

**SMITHTOWN CENTRAL SCHOOL DISTRICT  
BOARD OF EDUCATION  
REGULAR MEETING**

June 10, 2014

Held in Joseph M. Barton Bldg.

Meeting called to order at 7:00p.m. by Gladys M. Waldron, president. On motion by Mrs. Knox, seconded by Mr. Liguori, the Board voted unanimously to convene in Executive Session to discuss matters leading to the discipline of a tenured employee, matters leading to the employment of particular personnel and to receive legal advice from the Board's attorney.

At 8:00p.m. Mrs. Knox moved, Ms. Plourde seconded, and the Board voted unanimously to exit Executive Session and return to the public meeting.

Members present:

Gladys M. Waldron	Grace Plourde
Theresa Knox	Christopher Alcure
Louis Liguori	Matthew Morton

Members absent:

Joanne McEnroy

Also present:

Judith A. Elias, Superintendent  
Jennifer Bradshaw, Asst. Supt.  
Karen Ricigliano, Asst. Supt.  
William Bushman Ph.D., Asst. Supt.  
Eugene Barnosky, Board Counsel  
Visitors  
Maureen O'Connor, District Clerk

**I. OPENING CEREMONY** - conducted by Mrs. Waldron.

**II. MINUTES** - of the Regular Meeting held, May 13, 2014, Special Meeting held May 20, 2014 and the Annual District Meeting held May 20, 2014 are presented for approval.

MOTION by Mr. Alcure, seconded by Mr. Morton that the above minutes be approved as presented.

All aye. Motion carried (6- 0).

**III. RECEIPT OF CLAIMS AUDITOR'S REPORT** - upon recommendation of the Superintendent of Schools, be it RESOLVED, that the Claims Auditor's Report ending May 31, in the amount of \$ 14525710.22 be accepted.

MOTION by Ms. Plourde, seconded by Mrs. Knox that the Claims Auditor's Report be accepted.

All aye. Motion carried (6-0).

**IV. COMMUNICATIONS**

**A. Correspondence** - The following correspondence was presented for the Board's review.

1. Letter To: Mrs. Gladys Waldron  
From: Mr. and Mrs. Andrew Talbot  
Re: Nicholas Talbot
2. Letter To: Mrs. Gladys Waldron  
From: Suffolk County Board of Elections  
Re: Premises as Polling Place for June 24<sup>th</sup> Federal Primary Election
3. Letter To: Mrs. Gladys Waldron  
From: Mr. Patrick Smith  
Re: Booster Club Spring Athletic Awards Dinner
4. Letter To: Mrs. Gladys Waldron  
From: Mr. Tagi Garbizu  
Re: Congratulations and Good Luck
5. Letter To: Mrs. Gladys Waldron  
From: Ms. Christa Coughlin  
Re: Enrichment Program

MOTION by Mrs. Knox, seconded by Ms. Plourde that the correspondence in Section A, as listed above, be received and that the recommendations of the administration (where indicated) be accepted.

All aye. Motion carried (6-0).

**B. General Communications** – There were no general communications presented for the Board's review.**V. UNFINISHED BUSINESS-**

School Lunch Program- Mr. Liguori inquired about update on the School Lunch Program. Mr. Elias stated that a comprehensive report would be presented at the June 24, 2014 Board meeting.

**VI. COMMITTEE REPORTS -**

Facilities- Ms. Plourde reported that a meeting was held on May 21<sup>st</sup>. Items discussed included equipment purchases, capital reserve projects, science labs at High School East, insurance claims with NYSIR, review of Energy Performance contract, and Real Estate- district properties. Mr. Liguori recommended that the district reach out to the Town of Smithtown and try to coordinate with them as it pursues the long term planning needs for Smithtown since our New York Ave. building is an integral part of downtown Main Street.

Policy- Mr. Morton reported that a meeting was held on May 27<sup>th</sup>. Three policies were reviewed and are on tonight's agenda for a first reading for revision. Two policies were referred back to the administration for review. A policy dealing with online courses was reviewed and decided this policy would not go forward.

Mrs. Waldron noted that she was honored to attend the Booster Club Spring Athletic Awards dinner last evening and was proud of all the athletes and their accomplishments both on and off the field.

**VII. SUPERINTENDENT'S REPORT**

**A. Updates and Fire Inspection Report Presentation-** Mr. Robert Woolsey presented the Board with the Fire Inspection Report which was recently completed. The report is a yearly requirement which inspects 18 building and 25 structures in total. All buildings passed inspection for the 2014-2015 school year.

**B. Tentative Calendar for July 2014** the calendars were reviewed by the Board. Additional dates for summer meetings will be scheduled at the next meeting.

**C. Litigation (Executive Session)**

**D. Appointment of Hearing Officer**

" **RESOLVED**, that the Board of Education hereby authorizes the appointment of the following to serve as Hearing Officer for the Smithtown Central School District for the 2013-14 school year in compliance with New York State Regulations."

Regina Brandow – IHO #607

MOTION by Mrs. Knox seconded by Ms. Plourde approving Supt. Report Item D Appointment of Hearing Officer.

All aye. Motion carried (6-0).

**E. Appointment of Hearing Officer**

**BE IT RESOLVED**, that the Board of Education hereby appoints Steven Kasarda as the Hearing Officer in the disciplinary charges brought against District Employee No. 01518 pursuant to the District-Smithtown School Employees Association collective bargaining agreement.

**BE IT FURTHER RESOLVED** that pending the determination of the charges but for no more than 30 days, the employee will be suspended without pay, effective the day after the employee receives the charges.

**RESOLVED**, that the District Clerk is directed to forward a copy of this resolution to Sharon N. Berlin, Esq.

Motion by Mr. Alcure seconded by Mrs. Knox approving Supt. Report Item E Appointment of Hearing Officer.

All aye. Motion carried (6-0).

**F. Revised Policy 1530 – Smoking and Other Tobacco Use on School Grounds - Board of Education Policies - First Reading**

The revised Policy 1530 – Smoking and Other Tobacco Use on School Grounds - Board of Education Policies is presented for your information and discussion at the June 10, 2014 Regular Meeting of the Board of Education.

**A second reading, with any revisions deemed appropriate, will occur at the June 24, 2014 Regular Meeting of the Board of Education**

**The Superintendent of Schools will subsequently present the final copy to the Board of Education for its action at the next Regular Meeting of the Board of Education in July 2014 date to be determined.**

1530

**SMOKING AND OTHER TOBACCO USE ON SCHOOL PREMISES**

Due to the health hazards associated with smoking, and in accordance with federal and state law, the Board of Education prohibits smoking and all other tobacco use in all school buildings, on school grounds, and in any vehicle used to transport children or personnel. *The Board also prohibits the use of e-cigarettes in these locations.*

The district’s smoking policy shall be prominently posted in each building, at designated outdoor locations on school premises (e.g. athletic fields) and in all district vehicles. The Board designates the Superintendent of Schools or his/her designee as agent responsible for informing individuals smoking anywhere on school premises or in district vehicles that they are in violation of Article 13 of the Public Health Law and/or Section 409 of the Education Law and/or the federal Pro-Children Acts of 1994 and 2001.

- Ref: Education Law §§409(2)
- Public Health Law Article 13-E
- Public Health Law §§206; 340; 347
- The Pro-Children Act of 2001, 20 U.S.C. §§1781 *et seq.*
- The Pro-Children Act of 1994, 20 U.S.C. §§6081 *et seq.*

Adoption date: February 9, 1999  
Revised: \_\_\_\_\_

There were no revisions or discussion.

**G. Revised Policy 1800 – Gifts from the Public - Board of Education Policies - First Reading**

The revised Policy 1800 – Gifts from the Public - Board of Education Policies is presented for your information and discussion at the June 10, 2014 Regular Meeting of the Board of Education.

**A second reading, with any revisions deemed appropriate, will occur at the June 24, 2014 Regular Meeting of the Board of Education**

**The Superintendent of Schools will subsequently present the final copy to the Board of Education for its action at the next Regular Meeting of the Board of Education in July 2014 date to be determined.**

1800

**GIFTS FROM THE PUBLIC**

*Only the Board of Education may accept for the school district any bequest or gift or money, property or goods.*

*The Board reserves the right to refuse to accept any gift which does not contribute towards the achievement of the district’s goals or the ownership of which would tend to deplete the resources of the district.*

Any gift accepted by the Board or the Superintendent shall become the property of the district, may not be returned without the approval of the Board, and is subject to the same controls and regulations as are other properties of the district.

It shall be the policy of the district to accept a gift, provided it is made within the statutory authority granted to school district and has received the approval of the Board of Education.

In granting or withholding its consent, the Board will review the following factors:

1. The terms of the gift must identify:
  - a. the subject of the gift
  - b. the purpose of the gift
  - c. the beneficiary or beneficiaries if any
  - d. all conditions or restrictions that may apply.
2. The gift must not benefit a particular or named individual or individuals.
3. If the purpose of the gift is an award to a single student, the determination of the recipient of such award shall be made on the basis that all students shall have an equal opportunity to qualify for it and shall not be denied its receipt on the basis of race, religion, sex, disability, color or national origin.
4. If the gift is in trust, the obligation of the investment and reinvestment of the principal shall be clearly specified and the application of the income or investment proceeds shall be clearly set forth.
5. No gift or trust will be accepted by the Board unless:
  - a. it is in support of and a benefit to all or to a particular public school in the district, or
  - b. it is for a purpose for which the school district could legally expend its own funds, or
  - c. it is for the purpose of awarding scholarships to students graduating from the district.

Any gift rejected by the Board shall be returned to the donor or his/her estate within 60 days together with a statement indicating the reasons for the rejection of such gift.

Ref: Education Law §1709(12)

Adoption date: February 9, 1999

Revised: \_\_\_\_\_

There were no revisions or discussion.

**H. Revised Policy 1120 – School District Records - Board of Education Policies - First Reading**

The revised Policy 1800 – School District Records - Board of Education Policies is presented for your information and discussion at the June 10, 2014 Regular Meeting of the Board of Education.

**A second reading, with any revisions deemed appropriate, will occur at the June 24, 2014 Regular Meeting of the Board of Education**

**The Superintendent of Schools will subsequently present the final copy to the Board of Education for its action at the next Regular Meeting of the Board of Education in July 2014 date to be determined.**

1120

**SCHOOL DISTRICT RECORDS**

It is the policy of the Board of Education to inform members of the public about the administration and operation of the public schools in accordance with the Freedom of Information Law of the State of New York.

The Superintendent of Schools shall develop regulations ensuring compliance with the Freedom of Information Law and governing the procedures to be followed to obtain access to district records, and submit such regulations to the Board for approval. The Superintendent shall designate, with Board approval, a Records Access and Records Management Officer, pursuant to law.

*Retention and Destruction of Records:*

The Board hereby adopts as policy the Records Retention and Disposition Schedules as promulgated by the Commissioner of Education, setting forth the minimum length of time school district records must be retained. *The manner of destruction will be determined by the format of the record (i.e. paper, digital, etc.). In addition, destruction will be appropriately documented.*

*The Superintendent or his/her designee, with assistance from the Records Management Officer, shall be responsible for developing and disseminating department-specific retention schedules and guidance to staff, as necessary, to ensure adherence to this policy.*

Cross-ref: 5450.1, Notification of Released Sex Offenders  
5500, Student Records  
6600, Fiscal Accounting and Reporting  
8111, Reporting of Hazards

Ref: Public Officers Law §84 et seq.  
Education Law §2116  
Arts and Cultural Affairs Law §57.11  
Local Government Records Law, Article 57-A  
8 NYCRR Part 185

Adoption date: February 9, 1999  
Revised: \_\_\_\_\_

There were no revisions or discussion.

**VIII. INSTRUCTIONAL REPORT**

**A. Curriculum Update- School Report Card and Shared Decision Making Committee Report**

Susan Vachris gave a presentation on Smithtown’s Shared Decision Making Plan.

Paul Strader gave a presentation on The New York State 2012-2013 District Report Card.

**IX. PUPIL PERSONNEL SERVICES**

**A. Committee on Special Education**

**1. Committee on Special Education**

“RESOLVED, that the recommendations of the Committee on Special Education for Initial Placement Program/Services, for cases listed be approved.”

Committee on Special Education/Preschool Special Education:

As per attached CSE meetings held between 05/13/2014 and 06/10/2014.

**2. Sub-Committee on Special Education**

As per attached SCSE meetings held between 05/13/2014 and 06/10/2014.

“RESOLVED that the recommendations of the Sub-Committee on Special Education for cases listed be approved.”

**B. Committee on Preschool Special Education**

1. Initial placement for Preschool Special Education Program/Services

“RESOLVED, that the recommendations of the Committee on Preschool Special Education for Initial Placement Program/Services, for cases listed be approved.”

**See Attached –CPSE meetings from 5/14/14 – 6/10/14**

2. Special Education Preschool Annual IEP Review/Amended IEP

“RESOLVED, that the recommendations of the Committee on Preschool Special Education for Annual IEP Review/ Amended IEP for cases listed be approved.”

**See Attached –CPSE meetings from 5/14/14-6/10/14**

MOTION by Ms. Plourde , seconded by Mr. Morton approving Pupil Personnel Services Items A-B Committee on Special Education and Committee on Preschool Special Education.

All aye. Motion carried (6-0).

**X. AUDIENCE** –There were no audience members who wished to speak.

**XI. BUSINESS AFFAIRS**

**A. Finance**

1 - Financial Reports

"Upon recommendation of the Superintendent of Schools,  
be it

RESOLVED, that the following financial reports for the month(s) indicated are accepted:

- 1 – Trial Balance Report  
4/30/14
- 2 – Revenue Status Report  
4/30/14
- 3 – Budget Status Report – General Fund  
4/30/14
- 4– Budgetary Transfer Report  
4/30/14
- 5– Summary of Treasurer’s Report  
4/30/14
- 6 – Treasurer’s Monthly Report  
4/30/14

- 7 – Schedule of Investments  
4/30/14
- 8 – Collateralization of Bank Balances  
4/30/14
- 9 – Cash Flow Report  
4/30/14
- 10 – Report of Claims Auditor  
4/30/14
- 11 – Smithtown High School East Extra Classroom Activity Account  
4/30/14
- 12 – Smithtown High School West Extra Classroom Activity Account  
4/30/14
- 13 – Accomsett Middle School Extra Classroom Activity Account  
4/30/14
- 14 – Great Hollow Middle School Extra Classroom Activity Account  
4/30/14
- 15 – Nesaquake Middle School Extra Classroom Activity Account  
4/30/14
- 16 – Accomsett Elementary School Extra Classroom Activity Account  
4/30/14
- 17– Branch Brook Elementary School Extra Classroom Activity Account  
4/30/14
- 18– Dogwood Elementary School Extra Classroom Activity Account  
4/30/14
- 19 – Mills Pond Elementary School Extra Classroom Activity Account  
4/30/14
- 20 – Mt. Pleasant Elementary School Extra Classroom Activity Account  
4/30/14
- 21 – St. James Elementary School Extra Classroom Activity Account  
4/30/14
- 22 – Smithtown Elementary School Extra Classroom Activity Account  
4/30/14
- 23 – Tackan Elementary School Extra Classroom Activity Account  
4/30/14”

2 – Bid Recommendations

"Upon recommendation of the Superintendent of Schools,  
be it

RESOLVED, that the following bid recommendations be approved as submitted herein:

- 12/13-09      Ext.    Plastic Liners
- 13/14-06      Ext.    Bagels



13/14-07	<b>RFP</b>	Tutorial & Special Education Services for Students of the SCSD
13/14-10	Ext.	Plumbing & Steamfitting
14/15-01		General Supplies
14/15-03		Industrial Arts Supplies”

3 – Budgetary Transfers

"Upon recommendation of the Superintendent of Schools,  
be it

RESOLVED, that the following budgetary transfers of funds be approved for the 2013-14  
school year:

FROM: See Attached	\$718,855.95
TO: See Attached	\$718,855.95”

4 – Budgetary Transfers – Intra-Capital Fund

"Upon recommendation of the Superintendent of Schools,  
be it

RESOLVED, that the following budgetary transfers of Intra-Capital funds be approved  
for the 2013-14 school year:

TRANSFER OUT: See Attached	\$396,546.95
TRANSFER IN: See Attached	\$396,546.95”

5 – Emergency Services

"Upon recommendation of the Superintendent of Schools,  
be it

RESOLVED, that the President of the Board of Education is hereby authorized to approve  
the emergency services for the following company to repair a broken well at High School  
West on May 15, 2014:

Complete Well & Pump Inc.  
170 North Oak Street  
Copiague, NY 11726”

6 – Facilities Truck Purchase

"Upon recommendation of the Superintendent of Schools,  
be it

RESOLVED, that the Board of Education hereby authorizes the Facilities Department to purchase one truck whose cost exceeds the \$20,000.00 policy limit.”

Note: This was discussed at the Facilities Committee Meeting

7 - Contract for Entertainment Services

"Upon recommendation of the Superintendent of Schools,  
be it

RESOLVED, that the President of the Board of Education is hereby authorized to execute a contract with the following individual, for his DJ Entertainment Services, for the Class of 2015 Jr. Prom, at Villa Lombardi's, at a cost of \$1,800.00:

Glen Santoro  
36 Barbara Avenue  
Pt. Jefferson Station, NY 11776”

*Note: To be funded by Smithtown High School West Extra Classroom Activity Account*

8 – Extra Classroom Activity Account – Potential Donor

"Upon recommendation of the Superintendent of Schools,  
be it

RESOLVED, that the President of the Board of Education hereby approves the following potential donor for Extra Classroom Activity Account for the 2013-2014 school year:

Smithtown High School East

The Northrop Grumman Corporation”

9 - Increase in 2013-2014 Budget and Revenues – Capital Reserve Proposition #2

"Upon recommendation of the Superintendent of Schools,  
Be it

RESOLVED, that the Board of Education hereby approves an increase in the 2013-2014 budget as a result of the May 20, 2014 voter approval for Proposition #2

A 9950-900-53-0000 Transfer to Capital                      \$3,700,000

RESOLVED, that the revenues be adjusted and increased as follows:

A 5997.000 Appropriated Reserves \$3,700,000”

10 - Agreement with The OMNI Group – Preferred Provider Program

"Upon recommendation of the Superintendent of Schools,  
be it

RESOLVED, that the Smithtown Central School District is hereby authorized to enter into an agreement with The OMNI Group as Plan Administrator to manage the School District’s compliance and remitting services for its 403(b) Plan under the Preferred Provider Program, for the 2014-15 school year, at the fee scheduled listed below:

<u>Description</u>	<u>Annual Amount</u>
P3 Administrative Fee	\$ 1,500.00
Non-P3 Service Provider (403b)	6,480.00
Non-Elective Contributions (included at no charge)	<hr style="width: 10%; margin-left: auto; margin-right: 0;"/> \$ 7,980.00”

11 – Agreement with AHRC Nassau

"Upon recommendation of the Superintendent of Schools,  
be it

RESOLVED, that the President of the Board of Education is hereby authorized to enter into a Recycle Services Agreement with the following organization for their services to recycle and dispose of certain computer equipment, hardware and other related devices at no charge to the District:

AHRC Nassau  
230 Hanse Avenue  
Freeport, NY 11520”

MOTION by Mrs. Knox, seconded by Mr. Alcure approving Finance Items 1-11 on a consent motion.

All aye. Motion carried (6-0).

**B. Operations**

1 - Acceptance of Gifts

"Upon recommendation of the Superintendent of Schools,

RESOLVED, that the Board of Education authorizes the acceptance of the following gifts:

Donated By

\$180.00 donation	The Benevity Community Impact Fund 1521 Georgetown Road Hudson, OH 44236
Five piece drum set made by Pacific Drums	MaryAnn Carrizzo 15 Melody Lane Kings Park, NY 11754
\$1,800.00 donation for the DJ Entertainment for the Class of 2015 Jr. Prom	High School West Extra Classroom Activity Account
\$3,000.00 to the High School Lifetouch Scholarship	High School West Yearbook Committee
\$680.00 donation for the Kay Reynolds Scholarship Fund	Edward Reynolds 9 Hileen Drive Kings Park, NY 11754
\$5,098.11 donation for the Accomsett Elementary School playground	Accompsett Elementary Extra Classroom Activity Account
\$1,000.00 Scholarship donation	Suffolk County Superintendent Building & Grounds Association P.O. Box 1252 Ronkonkoma, NY 11779
Suzuki Trumpet for Nesaquake Middle School	Linda Weiner 6 Redoak Road St. James, NY 11780

2 – Addition to List of Organizations Approved to Use School Facilities,  
2014-2015 School Year

"Upon recommendation of the Superintendent of Schools,  
be it

RESOLVED, that the following organization, having made formal application, is hereby approved to use school facilities at the Smithtown Central School District during the 2014-2015 school year, subject to all School District policies, rules and regulations, Standard Uniform Practices, and contract provisions:

**2014-2015 SCHOOL YEAR**

Accompsett Middle School PTA  
Branch Brook Children's Foundation (dba Smithtown  
Children's Foundation)  
District Attorney's Office/Suffolk County Police  
Girl Scouts of Suffolk County  
i9 Sports, Inc.  
Long Island Falcons  
Long Island Ladies Soccer League

- Mills Pond Elementary PTA
- Scope Education Services
- Smithtown Center for Rehabilitation & Nursing Care
- Smithtown Girls Lacrosse (Girls Athletic League of Smithtown)
- Smithtown High School West PTSA
- Smithtown Kid Wrestling – USA Wrestling
- Smithtown Schools Employees’ Association
- Smithtown Youth Bureau
- The Sparklers
- Suffolk County PAL Judo Club”

3- Declaration of Obsolete Books

"Upon recommendation of the Superintendent of Schools,  
be it

RESOLVED, that the attached list of books, due to poor condition and/or obsolescence,  
is no longer useful to the District, and are hereby declared to be obsolete, and are to be  
disposed of in a manner that is in the best interest of the Smithtown Central School District.”

- Attached list of books at Accomsett Elementary library \*
- Attached list of books at High School East library
- Attached list of Envision Series, including all Instructional Materials,  
housed at Nesconset Elementary”

*\*List Available Upon Request*

MOTION by Mrs. Knox, seconded by Mr. Alcure approving Operations Items 1-3 on a  
consent motion.

All aye. Motion carried (6-0).

**XII. PERSONNEL**

**A. Certified** – The following Certified Personnel Items were presented for the Board’s  
approval:

1. Appointment of Adult Basic Education Teacher
2. Appointment of Adult Continuing Education Teacher
3. Approval of Compensation for Extra Summer Work SSAA Administrators
4. Appointment of Yearbook Advisor 2014-2015
5. Appointment of Driver Education Instructor
6. Appointment of Coordinator of the Middle School Summer Program 2014-2015
7. Appointment of Staff for the Middle School Summer Program 2014-2015
8. Comments
9. Appointment of Teacher on Special Assignment

10. Comments
11. Appointment Regular Substitute Teacher
12. Comments
13. Certifications
14. Appointment of Probationary Teacher
15. Certifications
16. Comments
17. Appointment of Lead Teacher
18. Appointment of Additional Event Chaperone 2013-2014
19. Appointment of Teacher on Special Assignment – Administrative Assistant
20. Appointment of District AP Proctor
21. Appointment of Part-Time Teacher Assistant
22. Appointment of Staff for the 2014-2105 Special Education Summer Reading Program
23. Comments
24. Appointment of Mentor Program Coordinator
25. Request for FMLA and/or Leave of Absence
26. Comments
27. Notice of Resignation
28. Request for Leave of Absence, Without Pay
29. Appointment of SAT/ACT/PSAT Test Coordinators 2014-2015
30. Abolition of Positions – Teaching
31. Excessing of Teachers
32. Comments
33. Appointment of Part-Time Teacher
34. Certifications
35. Comments

MOTION by Mrs. Knox , seconded by Ms. Plourde approving the Certified Personnel Items 1- 35 , as detailed in the attached resolutions.

All aye. Motion carried (6-0).

**B. Classified** - The following Classified Personnel Items were presented for the Board's approval:

1. Change of Status
2. Change of Status - Reasons
3. Leave of Absence
4. Leave of Absence – Reasons
5. Retirements
6. Resignation
7. Terminations
8. Correction From Prior Board Meeting Appointments
9. Correction from Prior Board Meeting Appointments – Reasons
10. Summer School Program
11. Temp/Peak Appointments
12. Abolition of Positions – Non Certified
13. Excessing of Employees

MOTION by Mrs. Knox, seconded by Mr. Liguori approving the Classified Personnel Items 1-13 as detailed in the attached resolutions.

All aye. Motion carried (6-0).

**XIII. NEW BUSINESS** – None at this time.

**XIV. ADJOURNMENT**

MOTION by Mrs. Knox, seconded by Ms.Plourde that the meeting be adjourned at 9:00p.m.

All aye. Motion carried (6-0 ).

Respectfully submitted,

Maureen O'Connor  
District Clerk