



State of New Jersey

DEPARTMENT OF EDUCATION
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TRENTON, NJ 08625-0500

CHRIS CHRISTIE
Governor

KIM GUADAGNO
Lt. Governor

DAVID C. HESPE
Commissioner

March 19, 2015

Ms. Takecia Saylor
Director, Office of School Innovation
New Jersey Department of Education
100 Riverview Plaza
P.O. Box 500
Trenton, NJ 08625-0500

Dear Ms. Saylor:

It has come to my attention that the Office of School Innovation has arranged for the 2015 *innovateNJ* Summit for School Innovation (Summit) to be held in combination with the New Jersey Association of School Administrators (NJASA) and the New Jersey Association of Pupil Services Administrators (NJAPSA)'s 2015 Annual Spring Conference (Conference) in Atlantic City, New Jersey, planned for May 13-15, 2015. The Summit is part of an established partnership with EdSurge and the NJASA/NJAPSA, and targets the same audience as the joint NJASA/NJAPSA Conference. An approval dated September 26, 2013 waiving the prohibition on overnight travel for May 13 and 14, 2015 was previously issued by the New Jersey Department of Education (Department). The amended agenda combines the Summit with the Conference and effectively extends the Conference by one additional day. Accordingly, the Department has considered an extension of the overnight in-State travel reimbursement waiver to include May 12, 2015.

The effort taken to combine the Summit with the Conference is commendable in that the Office of School Innovation's partnership with NJASA/NJAPSA will combine to streamline participant travel options, providing a high-quality program of professional development for New Jersey educators, and add innovative practices to the Conference's multi-disciplinary scope. Specifically, I note the addition of a full-day education leader's workshop.

Finally, the Department finds that the Summit in conjunction with the Conference planned for May 12-15, 2015 in Atlantic City, New Jersey, meets the criteria of the regulations. Accordingly, the previously issued waiver request for the 2015 conference is extended to include the additional day of the extended conference; May 12, 2015. As a result of the revised waiver approval, school districts will be able to reimburse attendees for overnight lodging on May 12, 13 and 14, 2015 provided that the remaining conditions delineated in this letter are met. 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

www.nj.gov/education

Ms. Takecia Saylor

Page 2

March 19, 2015

also be permissible. School districts and charter schools should ensure that they approve attendance only of board members and employees whose duties are related to the purposes of the Summit and Conference or who are required to attend to meet continuing education requirements as a condition of continued employment.

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 Summit in conjunction with the Conference, planned for May 12-15, 2015 in Atlantic City, New Jersey, exceeds 50 miles may obtain reimbursement from their school district for overnight lodging for May 12, 13 and 14, 2015.

Finally, I want to express my appreciation of the joint efforts of the Office of School Innovation, the NJASA and the NJAPSA's to provide professional development opportunities to those who strive to provide quality public education options in New Jersey. My best wishes for a successful conference.

Sincerely,



David C. Hespe
Commissioner

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c: Executive County Superintendents

Senior Staff