



Roger León  
Superintendent

# Newark Board of Education

OFFICE OF SCHOOL BUSINESS ADMINISTRATOR

Valerie V. Wilson, RSBO, QPA • CFO/School Business Administrator  
Pablo Canela, Executive Controller

Where Passion Meets Progress

## MEMORANDUM

**TO:** Teachers, Nurses and Academic Interventionists

**DATE:** May 2, 2024

**FROM:** Valerie V. Wilson, School Business Administrator

**RE:** **Revised**-Discretionary Funds 2023-2024

As outlined in existing collective bargaining agreements, all classroom **Teachers, Nurses and Academic Interventionists** receive up to \$150 each year to be used to purchase items which will supplement teacher instruction that directly affects his/her work with students. This memo outlines the process for distributing these funds for the 2023-24 school year.

The Office of Human Resource Services (HRS) has determined the amount that each school will receive based on the school's roster of eligible staff (Teachers, Nurses and Academic Interventionists). **Individual school checks will be available Friday, May 24<sup>th</sup>.** In order for Teachers, Nurses and Academic Interventionists to receive their discretionary fund allotment:

1. The Office of Accounts Payable will generate a check for each school that will need to be **picked up by your school's designee** on Friday, May 24<sup>th</sup> **between the hours of 10:30am to 2:30pm**. Please have someone available to sign for the check.
2. Upon receiving the check, the Principal must deposit the check into the school's checking account. (If you believe the amount of the check is inaccurate, please contact Mrs. James in the HRS Office at [mjames@nps.12.nj.us](mailto:mjames@nps.12.nj.us). Discretionary funds must be recorded separately and in a district ledger in the same manner as all other designated funds.
3. The principal should then provide the funds to eligible staff who have appropriate documentation that they purchased items to supplement their instruction. Specifically, to qualify for reimbursement, the Teachers, Nurses and Academic Interventionist must submit their receipts to their principal. **These receipts must be the original receipts with the company's name, address, date of purchase and a detailed description of the purchase.** Eligible staff must fill out and sign a Discretionary Fund Request Form and attach all receipts to the form for reimbursement.



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4. The school treasurer must review the Discretionary Funds Request Form and the supporting documentation submitted by the employee. Upon verification, the school should generate a check to each eligible employee. The amount paid to each employee must not exceed one hundred and fifty dollars (\$150.00). However, eligible employees will only be reimbursed for the amount spent, which can be less than one hundred and fifty dollars (\$150.00).
5. Teachers, Nurses and Academic Interventionists within the same school may pool their monies to purchase items for a common subject matter. If this occurs, the school should make the check payable to the vendor. Documentation must be maintained and attached to the files to support the expenditure for all of the teachers involved in the purchase.
6. Discretionary Funds cannot be used to purchase:
  - a. Textbooks that are a part of the district's curriculum;
  - b. Food;
  - c. Replacement of personal property; or
  - d. Personal donations.

**\*DO NOT PURCHASE INCENTIVES-FOOD-DECORATIONS-CERTIFICATES- REWARDS**
7. If by Friday, June 14th any funds remain after Teachers, Nurses and Academic Interventionists submit their reimbursement requests each school may expend the remaining funds on school's supplies aligned to their need. If there are any unused Discretionary Funds remaining at the end of the school year, the Principal must return the funds to Accounting.

Please note that the Accounting Department can review the records and supporting documentation of each school to ensure that the Discretionary Funds reimbursements are being properly approved and utilized in accordance with district policy.

cc: Office of Human Resource Services  
Office of Accounting  
Office of Accounts Payable  
Office of Budget  
File