

Glassboro Public Schools



MEMO

To: Dr. Silverstein, Superintendent of Schools

From: Danielle Sochor, Chief Academic Officer

Date: September 12, 2016

Re: action memo
September 28, 2016 board meeting

Requesting Board approval to ratify payment to Corey Grisi for attending the VB Mapp Assessment Training on June 21, 2016 and June 22, 2016 from 9:00 a.m. to 1:00 p.m. at the rate of \$36.00 per hour.

District administration asked her to attend since she did not have any prior experience with VB Mapp Assessment. Funding will be provided by NCLB Title 11 Professional Development Funds.

PAYROLL AUTHORIZATION VOUCHER

RECEIVED

To: Payroll Office

Request the individual named below to be paid for services rendered:

Full Name: Corey Gnisi

Service: PARCC Summer PD Creating PARCC Like Math Tests
(must be completed) VB MA PP

Date: June 21, 2016

Vouchers due at Payroll Office per schedule furnished. Vouchers not received on scheduled date may not be paid until the following pay.

Substitute Teachers Only

Date	Substitute for	½ day or full day

Regular Hours or Overtime at Regular Rate

Date	Total Hours	Hourly Rate

Overtime at 1 ½ Rate

Date	Total Hours	O/T Rate

Supplemental Wages or substitutes other than teachers

Date	Total Hours	Hourly Rate	Substitute for
6/21/16	4	\$36.00	
6/22	4	36.00	
6/22	4	36.00	

Stipend

20-270-A-200-0-100-0-25-910

Account #

I certify services have been rendered:

[Signature]
Principal/Supervisor Signature

[Signature]
Employee Signature

For Payroll Use Only:

Board Approval Date:

Date Paid:

[Signature]