



State of New Jersey  
DEPARTMENT OF EDUCATION  
PO Box 500  
TRENTON, NJ 08625-0500

CHRIS CHRISTIE  
Governor

KIM GUADAGNO  
Lt. Governor

KIMBERLEY HARRINGTON  
Acting Commissioner

June 15, 2017

Ms. Lynda English  
Sales Support Engineer  
Learning Sciences International  
175 Cornell Road, Suite 18  
Blairsville, PA 15717

Dear Ms. English:

The New Jersey Department of Education is in receipt of your letter submitted on behalf of Learning Sciences International as the administrator for the Marzano Teacher Evaluation Model program, for a waiver of the prohibition on overnight travel in order to facilitate the hosting of the Marzano New Administrator Observer Academy. The training session is planned for August 14-17, 2017, and will be hosted by Gloucester Township Public Schools, Blackwood, New Jersey.

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..." *N.J.A.C. 6A:23A-7.11(b)* and State Department of the Treasury *OMB Circular 16-11* Section X.B specifically prohibit reimbursement of in-state overnight travel. However, the circular and *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, waivers will be considered only 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.

[www.nj.gov/education](http://www.nj.gov/education)

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After carefully reviewing your submission, the Department finds that the Marzano New Administrator Observer Academy held in Blackwood, NJ, meets the criteria of the regulations. Specifically, I note that the program schedule offers in-depth mandatory training over three and one half days for those administrators who are implementing the Marzano evaluation, necessitating an overnight stay for those attendees whose home to event commute exceeds 50 miles. For these reasons, the waiver request for the 2017 conference is granted. As a result of the waiver, school districts, charter schools, and renaissance school projects that have adopted the Marzano curriculum, will be able to reimburse those attendees for overnight lodging on August 14-16, 2017, 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 16-11* and *OMB Circular 11-09*, may also be permissible. School districts, charter schools, and renaissance school projects 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.

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 Marzano New Administrator Observer Academy in Blackwood, NJ exceeds 50 miles may obtain reimbursement from their school district, charter school, or renaissance school project for overnight lodging on August 14-16, 2017.

Finally, I want to express my appreciation of Learning Sciences International'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 that reads "Kimberley Harrington". The signature is written in a cursive, flowing style.

Kimberley Harrington  
Acting Commissioner

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c: Senior Staff  
Executive County Superintendents