



State of New Jersey

DEPARTMENT OF EDUCATION

PO Box 500

TRENTON, NJ 08625-0500

PHILIP D. MURPHY
Governor

SHEILA Y. OLIVER
Lt. Governor

LAMONT O. REPOLLET, ED.D.
Acting Commissioner

April 30, 2018

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

Dear Dr. Cleary:

The New Jersey Department of Education (NJDOE) is in receipt of your letter submitted on behalf of Rowan University as the State Affiliate for the Project Lead the Way (PLTW) program. You have requested a waiver of the prohibition on overnight travel in order to facilitate the hosting of the PLTW Core Training that will run two weeks for high school courses and one week for middle school courses from June 18 to June 29, 2018, at Rowan University.

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 [NJDOE's website](#).

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.

After carefully reviewing your submission, the NJDOE finds that each of the PLTW Training Conferences planned for June 18 through June 29, 2018, meets the criteria of the regulations. 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 whose home to event commute exceeds 50 miles. I note similar rigor for the middle school training conferences encompassing the mandatory 40 hours of specialized training. For this reason, a waiver request for the PLTW Core Training is granted. As a result of the waivers, school districts, charter schools, and renaissance school projects that have adopted the PLTW curriculum will be able to reimburse eligible attendees for overnight lodging beyond the first night of each course offering as follows, provided that the remaining conditions delineated in this letter are met:

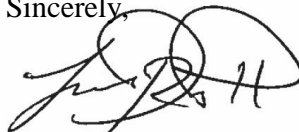
<u>Name of Course</u>	<u>Dates offered</u>
<u>Introduction to Engineering Design (80 hour high school course)</u>	<u>June 18 through June 29, 2018</u>
<u>Principles of Engineering (80 hour high school course)</u>	<u>June 18 through June 29, 2018</u>
<u>Automation and Robotics (40 hour middle school course)</u>	<u>June 18 through June 22, 2018</u>

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 board members, trustees and 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 Project Lead the Way Core Training in Glassboro, New Jersey, exceeds 50 miles may obtain reimbursement from their school district, charter school, or renaissance school project for the above indicated nights only. Overnight stays prior to the start of the course, or after the course has ended are not eligible for reimbursement.

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

Sincerely,



Lamont O. Repollet, Ed.D.
Acting Commissioner

c: Senior Staff
Executive County Superintendents