

DEPARTMENT OF SPECIAL SERVICES
Township of Union Public Schools
M-E-M-O-R-A-N-D-U-M

TO: Dr. Gerald Benaquista

C: Dr. Jose Rodriguez, Marissa McKenzie, Yolanda Koon, Kim Conti, Bernadette Watson,
Diane Cappiello

FROM: Stefannie Buthorn 

RE: Board Agenda

DATE: July 6, 2026

Approve reimbursement from NJDOE for child study team staff members, to complete the NJDOE Post School Outcomes Study, at the rate of \$65.00 per hour, in accordance with the information appended to the agenda.

NJDOE Support (cont.)

- Each district is eligible to receive reimbursement for allowable expenses to conduct the data collection activities
- The Reimbursement Agreement is sent after the survey is completed
- Funding up to specified maximum amounts will be provided as follows:
 - Foundational funding based on the number of exiters
 - Supplemental funding based on your district's survey response rate (percentage of completed surveys)



Contract

- Foundational and supplemental funds
- Expenditures
 - Allowable
 - Non-allowable
- Invoice and documentation of allowable expenditures
- Official time logs – signed by district administrator *
- * The invoice and/or time logs should identify staff members' hourly wage for completion of the study



Expenses

Allowable

- Personnel salary costs for conducting the study (e.g., weekends and evenings);
- Telephone;
- Photocopying or other duplication expenses;
- Office Supplies (e.g., envelopes, paper);
- Travel to interview students (reimbursement @ .47 per mile);
- Postage

Nonallowable

- Equipment
- Furniture

