of the Treasury *OMB Circular 12-14* Section X.B specifically prohibits reimbursement of in-State overnight travel. However, the circular authorizes the Commissioner of Education "to grant waivers for overnight travel for school board members and school district employees to attend in-State conferences pursuant to guidelines issued by the Department of Education," *OMB Circular 12-14 Section I.B.8*.

The Department's regulations at *N.J.A.C. 6A:23A-7.11(c)* authorize the Commissioner to grant overnight in-State travel waivers only in extremely limited circumstances, where the sponsoring organization can demonstrate that the conference is broad and multidisciplinary in scope, comprised of content-rich educational programming with important professional development opportunities and/or required training. In addition, the sponsoring organization must demonstrate that the conference's content, structure, scheduling and anticipated attendance necessitate that it be held on multiple consecutive days with overnight lodging. The travel regulations are posted on the Department's web site at: <http://www.state.nj.us/education/code/current/title6a/chap23a.pdf>.

Pursuant to the regulations, waivers will not be granted for reimbursement of lodging prior to the first day of the event or after check-out time of the last day of the event. Moreover,

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waivers will be considered only where the sponsoring organization can demonstrate that the conference is comprised of content-rich educational programming with important professional development opportunities and/or required training. In addition, the sponsoring organization must demonstrate that the conference's content, structure, scheduling and anticipated attendance necessitate that it be held on multiple consecutive days with overnight lodging.

After carefully reviewing your submission, the Department finds that each of the PLTW Training Conferences planned for July 21 through August 2, August 12 through August 16, and August 19 through August 23, 2013 meets the criteria for a waiver of the prohibition on in-State overnight travel. You have presented that school districts and charter schools that have elected to adopt the Project Lead the Way pre-engineering curriculum must provide career and technical education training on the curriculum to teachers who will be directly involved in the provision of classroom instruction. Specifically, I note that the program schedule for the ten day high school training conference offers the mandatory 80 hours of specialized training plus evening homework assignments necessitating an overnight stay for those attendees who will travel more than fifty miles each way (home to conference). I note similar rigor for the two middle school training conferences encompassing the mandatory 40 hours of specialized training. For these reasons, the waiver requests are granted. As a result of the waivers, school districts and charter schools that have adopted the PLTW curriculum may reimburse attendees for overnight lodging in accordance with the provisions of N.J.S.A. 18A:11-12 as follows provided that the remaining conditions delineated in this letter are met:

<u>Name of Course</u>	<u>Dates approved for overnight waiver of lodging</u>
<u>Digital Electronics – High School Curriculum</u>	<u>July 21 through July 25 and July 29 to August 1, 2013</u>
<u>Automation and Robotics – High School Curriculum</u>	<u>July 21 through July 25 and July 29 to August 1, 2013</u>
<u>Design and Modeling – High School Curriculum</u>	<u>July 21 through July 25 and July 29 to August 1, 2013</u>
<u>Project Lead the Way- Gateway to Technology- Design and Modeling – Middle School Curriculum</u>	<u>August 12-15, 2013</u>
<u>Project Lead the Way- Gateway to Technology- Automation and Robotics – Middle School Curriculum</u>	<u>August 19-22, 2013</u>

Reimbursement for registration fees, mileage and meals, subject to the limitations and conditions set forth in *OMB Circular 12-14* and *OMB Circular 11-09* may also be permissible. Each of the ten day high school curriculum training conferences includes a weekend break which is covered by the waiver(s) only if the cost to the school district or charter school for the individual attendee to remain at the conference site is less than the cost for the individual attendee to travel home for the weekend break. School districts and charter schools should ensure that they approve attendance only of those employees whose duties are related to the purposes of the conference or who are required to attend to meet continuing education requirements as a condition of continued employment.

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Moreover, please be advised that the waiver of the prohibition for reimbursement for overnight lodging covers only those attendees whose home to event commute exceeds 50 miles. In other words, only those individuals whose one-way commute to the Project Lead the Way New Teacher Conference exceeds 50 miles may obtain reimbursement from their school district or charter school for overnight lodging for the aforementioned nights only.

Finally, I want to express my appreciation of Rowan University's involvement in Project Lead the Way's effort to provide relevant training opportunities to those who strive to provide quality public education in New Jersey. My best wishes for a successful conference.

Sincerely,

A handwritten signature in black ink, appearing to read 'C D Cerf', written in a cursive style.

Christopher D. Cerf
Commissioner

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c: Senior Staff

Executive County Superintendents