

**CATSKILL CENTRAL SCHOOL DISTRICT**

Catskill, New York

**Annual Organizational/Regular Meeting**

**Board of Education DRAFT Minutes**

**July 5 , 2016**

CHS Library

**7:00 P.M.**

**BOARD MEMBERS PRESENT:** W.Fiske, T. Darling, C. Kirch, S. Kubicek, K. Lyles, R. Osswald

**BOARD MEMBERS ABSENT:** A. Jones, J. Nearey, J. Shah

**OTHERS IN ATTENDANCE:** A. Barkman, S. Miskell, J. Enck

**(A) Appointment of Board Clerk Pro Tem**

**(B) CALL TO ORDER; DESIGNATION OF EMERGENCY EXITS; ROLL CALL AND PLEDGE OF ALLEGIANCE**

Call to Order

**B.1** The meeting is called to order by Board Clerk Pro Tem Judy Enck at 7:00pm, emergency exits designated, the Pledge of Allegiance recited, and roll call taken.

**I. ADMINISTRATION OF OATH**

Oath of Office

BOARD CLERK PRO TEM JUDY ENCK ADMINISTERED THE OATH OF OFFICE TO THE RECENTLY RE-ELECTED BOARD MEMBERS:

Kirch  
Kubicek

- C. Kirch
- S. Kubicek

**II. BOARD CLERK PRO TEM TO CONDUCT THE ELECTION OF OFFICERS**

Election of Officers

1. The floor was opened for nominations for Board President.

Kyle Lyles  
President

A MOTION (Kubicek/Osswald) to nominate Kyle Lyles for Board President. There were no other nominations for Board President so the nominations were closed. VOTE: Kyle Lyles for President  
Results: Aye 5 Nay 1 (Fiske) Abstain 0 Absent 3. Motion carried.

2. The floor was opened for nominations for Board Vice President.

Sasha Kubicek  
Vice President

A MOTION (Kirch/Lyles) to nominate Sasha Kubicek for Board Vice President. There were no other nominations for Board Vice President so the nominations were closed. VOTE: Sasha Kubicek for Vice President.  
Results: Aye 5 Nay 1 (Darling) Abstain 0 Absent 3. Motion carried.

**3. Administration of Oath**

Administration of  
Oath

Oath of Office was administered to President Lyles, Vice-President Kubicek by Clerk Pro Tem. Meeting turned over to President Lyles.

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III. EXECUTIVE SESSION

The employment history of a particular person, to discuss matters made exempt by federal or state law – FERPA.

(A) MOTION by Darling, seconded by Fiske, to go into Executive Session at 6:15pm.

Results: Aye 6 Nay 0 Abstain 0 Absent 3. Motion carried.

(B) RETURN TO PUBLIC SESSION

MOTION by Fiske, seconded by Osswald, to return to Public Session at 6:48pm.

Results: Aye 6 Nay 0 Abstain 0 Absent 3. Motion carried.

The Superintendent and the Board of Education President recommends the following annual appointments for consent agenda, according to Board Policy: (III-VII)

MOTION by Darling, seconded by Kubicek, to approve the following annual appointments as listed below.

Results: Aye 6 Nay 0 Abstain 0 Absent 3. Motion carried.

IV. 2016-17 ANNUAL APPOINTMENTS- Resolutions

- 1. Resolved: From July 1, 2016 through June 30, 2017, the Board of Education authorizes the use of the impartial hearing officers list, on a rotating basis, approved by SED and in accordance with SED Regulations.
2. Resolved: That the following annual appointments be approved effective July 1, 2016, through June 30, 2017:
a. District Treasurer – Amanda McCabe
b. Claims Auditor – ONC BOCES Shared Business Office
c. School District Tax Collector – Nyrelle Colon at a stipend of \$5,000/yr.
d. Board Clerk – Judy Enck at a stipend of \$8,000/yr.
e. Dignity for All Students Coordinators- Jennifer Osswald, Ela Kessel, Kim Bushane, Heather Zacchio, Sue Sorkin

V. OTHER APPOINTMENTS - Resolutions

- a. School Physician –Columbia Memorial Hospital: Dr. Ronald Pope, Dr. Christine Lee
b. School Attorneys – Hogan, Sarzynski, Lynch, DeWind, & Gregory, LLP., Hiscock & Barklay, P.C. for Bond Counsel, and Girvin & Ferlazzo, for Construction
c. District External Independent Auditor – Sickler, Torchia, Allen, & Churchill, CPA’s, PC
d. Internal Auditor – TBD

Superintendent’s Report

Annual Appointments
Amanda McCabe
ONB BOCES
Nyrelle Colon
Judy Enck
Jennifer Osswald
Ela Kessel
Kim Bushane
Heather Zacchio
Sue Sorkin

Ronald Pope
Christine Lee
Sarzynski,Lynch,
DeWind,&
Gregory,LLP.
Hiscock &
Barklay,P.C.
Girvin&Ferlazzo
Sickler,Torchia,Allen
&

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- e. Records Access Officer/Records Management Officer – Judy Enck      Churchill,CPAs,PC
- f. Asbestos Designee – John Willabay      Judy Enck
- g. Purchasing Agent – Stephen Miskell      JohnWillabay
- h. EEO Officer – Annemarie Barkman      Stephen Miskell
- i. Section Compliance Officer – Annemarie Barkman      Annemarie Barkman
- j. District Fiscal Advisor – Fiscal Advisors      Annemarie Barkman
- k. Compliance Officer for Americans with Disabilities Act  
(employment/public/facilities accommodations requirements) –  
Yvonne Waters      Fiscal Advisors  
Yvonne Waters
- l. Student Residency Determination Designee – Central Registrar
- m. McKinney-Vento Liaison – Central Registrar
- n. Emergency Management/Safety Coordinator – John Willabay      Central Registrar
- o. Chemical Hygiene Officer (OSHA)/School Pesticide Representative –  
John Willabay      John Willabay
- p. Inventory Control for Property, Equipment & Furniture – John  
Willabay
- q. Extra-Classroom Activities Account Treasurer – Account Clerk      John Willabay  
Typist/CHS
- r. Extra-Classroom Activities Account Comptroller – High School      Account Clerk  
Principal      Typist/CHS
- s. Continuation of Professional Practices Committees
- t. Home –School Liaison –Central Registrar
- aa. Board Sub-Committees:
  - Buildings & Grounds Committee
  - Finance/Audit Committee      Board Sub
  - Health & Safety Committee      Committees
  - Policy Committee
  - Clarke Scholarship Committee
- bb. CSE/CPSE Committee:
  - Chairperson- Yvonne Waters      Yvonne Waters
  - School Psychologists- Vanessa Perkins      Vanessa Perkins
  - Bettina Young      Bettina Young
  - School Physician- Dr. Ronald Pope,      Dr. Ronald Pope
  - Dr. Christine Lee      Dr. Christine Lee
  - Parent Member - Diane Wamsley      Diane Wamsley
  - The child’s Special Education and Regular Education  
teacher as defined by federal regulations.

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**VI. DESIGNATIONS – Resolution**

1. Resolved: That the Board of Education approves the following designations effective

Banking

July 1, 2016:

a. Official Bank Depositories and Banks Authorized for Accounts:

First Niagara	JP Morgan Chase Bank – Albany
Trustco Bank	The Bank of Greene County

b. Banks Authorized for Investments:

First Niagara	JP Morgan Chase
Trustco	The Bank of Greene County
Bank of America	HSBC
Bank of New York	Columbia Greene FCU

Newspapers

c. Official Newspapers: The Daily Mail and Daily Freeman

Amanda McCabe

d. Certification of Payrolls: Amanda McCabe, District Treasurer

e. Bonding of Employees:

Bonding of Employees

Employee Theft: \$1,000,000 for Treasurer, School Tax Collector, and; \$700,000 for the Board Clerk, and \$200,000 for the Claims Auditor, the Treasurer of the Extra-classroom Activities Account and District Courier.

Petty Cash Funds: establishments of petty cash funds in the amounts listed and appoint the designated positions as custodians of the funds:

High School	Principal	\$100
Middle School	Principal	\$100
Elementary School	Principal	\$100
Superintendent’s Office	Secretary	\$100
Business Office	Treasurer	\$100

Petty Cash

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School Lunch Program School Lunch Director \$100

f. Authorized Signatures:

1. General Fund, Trust & Agency Fund, Capital Fund, School Lunch Fund, and Special Aid Fund, Debt Service Fund checks, and Private Purpose Trust Fund checks:

The following signature required: District Treasurer.

Authorized Signatures

2. Borrowing in Anticipation of Revenues or Taxes through the use of Revenue Anticipation Notes and/or Tax Anticipation Notes as pursuant to Sections 24.00 and 25.00 of the Local Finance Law.

Two of the following signatures required: President, Vice President, and the Board Clerk

3. Extra-Classroom Activities Account checks:

One of the following signatures is required: High School Principal and Account Clerk

g. Radio/TV Stations/Internet for Emergency Closing/Delayed Openings/Early Dismissals:

- WCTW- 98.5                      WYJB- 95.5
- WGY -810                        WNYT TV- Channel 13
- WFLY -Fly 92                    WRGB - Channel 6
- WPDH-101.5                    WTEN- Channel 10
- WXXA- Channel 23

Radio/TV Stations

[www.catskillcsd.org](http://www.catskillcsd.org)

i. Regular Monthly Meetings: Second Wednesday of each month, special meetings as required.

Monthly Meetings

**VII. AUTHORIZATIONS**

a. Authorize Superintendent of Schools to approve attendance of District employees at meetings, conferences, conventions, and workshops at District expense and to approve related expenses.

b. Reimbursement rate for authorized travel on school business pursuant to the IRS Code.

Authorizations

c. Authorize Treasurer to transfer funds among banks and bank accounts as required.

d. Authorize Superintendent of Schools to approve appropriation transfers among budget account codes.

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- e. Authorize the Superintendent to prepare and sign any documents involving resolutions to participate in cooperative bids with BOCES, school districts, and other agencies.
- f. Authorize Superintendent of Schools or his/her designee to apply for Federal, State, private, or other Grants.
- g. Authorize members of the Board of Education with Board approval to attend conferences and conventions with expenses approvable by District guidelines to be reimbursed by the District.
- h. Authorize Superintendent of Schools to hire short-term (day to day) substitute teachers and present to the Board of Education periodically the names of those substitute teachers whose day to day employment has been approved.
- i. Authorize the solicitation of class ring vendors and photographic services for student school pictures.
- j. Authorize the Superintendent to accept donations up to \$5,000.
- k. Authorize the District Treasurer to be the Superintendent's designee for FS-25 (request for quarterly payment); FS-10A (requests for amendments and carry forward).
- l. Authorize the District Treasurer, upon written request, to hear appeals of determinations regarding such services in compliance with federal regulations governing the National School Lunch Program.

**VIII. OTHER ITEMS**

Annual Items

1. Annual Items – Resolution

Resolved: That the following 2016-2017 annual items be approved:

- a. Adoption of existing Building and District Safety Plans.
- b. Resolution to Appoint Catskill Public Library Board of Trustees

Safety Plans

RESOLVED, that the Catskill Central School District Board of Education appoint the following individuals, for the terms indicated, as members of the Catskill Public Library Board of Trustees:

<u>Trustee</u>	<u>Term</u>
Gil Bagnell, President	7/1/16 to 6/30/17
Janet Del Vecchio, Vice President	7/1/16 to 6/30/17
Susan Schamerhorn, Treasurer	7/1/16 to 6/30/17
Helene Tieger, Secretary	7/1/16 to 6/30/17
Michael Maloney, Trustee	7/1/16 to 6/30/19

Catskill Public  
Library Board of  
Trustees  
Gil Bagnell  
Janet DelVecchio  
Susan Schamerhorn  
Helene Tieger  
Michael Maloney

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c. Resolution to Approve Clarke Scholarship Appointments

Clarke Scholarship Appointments

RESOLVED, that the Catskill Central School District Board of Education hereby approves the following Clarke Scholarship appointments for the 2016-17 school year:

Marielena Hauser  
Joannie DiPerna  
Joel Phelps

Marielena Hauser, High School Administrator  
Joannie DiPerna, Secretary  
Joel Phelps, Confidential/Financial Secretary

d. Substitute Rates

Substitute Rates

Teaching Assistants	\$12.00 per hour
Teacher Aides	\$11.00 per hour
Monitors/Cafeteria	\$10.00 per hour
Operations and Maintenance	\$12.00 per hour
Clerical	\$10.00 per hour
Computer Technicians	\$20.00 per hour
Nurses	\$16.00 per hour
Non-certified Teachers	\$75.00 per day
Certified Teachers	\$98.00 per day
Certified Administrators	\$200.00 per day

2. Health Services Contracts – Resolution

Resolved: That the President of the Board of Education, Board Clerk, and/or the Superintendent of Schools are authorized to sign contracts with districts for the provision of 2016-2017 Health and Welfare services to pupils attending non-public schools located in other districts.

Health Services

\_\_\_\_\_END OF ORGANIZATIONAL MEETING\_\_\_\_\_

**REGULAR MEETING – July 5, 2016**

**(B) EXECUTIVE SESSION – N/A**

**(C) RETURN TO PUBLIC SESSION – N/A**

**(D) VISITOR RECOGNITION ON AGENDA ITEMS – N/A**

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Superintendent's Report

**(E) SUPERINTENDENT'S REPORT**

- (a) *Welcome Stephen Miskell, School Business Administrator*
- (b) *Summer School*
- (c) *Summer Grant Opportunities*
- (d) *Purrfect Partners*
- (e) *Homecoming and CES BBQ Bash*

**(F) BOARD REPORT-** no information to be reported

*The Interim Superintendent and the Board of Education President recommend the following items for consent agenda, according to Board Policy: G-1.6*

**MOTION by Kubicek, seconded by Darling, to approve the recommendation as stated above.**

**Results: Aye 6 Nay 0 Abstain 0 Absent 3. Motion carried.**

Approval of Minutes

**(G) APPROVAL OF MINUTES**

The Board of Education hereby approves the June 22, 2016 Board of Education meeting minutes (with amendment to VIII.c. Marielena Hauser, High School Administrator for Clarke Scholarship; amendment to H.3. Standard Work Day Board (District) Clerk, Tax Collector)

Resignations

**(H) PERSONNEL- INSTRUCTIONAL/NON-INSTRUCTIONAL**

**H. Resignations**

Heather Jenner

**H.1.a Resignation of Heather Jenner, Teaching Assistant, CES**

Upon the recommendation of the Interim Superintendent, the Board of Education hereby accepts the resignation of Heather Jenner, Teaching Assistant, CES, effective June 24, 2016, for personal reasons.

Mary Alice Hipwell

**H.1.b Resignation of Mary Alice Hipwell, Supervisor of CSE/CPSE (P-12)**

Upon the recommendation of the Interim Superintendent, the Board of Education hereby accepts the resignation of Mary Alice Hipwell, Supervisor of CSE/CPSE (P-12), effective June 30, 2016, for personal reasons.

**H.1.c Resolution for Abolishment of Position**

Abolishment of Supervisor of CSE/CPSE

**BE IT RESOLVED,** upon the recommendation of the Superintendent, the following resolution of abolishment was presented to the Board of Education for action:



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H. RESOLVED, that the Board of Education hereby authorizes the

- a. Position of Supervisor of CSE/CPSE is abolished for reasons of economy and efficiency, effective July 1, 2016, in the tenure area of Supervisor of CSE/CPSE (P-12);
- b. No individual will be occupying this position at the time the position is abolished.

Transfer/  
Reassignments

**H.2 Acceptance of Transfer/Reassignment Recommendations**

**BE IT RESOLVED**, upon the recommendation of the Superintendent, the Board of Education hereby accepts the following Transfer/Reassignment Recommendations for the 2016-2017 school year:

Name:	From:	To:
Nancy Thackaberry	MS/HS Keyboarding	School Media Specialist MS/HS
Nancy Kunz	MS/HS/ES Media Specialist	ES School Media Specialist
Eric Joyce	ES Physical Education	MS Physical Education
Tisha Alvarez	Kindergarten	Grade 1
Amy Bulich	Pre-K	Kindergarten
Kimberly Scali	Kindergarten	Pre-K

Nancy Thackaberry  
Nancy Kunz  
Eric Joyce  
Tisha Alvarez  
Amy Bulich  
Kimberly Scali

**Special Education:**

Tricia Visconti	8:1:2 (4-5)	8:1:2 (K-1)
Jolie Moorhus	8:1:2 (K-1)	8:1:2 (4-5)
Liz Vermilyea	CT Resource Gr 4	CT Resource K
Alyssa Hackett	CT Resource K-1	Co-Teach Gr 1 (covering Gr 4)
Samantha Farcher	CT Resource Gr 2-3	Co-Teach Gr 2 (covering Gr 4)
Mike Thibault	CT Resource Gr 3	CT Resource 3 (covering Gr 4)

Tricia Visconti  
Jolie Moorhus  
Liz Vermilyea  
Alyssa Hackett  
Samantha Farcher  
Mike Thibault

**H.3 Approval of the Time Reporting Requirements for Appointed Officials**

**BE IT RESOLVED**, that the Board of Education of the Catskill Central School District

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hereby establishes the following as standard work days for appointed officials and its employees and will report the following days worked to the New York State and Local Employees' Retirement System based on the time keeping system records or the record of activities maintained and submitted by these officials to the clerk of this body:

Title:	Standard Work Day (hours/day)	Term:	<u>Time Reporting Requirements</u>
Board Clerk	NA	7/1/06-6/30/17	
District Treasurer	8	7/1/06-6/30/17	
Deputy Treasurer	8	7/1/06-6/30/17	
Tax Collector	NA	7/1/06-6/30/17	
Account Clerk	8	NA	
Clerk Typist	8	NA	
Computer Technician	8	NA	
Receiving Clerk	8	NA	
Head Grounds Person	8	NA	
General Mechanic	8	NA	
Administrative Assistant	8	NA	
Instructional Substitutes	7.5	NA	
Non-Instructional Substitutes	7	NA	<u>Reassignment of Principal</u>

**H.4.a Reassignment of Principal**

Marielena Hauser

Upon the recommendation of the Superintendent, the transfer of Marielena Hauser from Principal on Special Assignment for Behavior Management to Catskill High School Principal, certified as a school administrator and tenured in the school district administrator tenure area, effective July 1, 2016.

Appointment of Middle School Principal

**H.4.b Appointment of Middle School Principal**

Kerry Overbaugh

Upon recommendation of the Superintendent, Kerry Overbaugh, former High School Principal, to be appointed Middle School Principal, probationary in the tenure area of Middle School Principal, certified as a district administrator, effective July 1, 2016 with a four year Middle School Principal tenure track ending June 30, 2020.

**H.5 Appointment of TASC Program Faculty and Staff 2016-2017**

TASC Appointments

Upon the recommendation of the Superintendent, the Board of Education hereby approves the following as TASC program faculty and staff for the 2016-17 school year and be paid the stipend amount as stated. Effective September 15, 2016 through June 15, 2017.

Erin Holdridge

- o Teacher - \$30.00/hour
- o Teaching Assistant - \$12,240

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TASC Math Teacher- Erin Holdridge

**(I) BUSINESS REPORTS**

Claims Audit Reports

**I.1 Acceptance of the Claims Audit Reports**

**BE IT RESOLVED**, the Board of Education hereby accepts the 6/20/16 and 6/24/16 Claims Audit Reports, as submitted by the Claims Auditor.

Extra-Classroom  
Activities Accounts

**I.2 Acceptance of Extra-Classroom Activities Accounts Update**

**BE IT RESOLVED**, the Board of Education hereby accepts the Extra-Classroom Activities Accounts update through May 31, 2016, as submitted by the Extra-Classroom Activities Account Treasurer.

**I.3 Declaration of Obsolete/Surplus Books and Equipment**

**WHEREAS**, the District owns books and equipment, which are no longer useful or necessary for school District purposes, and are of no value to the School District, as indicated on the (list attached) and made a part of this resolution,

Obsolete/Surplus  
Books and  
Equipment

**THEREFORE, BE IT RESOLVED**, that the Board of Education hereby declares such books and equipment to be Surplus/obsolete property and of no value to the School District and authorizes the disposal of such obsolete books and equipment.

Paid Lunch Increase

**I.4 Increase to Price of Paid School Lunches**

**BE IT RESOLVED**, the Board of Education hereby approves the increase of \$.05 to the school lunch price for the 2016-17 school year.

New Policy Adoption

**I.5 Adoption of New Policy**

**BE IT RESOLVED**, the Board of Education hereby adopts the following new policy:

- #4532 – School Volunteers

School Volunteers

**I.6 Adoption of Revisions to Policies**

**BE IT RESOLVED**, the Board of Education hereby adopts the revisions to the following policies:

Policy Revision

- #0100 – Anti-Discrimination/Harassment of Employees and Students ( replaces #0100/5040)
- #1120 – School District Records
- #2270 – School Attorney
- #4710 – Grading Systems

Anti-Discrimination/  
Harassment

School District  
Records  
School Attorney  
Grading Systems  
Disposal of District  
Property  
School Building

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- #6900 – Disposal of District Property
- #8110 – School Building Safety
- #8112 – Health and Safety Committee
- #8220 – Buildings and Grounds Maintenance and Inspection
- #8520 – Free and Reduced Price Food Services

Safety  
Buildings & Grounds  
Free & Reduced  
Price Food Services

Board Action

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**END OF CONSENT AGENDA**

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**(J) BOARD ACTION/DISCUSSION ITEMS**

Committee and Other  
Reports

**(K) COMMITTEE REPORTS AND OTHER MATTERS**

Future Board  
Meetings

**(L) FUTURE BOARD MEETINGS**

1. July 5, 2016 – CHS Library – 6:00 PM - Annual Reorganizational/Regular Business
2. August 24, 2016- CHS Library – 7:00 PM – **Regular Business**
3. September 21, 2016 – Veterans Exemption Hearing 6:00 -New Employee Reception 6:30 PM – CHS Library – 7:00 PM – **Regular Business**
4. October 19, 2016 — CHS Library – 7:00 PM – **Regular Business**
5. November 16, 2016 — CHS Library – 7:00 PM – **Regular Business**
6. December 14, 2016 – CHS Library – 7:00 PM – **Regular Business**
7. January 18, 2017 – CHS Library – 7:00 PM – **Regular Business**
8. February 8, 2017 — CHS Library – 7:00 PM – Budget Workshop
9. February 15, 2017— CHS Library – 7:00 PM – **Regular Business**
10. March 8, 2017 — CHS Library – 7:00 PM – Budget Workshop
11. March 22, 2017 – CHS Library – 7:00 PM – **Regular Business**
12. April 12, 2017 — CHS Library – 7:00 PM – Budget Workshop
13. April 25, 2017 – Tuesday - **Regular Business** - Vote on BOCES Annual Budget & BOCES Board Members – CHS Library– 7:00 PM
14. May 3, 2017 – Public Hearing on Budget 6:00 PM
15. May 16, 2017 – Tuesday - Board Member & Budget/Propositions VOTE 1:00 PM – 9:00 P.M. – CHS Gymnasium
16. May 17, 2017 –CHS Library – 7:00 PM – **Regular Business**
17. June 21, 2017 — CHS Library – 7:00 PM – **Regular Business**

Visitor Recognition  
on School Related  
Non-Agenda Items

**(M) VISITOR RECOGNITION ON SCHOOL RELATED NON-AGENDA ITEMS NA**

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Appointment of  
District Clerk Pro  
Tem

**N) Appointment of District Clerk Pro-Tem**

**BE IT RESOLVED**, the Board of Education hereby appoints Sasha Kubicek as District Clerk Pro Tem for the remainder of this meeting.

**MOTION by Osswald, seconded by Fiske, to approve the recommendation as stated above.**

**Results: Aye 6 Nay 0 Abstain 0 Absent 3. Motion carried.**

Executive Session

**(O) EXECUTIVE SESSION**

*To discuss matters leading to the appointment of a particular person – FERPA.*

**MOTION by Darling, seconded by Fiske, to go into Executive Session at 7:00pm.**

**Results: Aye 6 Nay 0 Abstain 0 Absent 3. Motion carried.**

Adjournment

**(P) RETURN TO PUBLIC SESSION**

**MOTION by Lyles, seconded by Fiske, to return to Public Session at 8:05pm.**

**Results: Aye 6 Nay 0 Abstain 0 Absent 3. Motion carried.**

**(Q) ADJOURNMENT**

**MOTION by Osswald, seconded by Kirch, to adjourn at 8:06pm.**

**Results: Aye 6 Nay 0 Abstain 0 Absent 3. Motion carried.**

\_\_\_\_\_  
**Board Clerk**

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**District Clerk Pro Tem**