



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:** Teacher, Nurses and Academic Interventionist  
**DATE:** April 19, 2021  
**FROM:** Valerie V. Wilson, School Business Administrator  
**RE:** Discretionary Funds – Revised May 13, 2021

#### 2020-2021 Discretionary Funds Certification

Dear Teachers, Nurses, or Academic Interventionist:

As per District policy, in order to be reimbursed in the amount of \$300.00 for items that supplemented and affected your work with pupils this school year and COVID-19 related expenses, you will be asked to complete and submit a District Discretionary Fund Certification. Only one submission per individual will be permitted; however, if you already submitted your request for instructional expenses you will be allowed to do another submission that includes additional instructional expenses and COVID-19 related expenses. You must use your district email to access the link. All individuals requesting reimbursement will be required to scan and upload a copy of their 2020-2021 discretionary receipts as supporting documentation. Below is the link for the 2020-2021 District Discretionary Fund Certification that must be completed by the closing date of June 1, 2021. Please complete the survey and upload your discretionary receipts no later than June 1, 2021. Please note, tentative pay date for Discretionary funds is June 18, 2021. If you have any questions or concerns, please email Stephen Anderson-Elliott at [selliott@NPS.K12.NJ.US](mailto:selliott@NPS.K12.NJ.US) or Maribel James at [NPSCompensation@nps.k12.nj.us](mailto:NPSCompensation@nps.k12.nj.us)

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