

STATE OF NEW JERSEY  
DEPARTMENT OF EDUCATION

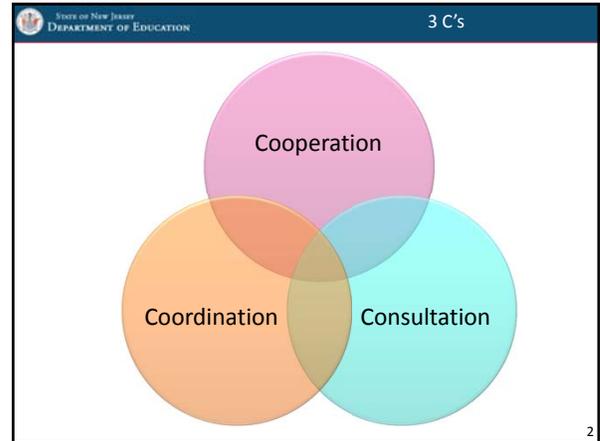
## Nonpublic School Technology Initiative 2015-2016



Office of Educational Technology  
Office of Interdistrict Choice and Nonpublic Schools  
Division of Innovation

Technical Assistance Session May 1, 2015 @ NJDOE

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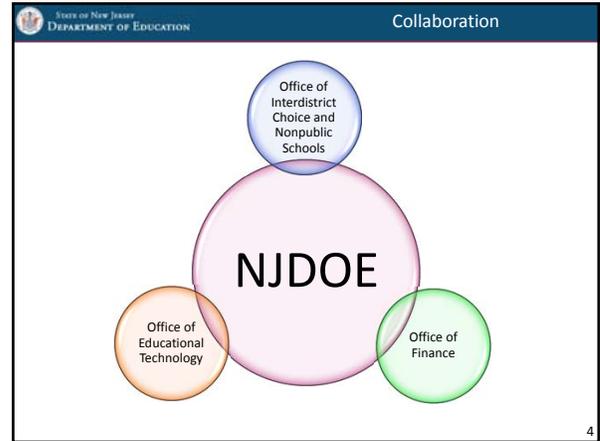
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Disclaimer

- BECAUSE this technical assistance SESSION is being provided prior to APPROVAL OF the FY16 State budget, PER PUPIL Funding AMOUNTS are based on last year's allocation.
- The Governor's FY16 Budget proposal allocates \$20/student (same as last year)
- Anything can happen



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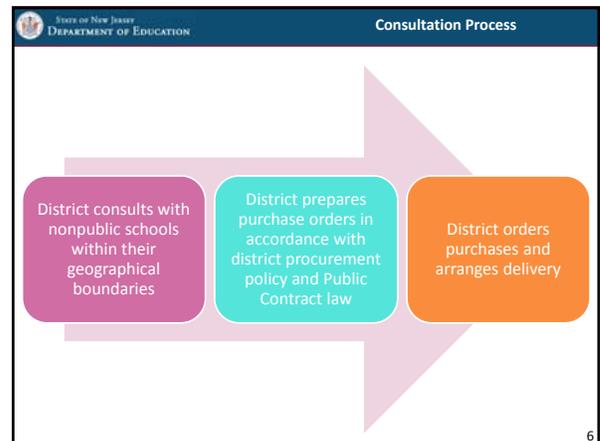


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Nonpublic School Technology Initiative

- **Approximately \$20.00/ student** ~ Pending Funding
- Up to 5% administration fee
  - Administration fee is not mandatory – up to school district
  - Fee to be charged only once
    - **Not allowed:** 5% for district **and** 5% for district subcontractor
- Funds sent to the public school district
- Funding can never be given directly to a nonpublic school
- Funds must impact students **this year**

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District Responsibilities

### Consultation

- Consult with nonpublic schools in geographical boundaries
- Advise nonpublic of funding amount
- Agree upon purchases and create a written agreement that describes how and when the technology and/or services will be provided to the nonpublic school

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District Responsibilities

On or before October 31, the public school sends the following to the Executive County Superintendent and nonpublic administrator(s)

- A written statement verifying that the required conference with the nonpublic school administrator was held and verifying the timelines for services, purchases and implementation
- An assurance that the public school will not reimburse the nonpublic school directly (signed by the public and nonpublic school) will be included on the agreement. All services, equipment, supplies, etc. for this program MUST be purchased by the public school.
- A copy of the agreement between the board of education and the nonpublic school and the minutes of the board of education meeting at which the agreement was approved that describes how the technology and/or services will be provided to the nonpublic school

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District Responsibilities

### Purchasing

- District creates and prepares purchase orders in accordance with district procurement policy and Public Contract law
- District arranges delivery

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District Responsibilities

### Accounting

- A separate general account control "Nonpublic Technology Initiative" must be maintained
- The coding of all expenditures shall be recorded under "Special Revenue Funds-State Projects" account #20-510-XXX-XXX
- Maintain separate costs for each nonpublic school's technology program activities

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District Responsibilities

### Project Completion Report

- Due at the end of program
- The Nonpublic Project Completion Report (NPCR) can be found on the NJ Homeroom web page:  
<http://homeroom.state.nj.us>

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**DO NOT send a paper check**  
of unexpended funds to the DOE! Refunds will be handled through the State Aid payment deduction.



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District Responsibilities

**Auditing**

- The nonpublic technology initiative program expenditure records will be audited locally.
- All records relating to the program must be retained for audit purposes.
- The audit will be done as a regular part of the district board of education's prescribed audit procedures.
- The board of education's audit report will include a financial schedule or statement identifying receipts and expenditures applicable to the nonpublic school technology initiative program.

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Supplement not Supplant

- Supplement – in addition to, an enhancement to a program
- Supplant – use funds to purchase something you already had in your budget or would purchase as a normal course of business
  - e.g.: blank CDs, USB drives, projector bulbs, anti-virus software, paper for printer, security equipment
- Ask yourself if you would purchase it if you didn't have these funds.
  - If yes – then don't ask for it
  - If no, then ask for it

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Procurement

- Every public school district's procurement process is different and nonpublic schools must follow the rules of the district
- The public school can refuse to purchase the item if it does not meet the guidelines of the program
- All purchases remain the property of the public school district and are being loaned to the nonpublic school through this program
  - The maintenance and disposal of these purchases is the responsibility of the public school district
  - NPTI funding can be used for maintenance and disposal of NPTI equipment (e.g. old computers)

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Disagreement Resolution

- In the event that the chief school administrator or designee and the nonpublic school administrator cannot reach agreement regarding the technology to be provided, the Executive County Superintendent shall be consulted to determine, in consultation with the Office of Educational Technology, the technology to be provided. The decision of the Executive County Superintendent shall be final.



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Procurement Summary

**All items must:**

- Follow a specific procurement process
- Be purchased by the public school
- Use the district's contractor if the district requires it
- Include shipping and handling charges
- Use Nonpublic Technology Initiative Funding only – no split-funding purchases



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Purchases

Purchases must:

- Benefit the students
- Be linked to the curriculum
- Impact learning/teaching in the classroom
- Be secular – not religious
  - Religious classes cannot use purchases

**CAUTION:** Allowable purchases that may be challenged as being used solely for secular use (i.e., routers, switches, computers) may want to be reconsidered and purchased by the nonpublic school **with local funds.**

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Labels

- Purchases must be labeled:
  - The public school can label items as they are inventoried, either at the public school district or at the nonpublic school location.

Property of \_\_\_\_\_ (the district board of education) and purchased with funds from the Nonpublic Technology Initiative SY 2015-16.

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Previous NPSTI purchases

Purchases may relate to previous NPSTI purchases:

- Memory
- Service contracts
- Disposal/recycling fees
- Upgrade operating system software



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Allowable Purchases – Professional Dev.

Professional Development:  
Training that develops and enhances teachers' technology skills for instructional purposes so that teachers effectively use technology with their curriculum. It is recommended that, for every dollar spent on equipment, at least thirty cents be spent on professional development. Professional development training may be provided to nonpublic school teachers on-site in a nonpublic school.



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Allowable Purchases – Professional Dev. 2

Professional Development:  
Online training and professional development with no religious content (must be completed by the end of the funding year); and  
Workshops and conferences focused on integrating technology into instruction (registration fees).



Professional Development must occur in the current funding year.

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Allowable Purchases - Equipment, etc.

Equipment/Supplies (hardware):

Computers: multimedia, tablets, hand-held devices, server computers for shared files, electronic mail and world wide web communication;

Digital and video cameras, GPS – for curriculum areas;

Graphing calculators, scientific probes, data loggers & electronic response systems;

Projection devices and other peripheral equipment shared by computer systems (microscopes);

Data communications systems: local area networks (including multiple connects for every classroom);

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Allowable Purchases – Equipment , etc. 2

Equipment/Supplies (hardware):

Wide area network: high-speed network links that connect schools together. High-speed Internet connection serving more than one school;

Satellite dish;

Electronic whiteboards (full size and portable):

Recharging carts and batteries for wireless laptops that were purchased with Nonpublic Technology Funds; and

Memory cards and wireless cards;

3-D printers for Science, Technology, Engineering or Math (STEM) activities that support the curriculum.

9/18/2013

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### Allowable Purchases – Software

**Software:**

Programs used as applications in instructional programs. Software with a religious theme or content is prohibited;

Upgrade of operating system software;

Online programming and subscriptions;

Barcoding software and apps for instructional purposes (not library cataloging); and

e-Books (not textbooks).

9/18/2013

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### Allowable Purchases – Maintenance

**Maintenance:**

Contracts or per diem support to make sure equipment purchased and loaned to a nonpublic school by a board of education (through this initiative) is maintained and remains usable.



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### Allowable Purchases – Miscellaneous

**Miscellaneous:**

New leases and continuation of previous leases under this program;

Wireless and wide area network: high-speed network links that connect schools together, high-speed Internet connections serving more than one school, (routers, hubs, switches);

Data communications systems: local area networks, including multiple connects for every classroom (network cards, internal wiring, wireless cards);



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### Allowable Purchases – Miscellaneous 2

**Miscellaneous (con't.):**

Wiring can be placed in existing raceways and conduits. The contractor must ensure that the materials are used only for the purposes of the program and **can be removed** from the nonpublic school without remodeling the nonpublic school facility;

Environmentally safe disposal of old equipment from this program; and

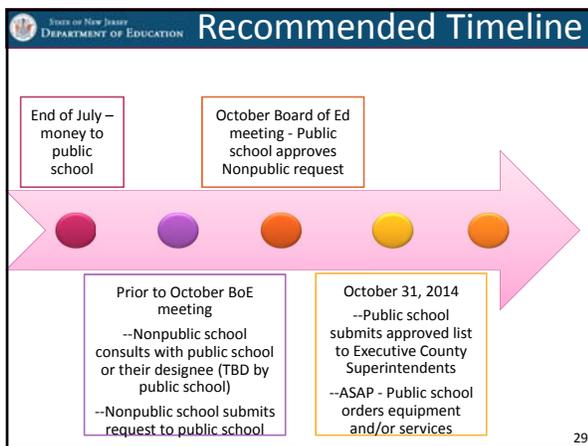
Insurance for any purchases, if desired.

Lists of allowable and non-allowable expenditures are posted to the department's web site at <http://www.nj.gov/education/techno/npallowable.htm> and updated as needed.

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### Recommended Timeline



End of July – money to public school

October Board of Ed meeting - Public school approves Nonpublic request

Prior to October BoE meeting  
--Nonpublic school consults with public school or their designee (TBD by public school)  
--Nonpublic school submits request to public school

October 31, 2014  
--Public school submits approved list to Executive County Superintendents  
--ASAP - Public school orders equipment and/or services

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### Contact

- **Program Questions:**
  - Sandy O’Neil or Joseph Seaman
  - **Sandy O’Neil:** 609-777-4662 or [sandy.oneil@doe.state.nj.us](mailto:sandy.oneil@doe.state.nj.us)
  - **Joseph Seaman:** 609-292-8407 or [joseph.seaman@doe.state.nj.us](mailto:joseph.seaman@doe.state.nj.us)
- **Funding and all other NP School questions:**
  - **Gregory Kocher:** 609-633-0251 or [nonpublicschoolservices@doe.state.nj.us](mailto:nonpublicschoolservices@doe.state.nj.us)
- **Program information:** <http://www.nj.gov/education/techno/nptech.htm>

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