Bridgehampton School District Board of Education Business Meeting Wednesday, August 2, 2017 Café – 5:00 PM MINUTES

I. ROUTINE MATTERS

A) Upon having ascertained the presence of a Quorum and Roll Call, the President called the meeting to order at 5:05PM, followed by the Pledge.

Present: Ron White, President; Lillian Tyree-Johnson, Vice President; Trustees: Kathleen McCleland, Jennifer Vinski, Michael Gomberg; Dr. Lois R. Favre, Superintendent; Robert Hauser, Assistant Superintendent of Finance & Facilities; Tammy A. Cavanaugh, District Clerk

Excused: Trustees: Mark Verzosa, Doug DeGroot

Counsel: Michael Vigliotta

Guests: Michael Miller, Athletic Director; Aleta Parker, Director of Curriculum & Assessment; Kelly Sharp, Teacher; Jennifer Maldonado, new Special Education Teacher, Michael Sherman, new Science Teacher, Christina Liberatore, new Elementary Teacher (all to be approved on tonight's agenda.

Press: Mahreen Khan, *The Sag Harbor Express*

B) Resolved that the Board of Education of the Bridgehampton UFSD approves the Proposed Board of Education Agenda, dated August 2, 2017.

Motion: L. Tyree-Johnson Second: K. McCleland Vote: 5-0

C) Resolved that the Board of Education of the Bridgehampton UFSD approves the minutes of the Special Meeting on July 18, 2017.

Motion: L. Tyree-Johnson Second: K. McCleland Vote: 5-0

D) Resolved that the Board of Education of the Bridgehampton UFSD approves the minutes of the Annual Reorganization Meeting on July 12, 2017.

Motion: L. Tyree-Johnson Second: J. Vinski Vote: 5-0

E) Resolved that the Board of Education of the Bridgehampton UFSD approves the minutes of the Business Meeting on July 12, 2017.

Motion: L. Tyree-Johnson Second: J. Vinski Vote: 5-0

F) Resolved that the Board of Education of the Bridgehampton UFSD approves the minutes of the Board meeting on June 21, 2017.

Motion: L. Tyree-Johnson Second: J. Vinski Vote: 5-0

- **G) Invitation to the Public**: The public at this time is cordially invited to bring before the Board any comments, questions or concerns.
- H) Invitation to visitors to address the Board of Education on agenda items
- I) Communications
- **J)** Board of Education Discussion Items
 - (a) Mandarin Chinese Club
- **K)** Consideration of additional items for the Agenda

II. ANNOUNCEMENTS

(a) July 3 – Aug 10	Camp at the Hive, Mon-Thurs; 8am – 3pm
(b) July 8 – Aug19	Chess Club Tournaments, Saturdays 1pm-4pm
(c) July 17 - Aug 11	Chess Club, Monday - Friday 9am – 2:30pm
(d) July 17 – July 21	Rock Camp 9am – 3:30pm
(e) August 7 – 11	PSG Soccer Camp, Monday-Friday 9am – 2pm
(f) August 14 – 23	JumpStart Program
(g) August 14	JV & Varsity Football Practice Begins – Southampton HS
(h) August 21	Varsity Sports Begin
(i) August 23, 2017	Board of Education Meeting 7pm

III. REPORTS

- A) Superintendent/Principal's Report
- Summer camps are going wonderfully students and staff seem to be having a great time.
 We finish up with the camps on the 11th- so that staff can get the building ready for opening day. The only other thing that runs in August, is Jump Start for two weeks.
- We have worked out the master schedule and the room assignments for next year, using the additional space gained by adding the portable building thank you for that consideration it made things a bit better in terms of scheduling
- We have managed a one hour lunch for elementary students- 30 minutes to eat and 30 minutes to play. We have added coding and keyboarding without tears to the 4th and 5th grade specials, and have added a science enrichment this year to the elementary enrichment period. The enrichment for K-3 elementary will be science enrichment, keyboarding without tears, health and wellness and math enrichment (improving fluency and problem solving).
- We are finishing up our hiring with teacher aid/assistant position interviews tomorrow- and the next week to replace our clerical person, Vanessa, in the main lobby. We are happy to have Michael Sherman here this evening. He is our newest addition to the Science department and comes to us from the Holy Angels Regional School in Patchogue, highly

Bridgehampton UFSD: Board of Education

- recommended as a wonderful science teacher. You will also be asked to approve Christina Liberatore to the 5th grade elementary position- we have asked Christina to join us at the next meeting as it was short notice to bring her here this evening.
- Mike has been working hard to help to organize the opening of school, and Aleta has been working on state reporting, as has Ken Giosi in the PPS department.
- Supplies are ordered and arriving daily.
- All in all- it has been a busy summer so far, as we continue to get ready for the 2017-2018 school year.
- B) School Business Administrator Report

Finance

- Auditors coming August 14 to audit 2016/17 books.
- Town of Southampton to set final assessment roll in the next 60 days. We will then advise the Town of tax our school tax levy and the Town will set the final tax rate.

Facilities

- New Construction plans submitted June 23 to NYSED.
 - Architect has advised we should receive SED approval in 30 weeks (expecting approval on or about November/ December).
- New Offices
- On target to have completed next week
- Staff to be moved starting the week of August 7
- Four offices will be available in the existing DO for instructional use
- Stage Removed wood closet

NEW BUSINESS

SED

1. Resolved that the Board of Education of the Bridgehampton UFSD approves the second reading of policies and regulations: #1741 Home Schooled Students; #4531 Field Trips & Excursions; #4532 School Volunteers; #5151 Homeless Children, #5151-R Homeless Children Regulation; #5240 Student Health Services; #5240-R Student Health Services Regulation; #5500 Student Records.

Motion: L. Tyree-Johnson Second: J. Vinski Vote: 5-0

2. Resolved that the Board of Education of the Bridgehampton Union Free School District hereby approves, as follows:

Section 1. A Special District Meeting of the qualified voters of the Bridgehampton Union Free School District, in the County of Suffolk, New York (the "District"), shall be held within the District, on Tuesday, October 24, 2017, at 2:00pm in the Bridgehampton School, 2685 Montauk Highway, Bridgehampton, New York, as provided in the Notice calling said Special District Meeting (hereinafter "Notice"). The voting at such Special District Meeting shall be by voting machine, as provided by the Education Law, and the polls shall remain open from 2:00 pm to 8:00 p.m. on said day and as much longer as may be necessary to enable the voters, then present, to cast their votes.

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Section 2. The business to be acted upon at said Special District Meeting shall be as stated in the Notice thereof; and the District Clerk is hereby authorized and directed to cause the Notice of said Special District Meeting to be published in "The Southampton Press" and "The Sag Harbor Express," two newspapers each having a general circulation within the District, such publications to be at least made four (4) times within the seven (7) weeks next preceding such Special District Meeting, the first publications to be at least forty-five (45) days prior to the date of said Special District Meeting.

Section 4. All other dates and times as more fully set forth in such Notice are hereby approved by the Board of Education.

Motion: L. Tyree-Johnson Second: K. McCleland Vote: 5-0

3. Resolved that the Board of Education of the Bridgehampton UFSD approves the Surplus List submitted by Michael Miller on July 14, 2017.

Motion: L. Tyree-Johnson Second: M. Gomberg Vote: 5-0

4. Resolved that the Board of Education of the Bridgehampton UFSD approves the Surplus List submitted by Sean Sharp on August 1, 2017.

Motion: L. Tyree-Johnson Second: M. Gomberg Vote: 5-0

5. Resolved that the Board of Education of the Bridgehampton UFSD approves the contract for shared sport services with the Southampton Union Free School District for the 2017-2018 school year and authorizes the Superintendent to execute the contract.

Motion: L. Tyree-Johnson Second: J. Vinski Vote: 5-0

IV. SUPERINTENDENT'S RECOMMENDATIONS

A) FINANCIAL MATTERS

*Consent Agenda: Items A1-A28

Motion: L. Tyree-Johnson Second: K. McCleland Vote: 5-0

1) Resolved the Board of Education of the Bridgehampton UFSD accepts the following budget transfer.

2017/2018 BUDGET TRANSFERS						
FROM ACCT	AMOUNT	TO ACCT	AMOUNT	REASON		
A2110.120 K-6 Teacher's	\$71,137.00	A2110.100 Pre K	\$71,137.00	Shift in funds due		
Salaries		Teacher Salaries		to staffing change		

2) Resolved the Board of Education of the Bridgehampton UFSD accepts the following budget transfer.

2016/2017 BUDGET TRANSFERS						
FROM ACCT	AMOUNT	TO ACCT	AMOUNT	REASON		
A9060.800 Employee Medical	\$66,500.00	A9089.800	\$66,500.00	Compensated		
& Dental Insurance		Compensated		Absences Payout		
		Absences & Benefits		for Retiree		

Motion: L. Tyree-Johnson Second: K. McCleland Vote: 5-0

3) Resolved that the Board of Education of the Bridgehampton UFSD accepts Warrant #37 Fund A with 48 Claims in the amount of \$186,099.96.

Motion: L. Tyree-Johnson Second: K. McCleland Vote: 5-0

4) Resolved that the Board of Education of the Bridgehampton UFSD accepts Warrant #23 Fund C with 10 Claims in the amount of \$5,541.88.

Motion: L. Tyree-Johnson Second: K. McCleland Vote: 5-0

5) Resolved that the Board of Education of the Bridgehampton UFSD accepts Warrant #19 Fund H with 1 Claim in the amount of \$33,418.66.

Motion: L. Tyree-Johnson Second: K. McCleland Vote: 5-0

6) Resolved that the Board of Education of the Bridgehampton UFSD accepts Warrant #27 Fund T with 1 Claim in the amount of \$132.84.

Motion: L. Tyree-Johnson Second: K. McCleland Vote: 5-0

7) Resolved that the Board of Education of the Bridgehampton UFSD accepts Warrant #28 Fund T with 18 Claims in the amount of \$324,286.87.

Motion: L. Tyree-Johnson Second: K. McCleland Vote: 5-0

8) Resolved that the Board of Education of the Bridgehampton UFSD accepts Warrant #29 Fund T with 4 Claims in the amount of \$12,822.29.

Motion: L. Tyree-Johnson Second: K. McCleland Vote: 5-0

9) Resolved that the Board of Education of the Bridgehampton UFSD accepts Warrant #2 Fund TE with 2 Claims and 2 Voided Claims in the amount of \$0.00.

Motion: L. Tyree-Johnson Second: K. McCleland Vote: 5-0

10)Resolved that the Board of Education of the Bridgehampton UFSD accepts Warrant #1 Fund A with 49 Claims in the amount of \$194,309.47.

11)Resolved that the Board of Education of the Bridgehampton UFSD accepts Warrant #2 Fund A with 10 Claims in the amount of \$13,476.54.

Motion: L. Tyree-Johnson Second: K. McCleland Vote: 5-0

12)Resolved that the Board of Education of the Bridgehampton UFSD accepts Warrant #1 Fund F with 2 Claims in the amount of \$169.33.

Motion: L. Tyree-Johnson Second: K. McCleland Vote: 5-0

13)Resolved that the Board of Education of the Bridgehampton UFSD accepts Warrant #2 Fund F with 1 Claim in the amount of \$1,190.00.

Motion: L. Tyree-Johnson Second: K. McCleland Vote: 5-0

14)Resolved that the Board of Education of the Bridgehampton UFSD accepts Warrant #1 Fund H with 1 Claim in the amount of \$4,597.50.

Motion: L. Tyree-Johnson Second: K. McCleland Vote: 5-0

15)Resolved that the Board of Education of the Bridgehampton UFSD accepts Warrant #1 Fund T with 6 Claims in the amount of \$15,247.25.

Motion: L. Tyree-Johnson Second: K. McCleland Vote: 5-0

16)Resolved that the Board of Education of the Bridgehampton UFSD accepts Warrant #3 Fund A with 2 Claims in the amount of \$7,455.70.

Motion: L. Tyree-Johnson Second: K. McCleland Vote: 5-0

17)Resolved that the Board of Education of the Bridgehampton UFSD accepts Warrant #4 Fund A with 55 Claims in the amount of \$248,778.26.

Motion: L. Tyree-Johnson Second: K. McCleland Vote: 5-0

18)Resolved that the Board of Education of the Bridgehampton UFSD accepts Warrant #2 Fund H with 1 Claim in the amount of \$25,315.00.

Motion: L. Tyree-Johnson Second: K. McCleland Vote: 5-0

19)Resolved that the Board of Education of the Bridgehampton UFSD accepts Warrant #2 Fund T&A with 10 Claims in the amount of \$22,797.15.

Motion: L. Tyree-Johnson Second: K. McCleland Vote: 5-0

20)Resolved that the Board of Education of the Bridgehampton UFSD accepts the Claims Auditor Report for June 30, 2017.

21)Resolved that the Board of Education of the Bridgehampton UFSD accepts the monthly Treasurer's Report dated June 30, 2017.

Motion: L. Tyree-Johnson Second: K. McCleland Vote: 5-0

22)Resolved that the Board of Education of the Bridgehampton UFSD accepts the Revenue Budget Status Report for the period 07/01/16 – 6/30/17.

Motion: L. Tyree-Johnson Second: K. McCleland Vote: 5-0

23)Resolved that the Board of Education of the Bridgehampton UFSD accepts the Appropriation Status Report for the period 07/01/16 – 6/30/17.

Motion: L. Tyree-Johnson Second: K. McCleland Vote: 5-0

24)Resolved that the Board of Education of the Bridgehampton UFSD accepts the mutually written contract extension agreement submitted by Mickey's LawnScapes, Inc. for landscaping and lawn maintenance services for the 2017-2018 school year, at the adjusted contract amount, based on percentage increase as shown in the Consumer Price Index of 1.26, of \$28,352.80 with an hourly rate of \$50.63 for additional landscaping services and authorizes the Superintendent to sign the contract.

Motion: L. Tyree-Johnson Second: K. McCleland Vote: 5-0

25)Resolved that the Board of Education of the Bridgehampton UFSD accepts the mutually written contract extension agreement submitted by Richard Schuler for carpentry services for the 2017-2018 school year, at the standard hourly rate of \$50.00 and emergency services hourly rate of \$75.00 and authorizes the Superintendent to sign the contract.

Motion: L. Tyree-Johnson Second: K. McCleland Vote: 5-0

26)Resolved that the Board of Education of the Bridgehampton UFSD accepts the mutually written contract extension agreement submitted by Harold McMahon, Inc. for plumbing services for the 2017-2018 school year, at the standard hourly rate of \$125.00 and emergency services hourly rate of \$65.00 and authorizes the Superintendent to sign the contract.

Motion: L. Tyree-Johnson Second: K. McCleland Vote: 5-0

- **27)Resolved** that the Board of Education of the Bridgehampton UFSD accepts the mutually written contract extension agreement submitted by Modern Italian Bakery for the following items/categories of items for the 2017-2018 school year:
 - Bagels, Whole Wheat Sliced 1/12ct
 - Bread, French Loaf
 - Bread, French Whole Wheat Loaf
 - Bread, Whole Wheat Club Roll 1/12
 - Bread, Whole Wheat 1.5# Poly Sliced
 - Buns Hamburger Whole Wheat 1/12
 - Rolls Kaiser Whole Wheat Sliced 1/12

- English Muffins 1/12 ct
- Muffin, Blueberry
- Muffin, Chocolate Chip 1/12 ct
- Rolls Club 6" Sliced 1/12; Whole Wheat

Motion: L. Tyree-Johnson Second: K. McCleland Vote: 5-0

- **28)Resolved** that the Board of Education of the Bridgehampton UFSD accepts the mutually written contract extension agreement submitted by APPCO Paper & Plastics Corp. for the following items/categories of items for the 2017-2018 school year:
 - Bag Clear Cello 4 by 2 1/1000ct
 - Plastic wrap 18 by 2000 Standard
 - Wax Sheets 12by 12 5 in 1 Ham Cheese Chicken Fish5/1000ct
 - Ties Red Twists 1/2000ct
 - Pan Liner 16 by24 1/1000 ct
 - Soup Combo Cup Paper 250/10oz
 - Container Deli Hinged Clear Plastic 16oz 1/200
 - Container Deli Hinged Clear Plastic 24 oz 1/200
 - Aluminum Full Size Pan 4" 1/40ct
 - Container Smartlock Clear Hoagie 8.2by4by2.5 2/125ct
 - White Foam Plate 9" 4/125ct lamated
 - Foil Aluminum Standard 18 by 500 1/100ct
 - Vinyl Disposable Gloves Powder Free 10/100 ct Large
 - Bowl and Lid combo Clear 300/24 oz
 - Napkins
 - Container clear Plastic Dessert 5oz/8oz/9oz dome lid
 - Steel Wool Pads
 - Ziplock bags 1 gal
 - Solo Cup Hot Paper 12oz/16oz Lid 1/1000ct
 - Solo Cup Hot Paper 12oz 1/1000ct
 - Solo Cup Souffle Plastic 4oz 10/250ct
 - Solo Souffle Plastic Lid 4 oz
 - White Plastic Forks 1/1000ct
 - White Plastic Spoons 1/1000ct
 - White Plastic Knives /1000Ct
 - Pink Handiwipe Towel 1/200ct
 - TYCO Bag Plastic 6 by 3by 15 1/1000ct

Motion: L. Tyree-Johnson Second: K. McCleland Vote: 5-0

B) PERSONNEL

1) Resolved that the Board of Education of the Bridgehampton UFSD hereby authorizes Melisa Stiles to perform additional duties related to the Business Office through August 31, 2017 at a stipend of \$2,500.

2) Resolved that the Board of Education of the Bridgehampton UFSD hereby approves the Memorandum of Agreement with the Civil Service Employees Association authorizing Jennifir Cunningham to receive a \$2,500 stipend to perform additional duties related to the Business Office through August 31, 2017 and authorizes the Superintendent to sign the agreement.

Motion: L. Tyree-Johnson Second: K. McCleland Vote: 5-0

3) Resolved that the Board of Education of the Bridgehampton UFSD approves Simone Sooklall as a provisional Purchasing Technician at a salary of \$35,000, prorated to the start date of August 15, 2017.

Motion: L. Tyree-Johnson Second: J. Vinski Vote: 5-0

4) Resolved that the Board of Education of the Bridgehampton UFSD approves Elizabeth Flanagan for summer hours at her hourly rate of \$59.05 as follows: Mondays through Thursdays from 8AM until 2PM; and Fridays, from 8:30AM until 11:30AM, beginning July 3 through August 11, 2017.

Motion: L. Tyree-Johnson Second: K. McCleland Vote: 5-0

5) Resolved that the Board of Education of the Bridgehampton UFSD approves Aleaze Hodgens for ten hours of CSE summer work on July 26 and July 27, 2017 at her hourly rate per the BTA contract.

Motion: L. Tyree-Johnson Second: J. Vinski Vote: 5-0

6) Resolved that the Board of Education of the Bridgehampton UFSD approves Laura Keenan to provide summer instruction to students per their IEPs at her hourly rate per the BTA contract.

Motion: L. Tyree-Johnson Second: K. McCleland Vote: 5-0

7) Resolved that the Board of Education of the Bridgehampton UFSD approves Ken Giosi for summer hours as the CSE Chairperson at his hourly rate per the BTA contract.

Motion: L. Tyree-Johnson Second: M. Gomberg Vote: 5-0

8) Resolved that the Board of Education of the Bridgehampton UFSD approves Lauren Sebor for Special Education summer hours, to be paid in addition to her contractual 10 month salary, out of a federal grant out of the Special Aid F Fund, effective July 1, 2017, at her hourly rate per the BTA contract.

Motion: L. Tyree-Johnson Second: M. Gomberg Vote: 5-0

9) Resolved that the Board of Education of the Bridgehampton UFSD approves Nancy Karlebach as a consultant for the purpose of home tutoring at \$70.06 per hour and authorizes the Superintendent to sign the contract and arrange for payment.

Motion: L. Tyree-Johnson Second: J. Vinski Vote: 5-0

10)Resolved that the Board of Education of the Bridgehampton UFSD approves the carryover of vacation days for Robert Hauser and Aleta Parker for the 2016-2017 school year, to be used by June 30, 2018 as delineated in the attached memo to the Board.

Motion: L. Tyree-Johnson Second: M. Gomberg Vote: 5-0

11)Resolved that the Board of Education of the Bridgehampton UFSD appoints Jennifer S. Maldonado, who maintains Certification in Childhood Education (Grades 1-6); Early Childhood Education (Birth-Grade 2); Students with Disabilities (Grades 1-6) as well as Certification in Students with Disabilities (Birth – Grade 2) to serve as a 1.0 FTE Special Education Teacher whose probationary term shall commence on August 29, 2017 and expire on August 28, 2021, provided that in order to be granted tenure, Jennifer S. Maldonado shall have received composite or overall annual professional performance review ratings pursuant to Education Law §3012-c and/or 3012-d of either effective or highly effective in at least three of the four preceding years and if Jennifer S. Maldonado receives an ineffective composite or overall rating in the final year of the probationary period she shall not be eligible for tenure at that time, at an annual salary of \$62,336, M Step 1, per the BTA contract.

Motion: L. Tyree-Johnson Second: M. Gomberg Vote: 5-0

12)Resolved that the Board of Education of the Bridgehampton UFSD appoints Michael Sherman, who maintains a Professional Certificate in Chemistry (Grades 7-12); Professional Certificate Extension in General Science (Grades 7-12) and Professional Certificate in Earth Science (Grades 7-12) to serve as a 1.0 FTE Science Teacher whose probationary term shall commence on August 29, 2017 and expire on August 28, 2021, provided that in order to be granted tenure, Michael Sherman shall have received composite or overall annual professional performance review ratings pursuant to Education Law §3012-c and/or 3012-d of either effective or highly effective in at least three of the four preceding years and if Michael Sherman receives an ineffective composite or overall rating in the final year of the probationary period he shall not be eligible for tenure at that time, at an annual salary of \$62,336, M Step 1, per the BTA contract.

Motion: L. Tyree-Johnson Second: K. McCleland Vote: 5-0

13)Resolved that the Board of Education of the Bridgehampton UFSD appoints Christina Liberatore, who maintains a Professional Certificate in Students with Disabilities (Grades 7-12) Generalist; Professional Certificate in Literacy (Birth - Grade 6); Professional Certificate in Early Childhood Education (Birth - Grade 2); Professional Certificate in Students with Disabilities (Birth - Grade 2); Professional Certificate in Childhood Education (Grades 1-6); Professional Certificate in Students with Disabilities (Grades 1-6) to serve as a 1.0 FTE Elementary Teacher whose probationary term shall commence on August 29, 2017 and expire on August 28, 2021, provided that in order to be granted tenure, Christina Liberatore shall have received composite or overall annual professional performance review ratings pursuant to Education Law §3012-c and/or 3012-d of either effective or highly effective in at least three of the four preceding years and if Christina Liberatore receives an ineffective composite or overall rating in the final year of the probationary period she shall not be eligible for tenure at that time, at an annual salary of \$62,336, M Step 1, per the BTA contract.

Motion: L. Tyree-Johnson Second: J. Vinski Vote: 5-0

- V. Invitation to the Public: The public at this time is cordially invited to bring before the Board any comments, questions or concerns.
- VI. MOTION TO ADJOURN at 5:39PM to Executive Session to discuss personnel matters with counsel.

Motion: L. Tyree-Johnson Second: K. McCleland Vote: 5-0

VII. MOTION TO RETURN to Regular Session at 7:10PM.

Motion: L. Tyree-Johnson Second: K. McCleland Vote: 5-0

1) Resolved that the Board of Education of the Bridgehampton UFSD appoints Michael Miller, who maintains a Professional Certificate as School District Leader, Initial Certificate of School Building Leader, Professional Certificate in Physical Education and Professional Certificate in Health Education to serve as a 0.8 FTE Assistant Principal and 0.2 FTE Director of Physical Education, the Assistant Principal Tenure Area whose probation term shall commence on July 1, 2017 and expire on June 30, 2021, at an annual salary of \$101,916.00, and authorizes the Board President to sign the agreement, subject to review by counsel.

Motion: L. Tyree-Johnson Second: J. Vinski Vote: 5-0

2) Resolved that the Board of Education of the Bridgehampton UFSD hereby approves the memorandum of agreement with the Bridgehampton Teachers Association and Michael DeRosa concerning the performance of athletic director duties and authorizes the Superintendent of Schools to sign the agreement, subject to review by counsel.

Motion: L. Tyree-Johnson Second: K. McCleland Vote: 5-0

3) Resolved that the Board of Education of the Bridgehampton UFSD approves the authorization for the business office to reimburse volunteer assistant basketball coaches (3) for cost of registration and certification requirements, for the 2017-2018 school year.

Motion: L. Tyree-Johnson Second: J. Vinski Vote: 5-0

Respectfully submitted

Darney (y. Cavaraugh

Tammy A. Cavanaugh

District Clerk