

**WESTFALL LOCAL SCHOOL DISTRICT BOARD OF EDUCATION  
REGULAR MEETING  
APRIL 15, 2019**

The Westfall Local School District Board of Education met regular session on April 15, 2019 at 6:30 p.m. in the elementary school cafetorium.

**CALL TO ORDER**

**ROLL CALL**

Ms. Judy Cook	<u>Aye</u>	Mr. Zach Ruoff	<u>Aye</u>
Ms. Christy Rigsby	<u>Aye</u>	Mr. Sean Ruth	<u>Aye</u>
Mr. Mark Ruff	<u>Aye</u>		

*Today's meeting will be recorded and loaded to the website for the public to review.*

**PLEDGE OF ALLEGIANCE**

Board President

**CORRESPONDENCE**

1. Ms. Velvet O'Day – Thank you note.
2. Ms. Holly Huff, Teacher – Thank you note.
3. Ms. Cheryl Lorson, Librarian – Thank you note.
4. The P.A.C. Committee – Thank you note.
5. Westfall Education Foundation – Thank you note.
6. The Fourth Grade Team, Ms. Jackie Eitel, Mr. David Dollison, Mr. Tom Scanlan, Ms. Gayle Stadt, Ms. Kathy Fausnaugh, Ms. Olivia Thompson, Ms. Ashlee Crabill, Mr. Andrew Waters, Ms. Marci Wippel – Thank you note.
7. Battle Over Books Team, Ms. Cheryl Lorson, Ms. Lauren Daniels, Ms. Emma Rowe, Ms. Trinity Marcum, Mr. Dez Dunn, Ms. Madison Hoty, Ms. Emily O'Quin, Ms. Hannah Johnson, Ms. Hannah Thomas, Ms. Hannah Johnston, Ms. Lillian Fox and Ms. Alex Pontius– Thank you note.

**PRESENTATION**

1. Ms. Jennifer Unverferth, High School Business Teacher - Westfall High School Business Professionals of America – Students, Madison Miller, Eric Corzatt, Gracie Rowe, Stephen Ragland and Jason Landenberger

**EXECUTIVE SESSION**

(19-056) Motion was made by Ms. Rigsby, seconded by Mr. Ruoff to enter into executive session at 6:50 p.m. to consider the employment of a public employee or official.

Cook	<u>Yea</u>	Ruoff	<u>Yea</u>
Rigsby	<u>Yea</u>	Ruth	<u>Yea</u>
Ruff	<u>Yea</u>		

Carried: 5 to 0

(19-057) Motion was made by Mr. Ruoff, seconded by Ms. Rigsby to return from executive session at 7:36 p.m.

Cook	<u>Yea</u>	Ruoff	<u>Yea</u>
Rigsby	<u>Yea</u>	Ruth	<u>Yea</u>
Ruff	<u>Yea</u>		

Carried: 5 to 0

**APPROVAL OF THE AGENDA**

(19-058) Motion was made by Mr. Ruoff, seconded by Mr. Ruth to approve the agenda for the April 15, 2019 regular meeting.

Cook	<u>Yea</u>	Ruoff	<u>Yea</u>
Rigsby	<u>Yea</u>	Ruth	<u>Yea</u>
Ruff	<u>Yea</u>		

Carried: 5 to 0

**OLD BUSINESS**

*(None)*

**NEW BUSINESS**

**CONSENT AGENDA:**

(19-059) Motion was made by Mr. Ruoff, seconded by Mr. Ruth to approve the following resolutions through the consent agenda:

**SUPERINTENDENT’S RECOMMENDATIONS:**

**A. APPROVAL OF MINUTES**

To approve the minutes from the March 18, 2019 regular meeting as presented.

**B. PERSONNEL LEAVE**

To accept the report of vacation, personal and professional leave as presented.

**C. SUBSTITUTE TEACHER LIST – APRIL 2019**

To approve the list of substitute teachers for April 2019, as provided by the Pickaway County Educational Service Center.

**D. SUBSTITUTE CLASSIFIED EMPLOYEES**

To approve the following as substitute classified employees for the 2018-2019 school year in the areas designated:

1. Ms. Michelle Gardner – Bus Driver, Van Driver
2. Ms. Sunset Cox – Educational Aide, Secretary
3. Mr. Rick Caplinger – Bus Driver, Café Worker, Custodian

**E. SUPPLEMENTAL CONTRACTS 2019-2020**

To award a one (1) year supplemental contract to the following for the 2019-2020 school year for the positions designated:

1. Mr. William Breyer – H.S. Head Wrestling Coach, Step 9, Class 2
2. Mr. Zane Miller – H.S. Head Basketball Coach (Girls), Step 7, Class 1
3. Mr. Brock Conroy – H.S. Ass't. Football Coach, Step 6, Class 2
4. Mr. Nick Davey – H.S. Ass't. Football Coach, Step 10, Class 2
5. Ms. Josh Stevens – H.S. Ass't. Football Coach, Step 4, Class 2
6. Mr. Dan Barnum – H.S. Ass't. Football Coach, Step 7, Class 2
7. Mr. Jeffrey Conley – H.S. Ass't. Football Coach, Step 0, Class 2 (Pending all requirements are met.)
8. Ms. Theresa Butts – M.S. Football Coach, Step 4, Class 3
9. Ms. Stephanie Davey – H.S. Reserve Volleyball Coach, Step 2, Class 3
10. Ms. Cindi Post – M.S. 8<sup>th</sup> Grade Volleyball Coach, Step 26, Class 3
11. Ms. Megan Moorman – M.S. 7<sup>th</sup> Grade Volleyball Coach, Step 0, Class 3 (Pending all requirements are met.)
12. Mr. Austin Ridenour – H.S. Cross Country Coach, Step 1, Class 2

**F. RESIGNATION REQUESTS**

1. Motion to accept the resignation of Mr. Rick Caplinger, Bus Driver, effective April 12, 2019 as presented.
2. Motion to accept the resignation of Mr. Evan Keller, Elementary School Dean of Students, effective at the end of 2018-2019 year.
3. Motion to accept the resignation of Ms. Kaitlyn Unger, Educational Aide, effective April 22, 2019.

**G. FACILITY USE REQUESTS**

1. Motion to approve the use of the high school conference room on Wednesday, August 14, 2019, September 11, 2019, October 9, 2019, November 13, 2019, December 11, 2019, January 8, 2020, February 12, 2020, March 11, 2020, April 8, 2020 and May 13, 2020 from 6:30 p.m. to 8:30 p.m. for Westfall Booster Club meetings as requested by Ms. Julie Wickline, Treasurer. This organization must keep in contact with the building administrator with any changes.

2. Motion to approve the use of the soccer field in front of the elementary school Monday through Thursday from 5:00 p.m. to 9:00 p.m. and occasionally on Saturdays from 10:00 a.m. to 4:00 p.m. beginning June 3, 2019 through November 1, 2019 for Westfall Youth Soccer Association soccer practices and games as requested by Ms. Candy Webb, President. This organization must keep in contact with the building administrator with any changes.

Cook            Yea  
Rigsby         Yea  
Ruff             Yea

Ruoff           Yea  
Ruth            Yea

Carried: 5 to 0

**END OF CONSENT AGENDA**

**SUPERINTENDENT’S RECOMMENDATIONS**

**DONATIONS**

(19-060) Motion was made by Ms. Rigsby, seconded by Mr. Ruoff to accept the following donations totaling \$ 8,989.58 as presented:

- |     |  |             |
|-----|--|-------------|
| 1.  | Mr. Justin Battaglia, H.S. Support Fund                        | \$ 187.50   |
| 2.  | W.E.S. Community In Action, W.E.S. Principal Fund              | \$ 3,071.08 |
| 3.  | Westfall Education Foundation, W.E.S. Principal Fund           | \$ 1,400.00 |
| 4.  | Westfall Education Foundation, W.E.S. Principal Fund           | \$ 936.00   |
| 5.  | Mr. Zach Ruoff, M.S. 8 <sup>th</sup> Grade Scholarship Fund    | \$ 710.00   |
| 6.  | Ms. Vicky Gaffney, M.S. 8 <sup>th</sup> Grade Scholarship Fund | \$ 710.00   |
| 7.  | Mr. and Mrs. John Stains, H.S. Band Fund                       | \$ 25.00    |
| 8.  | Mr. and Mrs. Tom Barnes, H.S. Band Uniform Fund                | \$ 1,000.00 |
| 9.  | Mr. and Mrs. Dave Noltemeyer, H.S. Wrestling Fund              | \$ 75.00    |
| 10. | Rob, Angie and Wesley Martin, H.S. Wrestling Fund              | \$ 25.00    |
| 11. | Westfall Booster Club, H.S. Wrestling Fund                     | \$ 100.00   |
| 12. | Mr. and Mrs. Chris Schwarz, H.S. Wrestling Fund                | \$ 500.00   |
| 13. | Ms. Pamela Green, H.S. Wrestling Fund                          | \$ 100.00   |
| 14. | Mr. and Mrs. Grant Holdcroft, H.S. Wrestling Fund              | \$ 50.00    |
| 15. | Mr. Scott Mulkey, H.S. Wrestling Fund                          | \$ 100.00   |

Cook            Yea  
Rigsby        Yea  
Ruff            Yea

Ruoff           Yea  
Ruth            Yea

Carried: 5 to 0

**CLASSIFIED EMPLOYEE CONTRACTS 2019-2020**

(19-061) Motion was made by Mr. Ruoff, seconded by Mr. Ruth to award non-teaching limited contracts to the following employees in the position and for the number of years as designated:

**1 Year Contract**

- 1. Mr. Kross Shaeffer, Educational Aide

**2 Year Contracts**

- 1. Ms. Lindsay Brooke Adams, Cafeteria Employee
- 2. Mr. Ryan Clark, Maintenance Worker
- 3. Ms. Sarah Constable, Educational Aide
- 4. Ms. Ashley George, Cafeteria Employee
- 5. Mr. Harry Miller, Educational Aide
- 6. Ms. Janna Tuller, Educational Aide
- 7. Ms. Jessica Yeager, Educational Aide

Cook	<u>Yea</u>	Ruoff	<u>Yea</u>
Rigsby	<u>Yea</u>	Ruth	<u>Yea</u>
Ruff	<u>Yea</u>		

Carried: 5 to 0

**INTERNAL TRANSFER OF CLASSIFIED EMPLOYEE**

(19-062) Motion was made by Ms. Rigsby, seconded by Mr. Ruoff to approve the transfer of Ms. Paula Dumm, High School Guidance Secretary to the position of Superintendent’s Secretary, Step 5, effective August 14, 2019.

Cook	<u>Yea</u>	Ruoff	<u>Yea</u>
Rigsby	<u>Yea</u>	Ruth	<u>Yea</u>
Ruff	<u>Yea</u>		

Carried: 5 to 0

**ADMINISTRATOR/SUPERVISOR CONTRACTS 2019-2020**

(19-063) Motion was made by Ms. Rigsby, seconded by Ms. Cook to award a three (3) year administrator/supervisor contract to Ms. Amy Fox as the district curriculum director for 224 days per year effective August 1, 2019

Cook	<u>Yea</u>	Ruoff	<u>Yea</u>
Rigsby	<u>Yea</u>	Ruth	<u>Yea</u>
Ruff	<u>Yea</u>		

Carried: 5 to 0

(19-064) Motion was made by Mr. Ruoff, seconded by Ms. Rigsby to award a three (3) year administrator/supervisor contract to Mr. Joseph Patete as the elementary school principal for 228 days per year effective August 1, 2019

Cook	<u>Yea</u>	Ruoff	<u>Yea</u>
Rigsby	<u>Yea</u>	Ruth	<u>Yea</u>
Ruff	<u>Yea</u>		

Carried: 5 to 0

(19-065) Motion was made by Ms. Rigsby, seconded by Mr. Ruth to award a three (3) year administrator/supervisor contract to Ms. Becky Shaw as the transportation director for 250 days per year effective July 1, 2019.

Cook	<u>Yea</u>	Ruoff	<u>Yea</u>
Rigsby	<u>Yea</u>	Ruth	<u>Yea</u>
Ruff	<u>Yea</u>		

Carried: 5 to 0

(19-066) Motion was made by Ms. Cook, seconded by Mr. Ruth to award a one (1) year administrator/supervisor contract to Ms. Becky Shaw as the food service director for 187 days per year for the 2019-2020 school year.

Cook	<u>Yea</u>	Ruoff	<u>Yea</u>
Rigsby	<u>Yea</u>	Ruth	<u>Yea</u>
Ruff	<u>Yea</u>		

Carried: 5 to 0



**CERTIFIED EMPLOYEE CONTRACTS 2019-2020**

(19-067) Motion was made by Ms. Rigsby, seconded by Mr. Ruff to award a one (1) year teacher’s limited contract to Mr. Richard Urban as a Behavior Support Intervention Specialist for the 2019-2020 school year, Bachelor’s Degree, Step 0, pending all requirements are met.

Cook	<u>Yea</u>	Ruoff	<u>Yea</u>
Rigsby	<u>Yea</u>	Ruth	<u>Yea</u>
Ruff	<u>Yea</u>		

Carried: 5 to 0

(19-068) Motion was made by Ms. Rigsby, seconded by Mr. Ruoff to award a one (1) year teacher’s limited contract to Ms. Margaret Evans as a Cross Categorical Intervention Specialist for the 2019-2020 school year, Bachelor’s Degree, Step 0, pending all requirements are met.

Cook	<u>Yea</u>	Ruoff	<u>Yea</u>
Rigsby	<u>Yea</u>	Ruth	<u>Yea</u>
Ruff	<u>Yea</u>		

Carried: 5 to 0

**HIGH SCHOOL SUMMER COURSES - 2019**

(19-069) Motion was made by Mr. Ruoff, seconded by Ms. Rigsby to post and hire certified teachers to teach the following courses for high school students during the summer of 2019 as designated and presented. Teachers will be paid per the negotiated agreement.

1. Health – June 3-6, 2019 and June 10-13, 2019 from 8:00 a.m. to 1:00 p.m., forty (40.0) hours of class time and five (5.0) hours of preparation time.
2. Algebra 1 and Geometry – June 3-6, 2019, June 10-13, 2019, June 17-20, 2019 and June 24-27, 2019 from 8:00 a.m. to 12:00 p.m., sixty (64.0) hours of class time and ten (10.0) hours of preparation time.
3. English 9 and English 10 - June 3-6, 2019, June 10-13, 2019, June 17-20, 2019 and June 24-27, 2019 from 8:00 a.m. to 12:00 p.m., sixty (64.0) hours of class time and ten (10.0) hours of preparation time.

Cook	<u>Yea</u>	Ruoff	<u>Yea</u>
Rigsby	<u>Yea</u>	Ruth	<u>Yea</u>
Ruff	<u>Yea</u>		

Carried: 5 to 0

**SUMMER CUSTODIANS – 2019**

(19-070) Motion was made by Mr. Ruoff, seconded by Mr. Ruth to post the need for 2019 summer custodians to be paid \$11.00 per hour for up to forty hours (40) hours per week beginning May 28, 2019.

Cook	<u>Yea</u>	Ruoff	<u>Yea</u>
Rigsby	<u>Yea</u>	Ruth	<u>Yea</u>
Ruff	<u>Yea</u>		

Carried: 5 to 0

**JOB SHARING AGREEMENT 2019-2020**

(19-071) Motion was made by Ms. Rigsby, seconded by Mr. Ruoff to approve the job sharing agreement between Ms. Marcia Ruff and Ms. Abbey Fite-Kroeger, Teachers, for the 2019-2020 school year as presented.

Cook	<u>Yea</u>	Ruoff	<u>Yea</u>
Rigsby	<u>Yea</u>	Ruth	<u>Yea</u>
Ruff	<u>Abstain</u>		

Carried: 4 to 1 Abstention

**LEAVE OF ABSENCE REQUEST**

(19-072) Motion was made by Ms. Rigsby, seconded by Mr. Ruth to approve Ms. Alissa Streitenberger’s (Teacher) request for six (6) weeks parental leave of absence beginning approximately April 24, 2019.

Cook	<u>Yea</u>	Ruoff	<u>Yea</u>
Rigsby	<u>Yea</u>	Ruth	<u>Yea</u>
Ruff	<u>Yea</u>		

Carried: 5 to 0

**PICKAWAY W.O.R.K.S AGREEMENT**

(19-073) Motion was made by Mr. Ruff, seconded by Mr. Ruoff to approve the agreement with Pickaway W.O.R.K.S. for the 2019-2020 school year as presented.

Cook	<u>Yea</u>	Ruoff	<u>Yea</u>
Rigsby	<u>Yea</u>	Ruth	<u>Yea</u>
Ruff	<u>Yea</u>		

Carried: 5 to 0

**M.E.T.A. SOLUTIONS MASTER SERVICE AGREEMENT**

(19-074) Motion was made by Mr. Ruoff, seconded by Mr. Ruth to approve the master service agreement with M.E.T.A. Solutions, Inc. to provide technology services outlined in the service agreement beginning July 1, 2019 through June 30, 2022 as presented.

Cook	<u>Yea</u>	Ruoff	<u>Yea</u>
Rigsby	<u>Yea</u>	Ruth	<u>Yea</u>
Ruff	<u>Yea</u>		

Carried: 5 to 0

**MAINTENANCE OF THE INTERIOR OF THE HIGH SCHOOL BUILDING**

(19-075) Motion was made by Mr. Ruoff, seconded by Ms. Rigsby to approve Sines Painting, 14675 East Street, Mt. Sterling, OH, to paint, bond and drywall areas of the high school building hallways and gymnasium at an approximate cost of \$34,600.00. This estimate was the lowest estimate of three (3) companies contacted.

Cook	<u>Yea</u>	Ruoff	<u>Yea</u>
Rigsby	<u>Yea</u>	Ruth	<u>Yea</u>
Ruff	<u>Yea</u>		

Carried: 5 to 0

**NON-RENEWAL OF SUPPLEMENTAL CONTRACTS**

(19-076) Motion was made by Mr. Ruth, seconded by Mr. Ruoff to non-renew all non-athletic supplemental contracts at the end of the 2018-2019 school year.

Cook	<u>Yea</u>	Ruoff	<u>Yea</u>
Rigsby	<u>Yea</u>	Ruth	<u>Yea</u>
Ruff	<u>Yea</u>		

Carried: 5 to 0

**BUSINESS PROFESSIONALS OF AMERICA (B.P.A.) NATIONAL  
COMPETITION TRIP APPROVAL**

(19-077) Motion was made by Ms. Rigsby, seconded by Mr. Ruth to approve the request of the Westfall Business Professionals of America (B.P.A.) students and chaperones to travel to Anaheim, California on April 30, 2019 through May 5, 2019 to participate in the national B.P.A. competition as presented. The cost of the conference registration, flights, transportation to and from the conference and hotel expenses will be paid by Pickaway Ross Career and Technology Center. Remaining costs will be covered by the Westfall High School principal's fund or other sources. Any student's extra miscellaneous expenses will be paid by the student.

Cook            Yea  
Rigsby         Yea  
Ruff             Yea

Ruoff           Yea  
Ruth            Yea

Carried: 5 to 0

**SUPERINTENDENT'S COMMENTS**

**TREASURER’S RECOMMENDATIONS**

**TREASURER’S REPORT**

**FINANCIAL REPORT**

(19-078) Motion was made by Ms. Rigsby, seconded by Ms. Cook to approve the financial report from March 2019, as presented by the Treasurer.

Cook	<u>Yea</u>	Ruoff	<u>Yea</u>
Rigsby	<u>Yea</u>	Ruth	<u>Yea</u>
Ruff	<u>Yea</u>		

Carried: 5 to 0

**FIVE YEAR FORECAST**

(19-079) Motion was made by Mr. Ruoff, seconded by Ms. Rigsby to approve the annual Five-Year Forecast and its associated notes for fiscal years 2019 through 2023 as presented.

Cook	<u>Yea</u>	Ruoff	<u>Yea</u>
Rigsby	<u>Yea</u>	Ruth	<u>Yea</u>
Ruff	<u>Yea</u>		

Carried: 5 to 0

**DISPOSAL OF MIDDLE SCHOOL CAFETERIA STEAMER**

(19-080) Motion was made by Mr. Ruoff, seconded by Mr. Ruth to approve of the disposal of the middle school cafeteria steamer tag #11245 as presented.

Cook	<u>Yea</u>	Ruoff	<u>Yea</u>
Rigsby	<u>Yea</u>	Ruth	<u>Yea</u>
Ruff	<u>Yea</u>		

Carried: 5 to 0

**TREASURER’S COMMENTS**

## **BOARD RECOMMENDATIONS**

### **A. INTENT TO ADOPT POLICIES**

The Board of Education announces its intent to adopt the following policies listed below and announcement is made that these policies will be available to the Board, staff and public for inspection in the Office of the Superintendent of Schools from April 15, 2019 until the next board of education regular meeting to be held May 20, 2019. (Item Q)

1. Qualifications and Duties of the Treasurer, BCC
2. Administration of Federal Grant Funds, DECA
3. Bonded Employees and Officers, DH
4. Staff Conduct, GBCB
5. Parent and Family Involvement In Education, IGBL
6. Student Absences and Excuses, JED
7. Student Attendance Accounting, JEE
8. Use of Electronic Communications Equipment By Students, JFCK
9. Student Suspension, JGD
10. Student Expulsion, JGE
11. Reporting Child Abuse and Mandatory Training, JHG
12. Public Conduct on District Property, KGB

## **BOARD MEMBER COMMENTS/COMMITTEE REPORTS**

## UPCOMING EVENTS

### WES:

- May 14, 2019 – 4Q Fifth Grade Awards, Cafetorium, 2:30 p.m.
- May 15, 2019 – 4Q Kindergarten Awards, Cafetorium, 2:30 p.m.
- May 15, 2019 – Field Day
- May 17, 2019 – 4Q Fourth Grade Awards, Cafetorium, 2:30 p.m.
- May 20, 2019 – 4Q Second Grade Awards, Cafetorium, 2:30 p.m.
- May 21, 2019 – 4Q Third Grade Awards, Cafetorium, 2:30 p.m.
- May 22, 2019 – 4Q First Grade Awards, Cafetorium, 2:30 p.m.

### WMS:

- May 6, 2019 – Choir Concert, High School Auditorium, 7:00 p.m.
- May 13, 2019 – AIRFEST – Student Reward/Fun Day
- May 13, 2019 - Band Concert, High School Auditorium, 6:30 p.m.
- May 14-17, 2019 – 8<sup>th</sup> Grade Trip to Washington D.C.

### WHS:

- April 23-28, 2019 – Band trip to Florida
- May 2-3, 2019 – FFA State Convention
- May 1-5, 2019 – High School BPA to National Competition, Anaheim CA
- May 6, 2019 – Choir Concert, High School Auditorium, 7:00 p.m.
- May 9, 2019 – Awards Day, High School Auditorium, 9:00 a.m.
- May 9, 2019 – Honor's Night, Dinner at 4:30 p.m.in the High School Gymnasium, Awards given in the High School Auditorium, 6:45 p.m.
- May 11, 2019 – FFA Banquet, Location to Be Announced, 6:00 pm. ????
- May 13, 2019 – Band Concert, High School Auditorium, 6:30 p.m.
- May 24, 2019 – Graduation, High School Football Field, 8:00 p.m.

### DISTRICT WIDE

- April 18, 19 and 22, 2019 – No School
- May 8, 2019 – Westfall Booster Club Meeting, High School Conference Room, 6:30 p.m.
- May 9, 2019 – Westfall Education Foundation Meeting, High School Library, 6:30 p.m.

**PUBLIC COMMENTS**

**EXECUTIVE SESSION**

(19-081) Motion was made by Ms. Cook, seconded by Mr. Ruth to enter into executive session at 8:32 p.m. to review negotiations or bargaining sessions with public employees concerning their compensation or other terms and conditions of their employment.

Cook	<u>Yea</u>	Ruoff	<u>Yea</u>
Rigsby	<u>Yea</u>	Ruth	<u>Yea</u>
Ruff	<u>Yea</u>		

Carried: 5 to 0

(19-082) Motion was made by Ms. Rigsby, seconded by Mr. Ruoff to return from executive session at 9:12 p.m.

Cook	<u>Yea</u>	Ruoff	<u>Yea</u>
Rigsby	<u>Yea</u>	Ruth	<u>Yea</u>
Ruff	<u>Yea</u>		

Carried: 5 to 0

**ADJOURNMENT**

(19-083) Motion was made by Ms. Rigsby, seconded by Mr. Ruoff to adjourn the meeting at 9:13 p. m.

Cook	<u>Yea</u>	Ruoff	<u>Yea</u>
Rigsby	<u>Yea</u>	Ruth	<u>Yea</u>
Ruff	<u>Yea</u>		

Carried: 5 to 0

\_\_\_\_\_  
PRESIDENT'S SIGNATURE

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TREASURER'S SIGNATURE