

**Bridgehampton School District
Board of Education Business Meeting
Wednesday, August 24, 2016
Café – 7:00 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 5:02PM, followed by the Pledge of Allegiance.

Present: Ron White, Board President, Lillian Tyree-Johnson, Board Vice President; Kathleen McClelland, Michael Gomberg, Jeff Mansfield; Dr. Lois R. Favre, Superintendent; Robert Hauser, Assistant Superintendent of Finance & Facilities; Michael Vigliotta, Counsel and Tammy A. Cavanaugh, District Clerk.

Excused: Doug DeGroot

Press: Kathryn Menu, *The Sag Harbor Express*; Christine Sampson, *The East Hampton Star* and Kelly Zegers, *The Southampton Press*

Guests: Mike Miller, Athletic Director

- B) Resolved** that the Board of Education of the Bridgehampton UFSD approves the Proposed Board of Education Agenda, dated August 24, 2016.

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

- C) Resolved** that the Board of Education of the Bridgehampton UFSD approves the minutes of the August 2, 2016 Meeting of the Board of Education.

Motion: L. Tyree-Johnson Second: K. McClelland 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. Renovations – Timelines & Considerations

***7:11PM – Jennifer Vinski arrived.**

H) Consideration of additional items for the Agenda

II. ANNOUNCEMENTS

- | | |
|----------------------------|---|
| (a) August 31- September 1 | Superintendent's Conference Days |
| (b) September 5 | Labor Day |
| (c) September 6 | First Day of Classes for Students |
| (d) September 13 | Back-to-School Night PreK – 5 th Grade |
| (e) September 19 | Back-to-School Night 6 th – 12 th |
| (f) September 21 | Board of Education Meeting |
| (g) September 22 | Picture Day |
| (h) September 23 | Senior Portrait Day |
| (i) September 23 | Back-to-School BBQ |

III. REPORTS

A) Superintendent/Principal's Report

- Bob and his staff have everything shined up and ready to go for the new year
- Hat's off to both Mike Miller and Bob on the completion of the beautiful Wall of Fame – and special thanks to all donors – this is truly something we have been hoping to achieve for many years
- A solid plan is in place for our alternative high school and the development of the land acquired for the CTA program in Agri-Business is shaping up nicely
- Students continue to come in to register daily- we are currently at 202 for opening, with more coming: 86 Secondary Students/ 116 Elementary Students
- Teachers have been stopping in to get things set up – we anticipate more next week
- August 31 and September 1 are our staff development days – Wednesday's theme is Creating a Supportive Helping Environment – during those days, teachers review data, review and adjust scheduling as needed, set up classrooms, and set goals for the schoolyear. Sean does a session on Tech updates,
- New secondary courses this year include: Sports Management; Intro to Psychology; Garment Construction; International Foods. Virtual Enterprise International will also run, and a partnership around the new garden is being developed. I will assure that these teachers attend board meetings this year to explain their programs.
- We have delineated all responsibilities in simple chart format for clerical and business office staff. We have also delineated the administrator responsibilities so that staff know who to go to for what they need.
- We are ready to go for another great year at the Hive.

B) School Business Administrator Report

Finance:

- \$4.7 million Tax Anticipation Note (TAN) Sale - September 1
- 2015/16 Audit - Fieldwork completed last week
- 2016/17 Tax Levy/Tax Rate - set within next (60) days; awaiting final assessment roll from the town.

Facilities:

Many projects completed with a few remaining to be completed by next week.

- Hall of Fame.
- New cafe equipment.
- Farmstand (being constructed).
- Rooftop (70) glass panels replaced.
- Automated flush valves on all main building toilets.
- New Electronic Door Locks & Software on 2nd floor & 1st floor.
- Parking Lot resealed and lined (six new parking spaces).
- New Cameras being installed (visual and audio capable).
- Boilers repaired.
- New hallway water fountains to accommodate water bottles.

IV. NEW BUSINESS

- 1) **Resolved** that the Board of Education of the Bridgehampton UFSD approves the August 23, 2016 Surplus List submitted by John Daniels.

Motion: L. Tyree-Johnson

Second: J. Vinski

Vote: 6-0

V. SUPERINTENDENT'S RECOMMENDATIONS

A) FINANCIAL MATTERS

***CONSENT AGENDA: Items A1 – A40**

Motion: L. Tyree-Johnson

Second: J. Vinski

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 \$4,700,000, 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, 2016 and ending June 30, 2017, 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.

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 arbitrage 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: J. Vinski Vote: 6-0

2) Resolved that the Board of Education of the Bridgehampton UFSD approves the 2016-2017 Transportation Contract with Sag Harbor UFSD with a .9% SED approved CPI and authorizes the Board President and Superintendent to execute the Contract.

Our Lady of the Hamptons \$21,163.78

Motion: L. Tyree-Johnson Second: J. Vinski Vote: 6-0

3) Resolved that the Board of Education of the Bridgehampton UFSD approves the 2016-2017 Transportation Contract with Southampton UFSD with a .9% SED approved CPI and authorizes the Board President and Superintendent to execute the Contract.

Special Education Pupil/Related Svc \$26,032.00

Motion: L. Tyree-Johnson Second: J. Vinski Vote: 6-0

- 4) **Resolved** that the Board of Education of the Bridgehampton UFSD approves the 2016-2017 Transportation Contract with McCoy Bus Co. with a .9% SED approved CPI and authorizes the Board President and Superintendent to execute the contract.

Alternative High School \$52,897.67

Motion: L. Tyree-Johnson Second: J. Vinski Vote: 6-0

- 5) **Resolved** that the Board of Education of the Bridgehampton UFSD approves the 2016-2017 Transportation Contract with McCoy Bus Co. and authorizes the Board President and Superintendent to execute the contract.

BOCES HB Ward Technical Center \$10,000.00

Motion: L. Tyree-Johnson Second: J. Vinski Vote: 6-0

- 6) **Resolved** that the Board of Education of the Bridgehampton UFSD approves the 2016-2017 Transportation Contract with McCoy Bus Co. and authorizes the Board President and Superintendent to execute the contract.

Bishop McGann- Mercy \$30,570.00

Motion: L. Tyree-Johnson Second: J. Vinski Vote: 6-0

- 7) **Resolved** that the Board of Education of the Bridgehampton UFSD approves the 2016-2017 Transportation Contract with McCoy Bus Co. and authorizes the Board President and Superintendent to execute the contract.

Hayground School \$7,500.00

Motion: L. Tyree-Johnson Second: J. Vinski Vote: 6-0

- 8) **Resolved** that the Board of Education of the Bridgehampton UFSD approves the 2016-2017 Transportation Contract with the Springs UFSD with a .9% SED approved CPI and authorizes the Board President and Superintendent to execute the contract.

Springs UFSD \$31,772.00

Motion: L. Tyree-Johnson Second: J. Vinski Vote: 6-0

- 9) **Resolved** that the Board of Education of the Bridgehampton UFSD approves the Special Education Services Agreement with the Springs Union Free School District for the 2016/2017 school year and authorizes the Board President to sign the contract.

Motion: L. Tyree-Johnson Second: J. Vinski Vote: 6-0

10) Resolved that the Board of Education of the Bridgehampton UFSD approves the Special Education Services Agreement with the Southampton UFSD for the 2016/2017 school year and authorizes the Board President to sign the contract.

Motion: L. Tyree-Johnson Second: J. Vinski Vote: 6-0

11) Resolved that the Board of Education of the Bridgehampton UFSD appoints Donald Kast as a contractor for the Driver Education Classroom Instructor at a rate of \$65.00 per hour not to exceed 24 hours; and as a contractor for Laboratory Instructor Services at a rate of \$35.00 per hour, not to exceed 6 hours per student with a maximum of 8 students for the Fall 2016 term and authorizes the Superintendent to sign the contract.

Motion: L. Tyree-Johnson Second: J. Vinski Vote: 6-0

12) Resolved that the Board of Education of the Bridgehampton UFSD approves the Contract for School/Agency Services for the 2016/2017 school year with Irene Morsch/Hamptons ABA Corp. and authorizes the Superintendent to execute the contract.

Motion: L. Tyree-Johnson Second: J. Vinski Vote: 6-0

13) Resolved that the Board of Education of the Bridgehampton UFSD approves the Contract for School/Agency Services for the 2016/2017 school year with Kendra Lester, Speech-Language Pathologist and authorizes the Superintendent to execute the contract.

Motion: L. Tyree-Johnson Second: J. Vinski Vote: 6-0

14) Resolved that the Board of Education of the Bridgehampton UFSD approves the Contract for School/Agency Services for the 2016/2017 school year with Sinead Fitzgibbon/MUV: Movement Solutions and authorizes the Superintendent to execute the contract.

Motion: L. Tyree-Johnson Second: J. Vinski Vote: 6-0

15) Resolved that the Board of Education of the Bridgehampton UFSD approves the Contract for School/Agency Services for the 2016/2017 school year with Anita Grille, Speech Pathologist and authorizes the Superintendent to execute the contract.

Motion: L. Tyree-Johnson Second: J. Vinski Vote: 6-0

16) Resolved that the Board of Education of the Bridgehampton UFSD approves the Contract for School/Agency Services for the 2016/2017 school year with Comprehensive Therapy and authorizes the Superintendent to execute the contract.

Motion: L. Tyree-Johnson Second: J. Vinski Vote: 6-0

17) Resolved that the Board of Education of the Bridgehampton UFSD approves the Contract for School/Agency Services for the 2016/2017 school year with Sharyn LaWall, Psychologist and authorizes the Superintendent to execute the contract.

Motion: L. Tyree-Johnson Second: J. Vinski Vote: 6-0

18) Resolved that the Board of Education of the Bridgehampton UFSD approves the Contract for School/Agency Services for the 2016/2017 school year with Salveo Healthcare Solutions and authorizes the Superintendent to execute the contract.

Motion: L. Tyree-Johnson Second: J. Vinski Vote: 6-0

19) Resolved that the Board of Education of the Bridgehampton UFSD approves the Contract for School/Agency Services for the 2016/2017 school year with Peter Wigg, Psychologist and authorizes the Superintendent to execute the contract.

Motion: L. Tyree-Johnson Second: J. Vinski Vote: 6-0

20) Resolved that the Board of Education of the Bridgehampton UFSD approves the Contract for School/Agency Services for the 2016/2017 school year with Taylor Consulting – Transition Services and authorizes the Superintendent to execute the contract.

Motion: L. Tyree-Johnson Second: J. Vinski Vote: 6-0

21) Resolved that the Board of Education of the Bridgehampton UFSD approves the Contract for School/Agency Services for the 2016/2017 school year with Shirley A. Ruch, LLP - Speech Pathologist and authorizes the Superintendent to execute the contract.

Motion: L. Tyree-Johnson Second: J. Vinski Vote: 6-0

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

Student	Grade	Fee
Jade Maldonado	11th	Non-Tuition per policy #5152

Motion: L. Tyree-Johnson Second: J. Vinski Vote: 6-0

23) Resolved that the Board of Education of the Bridgehampton UFSD accepts the proposed bids for Fresh & Frozen Food, Groceries and Beverages as specified from APPCO Paper & Plastics Corp. for the following items/categories of items for the 2016/2017 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: J. Vinski

Vote: 6-0

24) Resolved that the Board of Education of the Bridgehampton UFSD accepts the proposed bids for Fresh & Frozen Food, Groceries and Beverages as specified from George DL. Donneson, Inc. dba Donneson Provisions for the following items/categories of items for the 2016/2017 school year:

- Boars Head – Genoa Salami 7#
- Boars Head – Oven Roasted Turkey Breast 11#
- Boars Head – Ham Boiled 10% 15#
- Boars Head – Pepperoni
- Boars Head – Roast Beef 7.5#

Motion: L. Tyree-Johnson

Second: J. Vinski

Vote: 6-0

25) Resolved that the Board of Education of the Bridgehampton UFSD accepts the proposed bids for Fresh & Frozen Food, Groceries and Beverages as specified from Big Geyser, Inc. for the following items/categories of items for the 2016-2017 school year:

- V8 Splash
- Purity
- Apple & Eve Juice
- Deep river chips

Motion: L. Tyree-Johnson

Second: J. Vinski

Vote: 6-0

26) Resolved that the Board of Education of the Bridgehampton UFSD accepts the proposed bids for Fresh & Frozen Food, Groceries and Beverages as specified from Nardone Bros. Baking Co., Inc. for the following items/categories of items for the 2016-2017 school year:

- Pizza Dough Pre Sheeted 12by16 22/24 oz
 - ---Wheat
 - ---White

Motion: L. Tyree-Johnson

Second: J. Vinski

Vote: 6-0

27) Resolved that the Board of Education of the Bridgehampton UFSD accepts the proposed bids for Fresh & Frozen Food, Groceries and Beverages as specified from American Bottling Co., dba Snapple Dist. for the following items/categories of items for the 2016-2017 school year:

- Snapple 11.5 oz drinks

Motion: L. Tyree-Johnson

Second: J. Vinski

Vote: 6-0

28) Resolved that the Board of Education of the Bridgehampton UFSD accepts the proposed bids for Fresh & Frozen Food, Groceries and Beverages as specified from Modern Italian Bakery for the following items/categories of items for the 2016-2017 school year:

- Bagels, Whole Wheat sliced 1/12ct
- Bread French t 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: J. Vinski

Vote: 6-0

29) Resolved that the Board of Education of the Bridgehampton UFSD rejects the proposed bids for Fresh & Frozen Food, Groceries and Beverages as specified from Mivila Foods of New York for the 2016/2017 school year.

Motion: L. Tyree-Johnson

Second: J. Vinski

Vote: 6-0

30) Resolved that the Board of Education of the Bridgehampton UFSD rejects the proposed bids for Fresh & Frozen Food, Groceries and Beverages as specified from H. Schrier & Co., Inc. for the 2016/2017 school year.

Motion: L. Tyree-Johnson

Second: J. Vinski

Vote: 6-0

31) Resolved that the Board of Education of the Bridgehampton UFSD accepts Warrant #5 Fund F with 3 Claims in the amount of \$747.55.

Motion: L. Tyree-Johnson Second: J. Vinski Vote: 6-0

32) Resolved that the Board of Education of the Bridgehampton UFSD accepts Warrant #9 Fund A with 2 Claims in the amount of \$35,069.00.

Motion: L. Tyree-Johnson Second: J. Vinski Vote: 6-0

33) Resolved that the Board of Education of the Bridgehampton UFSD accepts Warrant #10 Fund A with 62 Claims in the amount of \$198,820.37.

Motion: L. Tyree-Johnson Second: J. Vinski Vote: 6-0

34) Resolved that the Board of Education of the Bridgehampton UFSD accepts Warrant #27 Fund T with 2 Claims in the amount of \$222,900.51.

Motion: L. Tyree-Johnson Second: J. Vinski Vote: 6-0

35) Resolved that the Board of Education of the Bridgehampton UFSD accepts Warrant #2 Fund C with 2 Claims in the amount of \$14,809.79.

Motion: L. Tyree-Johnson Second: J. Vinski Vote: 6-0

36) Resolved that the Board of Education of the Bridgehampton UFSD accepts Warrant #6 Fund F with 5 checks in the amount of \$4,009.29.

Motion: L. Tyree-Johnson Second: J. Vinski Vote: 6-0

37) Resolved that the Board of Education of the Bridgehampton UFSD accepts Warrant #2 Fund H with 2 checks in the amount of \$29,367.67.

Motion: L. Tyree-Johnson Second: J. Vinski Vote: 6-0

38) Resolved that the Board of Education of the Bridgehampton UFSD accepts Warrant #3 Fund T with 5 checks in the amount of \$69,478.82.

Motion: L. Tyree-Johnson Second: J. Vinski Vote: 6-0

39) Resolved that the Board of Education of the Bridgehampton UFSD accepts the Claims Auditor Report for July 31, 2016.

Motion: L. Tyree-Johnson Second: J. Vinski Vote: 6-0

40) Resolved that the Board of Education of the Bridgehampton UFSD accepts the Appropriation Status Report for the period 07/01/16 – 07/31/16.

Motion: L. Tyree-Johnson Second: J. Vinski Vote: 6-0

B) PERSONNEL

- 1) **Resolved** that the Board of Education of the Bridgehampton UFSD approves Ron White as a volunteer JV Basketball Coach for the 2016/2017 school year.

Motion: L. Tyree-Johnson Second: J. Mansfield Vote: 6-0

- 2) **Resolved** that the Board of Education of the Bridgehampton UFSD approves Hamra Ozsú for the Outdoor Club Stipend for the 2016-2017 school year.

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

- 3) **Resolved** that the Board of Education of the Bridgehampton UFSD approves Simone Sooklall for the ASPIRE Stipend for the 2016-2017 school year.

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

- 4) **Resolved** that the Board of Education of the Bridgehampton UFSD approves David Holmes for the Jr. Class Advisor Stipend for the 2016-2017 school year.

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

- 5) **Resolved** that the Board of Education of the Bridgehampton UFSD approves the change of appointment of Sylvia Fridie to a full time Account Clerk, at an annual salary of \$49,489.44, prorated to the effective start date of September 1, 2016.

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

- 6) **Resolved** that the Board of Education of the Bridgehampton UFSD appoints Fulbia G. Garcia as a Teacher Aide Substitute for the 2016-2017 school year at a daily rate of \$100.00.

Motion: L. Tyree-Johnson Second: J. Vinski Vote: 6-0

- 7) **Resolved** that the Board of Education of the Bridgehampton UFSD appoints Andrea Mondell-Patrick as a Substitute Teacher and Substitute Teacher Aide for the 2016-2017 school year at respective daily rates of \$125.00 and \$100.00.

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

- 8) **Resolved** that the Board of Education of the Bridgehampton UFSD appoints Brianne G. Jackolsky as a Substitute Teacher and Substitute Teacher Aide for the 2016-2017 school year at respective daily rates of \$125.00 and \$100.00

Motion: L. Tyree-Johnson Second: K. McClelland 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 # 10379, #844, #11111, #978, #1090, #758, #10302, #716, #501, #10374, #658, #10392, #10396, #10231, #10327, #10363, #10290, #10117, #10108, #10281, #10058, #10059, #10297 and authorizes the Superintendent to arrange for appropriate services.

Motion: L. Tyree-Johnson Second: J. Vinski Vote: 6-0

D) BUILDING USE REQUESTS

- 1) **Resolved** that the Board of Education of the Bridgehampton UFSD approves the Building Use Request from Matt Danzig (dba SAT Get Ready) for a SAT review course once per week (day TBD), 4:30 – 5:30pm, beginning September 16 through December 4, 2016.

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

VI. Invitation to the Public: The public at this time is cordially invited to bring before the Board any comments, questions or concerns.

VII. ADJOURN at 5:38PM to Executive Session to discuss personnel matters with counsel.

Motion: L. Tyree-Johnson Second: J. Vinski Vote: 6-0

VIII. RETURN to Regular Session at 6:48PM

Motion: L. Tyree-Johnson Second: J. Vinski Vote: 6-0

- 1) **Resolved** that the Board of Education of the Bridgehampton UFSD approves the MOA with the BTA for the Alternative High School Program and authorizes the Superintendent to sign the MOA.

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

IX. MOTION TO ADJOURN at 6:50PM

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

Respectfully submitted,

Tammy A. Cavanaugh
District Clerk