



**REGULAR PUBLIC MEETING of the Tenafly Board of Education**

**Monday, January 27, 2020**

Tenafly Board of Education  
Hegelein Building  
500 Tenafly Road  
Tenafly, NJ 07670

**Board of Education**

Ms. Janet I. Horan, President  
Ms. Jocelyn Schwarz, Vice President  
Mr. Mark Aronson  
Ms. Natalie Barbanel  
Ms. Patricia Flynn  
Ms. Inbal Israeli Miller  
Ms. Paula Newman  
Ms. Jane Juhng  
Mr. Edward J. Salaski

**Administration**

Ms. Shauna C. DeMarco, Superintendent  
Dr. Evelyn Mamman, Assistant Superintendent of Curriculum and Instruction  
Mr. Yas Usami, Business Administrator/Board Secretary  
Ms. Danielle Diaz, Human Resources Manager  
Ms. Suzanne Bassett, Assistant to the Superintendent for Special Services

**High School Students Representatives (2019-2020)**

Derek Kim, Senior  
Kira Baltaytis, Junior

**School Administrators**

Mr. Jim Morrison, THS  
Mr. John Fabbo, TMS  
Ms. Brenda Yoo, MK  
Dr. Jennifer Ferrara, MG  
Mr. Brian Ross, SM  
Ms. Gayle Lander, ST

1.	CLOSED SESSION – 7:15 p.m. – Board will enter into Closed Session immediately		
2.	OPEN SESSION – 8:00 p.m. – Regular Public Meeting – Formal action will be taken		
3.	A. Call to Order B. Adequate Notice Statement C. Roll Call D. Pledge of Allegiance		J. Horan J. Horan Y. Usami J. Horan
4.	<u>PRESENTATIONS/REPORTS</u> • Audit Report –Lerch Vinci		D. Japhet
5.	Approval of Minutes • <b>Closed Executive Meeting</b> of January 6, 2020 • <b>Reorganization/Regular Public Meeting</b> of January 6, 2020		
6.	<u>Public Comments – Agenda Items</u> Citizens may address the Board of Education on any item listed <i>on the agenda</i> . Citizens will give their name and address when recognized to speak. A time limit of three minutes per person and a total of 30 minutes for all communications are allowed. Large groups are urged to select someone to represent them.		
7.	<u>Public Comments – Non-Agenda Items</u> Citizens may address the Board of Education on any item <i>not listed on the agenda</i> . Citizens will give their name and address when recognized to speak. A time limit of three minutes per person and a total of 30 minutes for all communications are allowed. Large groups are urged to select someone to represent them.		
8.	NEW BUSINESS: Topics Presented and Approved for Board Discussion (to date) •		
9.	Board President’s Report		J. Horan
10.	Superintendent’s Report		S. DeMarco
11.	Assistant Superintendent’s Curriculum and Instruction Report		E. Mamman
12.	Board Secretary’s Report		Y. Usami
13.	Student Representatives’ Report		D. Kim/ K. Baltaytis
14.	<u>Board Committees</u> ♦ Communications/Policy ♦ Curriculum/Technology ♦ Facilities/Athletics/Co-Curricular ♦ Finance & Alternative Revenue ♦ Joint Use ♦ Sustainability	<u>Past / Future Meeting Dates</u> Feb 10, 2020 Feb 19, 2020 Jan 27, 2020 Jan 21, 2020 Nov 26, 2019 Feb 10, 2020	<u>2020 BOE Chairs</u> Jocelyn Schwarz Jane Juhng Janet Horan Ed Salaski Janet Horan Mark Aronson
	<u>Liaison Reports</u> •HSA/Superintendent Council •CAP •TEF •Other	Jan 15, 2020	Janet Horan Rotating Board Member Rotating Board Member Rotating Board Member
15.	New Business – Topics for Discussion at Future Meetings		J. Horan
16.	Action Items		

17.	<b>Public Comments – Second Opportunity</b> (Agenda and Non-Agenda Items) Citizens may address the Board of Education on any item listed <u>on or not listed on the agenda</u> . Citizens will give their names and addresses when recognized to speak. A time limit of three minutes per person and a total of 30 minutes for all communications are allowed. Large groups are urged to select someone to represent them.
18.	<b>Adjournment to Closed Session</b> (if needed) The Session may include discussions of negotiations, contractual, matters, litigation and personnel. Pursuant to the Open Public Meetings Act, the Tenafly BOE is required to notify the public when the minutes of this closed session will be available. When the need for confidentiality no longer exists, the minutes will be available to the public.
19.	Adjournment

**MOTION TO ENTER INTO CLOSED SESSION ON JANUARY 27, 2020**

WHEREAS, the Tenafly Board of Education has been formed pursuant to applicable New Jersey Statutes, and

WHEREAS, the Board is charged with the responsibility of performing all acts and doing all things, consistent with law and the rules of the State Board of Education, necessary for the lawful and proper conduct, equipment and maintenance of the public schools and public school property of the Tenafly Public School District, and

WHEREAS, Section 7 of the Open Public Meetings Act (N.J.S.A. 10-4-12) permits the exclusion of the public (“Closed Session”) from a meeting of the Board in certain circumstances, and

WHEREAS, the Board has determined that circumstances exist for such a Closed Session,

WHEREAS, the Board has found the action described below to be necessary and proper,

NOW, THEREFORE, BE IT RESOLVED by the Board on the date indicated above that:

- 1.) The public shall be excluded from discussion of and action on the Closed Session herein set forth.
- 2.) The confidential subject matter to be discussed is as follows:
  - ♦ Legal Matters
  - ♦ Personnel Matters
  - ♦ Student Matters
- 3.) The Board will return to Open Session at approximately 8:00 p.m.

No formal action will be taken.

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The following resolutions are recommended by the Superintendent of Schools:

**PERSONNEL**

RESOLUTION P-1	APPROVAL OF SUBSTITUTES
RESOLUTION P-2	HIRES
RESOLUTION P-3	APPROVAL OF HOME INSTRUCTORS
RESOLUTION P-4	APPROVAL OF EXTRA COMPENSATION APPOINTMENTS
RESOLUTION P-5	RESIGNATION AND RETIREMENT

RESOLUTION P-6	STAFF RECLASSIFICATIONS
RESOLUTION P-7	2019-2020 DISTRICT MENTORS
RESOLUTION P-8	APPROVAL OF 2020 SUMMER SCHOOL STAFF
RESOLUTION P-9	APPROVAL OF ARTIST IN RESIDENCE PROGRAM

### **ADMINISTRATION**

RESOLUTION A-1	APPROVAL TO AFFIRM THE SUPERINTENDENT'S DECISION IN HIB INVESTIGATIONS
RESOLUTION A-2	SECOND READING OF POLICY 4141

### **CURRICULUM**

RESOLUTION C-1	ADOPT HIGH SCHOOL PROGRAM OF STUDIES
RESOLUTION C-2	ADOPT MIDDLE SCHOOL PROGRAM OF STUDIES
RESOLUTION C-3	ADOPT ELEMENTARY SCHOOL PROGRAM OF STUDIES
RESOLUTION C-4	APPROVAL OF TENAFLY HIGH SCHOOL BOYS' BASEBALL TRIP TO DISNEY'S ESPN WIDE WORLD OF SPORTS IN FLORIDA, MARCH 25-29, 2020

### **SPECIAL EDUCATION**

RESOLUTION S-1	APPROVAL OF TEN MONTH PROGRAMS 2019-2020
RESOLUTION S-2	APPROVAL OF TWELVE MONTH PROGRAM 2019-2020
RESOLUTION S-3	APPROVAL OF CONTRACT FOR SPEECH PATHOLOGY FIELD PLACEMENT AGREEMENT BETWEEN BAYLOR UNIVERSITY AND TENAFLY BOARD OF EDUCATION

### **FINANCE**

RESOLUTION F-1	BOARD SECRETARY'S REPORT FOR DECEMBER 2019
RESOLUTION F-2	TREASURER'S REPORT FOR DECEMBER 2019
RESOLUTION F-3	TRANSFERS FOR DECEMBER 2019
RESOLUTION F-4	APPROVAL OF BILLS FOR JANUARY 1 THROUGH JANUARY 22, 2020
RESOLUTION F-5	ACCEPTANCE OF THE 2018-2019 AUDIT
RESOLUTION F-6	APPROVAL OF THE 2018-2019 CORRECTIVE ACTION PLAN
RESOLUTION F-7	APPROVAL FOR TENAFLY BOARD OF EDUCATION TO CONTRIBUTE \$1,000 TOWARDS PROJECT GRADUATION CLASS OF 2020
RESOLUTION F-8	APPROVAL OF DISTRICT TRAVEL AND WORK-RELATED EXPENSE REIMBURSEMENT

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**PERSONNEL**

**RESOLUTION P-1 APPROVAL OF SUBSTITUTES**

BE IT RESOLVED that the substitutes listed below with a NJ Instructional, NJ Educational Services or NJ Substitute Credential or those to serve as substitute secretaries, substitute custodians or substitute paraprofessionals be approved by the Board of Education for the 2019-2020 school year in accordance with N.J.S.A. 18A:6-7.1b pertaining to criminal history background check and at the district-established per diem rate as noted:

NAME	DEGREE	MAJORS	CERTIFICATION/ POSITION	RATE
Lauren Blitz-Kessler <sup>1</sup>		n/a	Substitute Secretary	\$15.00 per hour
Richard Morse <sup>1</sup>		n/a	Substitute Secretary	\$15.00 per hour
Sophia Barbanel	In progress	Education	NJ Substitute Credential	\$100 per diem

<sup>1</sup>Existing Board approved Substitute Teacher.

**RESOLUTION P-2 HIRES**

BE IT RESOLVED that the following persons be employed to fill the positions listed for the length of time and compensation indicated and subject to all federal, state, county and local regulations governing said employment and in accordance with Senate Bill #851 regarding a criminal history background check:

<b><u>Mackay Elementary School</u></b>		
NAME/POSITION	EMPLOYMENT DATES	CLASSIFICATION/SALARY
Darian Stuart 19-Hour Paraprofessional	Pending Criminal History Clearance – 06/30/20	19-Hour Paraprofessional 3.8 hrs. per day, \$22.99 per hour

<b><u>Smith Elementary School</u></b>		
NAME/POSITION	EMPLOYMENT DATES	CLASSIFICATION/SALARY
Dawn Toto 19-Hour Paraprofessional	Pending Criminal History Clearance – 06/30/20	19-Hour Paraprofessional 3.8 hrs. per day, \$22.99 per hour

<b><u>Tenafly Middle School</u></b>		
NAME/POSITION	EMPLOYMENT DATES	CLASSIFICATION/SALARY
Eileen Kinneary Teacher of Art – Leave Replacement/Non-Tenurable	01/28/2020 – 06/30/2020	Standard: Teacher of Art BA, Line 4 \$57,174 pro rata

**RESOLUTION P-3 APPROVAL OF HOME INSTRUCTORS**

BE IT RESOLVED that the Board approves the individuals noted below through the end of the 2019-2020 academic year, at a rate of \$50.00 per hour.

Alicia Sedlock  
Ghania Layachi  
Jennifer Halliwell  
Leigh Barker

Melanie Samayoa  
Tara Haggerty

**RESOLUTION P-4 APPROVAL OF EXTRA COMPENSATION APPOINTMENTS**

BE IT RESOLVED that the Board approves the following individuals as extra-compensation appointments to the positions indicated:

Position	Category	Name	Stipend \$
Curriculum Writing	Curriculum & Instruction	Cristina Cutrone	\$37.00 per hour, 20 hours max.
Senior Class Advisor	HS Class Advisor	Matt White Jen Mari-Wyka	.25 \$2,787.75 .75 \$8,363.25
Swimming Coach – Assistant	Winter Athletics	Kimberly Darquea	Prorated amount (from \$5,423 to \$4,406.18) NJ Substitute Credential issued 12/03/19.
Winter Track Coach – Assistant	Winter Athletics	Andreas Yanniotis	\$5,423

**RESOLUTION P-5 RESIGNATION AND RETIREMENT**

BE IT RESOLVED that the Board accepts with regret the following:

NAME, POSITION, LOCATION	REASON	EFFECTIVE DATE
Mimi Kim, Teacher of English as a Second Language Tenafly High School	Retirement	June 30, 2020
Sara Gordon, 19-Hour Paraprofessional Tenafly Middle School	Resignation	January 24, 2020

**RESOLUTION P-6 STAFF RECLASSIFICATIONS**

BE IT RESOLVED that the Board approves the following reclassifications:

NAME	FROM	TO	EFFECTIVE DATES
Mykhailo Palamar	.5 FTE Custodian, Stillman Level A \$22,102.50	1.0 FTE Custodian, TMS Level A \$44,205 pro rata	01/28/20 – 06/30/20
Syed Kriger-Hussain <sup>1</sup>	19-Hour Paraprofessional - Substitute \$22.99 per hour, Tenafly Middle School	19-Hour Paraprofessional, \$22.99 per hour, Tenafly Middle School	01/28/20- 06/30/20

<sup>1</sup>No change in salary or benefits.

**RESOLUTION P-7 2019-2020 DISTRICT MENTORS**

BE IT RESOLVED that the Board approves the following teachers to serve as a mentor to a district novice teacher in accordance with the Tenafly District Mentoring/Professional Development Plan:

Inga Roberts  
Jane Yoon

**RESOLUTION P-8 APPROVAL OF 2020 SUMMER SCHOOL STAFF**

BE IT RESOLVED that the Board approves the following individuals to fill the 2020 Summer School positions listed at the salaries indicated:

<b>NAME</b>	<b>SUMMER SCHOOL POSITION</b>	<b>SUMMER SCHOOL SALARY</b>
TBA	Director	\$8,404
Rachel Barker	Assistant Director	\$6,304
Cristina Cutrone	Registrar	\$3,303
TBA	Secretary	\$1,500
Barbara Lyons	Nurse	\$4,550

**RESOLUTION P-9 APPROVAL OF ARTIST IN RESIDENCE PROGRAM**

BE IT RESOLVED that subject with all federal, state, county and local regulations governing said employment and in accordance with Senate Bill #851 regarding a criminal history background check, the Board approve the following Artist-In-Residence program:

<u>NAME</u>	<u>PROGRAM</u>
Paul Byrne	The Blues and Improvisation

**ADMINISTRATION**

**RESOLUTION A-1 APPROVAL TO AFFIRM THE SUPERINTENDENT'S DECISION IN HIB INVESTIGATIONS**

BE IT RESOLVED that the Tenafly Board of Education (hereinafter referred to as the "Board") hereby affirms the Superintendent's decision in HIB Investigation Numbers 2019-20/15, TMS-2N; 2019-20/16, MK-8N; 2019-20/19, MK-9N for the reasons set forth in the Superintendent's decision to the students' parents, and directs the Business Administrator/Board Secretary to transmit a copy of the Board's decision to the affected students' parents forthwith.

**RESOLUTION A-2 SECOND READING OF POLICY 4141**

BE IT RESOLVED that the Board of Education will have the second reading of the following policy:

**Policy 4141** Resignation (revised)

**CURRICULUM**

**RESOLUTION C-1 ADOPT HIGH SCHOOL PROGRAM OF STUDIES**

BE IT RESOLVED that the Board of Education adopt the High School Program of Studies for the 2020-2021 school year.

**RESOLUTION C-2 ADOPT MIDDLE SCHOOL PROGRAM OF STUDIES**

BE IT RESOLVED that the Board of Education adopt the Middle School Program of Studies for the 2020-2021 school year.

**RESOLUTION C-3 ADOPT ELEMENTARY SCHOOL PROGRAM OF STUDIES**

BE IT RESOLVED that the Board of Education adopt the Elementary School Program of Studies for the 2020-2021 school year.

**RESOLUTION C-4 APPROVAL OF TENAFLY HIGH SCHOOL BOYS' BASEBALL TRIP TO DISNEY'S ESPN WIDE WORLD OF SPORTS IN FLORIDA, MARCH 25-29, 2020**

BE IT RESOLVED that the Board of Education approve the Tenafly High School Boys' Baseball Trip to Disney's ESPN Wide World of Sports in Florida, March 25-29, 2020.

**SPECIAL EDUCATION**

**RESOLUTION S-1 APPROVAL OF TEN MONTH PROGRAMS 2019-2020**

BE IT RESOLVED that the Board of Education approve the placements for the following pupils.

STUDENT	SCHOOL	TYPE	TUITION
#895	Park Academy MS Program at Pascack Valley	Public	\$53,382.50 Pro-rated 11/21/19
#897	Sage Day at Rochelle Park	Private	\$38,142.50 Pro-rated 01/02/20

**RESOLUTION S-2 APPROVAL OF TWELVE MONTH PROGRAM 2019-2020**

BE IT RESOLVED that the Board of Education approve the placement for the following pupil.

STUDENT	SCHOOL	TYPE	TUITION
#894	Valley TIP Program	Public	\$25,719.00 Pro-rated 01/02/2020

**RESOLUTION S-3 APPROVAL OF CONTRACT FOR SPEECH PATHOLOGY FIELD PLACEMENT AGREEMENT BETWEEN BAYLOR UNIVERSITY AND TENAFLY BOARD OF EDUCATION**

BE IT RESOLVED by the Tenafly Board of Education (hereinafter referred to as the "Board") approve the terms, stipulations and condition, as established in the contract for Speech Pathology Field Placement Agreement with Baylor University. The Board President and Business Administrator/Board Secretary are hereby authorized and directed to execute the Contract and any other documents necessary.

**FINANCE**

**RESOLUTION F-1 BOARD SECRETARY'S REPORT FOR DECEMBER 2019**

BE IT RESOLVED that the Board Secretary's report for the month of December 2019 be accepted as submitted (or amended if changes are made during the meeting) and filed in the official minutes of this meeting. Pursuant to N.J.A.C. 6A:23-2.11, we certify that as the Board Secretary's monthly financial report (appropriations section) did not reflect an over expenditure in any of the major accounts or funds, and based on the appropriation balances reflected in this report and the advice of district officials, we have no reason to doubt that the district has sufficient funds available to meet its financial obligations for the remainder of the fiscal year.



**RESOLUTION F-2 TREASURER’S REPORT FOR DECEMBER 2019**

BE IT RESOLVED that the Treasurer’s report for the month of December 2019, be accepted as submitted and filed in the official minutes of this meeting.

**RESOLUTION F-3 TRANSFERS FOR DECEMBER 2019**

BE IT RESOLVED that the Board of Education approves transfers for the 2019-2020 school budget in a report dated December 31, 2019 as submitted and filed in the Business Administrator/Board Secretary’s office.

BE IT FURTHER RESOLVED that the transfer list be attached to the official minutes of the Board.

**RESOLUTION F-4 APPROVAL OF BILLS FOR JANUARY 1 THROUGH JANUARY 22, 2020**

BE IT RESOLVED that bills properly certified as to validated purchase orders and receiving documentation and approved in the total sum \$5,075,205.77 for January 1 through January 22, 2020, as shown on the list of bills submitted to the Board of Education and which shall be made a part of the resolution be and hereby are approved for payment and are to be charged to the following fund accounts:

	<b>Fund</b>	<b>Totals</b>
(10)	General Fund	\$115,045.82
(11)	General Current Expense	\$4,352,974.08
(20)	Special Revenue Funds	\$146,085.31
(30)	Capital Projects Funds	\$21,865.75
(40)	Debt Service Funds	\$366,631.25
(50)	Enterprise Fund	\$9,633.90
(55)	Preschool Program Fund	\$6,624.69
(60)	Trust and Agency Funds	\$56,344.97
	<b>TOTAL</b>	<b>\$5,075,205.77</b>

**RESOLUTION F-5 ACCEPTANCE OF THE 2018-2019 AUDIT**

BE IT RESOLVED that the Tenafly Board of Education accepts the 2018-2019 Annual Audit as prepared by the District’s audit firm of Lerch, Vinci & Higgins, LLP.

**RESOLUTION F-6 APPROVAL OF THE 2018-2019 CORRECTIVE ACTION PLAN**

BE IT RESOLVED that the Tenafly Board of Education accepts and approves the following Corrective Action Plan for the 2018-2019 Annual Audit and authorizes the Business Administrator/Board Secretary to submit the plan to the Executive County Superintendent of Schools.

<b><u>CORRECTIVE ACTION PLAN</u></b>				
<b>RECOMMENDATION NUMBER</b>	<b>CORRECTION ACTION APPROVED BY THE BOARD</b>	<b>METHOD OF IMPLEMENTATION</b>	<b>PERSON RESPONSIBLE FOR IMPLEMENTATION</b>	<b>COMPLETION DATE OF IMPLEMENTATION</b>
<b>II. Financial Planning, Accounting and Reporting</b>  Expenditures in the Capital Projects Fund be charged in the subsidiary budget reports to the correct appropriation object	Received clarification from auditor that if item removable then it’s equipment; otherwise it’s	Check The Uniform Minimum Chart of Accounts and/or confer with the	Business Administrator and Assistant to the	January 2020- June 2020

<p>area in accordance with The Uniform Minimum Chart of Accounts.</p> <p>The adopted annual budget appropriations be properly entered into the District's internal accounting budget report.</p>	<p>construction. Will reference The Uniform Minimum Chart of Accounts and/or confer with the auditor for guidance.</p> <p>Transfer funds after budget is adopted to reflect adjustment rather than changing original appropriation.</p>	<p>auditor when setting up accounts.</p> <p>Ensure that transfer has been made in adjusted budget column and the original budget remains the same.</p>	<p>Business Administrator</p> <p>Business Administrator and Assistant to the Business Administrator</p>	<p>January 2020-June 2020</p>
<p><b>V. Student Body Activities</b></p>				
<p>Two signatures be obtained on all checks issued from the Athletic account and the High School Student Organization account.</p> <p>Prior years' outstanding checks and other reconciling items on student activity accounts reconciliations be reviewed and cleared of record.</p>	<p>The Athletic Director and Principal will verify that there are two authorized signatures on checks issued from the Athletic account and Student Organization account.</p> <p>Secretary will run QuickBooks report to identify outstanding checks and have them cleared.</p>	<p>Meeting with Athletic Director and Principal to review the process and procedure for two authorized signatures on checks.</p> <p>Principal will ensure that Quick Books reports are run and have outstanding checks cleared.</p>	<p>Business Administrator, Principal and Athletic Director.</p> <p>Principal</p>	<p>January 2020-June 2020</p> <p>January 2020-June 2020</p>
<hr/>				
<p><b>VII. Application for State School Aid</b></p>				
<p>Students included in district work papers who are attending out-of-state and NAPLES facilities be properly reported on ASSA.</p> <p>All free/reduced lunch applications be retained and made available for audit.</p>	<p>ASSA guidelines will be reviewed to determine the appropriate categories for out-of-district placements for private school for the disabled versus other placements to ensure reporting accuracies.</p> <p>All applications both hard copy and electronic copy filed in a designated locations.</p>	<p>The Assistant to the Business Administrator will confer with the Assistant to the Superintendent for Special Services and ASSA helpdesk to ensure accurate placement for reporting.</p> <p>The Assistant to the Business Administrator will ensure that hard copy and electronic copy are stored properly.</p>	<p>The Assistant to the Superintendent for Special Services and Assistant to the Business Administrator</p> <p>Business Administrator and the Assistant to the Business Administrator</p>	<p>January 2020-June 2020</p> <p>January 2020-June 2020</p>

**RESOLUTION F-7 APPROVAL FOR TENAFLY BOARD OF EDUCATION TO CONTRIBUTE \$1,000 TOWARDS PROJECT GRADUATION CLASS OF 2020**

BE IT RESOLVED that the Tenafly Board of Education contribute \$1,000 towards Project Graduation Class of 2020.

**RESOLUTION F-8 APPROVAL OF DISTRICT TRAVEL AND WORK-RELATED EXPENSE REIMBURSEMENT**

WHEREAS, in order to be in compliance with the State of New Jersey's adoption of P.L. 2007, c.53, An Act Concerning School District Accountability, also known as Assembly Bill 5 (A5), and the NJDOE enactment of N.J.A.C.6A:23B-1; and

WHEREAS, those on the attached list are attending the administratively approved conferences, conventions, staff training sessions, seminars, or workshops; and

WHEREAS, the total expected cost of such conferences, conventions, staff training sessions, seminars, or workshops has been provided; and

WHEREAS, the attendance at the stated function was previously approved by the Superintendent of Schools through the appropriate administrator(s) as work related and within the scope of the work responsibilities of the attendee; and

WHEREAS, the attendance at the function(s) was approved as promoting delivery of instruction or furthering efficient operation of the school district, and fiscally prudent; and

WHEREAS, the travel and related expenses particular to attendance at the function(s) may exceed the state travel guidelines established by the Department of Treasury in NJOMB circular letter;

BE IT RESOLVED, that the Tenafly Board of Education approves attendance at the administratively approved function(s) as necessary, and

BE IT FURTHER RESOLVED, that those expenses that appear on the attached form titled "Travel and Work-Related **Expense Reimbursements**" for lodging, meals and gratuities are within the limits of the State travel reimbursement guidelines and are justified and reimbursable upon submission of the required receipts up to the current established limits as specified in the General Services Administration website, with any additional costs for lodging, meals and gratuities expenses above those established limits to be personally borne by the attendee(s).

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