Bridgehampton School District Board of Education Business Meeting Wednesday, August 23, 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 5:03PM, followed by the Pledge.

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

Excused: Trustee: Jennifer Vinski

Counsel: Michael Vigliotta

Press: Christine Sampson, *The Sag Harbor Express*

Guests: Michael Miller, Assistant Principal and Director of Physical Education

B) Resolved that the Board of Education of the Bridgehampton UFSD approves the Proposed Board of Education Agenda, dated August 23, 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 August 2, 2017 Meeting of the Board of Education.

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

- **D) Invitation to the Public**: The public at this time is cordially invited to bring before the Board any comments, questions or concerns.
- E) Invitation to visitors to address the Board of Education on agenda items
- F) Communications
- **G)** Board of Education Discussion Items
 - 1) Mike Miller Update
 - 2) Dr. Favre Mandarin Chinese Club Update
- **H)** Consideration of additional items for the Agenda

II. ANNOUNCEMENTS

(a) August 29-30 Superintendent's Conference Days

(b) September 4 Labor Day

(c) September 6 First Day of Classes for Students

(d) September 12 Back-to-School Night PreK – 12th Grade

(e) September 15 Back to School BBQ - 5:30PM

(f) September 20 Board of Education Meeting – 7:00PM

(g) September 21-22 Rosh Hashanah – No Classes; District Open

(h) September 28 Senior Portraits

(i) September 29 Picture Day for Underclassmen (j) September 19 Back-to-School Night 6th – 12th

III. REPORTS

*5:44 - Doug DeGroot Arrived

A) Superintendent/Principal's Report

- Since our last meeting, we have filled all positions that were open, and are excited about the strengths that our new staff will bring to Bridgehampton.
- We have worked to relocate offices, which is still main priority before the teacher's return next week, such that they can get their work done to prepare the new classroom spaces.
- All camps have been finished, with JumpStart having it's last day tomorrow.
- Teachers have been in to ready their rooms, and all will return on Tuesday for our first of two conference days prior to school opening on September 6th
- We have been filing required state reports, as Aleta can attest to, including verifying data, submissions for Dasa and Vadir which are reports about discipline and suspensions, Ken Giosi has been working on the federal grants, which have diminished this year, and my understanding is that they use a different formula to determine 'wealth' of a district, not the free and reduced lunch previously used, which has hurt us a bit in the grant funding department.
- Teacher and staff packets have been mailed, and elementary teachers have received their class lists so that they can get out their letters to students and families.
- The building is really being polished up thanks to the tireless efforts of our custodial staff, supported by Mike Miller who has not stopped, and Bob who has coordinated the efforts.
- My Superintendent's evaluation has been completed. I am working with the company to update our email addresses, and add Marc Versoza, and it will be sent to all of you.
- We are awaiting growth scores from the state so we can complete the teacher evaluation cycle for the 16-17 school year, which I believe is due to the state by October.
- We received our state test scores in the past couple of days. As always we will review them
 with staff upon their return, and provide an overview of the results at our October meeting.
 With the small numbers taking the tests, we'd like to present you with a truer picture of how
 our students are doing, using both the state and local data we will bring the team together
 to do that for our October Board meeting.
- We are looking forward to welcoming the teachers back next week and we are looking forward to a very successful new school year.

B) School Business Administrator Report

Finance

- 16/17 Audit Field Work Completed 8/18, results to be discussed with Audit Committee on/about week of 9/19, BOE approval 9/20.
- TAN short term (less than one year) borrowing in the amount of \$4,500,000 in the next 30 days.
- Transportation Contracts Continue to share with Southampton, Springs, Sag Harbor, and East Hampton. McCoy Bus is our primary vendor.
- 17/18 Tax Levy to be set by October 31.
- SED Annual Financial Reports due October 1.

Facilities

- New District Offices construction, electric, plumbing, infrastructure complete. Move in to be complete week of 8/28.
- School Construction Project meeting w/Architect, Construction Manager, and Board on 9/20 to discuss status and preliminary logistic plans.
- All Buildings 95% ready for start of school. Landscape cleanup scheduled for next week.
- Electronic Sign bushes to be moved and transplanted to new district office area so that white website lettering is clearly visible.

IV. NEW BUSINESS

*CONSENT AGENDA, Items 1-3

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

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

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

2) Resolved that the Board of Education of the Bridgehampton UFSD hereby approves the Memorandum of Agreement, dated August 17, 2017 with the BTA concerning modifying the amount of preparation time for those teaching in the District's Alternative High School 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 adopts the following goals for the 2017-2018 school year as a continuation of our Middle States Plan.

2017-2018 Plan for Growth and Improvement Goals:

Student Performance Goals:

 The Bridgehampton School Community is committed to the development of curricular and participatory offerings (courses and activities) that challenge students intellectually, and offer opportunities for life experiences within an environment where communication, problem solving, collaboration, and creativity is facilitated as we assure that our students are college/career ready.

Goal:

By 2019 the Bridgehampton school community will offer state of the art courses as measured by ongoing mapping of all curriculum and full alignment with common core standards; student surveys annually regarding preferred courses; full development of individualized transition planning for all students as measured by improvement in college acceptance rates (and staying power) and job acquisition; full development of project-based curriculum across content areas throughout all required coursework that provides hands on work for students, as measured by increase achievement across content areas (Math, Science, SS, and ELA).

2. The Bridgehampton School Community is committed to ongoing, continued improvement in literacy and numeracy skills of our K-8 population through the use of data-based decision making, through the ongoing development of our Response to Intervention processes, procedures, and interventions in the district.

Goal:

By 2019 the Bridgehampton school community will increase literacy and numeracy skills of our K-8 population as evidenced by improvement in state test scores (80% or more of students achieving at the 3 and 4 levels); increased numbers of students being successful at higher level HS coursework as measured by increased numbers of students taking and passing AP courses, and addition of AP courses.

Organizational Capacity Goals

 The Bridgehampton Stakeholder community is committed to the improvement of facilities so as to enhance learning, encourage wellness, offer access to 21st century technology and to create and maximize space for instruction, conferencing, student services, and storage to allow for students to engage in hands-on learning, problem-based activities around local and global issues.

Goal:

By 2019 the Bridgehampton school community will improve facilities to meet the health, wellness and technological needs of our students as evidenced by an improved cafeteria, improved gymnasium and wellness stations, and continued updating of technology equipment as outlined in the 5-year plan.

We plan to secure approval for additions to the current building to provide an updated learning environment for our students that will offer space for hands-on project based

learning, fitness, and updates to our technology stations, fitness stations, and room for new programs through our area BOCES.

2. The Bridgehampton School Community is committed to the improvement of communication through the improvement of our website, with a focus on ongoing, real-time communication with stakeholders.

Goal:

By 2019 the Bridgehampton School Community will be connected to all families through ongoing improvements to our website, collection of emails and contact information from families, use of social media to communicate. This will be evidenced by consistent and committed improvements to technology as measured by parent and stakeholder surveys to assure that improvements are noted and valuable. By 2019 we hope to be the center of technology for the community as evidenced by increased Adult Education Programming, increases in social networking via Facebook (and others that may come about), and an improvement in the look and ease of use of the website, as measured by surveys to all stakeholders every three years.

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

SUPERINTENDENT'S RECOMMENDATIONS

A) FINANCIAL MATTERS

*CONSENT AGENDA, Items A1 - A29

Motion: L. Tyree-Johnson Second: M. Gomberg Vote: 6-0

- 1) Resolved that the Board of Education of the Bridgehampton Union Free School District, in the County of Suffolk, New York, as follows:
 - **Section 1.** Tax Anticipation Notes (herein called "Notes") of Bridgehampton Union Free School District, in the County of Suffolk, New York (herein called "District"), in the principal amount of not to exceed \$4,800,000, and any notes in renewal thereof, are hereby authorized to be issued pursuant to the provisions of Sections 24.00 and 9.00 of the Local Finance Law, constituting Chapter -a of the Consolidated Laws of the State of New York (herein called "Law").
 - **Section 2.** The following additional matters are hereby determined and declared:
 - (a) The Notes shall be issued in anticipation of the collection of real estate taxes levied or to be levied for school purposes for the fiscal year commencing July 1, 2017 and ending June 30, 2018, and the proceeds of the Notes shall be used only for the purposes for which said taxes are levied.
 - (b) The Notes shall mature within the period of one year from the date of their issuance.
 - (c) The Notes are not issued in renewal of other notes.
 - (d) The total amount of such taxes remains uncollected at the date of adoption of this resolution.

Minutes

- **Section 3.** The Notes hereby authorized shall contain the recital of validity prescribed by Section 52.00 of the Law and shall be general obligations of the District, and the faith and credit of the District are hereby pledged to the punctual payment of the principal of and interest on the Notes and unless the Notes are otherwise paid or payment provided for, an amount sufficient for such payment shall be inserted in the budget of the District and a tax sufficient to provide for the payment thereof shall be levied and collected.
- **Section 4.** Subject to the provisions of this resolution and the Law, and pursuant to Sections 50.00, 56.00, 60.00 and 61.00 of the Law, the power to sell and issue the Notes authorized pursuant hereto, or any renewals thereof, and to determine the terms, form and contents, including the manner of execution, of such Notes, and to execute tax certifications relative thereto, is hereby delegated to the President of the Board of Education, the chief fiscal officer of the District.
- **Section 5.** The Notes shall be executed in the name of the District by the manual signature of the President of the Board of Education, the Vice President of the Board of Education, the District Treasurer, the District Clerk, or such other officer of the District as shall be designated by the chief fiscal officer of the District, and shall have the corporate seal of the District impressed or imprinted thereon which corporate seal may be attested by the manual signature of the District Clerk.

Section 6. This resolution shall take effect immediately.

Motion: L. Tyree-Johnson Second: M. Gomberg Vote: 6-0

1) Resolved that the Board of Education of the Bridgehampton UFSD approves the registration of the following non-resident student and authorizes the Superintendent to advise family of acceptance, and set up billing as per Board Policy.

Student	Grade	Fee
A.S.	PreK 3	Full Day Pre K-4 \$5,000
F.S	PreK 4	Full Day Pre K-3 \$5,000
S. I.	PreK 3	Full Day Pre K-3 \$5,000

Motion: L. Tyree-Johnson Second: M. Gomberg Vote: 6-0

2) Resolved that the Board of Education of the Bridgehampton UFSD approves the 2017-2018 Transportation Contract with Sag Harbor UFSD with a 1.8% SED approved CPI and authorizes the Board President and Superintendent to execute the Contract.

Our Lady of the Hamptons \$21,544.73

Motion: L. Tyree-Johnson Second: M. Gomberg Vote: 6-0

3) Resolved that the Board of Education of the Bridgehampton UFSD approves the 2017-2018 Transportation Contract with Southampton UFSD with a 1.8% SED approved CPI and authorizes the Board President and Superintendent to execute the Contract.

Special Education Pupil/Related Svc \$26,500.58

4) Resolved that the Board of Education of the Bridgehampton UFSD approves the 2017-2018 Transportation Contract with McCoy Bus Co. with a 1.8% SED approved CPI and authorizes the Board President and Superintendent to execute the contract.

Alternative High School

\$53,849.83

Motion: L. Tyree-Johnson

Second: M. Gomberg

Vote: 6-0

5) Resolved that the Board of Education of the Bridgehampton UFSD approves the 2017-2018 Transportation Contract with McCoy Bus Co. with a 1.8% SED approved CPI and authorizes the Board President and Superintendent to execute the contract.

Ross School, Hayground School & Bishop McGann- Mercy \$94,271.31

Motion: L. Tyree-Johnson Second: M. Gomberg Vote: 6-0

6) Resolved that the Board of Education of the Bridgehampton UFSD approves the 2017-2018 Transportation Contract with the Springs UFSD and authorizes the Board President and Superintendent to execute the contract.

Motion: L. Tyree-Johnson Second: M. Gomberg Vote: 6-0

7) Resolved that the Board of Education of the Bridgehampton UFSD approves the 2017-2018 Transportation Contract with the Sag Harbor UFSD with a 1.8% SED approved CPI and authorizes the Board President and Superintendent to execute the contract.

HB Ward \$10,180.00

Motion: L. Tyree-Johnson Second: M. Gomberg Vote: 6-0

8) RESOLVED that the Board of Education of the Bridgehampton UFSD extends the 2013-14 Transportation Contracts with McCoy Bus Company in accordance with the Request for Proposal issued on April 3, 2013 with a 1.8% SED approved CPI increase for the 2017/18 school year as follows:

	Contract Amount
BH Regular Day Route 1 (including afternoon late runs)	\$68,088.51
BH Regular Day Route 2 (including afternoon late runs)	\$68,088.51
BH Regular Day Route Bus Monitors	\$39,225.26
Ross School late run	\$26,926.03

Extra Curricular/Athletic \$80.42 for (3) hour mini bus Extra Curricular/Athletic \$84.32 for (3) hour bus

Motion: L. Tyree-Johnson Second: M. Gomberg Vote: 6-0

9) Resolved that the Board of Education of the Bridgehampton UFSD approves the Special Education Services Agreement with the Southampton UFSD for the 2017/2018 school year and authorizes the Board President to sign the contract.

10)Resolved that the Board of Education of the Bridgehampton UFSD appoints Donald Kast to provide driver education services at an amount not to exceed \$3,600.00 for the period of September 1, 2017 through December 31, 2017, and authorizes the Superintendent to sign the agreement.

Motion: L. Tyree-Johnson Second: M. Gomberg Vote: 6-0

11)Resolved that the Board of Education of the Bridgehampton UFSD approves the consultant services agreement with Defensive Driving School SJL Family, Inc. at a rate of \$2,100.00 for the period of September 1, 2017 through December 31, 2017, and authorizes the Superintendent to sign the agreement.

Motion: L. Tyree-Johnson Second: M. Gomberg Vote: 6-0

12)Resolved that the Board of Education of the Bridgehampton UFSD approves the Contract for School/Agency Services for the 2017/2018 school year with Anita Grille, Speech Pathologist and authorizes the Superintendent to execute the contract.

Motion: L. Tyree-Johnson Second: M. Gomberg Vote: 6-0

13)Resolved that the Board of Education of the Bridgehampton UFSD approves the Contract for School/Agency Services for the 2017/2018 school year with Comprehensive Therapy and authorizes the Superintendent to execute the contract.

Motion: L. Tyree-Johnson Second: M. Gomberg Vote: 6-0

14)Resolved that the Board of Education of the Bridgehampton UFSD approves the Contract for School/Agency Services for the 2017/2018 school year with Sharyn LaWall, Psychologist and authorizes the Superintendent to execute the contract.

Motion: L. Tyree-Johnson Second: M. Gomberg Vote: 6-0

15)Resolved that the Board of Education of the Bridgehampton UFSD approves the Contract for School/Agency Services for the 2017/2018 school year with Salveo Healthcare Solutions and authorizes the Superintendent to execute the contract.

Motion: L. Tyree-Johnson Second: M. Gomberg Vote: 6-0

16) Resolved that the Board of Education of the Bridgehampton UFSD approves the Contract for School/Agency Services for the 2017/2018 school year with Peter Wigg, Psychologist and authorizes the Superintendent to execute the contract.

Motion: L. Tyree-Johnson Second: M. Gomberg Vote: 6-0

17)Resolved that the Board of Education of the Bridgehampton UFSD approves the Contract for School/Agency Services for the 2017/2018 school year with Taylor Consulting – Transition Services and authorizes the Superintendent to execute the contract.

18) Resolved that the Board of Education of the Bridgehampton UFSD approves the Contract for School/Agency Services for the 2017/2018 school year with Shirley A. Ruch, LLP - Speech Pathologist and authorizes the Superintendent to execute the contract.

Motion: L. Tyree-Johnson Second: M. Gomberg Vote: 6-0

19)Resolved that the Board of Education of the Bridgehampton UFSD accepts Warrant #5 Fund A with 1 Claim in the amount of \$6,645.00.

Motion: L. Tyree-Johnson Second: M. Gomberg Vote: 6-0

20)Resolved that the Board of Education of the Bridgehampton UFSD accepts Warrant #6 Fund A with 44 Claims in the amount of \$60,640.57.

Motion: L. Tyree-Johnson Second: M. Gomberg Vote: 6-0

21)Resolved that the Board of Education of the Bridgehampton UFSD accepts Warrant #1 Fund C with 1 Claim in the amount of \$263.90.

Motion: L. Tyree-Johnson Second: M. Gomberg Vote: 6-0

22)Resolved that the Board of Education of the Bridgehampton UFSD accepts Warrant #3 Fund F with 4 Claims in the amount of \$3,968.29.

Motion: L. Tyree-Johnson Second: M. Gomberg Vote: 6-0

23) Resolved that the Board of Education of the Bridgehampton UFSD accepts Warrant #3 Fund H with 3 Claims in the amount of \$14,605.81.

Motion: L. Tyree-Johnson Second: M. Gomberg Vote: 6-0

24)Resolved that the Board of Education of the Bridgehampton UFSD accepts Warrant #4 Fund H with 1 checks in the amount of \$1,200.00.

Motion: L. Tyree-Johnson Second: M. Gomberg Vote: 6-0

25) Resolved that the Board of Education of the Bridgehampton UFSD accepts Warrant #3 Fund T with 6 checks in the amount of \$62,061.27.

Motion: L. Tyree-Johnson Second: M. Gomberg Vote: 6-0

26) Resolved that the Board of Education of the Bridgehampton UFSD accepts the Claims Auditor Report for July 31, 2017.

Motion: L. Tyree-Johnson Second: M. Gomberg Vote: 6-0

27)Resolved that the Board of Education of the Bridgehampton UFSD accepts the Appropriation Status Report for the period 07/01/17 – 07/31/17.

28)Resolved that the Board of Education of the Bridgehampton UFSD accepts the Revenue Status Report for the period 07/01/17 - 07/31/17.

Motion: L. Tyree-Johnson Second: M. Gomberg Vote: 6-0

29)Resolved that the Board of Education of the Bridgehampton UFSD accepts the Treasurer's Report for the period 07/01/17 - 07/31/17.

Motion: L. Tyree-Johnson Second: M. Gomberg Vote: 6-0

B) PERSONNEL

1) Resolved that the Board of Education of the Bridgehampton UFSD accepts the resignation of Simone Sooklall as a Teacher Aide, effective August 14, 2017.

Motion: L. Tyree-Johnson Second: M. Gomberg Vote: 6-0

2) Resolved that the Board of Education of the Bridgehampton UFSD accepts the resignation of Jennifer Maldonado as a Teacher Assistant, effective August 28, 2017.

Motion: L. Tyree-Johnson Second: K. McCleland Vote: 6-0

3) Resolved that the Board of Education of the Bridgehampton UFSD accepts the resignation of Hamra Ozsu as a Teacher Assistant, effective August 28, 2017.

Motion: L. Tyree-Johnson Second: K. McCleland Vote: 6-0

4) Resolved that the Board of Education of the Bridgehampton UFSD appoints Olivia W. Kotz to the position of Teacher Aide, effective September 6, 2017, at an annual salary of \$26,000.00.

Motion: L. Tyree-Johnson Second: M. Gomberg Vote: 6-0

5) Resolved that the Board of Education of the Bridgehampton UFSD appoints Nadine LeBron to the position of Teacher Aide, effective September 6, 2017, at an annual salary of \$26,000.00.

Motion: L. Tyree-Johnson Second: K. McCleland Vote: 6-0

Resolved that the Board of Education of the Bridgehampton UFSD appoints Kelsey Burns, who maintains a Teaching Assistant Level 1 certification to serve as a teaching assistant in the teaching assistant tenure area, whose probationary term shall commence on August 29, 2017 and expire on August 28, 2021 at an annual salary of \$29,335.00 per the BTA contract.

Motion: L. Tyree-Johnson Second: K. McCleland Vote: 6-0

7) Resolved that the Board of Education of the Bridgehampton UFSD appoints Jessica Evans, who maintains a Students with Disabilities (Grade 1-6) Initial Certificate; Students with Disabilities (Birth-Grade 2) Initial Certificate; Childhood Education (Grades 1-6) Initial Certificate and Early Childhood Education (Birth-Grade 2) Initial Certificate, to serve as a teaching assistant in the teaching assistant tenure area, whose probationary term shall commence on August 29, 2017 and expire on August 28, 2021 at an annual salary of \$29,335.00 per the BTA contract.

Motion: L. Tyree-Johnson Second: K. McCleland Vote: 6-0

8) Resolved that the Board of Education of the Bridgehampton UFSD appoints Milena White as a 12-month, Clerk Typist-Spanish Speaking Provisional, effective August 29, 2017, at an annual salary of \$34,000, prorated to the start date.

Motion: K. McCleland Second: M. Gomberg Vote: 5-0*

*Ron White abstained

9) Resolved that the Board of Education of the Bridgehampton UFSD appoints Maya Himmelsbach as a Certified Substitute Teacher and Teacher Aide Substitute for the 2017-2018 school year at the respective daily rates of \$150.00 and \$100.00.

Motion: L. Tyree-Johnson Second: K. McCleland Vote: 6-0

10) Resolved that the Board of Education of the Bridgehampton UFSD appoints Adrian F. Drake as a Certified Substitute Teacher and Teacher Aide Substitute for the 2017-2018 school year at the respective daily rates of \$150.00 and \$100.00.

Motion: L. Tyree-Johnson Second: K. McCleland Vote: 6-0

11) Resolved that the Board of Education of the Bridgehampton UFSD appoints Samantha James as a Certified Substitute Teacher and Teacher Aide Substitute for the 2017-2018 school year at the respective daily rates of \$150.00 and \$100.00.

Motion: L. Tyree-Johnson Second: M. Gomberg Vote: 6-0

12) Resolved that the Board of Education of the Bridgehampton UFSD appoints Allison Mentuck as a Teacher Aide Substitute and Clerical Substitute for the 2017-2018 school year at the daily rate of \$100.00.

Motion: L. Tyree-Johnson Second: K. McCleland Vote: 6-0

13) Resolved that the Board of Education of the Bridgehampton UFSD approves Judiann Carmack-Fayyaz to teach one extra period every other day, for the 2017-2018 school year per the BTA Contractual rate.

Motion: L. Tyree-Johnson Second: K. McCleland Vote: 6-0

14) Resolved that the Board of Education of the Bridgehampton UFSD approves Kelly Sharp to teach one extra period daily for the 2017-2018 school year per the BTA Contractual rate.

15) Resolved that the Board of Education of the Bridgehampton UFSD approves the following teachers to provide after school instruction to be paid per the August 17, 2017 BTA MOA, from September 6, 2017 through June 30, 2018: Patrick Aiello, Jeffrey Neubauer, Danielle Doscher, Steve Meyers, Lauren Sebor and Joseph Pluta.

Motion: L. Tyree-Johnson Second: M. Gomberg Vote: 6-0

- C) COMMITTEE ON SPECIAL EDUCATION
 - 1) Resolved that the Board of Education of the Bridgehampton UFSD approves the recommendation of the Committee on Special Education for Students #10439, #10231, #10108, #10363, #5, #10281, #10059, #10392, #10459, #10117, #10328 and authorizes the Superintendent to arrange for appropriate services.

Motion: L. Tyree-Johnson Second: M. Gomberg Vote: 6-0

- V. Invitation to the Public: The public at this time is cordially invited to bring before the Board any comments, questions or concerns.
- VI. ADJOURN at 6:00PM to Executive Session to discuss personnel matters with counsel.

Motion: L. Tyree-Johnson Second: K. McCleland Vote: 6-0

Respectfully submitted,

Janery Cy. Carenaugh

Tammy A. Cavanaugh

District Clerk