



**TENAFLY PUBLIC SCHOOLS
TENAFLY BOARD OF EDUCATION**

**Meeting Date:
Tuesday, December 10, 2013**

BOARD OF EDUCATION MEETING

OPEN SESSION – Regular Public Meeting

AGENDA:

Reports/Presentations

Public Comments

Action Items:

- **Personnel**
- **Administration**
- **Special Education**
- **Finance**

Public Comments (2nd Opportunity)

Adjournment

NO FORMAL ACTION IS TAKEN DURING THE CLOSED SESSION



Tenafly Public Schools
Regular Public Meeting
of the Tenafly Board of Education

December 10, 2013

Hegelein Building, 500 Tenafly Road, Tenafly, NJ 07670

Board of Education

Mr. Richard H. Press, President
Mr. Edward J. Salaski, Vice President

Mr. Mark Aronson	Mr. Donald H. Kaplan
Mr. Sam A. Bruno	Ms. Lynne Stewart
Ms. Janet Horan	Mr. Jonathan M. Teall
Ms. Shana Greenblatt Janoff	

Ms. Lynn Trager, Superintendent of Schools
Ms. Barbara Laudicina, Assistant Superintendent
Mr. Yas Usami, Business Administrator/Board Secretary
Ms. Teresa Collins, Assistant to the Superintendent for Human Resources
Ms. Suzanne Bassett, Assistant to the Superintendent for Special Services
Mr. Marc Gold, Assistant to the Superintendent for Teacher Evaluation and Effectiveness

Representatives to the Board

High School Students
[2013-2014]

Joanna Weingast, Senior
Emma Bochner, Junior

Administrators

Dr. Dora P. Kontogiannis
Dr. Ann Powell
Mr. John Fabbo
Ms. Jennifer Ferrara
Mr. Neil Kaplicer
Ms. Gayle Lander

1.	OPEN SESSION – 7:30 p.m. – Regular Public Meeting	
2.	CLOSED SESSION – Board will go immediately into Closed Session	
3.	OPEN SESSION – 8:00 p.m. – Regular Public Meeting	
	A. Call to Order	R. Press
	B. Adequate Notice Statement	R. Press
	C. Roll Call	Y. Usami
	D. Pledge of Allegiance	R. Press
4.	Approval of Minutes <ul style="list-style-type: none"> • Regular Public & Closed Minutes of November 19, 2013 • Executive Session Minutes of 10/15/13 for Public Release • Executive Session Minutes of 11/4/13 for Public Release 	
5.	Board President’s Report	R. Press
6.	Superintendent’s Report	L. Trager
7.	Student Representatives’ Report	J. Weingast E. Bochner
8.	Board Secretary’s Report <ul style="list-style-type: none"> • Fire & Security Drill Report for November • Audit Report from Lerch Vinci & Higgins 	Y. Usami D. Japhet
9.	Board Committee Reports <ul style="list-style-type: none"> • Finance Committee – 12/9/13 • Alternative Revenue Committee – Bright Lights • Curriculum Committee – 11/21/13 	D. Kaplan L. Stewart
10.	Reports, Presentations, Discussions <ul style="list-style-type: none"> • Assessment Report 2012-2013/Standardized Tests 	B. Laudicina J. Bembridge
11.	<u>Public Comments – Agenda</u> Citizens may address the Board of Education on any item listed on the agenda. 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.	
12.	Action Items – Remaining Resolutions	
13.	<u>Public Comments – Second Opportunity</u> Citizens may address the Board of Education on any item not listed on the agenda. Citizens will give their names and addresses when recognized to speak. A time limit of three minutes per person and a total of 60 minutes for all communications are allowed. Large groups are urged to select someone to represent them. <i>Opportunities for public comment are not scheduled for the Committee-of-Whole Work Session</i>	

14	<p><u>Adjournment to Closed Session</u> The Session may include discussions of negotiations, contractual, matters, litigation and personnel. Pursuant to the Open Public Meetings Act, the Tenafly Board of Education 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.</p>	
15	Adjournment	

FIRE DRILLS & SECURITY DRILLS 2013-2014 SCHOOL YEAR						
MO.	HIGH	MIDDLE	MACKAY	MAUGHAM	SMITH	STILLMAN
Nov. 2013	11/11/13 p.m. 11/26/13 a.m.	11/20/13 p.m. 11/25/13 a.m.	11/09/13 p.m. 11/18/13 a.m.	11/18/13 p.m. 11/26/13 a.m.	11/06/13 a.m. 11/18/13 a.m.	11/06/13 a.m. 11/26/13 a.m.
	Security/ Evacuation Drill:	Security/ Lockdown Drill:	Security/ Lockdown Drill:	Security/ Lockdown Drill:	Security/ Testing of Communication System & Procedures Drill:	Security/ Lockdown Drill:
	11/18/13 p.m.	11/13/13 a.m.	11/14/13 a.m.	11/14/13 a.m.	11/13/13 a.m.	11/27/13 p.m.

The following resolutions are recommended by the Superintendent of Schools:

PERSONNEL

RESOLUTION P-1	SUBSTITUTES
RESOLUTION P-2	RESIGNATION
RESOLUTION P-3	CREATION OF ADDITIONAL 30 HOUR A WEEK SPECIAL EDUCATION PARAPROFESSIONAL POSITION WITH TOILETING STIPEND IN THE CLASS FOR STUDENTS WITH AUTISM AT STILLMAN SCHOOL
RESOLUTION P-4	LEAVE OF ABSENCE
RESOLUTION P-5	INCREASE IN ASSIGNMENT OF MACKAY SPECIAL EDUCATION TEACHER FROM .5 F.T.E. TO .6 F.T.E.
RESOLUTION P-6	HIRES
RESOLUTION P-7	INCREASE IN EXTRA-COMPENSATION STIPENDS
RESOLUTION P-8	APPROVAL OF THERAPISTS/PROVIDERS

ADMINISTRATION

RESOLUTION A-1	FIRST READING OF REGULATION 5200, POLICY 2430, AND POLICY 2431
RESOLUTION A-2	SECOND READING OF POLICY 5111, POLICY 6113, POLICY 7440, POLICY 7522
RESOLUTION A-3	APPROVAL TO AFFIRM THE SUPERINTENDENT'S DECISION IN HIB INVESTIGATION
RESOLUTION A-4	ACCEPTANCE OF GIFTS

SPECIAL EDUCATION

RESOLUTION S-1	APPROVAL OF EXTRAORDINARY SERVICES ONE TO ONE AIDE TEN MONTHS 2013-2014
RESOLUTION S-2	APPROVAL OF EXTRAORDINARY SERVICES ONE TO ONE AIDE TWELVE MONTHS 2013-2014
RESOLUTION S-3	APPROVAL OF SPECIAL EDUCATION TUITION CONTRACT AGREEMENT

FINANCE

RESOLUTION F-1	SECRETARY'S REPORT FOR OCTOBER 2013
RESOLUTION F-2	TREASURER'S REPORT FOR OCTOBER 2013
RESOLUTION F-3	APPROVAL OF BILLS FOR NOVEMBER 30, 2013
RESOLUTION F-4	TRANSFERS FOR NOVEMBER 2013
RESOLUTION F-5	PAYROLL FOR NOVEMBER 2013
RESOLUTION F-6	ACCEPTANCE OF THE 2012-2013 AUDIT
RESOLUTION F-7	APPROVAL OF THE 2012-2013 CORRECTIVE ACTION PLAN
RESOLUTION F-8	APPROVAL OF TRANSFER WAIVER FOR CAPITAL CONSTRUCTION
RESOLUTION F-9	APPROVE SCHOOL FIELD USE LICENSE AGREEMENT WITH BOROUGH OF TENAFLY
RESOLUTION F-10	APPROVAL TO PROCEED WITH SCHOOL FACILITIES PROJECT FOR TURF AT GEISSINGER FIELD
RESOLUTION F-11	APPROVAL OF DISTRICT TRAVEL AND WORK-RELATED EXPENSE REIMBURSEMENT

PERSONNEL

RESOLUTION P-1 SUBSTITUTES

BE IT RESOLVED that the substitutes with a County License or a New Jersey teacher certification listed below be approved by the Board of Education for the 2013-14 school year in accordance with Senate Bill #851 regarding criminal history background check:

NAME	DEGREE	CERTIFICATION	MAJOR/MINOR
Bergelink Godwin	M.A.	County License	Science
Pushpa Gautam	M.A.	County License	Political Science /Economics
Kathleen Kobylarz	M.A.	County License	Elem/French
Marisa Gaudiosi	M.A.T. Elem Ed In progress	County License	Elem/Special Ed
Errol Rubenstein	M.A.T.	Elem & English	English/Education
Jason Korzelius	B.A.	Social Studies	History/Education
Jodie Parker	B.A.	Elem. K-5 CE	Business/Elem. Ed

RESOLUTION P-2 RESIGNATION

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

NAME	REASON	EFFECTIVE DATE
Denise Timmons- Mackay Lunch Paraprofessional	Personal	November 26, 2013

RESOLUTION P-3 CREATION OF ADDITIONAL 30 HOUR A WEEK SPECIAL EDUCATION PARAPROFESSIONAL POSITION WITH TOILETING STIPEND IN THE CLASS FOR STUDENTS WITH AUTISM AT STILLMAN SCHOOL

BE IT RESOLVED that the Board approves an additional 30 hour a week Special Education Paraprofessional position which includes a toileting stipend in accordance with the Agreement between the Tenafly Board of Education and the Tenafly Education Association on behalf of Paraprofessionals.

RESOLUTION P-4 LEAVE OF ABSENCE

BE IT RESOLVED that the Board approves an unpaid leave of absence for Smith School teacher Kristen Schott for the 2014-15 school year.

RESOLUTION P-5 INCREASE IN ASSIGNMENT OF MACKAY SPECIAL EDUCATION TEACHER FROM .5 FTE TO .6 FTE

BE IT RESOLVED that the Board approves the following effective January 1, 2014:

NAME	CURRENT ASSIGNMENT AND SALARY	NEW ASSIGNMENT AND SALARY
Linda Ota	.5 FTE Special Education Teacher Mackay School-M.A., Step 6 \$27,902.50 annual salary	.6 FTE Special Education Teacher Mackay School-M.A., Step 6 \$33,483 annual prorated

RESOLUTION P-6 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:

NAME AND POSITION	EMPLOYMENT DATES	CLASSIFICATION AND SALARY
Samantha Stein 19 hour a week Paraprofessional- Stillman CUBS	12/17/13-6/30/14	\$19.80 an hour, 3.8 hours a week - \$13,769 annual salary prorated
Edwin S. Lopez Junior Computer Technician	12/16/13-6/30/14	\$30,000 annual salary prorated

RESOLUTION P-7 INCREASE IN EXTRA-COMPENSATION STIPENDS

BE IT RESOLVED that the Board approves the following increases in Extra-Compensation stipends effective January 2014:

CURRENT NEW 2013-14

<u>EXTRA COMPENSATION POSITION</u>	<u>STIPEND</u>	<u>STIPEND</u>
High School Forensics	\$2,957	\$3,390 prorated
Tennis Head Coach-Boys	\$5,638	\$6,138
Tennis Head Coach-Girls	\$5,638	\$6,138

RESOLUTION P-8 APPROVAL OF THERAPISTS/PROVIDERS

BE IT RESOLVED that the Board approves the following as therapists/providers:

THERAPIST/PROVIDER LIST:

Lorin Ferrari, ABA Therapist
Bertha Weil, ABA Therapist

ADMINISTRATION

RESOLUTION A-1 FIRST READING OF REGULATION 5200, POLICY 2430, AND POLICY 2431

BE IT RESOLVED that the Board of Education will have the First Reading of the following regulation and policies:

Regulation 5200 Attendance

Policy 2430 Co-Curricular Activities

Policy 2431 Athletic Competition

RESOLUTION A-2 SECOND READING OF POLICY 5113, POLICY 6113, POLICY 7440, POLICY 7522

BE IT RESOLVED that the Board of Education will have the Second Reading of the following policies:

Policy 5111 Eligibility of Resident/Nonresident Pupils (revised)

Policy 6113 E-Rate (new)

Policy 7440 Security of School Premises (revised)

Policy 7522 School District Provided Technology Devices to Authorized Staff Members (new)

RESOLUTION A-3 APPROVAL TO AFFIRM THE SUPERINTENDENT’S DECISION IN THE FOLLOWING HIB INVESTIGATION

BE IT RESOLVED that the Tenaflly Board of Education (hereinafter referred to as the “Board”) hereby affirms the Superintendent’s decision in the HIB Investigation Number 2013-08/THS-7, 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- 4 ACCEPTANCE OF GIFTS

BE IT RESOLVED that the Board of Education accepts with thanks and appreciation for the following:

DONOR	SCHOOL/LOCATION	ITEM/AMOUNT
The Children’s Tree & Art Foundation, Inc. Steven Strompf (Founder/President)	Mackay	Money donated towards restoring the showcase to museum condition with lighting and glass shelves (the art collection of the foundation will be displayed in this new showcase). Donation: \$3,000-\$4,000
Tenaflly Japanese Community Association (donations from the proceeds of Annual Bazaar -10/20/13)	Tenaflly BOE High School Middle School Mackay School Maugham School Smith School Stillman School	\$ 300.00 1,700.00 1,400.00 1,000.00 200.00 600.00 700.00 <u>5,900.00</u> Total

SPECIAL EDUCATION

RESOLUTION S-1 APPROVAL OF EXTRAORDINARY SERVICES ONE TO ONE AIDE TEN MONTHS 2013-2014

BE IT RESOLVED that the Board of Education approve the one to one aide for the following pupil.

STUDENT	SCHOOL	TYPE	TUITION
#602 –	Bleshman	BCSS	\$35,200.00 Start date: 11/01/13

**RESOLUTION S-2 APPROVAL OF EXTRAORDINARY SERVICES ONE TO ONE AIDE
TWELVE MONTHS 2013-2014**

BE IT RESOLVED that the Board of Education approve the one to one aide for the following pupil.

STUDENT	SCHOOL	TYPE	TUITION
#626 –	Valley	Public	\$32,640.00 Start date: 11/01/13

**RESOLUTION S-3 APPROVAL OF SPECIAL EDUCATION TUITION CONTRACT
AGREEMENT**

BE IT RESOLVED by the Tenafly Board of Education (hereinafter referred to as the “Board”) hereby adopts and approves the **Special Education Tuition Contract Agreement** (hereinafter referred to as the “Agreement”) by and between the Board and the Eagle Hill School, which is incorporated herein by reference, and agrees to be bound thereby. The Board President and Business Administrator/Board Secretary are hereby authorized and directed to execute the attached Agreement and any other documents necessary to effectuate the Agreement.

FINANCE

RESOLUTION F-1 SECRETARY’S REPORT FOR OCTOBER 2013

BE IT RESOLVED that the **Secretary’s report** for the month of October 2013, 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 OCTOBER 2013

BE IT RESOLVED that the **Treasurer’s report** for the month of October 2013, be accepted as submitted and filed in the official minutes of this meeting.

RESOLUTION F-3 APPROVAL OF BILLS FOR NOVEMBER 30, 2013

BE IT RESOLVED that bills properly certified as to validated purchase orders and receiving documentation and approved in the total sum of \$5,675,409.41 for November 30, 2013, 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:

Fund Totals		
(10)	General Fund	\$194,287.61
(11)	General Current Expense	\$5,239,679.65
(12)	Capital Outlay	\$13,072.25
(20)	Special Revenue Funds	\$138,571.78
(50)	Enterprise Fund	\$20,402.71
(60)	Trust and Agency Funds	\$69,395.41
TOTAL		\$5,675,409.41

RESOLUTION F-4 TRANSFERS FOR NOVEMBER 2013

BE IT RESOLVED that the Board of Education approves **transfers** for the 2013-2014 school budget in a report dated November 30, 2013, as submitted and filed in the Business Administrator/Board Secretary’s office.

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

RESOLUTION F-5 PAYROLL FOR NOVEMBER 2013

BE IT RESOLVED that the regular payroll for November be and hereby is approved for payment as follows:

PAYROLL	
Date	Amount
11/15/13	\$1,772,388.70
11/27/13	\$1,858,119.24

RESOLUTION F-6 ACCEPTANCE OF THE 2012-2013 AUDIT

BE IT RESOLVED that the Tenafly Board of Education accepts the 2012-2013 Annual Audit as prepared by the District’s audit firm of Lerch, Vinci, Higgins, LLP.

RESOLUTION F-7 APPROVAL OF THE 2012-2013 CORRECTIVE ACTION PLAN

BE IT RESOLVED that the Tenafly Board of Education accepts and approves the attached **Corrective Action Plan** for the 2012-2013 Annual Audit and authorizes the Business Administrator/Board Secretary to submit the plan to the Executive County Superintendent of Schools.

RESOLUTION F-8 APPROVAL OF TRANSFER WAIVER FOR CAPITAL CONSTRUCTION

WHEREAS, the Tenafly Board of Education has a need to transfer an amount of \$248,000 from Personnel Services (Employee Benefits) to Capital Outlay (Facilities Acquisition and Construction); and

WHEREAS, the Tenafly Board of Education remitted said request through the Executive County Superintendent of Schools as of November 21, 2013; and

WHEREAS, according to 6A:23A-13.3(e)1.ii, a district board of education's written transfer request shall be deemed approved after 10 working days of receipt of such request by the Executive County Superintendent; and

NOW, THEREFORE, BE IT RESOLVED, that the Tenafly Board of Education, approve the transfer of \$248,000 from account 11-000-291-270-NJ-00 to accounts 12-000-400-331-00-00 and 12-000-400-334-00-00.

**RESOLUTION F-9 APPROVE SCHOOL FIELD USE LICENSE AGREEMENT WITH
BOROUGH OF TENAFLY**

WHEREAS, the Tenafly Board of Education (hereinafter referred to as the "Board") presently owns property that is in need of improvement in order to expand the use of its curricular, co-curricular and extra-curricular programs, specifically Geissinger Field; and

WHEREAS, the Borough of Tenafly (hereinafter referred to as the "Borough") desires to use Geissinger Field for recreational purposes when not being utilized by the Board; and

WHEREAS, in consideration for a School Field Use License Agreement (hereinafter referred to as the "License Agreement") to use Geissinger Field, the Borough agrees to assist the Board in constructing certain improvements to Geissinger Field, inasmuch as it will also enhance the Borough's recreation programs and benefit all of the residents of the Borough; and

WHEREAS, the Borough and the Board are both empowered to make improvements to their property, to solicit bids for the construction of such improvements, and to engage contractors to make such improvements; and

WHEREAS, the Borough and the Board agree to jointly undertake a project for the refurbishing of and improvements to Geissinger Field presently located at the corner of Sunset Lane and Jefferson Avenue, and any appurtenant athletic facilities. The improvements and refurbishing shall include, but are not limited to, the resurfacing of the field, installation of lights, performing any noise and/or light mitigation work, other improvements to Board property which may become necessary as a consequence of the improvements to Geissinger Field, any approved change orders, and all associated professional services fees, including but not limited to the Board's architectural, engineering and certain attorneys' fees (hereinafter referred to as "the Project"); and

WHEREAS, the Borough intends to utilize funds available for the acquisition, maintenance, or development of recreational lands in the Borough's Municipal Open Space, Recreation, Floodplain Protection, and Farmland and Historic Preservation Trust Fund pursuant to N.J.S.A. 40:12-15.7 (hereinafter referred to as the "Fund") to assist the Board in the Project, and will assist the Board in funding the Project in exchange for a license to use Geissinger Field in accordance with the terms of this Agreement; and

WHEREAS, in exchange for the Borough's assistance with the Project, the Board is willing to enter into a License Agreement with the Borough for the use of Geissinger Field whenever the Board does not need such fields for its own programs or school purposes.

NOW, THEREFORE, BE IT RESOLVED that the Board hereby approves the License Agreement by and between the Board and the Borough attached to this Resolution and made a part hereof.

BE IT FURTHER RESOLVED that the Board hereby authorizes the Board President and the Business Administrator/School Board Secretary to execute, on behalf of the Board, the License Agreement by and between the Board and the Borough.

RESOLUTION F-10 APPROVAL TO PROCEED WITH SCHOOL FACILITIES PROJECT FOR TURF AT GEISSINGER FIELD

WHEREAS, The Board of Education of Tenafly in the County of Bergen, New Jersey (the "Board"), desires to proceed with school facilities projects consisting generally of:

-Turf Field at Geissinger Field

WHEREAS, the Board now seeks to take the initial steps in order to proceed with the Project:

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF EDUCATION OF TENAFLY IN THE COUNTY OF BERGEN, STATE OF NEW JERSEY, as follows:

Section 1. In accordance with the requirements of Section 6A:26-3 of the New Jersey Administrative Code, the Board hereby approves the Educational Specifications prepared in connection with the project and the Board further authorizes the submission of same to the Bergen County Superintendent of Schools and the New Jersey Department of Education for approval.

Section 2. In accordance with the requirements of Section 6A:26-3 of the New Jersey Administrative Code, the Board hereby approves the Schematic Plans prepared in connection with the Project and the Board further authorizes the submission of same to the Bergen County Superintendent of Schools and the New Jersey Department of Education for approval. The Board further authorizes the submission of the Schematic Plans to the Municipal planning board for its review.

Section 3. The School Administration and such other officers and agents of the Board as are necessary, including the Board Attorney, Bond Counsel and Architect, are hereby authorized to perform such other acts, to execute such other documents and to do such other things as are necessary to implement the determinations of the Board set forth in this resolution; including the submission of Information to the New Jersey Department of Education as applicable to the proposed Project.

Section 4. The Board hereby authorizes the amendment to its Long-Range Facilities Plan in order to reflect the proposed Projects.

Section 5. This project is being funded as an "other capital project" and will not require state funding and the District is not seeking a Grant.

Section 6. This resolution shall take effect immediately.

RESOLUTION F-11 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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