

Meeting Date: Tuesday, November 17, 2015

# **BOARD OF EDUCATION MEETING**

**OPEN SESSION** 

## **CLOSED SESSION**

• No Formal Action is Taken during the Closed Session

## **OPEN SESSION**

# **AGENDA**

- Personnel Resolutions
- Administration Resolutions
- Special Education Resolutions
- Finance Resolutions

**Public Comments (2<sup>nd</sup> Opportunity)** 

**Adjournment** 



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

November 17, 2015 Hegelein Building, 500 Tenafly Road, Tenafly, NJ 07670

# **Board of Education**

Mr. Edward J. Salaski, President Ms. Lynne W. Stewart, Vice President

Ms. Stephanie Addison-Fontaine

Mr. Sam A. Bruno Ms. Eileen D. Pleva

Ms. April Uram

Mr. Mark Aronson Ms. Janet Horan Mr. Richard H. Press

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
[2015-2016]
Aliya (Allie) Shamus, Senior
Erin Aslami, Junior

Administrators

Mr. Jim Morrison Mr. John Fabbo Ms. Jennifer Ferrara Ms. Brenda Yoo Ms. Sue Jain Ms. Gayle Lander

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1.	OPEN SESSION – <b>7:50 p.m.</b> – Regular Public Meeting		
	CLOSED SESSION		
2.	Board will go immediately into Closed Session		
	OPEN SESSION – 8:00 p.m.		
3.	- Regular Public Meeting		
4.	A. Call to Order	E. Salaski	
4.	B. Adequate Notice Statement	E. Salaski	
	C. Roll Call	Y. Usami	
	D. Pledge of Allegiance	E. Salaski	
5.	Awards/Honors		
0.	National Merit Scholarship Semi-Finalists	J. Bembridge	
	National Hispanic Recognition Program Scholars	or zomerage	
6.	Approval of Minutes		
0.	<ul> <li>Regular Public Meeting of October 22, 2015</li> </ul>		
7.	Board President's Report	E. Salaski	
8.	Superintendent's Report	L. Trager	
9.	Board Secretary's Report	Y. Usami	
9.	Fire & Security Drills for October		
10.	Student Representatives' Report	A. Shamus	
	·	E. Aslami	
4.4	Reports/Discussions	Elementon Dringingle	
11.	Elementary Vice Principal Position     Stimms Free School Zone	Elementary Principals B. Laudicina/S. Bassett	
	Stigma-Free School Zone		
12.	New Business for Discussion at Future Meetings	E. Salaski	
	Public Comments – Agenda		
	Citizens may address the Board of Education on any item listed on		
13.	give their name and address when recognized to speak. A time limit		
	person and a total of 30 minutes for all communications are allowed	d. Large groups are urged	
4.4	to select someone to represent them.		
14.	Action Items		
15.	Public Comments – Second Opportunity –	d on the exerde Ottors	
	Citizens may address the Board of Education on any item not listed		
	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. Opportunities for public comment are not		
	scheduled for the Committee-of-Whole Work Session	public confinient are not	
	Adjournment to Closed Session		
16.	The Session may include discussions of negotiations, contractual, i	matters, litigation and	
	personnel. Pursuant to the Open Public Meetings Act, the Tenafly		
	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.		
17.	Adjournment		

FIRE DRILLS & SECURITY DRILLS 2015-2016 SCHOOL YEAR						
MONTH	HIGH	MIDDLE	MACKAY	MAUGHAM	SMITH	STILLMAN
OCTOBER- Fire Drills	Completed	Completed	Completed	Completed	Completed	Completed
OCTOBER- Security Drills	Security Drill/ Lockdown (Active Shooter)	Security Drill/ Evacuation (Bomb Threat)	Security Drill/ Evacuation (Bomb Threat)	Security Drill/ Evacuation (Bomb Threat)	Security Drill/ Evacuation	Security Drill/ Lockdown

# MOTION TO ENTER INTO CLOSED SESSION ON NOVEMBER 17, 2015

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 subject matter to be discussed is as follows:
  - -Presently no topics for discussion
- 3.) The Board will return to Open Session at approximately 8:00 p.m.

No formal action will be taken.

The following resolutions are recommended by the Superintendent of Schools during the Regular Public Session:

#### **PERSONNEL**

<b>RESOLUTION P-1</b>	APPROVAL OF SUBSTITUTES
RESOLUTION P-2	RESIGNATIONS

RESOLUTION P-3	HIRES
<b>RESOLUTION P-4</b>	LEAVE OF ABSENCE FOR STILLMAN PARAPROFESSIONAL
RESOLUTION P-5	APPOINTMENT OF SUMMER SCHOOL DIRECTOR
RESOLUTION P-6	ELIMINATION OF PARAPROFESSIONAL POSITIONS

# **ADMINISTRATION**

<b>RESOLUTION A-1</b>	SECOND READING OF POLICY 0134, POLICY 0152, POLICY
	3322, POLICY 4322, POLICY 5330, REGULATION 5330
<b>RESOLUTION A-2</b>	RESOLUTION FOR TENAFLY PUBLIC SCHOOLS TO BECOME
	A STIGMA-FREE ZONE
<b>RESOLUTION A-3</b>	APPROVAL OF 2016-2017 SCHOOL CALENDAR
RESOLUTION A-4	APPROVAL TO AFFIRM THE SUPERINTENDENT'S DECISION IN
	HIB INVESTIGATIONS

# **SPECIAL EDUCATION**

<b>RESOLUTION S-1</b>	APPROVAL OF TEN MONTH PLACEMENTS 2015-2016
<b>RESOLUTION S-2</b>	APPROVAL OF TWELVE MONTH PLACEMENT 2015-16
<b>RESOLUTION S-3</b>	EXTENDED SCHOOL YEAR PLACEMENT SUMMER 2015
<b>RESOLUTION S-4</b>	AMEND 10 MONTH PLACEMENT2015-2016
<b>RESOLUTION S-5</b>	APPROVAL OF EXTRAORDINARY SERVICES SHARED AIDE
	10 MONTHS 2015-2016
<b>RESOLUTION S-6</b>	APPROVAL OF JOINT TRANSPORTATION SERVICE
	AGREEMENT2015-2016

# **FINANCE**

RESOLUTION F-1	BOARD SECRETARY'S REPORT FOR OCTOBER 2015
RESOLUTION F-2	TREASURER'S REPORT FOR OCTOBER 2015
RESOLUTION F-3	APPROVAL OF BILLS FOR OCTOBER 16 THROUGH
	OCTOBER 31, 2015
<b>RESOLUTION F-4</b>	APPROVAL OF BILLS FOR NOVEMBER 1 THROUGH
	NOVEMBER 12, 2015
<b>RESOLUTION F-5</b>	TRANSFERS FOR OCTOBER 2015
<b>RESOLUTION F-6</b>	PAYROLL FOR OCTOBER 2015
RESOLUTION F-7	APPROVAL OF NONPUBLIC SECURITY AID
RESOLUTION F-8	APPROVAL OF TENAFLY TIGERS HOCKEY CLUB
	AGREEMENT FOR 2015-2016
RESOLUTION F-9	APPROVAL OF ALUMNI FOOTBALL GAME
RESOLUTION F-10	APPROVAL OF THE SCHOOL BUS EMERGENCY
	EVACUATION DRILL AT THE HIGH SCHOOL
RESOLUTION F-11	APPROVAL OF REGULAR BUSINESS TRAVEL
	REIMBURSEMENT
RESOLUTION F-12	APPROVAL OF DISTRICT TRAVEL AND WORK-RELATED
	EXPENSE REIMBURSEMENT

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# REGULAR PUBLIC SESSION PERSONNEL

# **RESOLUTION P-1 APPROVAL OF 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 2015-2016 school year in accordance with Senate Bill #851 regarding criminal history background check:

NAME	DEGREE	CERTIFICATION	MAJOR/MINOR
Suzanne Bergman	B.S.	County License	Psych/Child Develop.
Ariana Glogower	B.A-in Elem.	County License	Education/Psychology
_	Ed. in progress	-	-
Justin Grimm-	M.S.	County License	Marine Science
Greenblatt			
Hyosun Hong	M.A.	Mathematics	Instruct Tech &Media
Michael Molino	B.A. in Ed. In	County License	Education/World
	progress		Languages
Carlee Pagano	B.A.	Elementary K-6	Psychology/Elem. Ed.
Son SookHee	M.A.	Special Ed, Elem	Bilingual/Special Ed.
		& Bilingual Ed	-
Ashley Tedino	B.A.	Preschool-Gr. 3	Early Childhood Ed
Victor Emmanuele	B.A.	County License	American Studies
Angella Yuzary	B.S.	Business Ed	Business/Education

#### **RESOLUTION P-2 RESIGNATIONS**

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

NAME AND POSITION	REASON	EFFECTIVE DATE
Gamal Elbaz	Personal	November 2, 2015
19 hour a week		
Paraprofessional-Maugham		
Mattea Seriale	Personal	November 20, 2015
19 hour a week		
Paraprofessional-Stillman		
Bonnielee Korzelius	Personal	November 20, 2015
15 hr. a week		
Lunch Paraprofessional-		
Middle School		
Michelle Shry	Personal	Approx. December 11,
19 hr. a week		2015
Paraprofessional –H.S.		

## **RESOLUTION P-3 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
Alexis Darakjian	October 19, 2015 thru	M.A.+48, Step 1
Leave replacement for	June 2016	\$57,415 annual prorated
Counselor Mackay School		for mid-October start date
Shairoz Sachedina	10/26/15-6/30/16	\$53,374 annual salary
Health Paraprofessional		prorated for 10/26/15
Smith School		start date
Christiana Latunde	11/12/15-to	Per diem based on
Leave replacement	approximately	M.A. Step 1, \$54,015
Preschool teacher	Mid-December 2015.	Annual prorated
Joseph Gallo	11/12/15-6/30/16	\$20.00 per hour,
Mail Carrier/Residency		approximately 15 hours a
Investigator		week.

### RESOLUTION P-4 LEAVE OF ABSENCE FOR STILLMAN PARAPROFESSIONAL

BE IT RESOLVED that the Board grants a leave of absence to Christiana Latunde effective November 12, 2015 for approximately four to six weeks contingent upon approval of the above resolution approving Ms. Latunde to be a leave replacement teacher for Special Education Preschool.

## RESOLUTION P-5 APPOINTMENT OF SUMMER SCHOOL DIRECTOR

BE IT RESOLVED that the Board appoints the following individual as the 2015 Summer School Director at the stipend indicated:

NAME	STIPEND
Joseph Polvere	\$8,404

#### RESOLUTION P-6 ELIMINATION OF PARAPROFESSIONAL POSITIONS

BE IT RESOLVED that the Board eliminates the following:

POSITION	BUILDING	HOURS
Paraprofessional	Stillman School	19 hours per week
Paraprofessional	Stillman School	19 hours per week
Paraprofessional	Stillman School	19 hours per week

## **ADMINISTRATION**

# RESOLUTION A-1 SECOND READING OF POLICY 0134, POLICY 0152, POLICY 3322, POLICY 4322, POLICY 5330, REGULATION 5330

BE IT RESOLVED that the Board of Education will have the second reading of the following Policies and Regulation:

Policy 0134 Board Self Evaluation

Policy 0152 Board Officers

Policy 3322 (Teaching) Staff Member's Use of Personal Cellular Telephones/Other Communication Devices (revised)

Policy 4322 (Support) Staff Member's Use of Personal Cellular Telephones/Other Communication Devices (revised)

**Policy 5330** Administration of Medication (revised)

**Regulation 5330** Administration of Medication (revised)

# RESOLUTION A-2 RESOLUTION FOR TENAFLY PUBLIC SCHOOLS TO BECOME A STIGMA-FREE ZONE

WHEREAS, the Bergen County Executive and the Board of Chosen Freeholders, along with the Bergen County Department of Health Services, supports the designation of Stigma-Free Zones in every municipality, and;

WHEREAS, the National Institute of Mental Health reports that 1 in 4 adults experiences mental illness in a given year and 1 in 17 adults live with a serious mental illness such as schizophrenia, major depression, or bipolar disorder; approximately 20% of youth ages 13 to 18 and 13% of youth ages 8 to 15 experience severe mental disorders in a given year, and;

WHEREAS, the stigma associated with the disease is identified as the primary reason individuals fail to seek the help they need to recover from the disease, and;

WHEREAS, Stigma-Free Zones aim to inspire public interest and open dialogues about stigma, raise awareness of the disease of mental illness and create a culture wherein individuals who have the disease of mental illness feel supported by their community and neighbors and feel free to seek treatment for the disease without fear of stigma and;

WHEREAS, promoting awareness that there can be no "health" without mental health will break down barriers and encourage individuals of all ages to be mindful of their mental health and ask for help when needed, and;

WHEREAS, local resources are available to treat the disease of mental illness so no one individual needs to suffer alone or feel hopeless, and;

WHEREAS, establishing Stigma-Free Zones will raise awareness of resources and encourage individuals to engage in care as soon as the need is identified so recovery can begin, hope is inspired and tragedies are avoided, and;

NOW THEREFORE BE IT RESOLVED that the Tenafly Board of Education recognizes the community needs and supports the efforts of the County of Bergen in designating Tenafly Public Schools as a Stigma-Free Zone.

## **RESOLUTION A-3 APPROVALOF 2016-2017 SCHOOL CALENDAR**

BE IT RESOLVED that the Board approve the **school calendar for the 2016-2017** school year.

# RESOLUTION A-4 APPROVAL TO AFFIRM THE SUPERINTENDENT'S DECISION IN HIB INVESTIGATION

BE IT RESOLVED that the Tenafly Board of Education (hereinafter referred to as the "Board") hereby affirms the Superintendent's decisions in HIB Investigation Number 2015-16/1;TMS-1 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.

# **SPECIAL EDUCATION**

## **RESOLUTION S-1 APPROVAL OF TEN MONTH PLACEMENTS 2015-2016**

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

STUDENT	SCHOOL	TYPE	TUITION
#772	Fusion Academy	Private	\$62,736.00

#### **RESOLUTION S-2 APPROVAL OF TWELVE MONTH PLACEMENTS 2015-16**

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

STUDENT	SCHOOL	TYPE	TUITION
#825	Talisman	Private	\$41,676.36 Parental reimbursement as per settlement agreement.
#827	Windward School	Private	\$23,000.00 Parental reimbursement as per settlement agreement.

## **RESOLUTION S-3 EXTENDED SCHOOL YEAR PLACEMENT SUMMER 2015**

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

STUDENT	SCHOOL	TYPE	TUITION
#825	Summit Camp	Private	\$6,500.00 Parental reimbursement as per settlement agreement.

# **RESOLUTION S-4 AMEND 10 MONTH PLACEMENT 2015-2016**

BE IT RESOLVED that the Board of Education amend the following 10 month placement for the following pupil.

STUDENT	SCHOOL	TYPE	TUITION
#794	River Edge	Public	\$52,601.00
#741	River Edge	Public	\$52,601.00

# RESOLUTION S-5 APPROVAL OF EXTRAORDINARY SERVICES SHARED AIDE 10 MONTHS 2015-2016

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

STUDENT	SCHOOL	TYPE	TUITION
#794	River Edge	Public	\$15,982.00
#741	River Edge	Public	\$15,982.00

# RESOLUTION S-6 APPROVAL OF JOINT TRANSPORTATION SERVICE AGREEMENT 2015-2016

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

STUDENT	SCHOOL DISTRICT	TYPE	TUITION
#618	Dumont	Public	\$5,026.75

# **FINANCE**

#### **RESOLUTION F-1 BOARD SECRETARY'S REPORT FOR OCTOBER 2015**

BE IT RESOLVED that the **Board Secretary's report** for the month of October 2015, 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 2015**

BE IT RESOLVED that the **Treasurer's report** for the month of October 2015, be accepted as submitted and filed in the official minutes of this meeting.

# RESOLUTION F-3 APPROVAL OF BILLS FOR OCTOBER 16 THROUGH OCTOBER 31, 2015

BE IT RESOLVED that bills properly certified as to validated purchase orders and receiving documentation and approved in the total sum of \$2,701,504.19 for October 16 through October 31, 2015 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	\$94,956.26
(11)	General Current Expense	\$2,385,159.02
(12)	Capital Outlay	\$40,717.03
(13)	Special Schools	\$230.00
(20)	Special Revenue Funds	\$114,614.73

(50)	Enterprise Fund	\$21,081.31
(60)	Trust and Agency Funds	\$44,745.84
	TOTAL	\$2,701,504.19

# RESOLUTION F-4 APPROVAL OF BILLS FOR NOVEMBER 1 THROUGH NOVEMBER 12, 2015

BE IT RESOLVED that bills properly certified as to validated purchase orders and receiving documentation and approved in the total sum of \$3,371,738.16 for November 1 through November 12, 2015, 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	\$95,487.79
(11)	General Current Expense	\$3,030,294.90
(12)	Capital Outlay	\$90,613.65
(20)	Special Revenue Funds	\$38,869.39
(30)	Capital Projects Funds	\$65,735.00
(50)	Enterprise Fund	\$23,284.82
(60)	Trust and Agency Funds	\$27,452.61
	TOTAL	\$3,371,738.16

#### **RESOLUTION F-5 TRANSFERS FOR OCTOBER 2015**

BE IT RESOLVED that the Board of Education approves **transfers for the 2015-2016** school budget in a report dated October 31, 2015, 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-6 PAYROLL FOR OCTOBER 2015**

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

	PAYROLL
Date	Amount
10/15/15	\$1,871,472.16
10/30/15	\$1,836,749.35

### RESOLUTION F-7 APPROVAL OF NONPUBLIC SECURITY AID

WHEREAS, the Nonpublic Security Aid Program was established in the New Jersey FY2016 Appropriations Act; and

WHEREAS, pursuant to the requirements of said program, the Tenafly Public School District has consulted with the administrator of each of the participating nonpublic schools located within the Public School District; and

WHEREAS, the Tenafly Public School District has advised the nonpublic schools regarding the limit of funds available for the provision of security services, equipment and/or technology for full-time pupils enrolled in the nonpublic schools; and

WHEREAS, the Tenafly Public School District is in agreement with the security services, equipment and/or technology to be provided to the nonpublic schools within the limit of the funds that are available; and

WHEREAS, the Tenafly Board of Education will forward certified minutes of this Resolution along with the Consultation Forms for each nonpublic school to the Executive County Superintendent of Schools within the times set forth by the New Jersey Department of Education;

NOW, THEREFORE, BE IT RESOLVED that the Tenafly Board of Education approves the 2015-2016 nonpublic security aid entitlement and suggested use of said funds as agreed upon at the consultation meeting held on October 6, 2015, between the Tenafly Public School District and the nonpublic schools within the Public School District, as follows:

Nonpublic School	Allocation Amount	Suggested Use of Funds
Academy of Our Lady	\$5,825.00	Entry door equipped with a panic
of Mount Carmel		bar and new locking/keyless entry system; security camera including installation
Lubavitch On the	\$2,975.00	l
Palisades		which provides training, a security
		plan and security guards
Montessori House	\$525.00	Walkie-talkies
School		
Spring School	\$3,850.00	To be used toward a security
		equipped door
Total Nonpublic	\$13,175.00	
Security Aid	,	

# RESOLUTION F-8 APPROVAL OF TENAFLY TIGERS HOCKEY CLUB AGREEMENT FOR 2015-2016

BE IT RESOLVED that the Tenafly Board of Education approves the agreement between the Tenafly Board of Education and the **Tenafly Tigers Hockey Club**, Inc. for the period of September 1, 2015 through June 30, 2016.

#### RESOLUTION F-9 APPROVAL OF ALUMNI FOOTBALL GAME

BE IT RESOLVED that the Tenafly Board of Education approves the Board sponsored alumni football game to be played on Wednesday, November 25, 2015.

# RESOLUTION F-10 APPROVAL OF THE SCHOOL BUS EMERGENCY EVACUATION DRILL AT THE HIGH SCHOOL

BE IT RESOLVED that the Board approves the attached School Bus Emergency Evacuation drill for all students transported to and from the High School.

#### RESOLUTION F-11 APPROVAL OF REGULAR BUSINESS TRAVEL REIMBURSEMENT

BE IT RESOLVED that the Tenafly Board of Education approves an annual maximum reimbursement amount of \$1,500 for the Superintendent of Schools, Lynn Trager, for the purposes of Regular Business Travel for the 2015-2016 School Year in accordance with Board Policy 6471 and contractual terms.

# RESOLUTION F-12 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).