

CHAMPLAIN VALLEY EDUCATIONAL SERVICES  
Board of Cooperative Educational Services  
Sole Supervisory District of Clinton, Essex,  
Warren and Washington Counties

DATE: May 13, 2020  
KIND OF MEETING: Regular Board Meeting  
PLACE: Remote Via Webex Event (Video & Transcription will be available on CVES Website upon completion)

<u>Board Members Present:</u> Larry Barcomb Leisa Boise Patricia Gero Linda Gonyo-Horne Richard Harriman, Sr. Donna LaRocque Ed Marin Thomas McCabe Bruce Murdock Lori Saunders Doug Spilling Michael St. Pierre Scott Thurber ( <i>left meeting at 8:22 p.m.</i> )	<u>Board Members Absent:</u> Evan Glading Richard Malaney	<u>District Superintendent:</u> Dr. Mark C. Davey  <u>Board Clerk:</u> Meaghan Rabideau	<u>Others Present:</u> Eric Bell Michele Friedman Teri Calabrese-Gray Matthew Slattery Alex St. Pierre Amanda Zullo
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MEETING TO ORDER The Board President called the meeting to order at 6:40 p.m.

BOARD MEMBER APPOINTMENT Mr. Murdock moved, seconded by Mr. Marin, that the Board appoint Mrs. Donna LaRocque to the CVES vacant Board seat through April 22, 2021. Mrs. LaRocque will sign the Oath of Office and file with the Board Clerk. All Board Members present voted yes—motion carried.

EXECUTIVE SESSION Mr. Murdock moved, seconded by Mr. Harriman, Sr., that the Board go into Executive Session at 6:49 p.m., for the following reasons: #4 - A matter of discussion regarding proposed, pending or current litigation; #6 - A matter of the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation; #8 - A matter of the proposed acquisition, sale or lease of real property or the proposed acquisition of securities, or sale or exchange of securities held by the school district if such discussion publicity would substantially affect the value thereof. All Board Members present voted yes—motion carried.

In Executive Session, the District Superintendent provided the Board a brief presentation which highlighted and summarized his 2019-20 evaluation. The Board will now complete the District Superintendent's evaluation using the SuperEval online evaluation

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instrument. Second, Meghan Zedick, Esq. an attorney with Stafford, Owens, Piller, Murnane, Kelleher & Trombley, PLLC., shared legal advice on several contractual matters involving the Capital Project. Third, an update was provided regarding the potential PAI (Plattsburgh Aeronautical Institute) auction being planned and other relevant interest in the equipment. Fourth, a brief labor relations update was given on the upcoming negotiations with several individuals, the potential impact of State Aid cuts on BOCES staffing and shared recommendations so that CVES will meet its employee contractual obligations impacted by COVID-19. Fifth, several confidential personnel matters and recommendations were reviewed, and lastly, a matter related to a specific CV-TEC student was discussed.

Mr. Harriman, Sr. moved, seconded by Mrs. Gonyo-Horne, that the Board come out of Executive Session at 7:33 p.m. All Board Members present voted yes—motion carried.

STRATEGIC PLAN  
SURVEY RESULTS

Dr. Davey introduced CVES' Assessment and Planning Coordinator, Ms. Amanda Zullo. Ms. Zullo then gave a PowerPoint presentation on the 2020 Strategic Plan Survey Results. Her presentation spotlighted several highlights including that this is CVES's 7<sup>th</sup> year of surveying CVES employees. This survey gathers annual organizational climate feedback and helps to provide input on our ongoing Strategic Plan improvement efforts. Ms. Zullo explained the changes made to the survey and questions asked this year which aligned the five priority areas identified by the District Planning Team (DPT) in the Fall of 2019. These priorities included: (1) Retaining a High-Quality Staff, (2) Communication/Services, (3) Five-Year Budgeting, (4) Professional Development, and (5) Social Emotional Learning and Mental Health. This year, 256 CVES employees participated in the survey, making this the highest participation rate yet. Numerous survey questions were reviewed and discussed, examining response trends over the past years of note and areas of continued recommended focus. This information will be shared with each division. The PPT information will be used as part of the end-of-year summary, support next year's 2020-21 strategic plan updates, and help with ongoing improvements next year in all divisions. The Board was then provided an opportunity for questions and answers and further discussion ensued.

CAPITAL PROJECT  
UPDATE

Mr. Bell began the Capital Project Update by reviewing the work that has begun on the Special Education Campus and South Building at the Satellite Campus. The work includes (but is not limited to) abatement work, demolition and roofing. Contractors are active daily even though the original schedule has shifted slightly due to the COVID-19 pandemic. Primary work is being done at the Plattsburgh Main Campus to work on essential health and safety items. Project material orders have been placed early because of recent shipping delays to avoid long lead times in delivery. Mr. Bell then shared with the Board that finance rates for our component districts have recently hit a low, another positive outcome of going with the individual district financing vs. DASNY financing. This comes as a major benefit to the taxpayers of component districts. Lastly, Mr. Bell updated the Board on the current progress of the Waterline Project as well as the Fire Alarm Project ("mini" capital projects). Both the Water Line and CV-TEC door project RFPs are now out for bid. Dr. Davey reminded the Board of the alignment of our major

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Capital Project and the mini-capital projects to support our long-term facilities usage moving forward. It will be recommended to the Board to award contracts in June for this work which will help component districts to encumber spending this year to help with their aid flow.

AUDIT  
COMMITTEE  
UPDATE

Mr. Bell provided a brief update from the Audit Committee meeting held remotely earlier this evening with the External Auditors in attendance from West & Company CPAs PC. The auditors will be doing pre-audit work remotely and asked the Committee if there were any concerns or issues at this time. The Audit Committee plans to have the auditors return onsite in August for the 2019-20 audit of financial statements.

PREVIOUS  
MINUTES

Mrs. Gonyo-Horne moved, seconded by Mrs. Saunders, that the Board approve the minutes of the April 8, 2020 Annual Board meeting as presented. All Board Members present voted yes—motion carried.

Mr. Murdock moved, seconded by Mrs. Boise, that the Board approve the minutes of the April 8, 2020 Regular Board meeting with the following *edit on page 7 under "Next Board Meeting"*: "The next Board meeting will be held on Wednesday, May **8 13**, 2020, (at the Yandon-Dillon Center in Mineville if social distancing is no longer in effect, otherwise the meeting is anticipated to be held remotely via Webex); more information to be provided in the monthly notice to the public. An anticipated Executive Session will begin at 6:30 p.m., with the ~~Annual and~~ Monthly meeting beginning at 7:30 p.m.". All Board Members present voted yes—motion carried.

CONSENT  
AGENDA  
FINANCIAL

Mrs. LaRocque moved, seconded by Mrs. Boise, to approve the following Consent Agenda Financial items 10a-10j as presented. All Board Members present voted yes—motion carried.

CERTIFICATION  
OF WARRANT

(10a) Approve the Certification of Warrant for March 30, 2020 to April 30, 2020 as presented.

TREASURER'S  
REPORT

(10b) Approve the Treasurer's Report from March 31, 2020 as presented.

DONATION

(10c) Approve the following Donation:

1. Donation of miscellaneous tools and supplies from Lowe's, with an estimated value of \$159.92. This donation will benefit the Construction Trades programs at CV-TEC.

SPECIAL AID  
FUND PROJECT

(10d) Approve the following Special Aid Fund Project:

1. North Country Region Career Pathways III Program (NCRCP3P), in the amount of \$100,000 for the period of April 1, 2020 through March 31, 2021 (Pending a fully executed contract with North Country Workforce Partnership, Inc.) (CV-TEC)

BUDGETS

(10e) Approve the following Budgets for the 2020-2021 school year:

1. Summer School Aged Non-Specified Programs Budget in the amount of \$381,687 for the 2020-2021 school year (Co-Ser 940 – Special Education)
2. Summer School Aged 6:1:1 Autism Budget in the amount of \$147,817 for the 2020-2021 school year (Co-Ser 941 – Special Education)
3. Summer School Aged Intensive Therapeutic Support Program (ITSP) Budget in the amount of \$38,428 for the 2020-2021 school year (Co-Ser 943 – Special Education)
4. Summer School Aged Related Service Only Budget in the amount of \$3,162 for the 2020-2021 school year (Co-Ser 962 – Special Education)
5. Summer School Aged 1:1 T/A Budget in the amount of \$35,483 for the 2020-2021 school year (Co-Ser 964 – Special Education)
6. Summer School Aged 1:1 Nurse Budget in the amount of \$7,365 for the 2020-2021 school year (Co-Ser 965 – Special Education)
7. Summer School Aged 1:1 Aide Budget in the amount of \$246,789 for the 2020-2021 school year (Co-Ser 966 – Special Education)
8. Yandon Dillon Cafeteria Fund Regular School Year Budget in the amount of \$161,731 for the 2020-2021 school year. (CoSer 791 – School Lunch Fund)
9. William A Fritz Cafeteria Fund Regular School Year Budget in the amount of \$145,028 for the 2020-2021 school year. (CoSer 791 – School Lunch Fund)
10. William A Fritz Cafeteria Fund Extended School Year Budget in the amount of \$15,040 for the 2020-2021 school year. (CoSer 791 – School Lunch Fund)

BUDGET  
INCREASES

(10f) Approve the following Budget Increases:

1. Printing & Duplicating Budget from \$445,108 to \$470,108 for the 2019-2020 school year due to unforeseen circumstances of having to order supplies due to the Governor's recent Executive Order. (CoSer 505 - ISC)
2. Capital budget from \$474,856 to \$30,324,856 for the 2019/2020 school year to accommodate for the voter approved BOCES-Wide Capital Project that has been approved by NYSED and now qualifies for BOCES Aid in 2019-2020 with the completion of a fully executed general construction contract. (Management Services - 002)

MEMORANDUM  
OF AGREEMENT

(10g) Approve the following Memorandum of Agreement:

1. Agreement between Clinton-Essex-Warren-Washington BOCES and Franklin-Essex-Hamilton BOCES under which C-E-W-W BOCES will reimburse FEH BOCES for professional services rendered in connection with the Supplemental Nutrition Assistance Program Employment & Training Venture IV (SNAP ET) in an amount not to exceed \$60,000. The period of the agreement is October 1, 2019 through September 30, 2020. (CV-TEC)

FIRE ALARM  
IMPROVEMENT  
CAPITAL PROJECT

(10h) Approve the following project cost increase to the Fire Alarm Improvement Capital Project:

1. "Fire Alarm Improvement Capital Project at the Plattsburgh Main Campus and Yandon-Dillon Facility" total project cost from \$330,000 to \$360,000 due to additional construction costs. Original project cost approved at the December 13, 2017 Board Meeting and an approval to increase to a total of \$330,000 in project costs occurred at the June 12, 2019 board meeting. (Administration)

CHANGE ORDER

(10i) Approve the following Change Order:

1. Change Order from Johnson Controls of Williston, VT in the amount of \$28,443.69 for the "Fire Alarm Improvement Project at the Plattsburgh Main Campus and Yandon-Dillon Facility". (Administration)

CVES TOTAL  
BUDGET

(10j) Approve the total CVES budget for the 2020-21 school year in the amount of \$41,098,169.00.

CONSENT  
AGENDA  
PERSONNEL

Mrs. Linda Gonyo-Horne moved, seconded by Mrs. Boise, to approve the following Consent Agenda Personnel items 12a–12g as presented. All Board Members present voted yes—motion carried.

RESIGNATION  
WAGNER

(12a) Approve the following letter of resignation:

1. Jennifer Wagner, Teacher Aide/Student Aide, effective May 8, 2020.

LEAVE OF  
ABSENCE  
BRINTON

(12b) Approve the following leave(s) of absence:

1. Marcia Brinton, Teacher Aide/Student Aide, unpaid leave of absence, effective April 28, 2020 through May 19, 2020.

TENURE  
APPOINTMENTS  
SPADAFORA,  
BLAIR, FALVEY,  
MITCHELL-

(12c) Grant Tenure to the following person(s):

1. Brittney Spadafora, Teaching Assistant, Effective September 1, 2020
2. Chad Blair, Vehicle Mechanical Repair Teacher, Effective September 1, 2020
3. Chris Falvey, Special Education Teacher, Effective September 1, 2020

BRIEHL,  
BEAUDRY,  
SPADAFORA,  
STOFFEL, MENIA,  
VALENZUELA

4. Jessica Mitchell-Briehl, Food Service Teacher, Effective September 1, 2020
5. Joanne Beaudry, Teaching Assistant, Effective September 1, 2020
6. Maria Spadafora, Allied Health Teacher, Effective September 1, 2020
7. Rhona Stoffel, Special Education Teacher, Effective September 1, 2020
8. Dr. Todd Menia, New Visions Medical Teacher, Effective September 1, 2020
9. Daniel Valenzuela, Principal, Effective September 19, 2020

PERMANENT  
APPOINTMENT  
MASTIC

(12d) Grant a Permanent Appointment (Civil Service) to the following person(s):

1. Michael Mastic, Groundskeeper, effective May 20, 2020.

SPECIAL  
EDUCATION  
SUMMER SCHOOL  
STAFFING

(12e) Approve the following 2020-2021 Special Education Summer School Staffing contingent upon student need and program delivery:

Teacher Aide/Student Aide, hourly rate of pay per contract

Agnew, Sarah	WAF
Agoney, Heather	WAF
Barber, Donald	WAF
Bordeau, Tina	WAF
Brandon, Kristin	WAF
Brinton, Marcia	WAF
Brown, Jill	WAF
Calley, Chelsea	WAF
Cassavaugh, Morgyn	WAF
Cummings, Jacob	WAF
Desotell, Lisa	WAF
Desotell, Rachel T	WAF
Duell, Latalya	WAF
Dupell, Lisa	WAF
Edwards, Patti	YD
Ero-O'Neil, Barbie	WAF
Everleth, Karen A.	WAF
Fox, Jennie,	YD
Gill, Surinderpal	WAF
Goyette, Tina	YD
Hambleton, Heather	WAF
Haran, Nicole	YD
Hurley, Realelena	WAF
Imondi, Tabitha	WAF
Keech, Amy	YD
Kotsogiannis, Kathleen	WAF
Ladeau, Erin	YD
LaValley, Ashley	WAF
Lindsay, Donna	WAF
Lottie, Shelby	WAF
Manley, Julie	WAF
Montroy, Donna	WAF
Moore, Ashtyn	WAF

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Moore, Jason	WAF
Morse, Brittany	WAF
Neilly, Allison	WAF
Newell, Randa	WAF
Nichols, Kathy	WAF
Norwood, Emily	WAF
Paynter, Melodie	WAF
Plante, Leslie	YD
Pray, Johanna	WAF
Restrepo, Alyssa	WAF
Romeo, Maryssa	WAF
Rosselli, Brandy	YD
Ryan, Gillian	WAF
Salimando-Earley, Andrea	WAF
Shaw, Heather	WAF
Smith, Ciarra	WAF
Smith, Patrese	YD
Spring, Jill	WAF
Stein, Katie	WAF
Tedford, Nicole	WAF
True, Shay	WAF
Velie, Kara	WAF
Wales, Ashley	WAF
Willette, Jessica	WAF
Yelle, Stacey	WAF

Teacher, hourly rate of pay per contract

Benway, Chelsea	WAF
Brown, Ashley	WAF
Daly, Tom	WAF
Dayton, Faye	WAF
Finnegan, Brianna	WAF
Gebhart, Amanda	WAF
Haley, Jennifer	WAF
Johnson, Lyndon	YD
Lucia, Joelle	WAF
McGowan, Joan	YD
Mitchell, Sue	WAF
Montanile, Jennilee	WAF
Passno, Cherie	WAF
Rhino, Crystal	WAF
Seller, Madeline	WAF
Supinski, Ellen	WAF
Thorne, Kayla	WAF
VanAlphen, Heather	WAF
Wendling, Jordan	YD

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Teaching Assistant, hourly rate of pay per contract

Beaudry, Joanne	WAF
Bowers, Penny	Sibley
Boyea, Sheilah	WAF
Brousseau, Andrew	Sibley
Christensen, Andrea	WAF
Christian, Margaret	WAF
Comes, Penny	YD
Crafts, Amanda	Sibley
Daly, Tom	WAF
Denton, Andrea	WAF
Everleth, Todd	WAF
Finnegan, Jordan	Sibley
Forttrell, Kristin	Sibley
Gagnier, Whitney	WAF
Garrow,Becky	WAF
Geoffroy,Alix	WAF
Giroux, Maiya	Sibley
Gonyo,Jean	YD
Gough,Melissa	YD
Katzfey, Bethany	WAF
Ladue, Amy	OWS
Lamere, Jerilynn	Sibley
Lavoie, James	WAF
Leduc, Tina	WAF
Lennon, Elizabeth	Sibley
Merritt, Julie	Sibley
O'Connell, Louise	WAF
Pray, Ashley	WAF
Schmitt, Ann	Sibley
Slagenweit, Melissa	WAF
Smith, Melissa	WAF
Smith, Tammy Ann	WAF
Spadafora, Brittany	YD
Spoor, Cheryl	WAF
Tourville, Sue	WAF
Warner, Lori	WAF
Worley, Caitlyn	WAF

Teacher for the Speech and Hearing Handicapped, hourly rate of pay per contract

Birtz-Sisson, Laura	WAF
Lee, Christie	WAF

Speech Language Pathologist, hourly rate of pay per contract

Mitchell, Tina	WAF
Richards, Susan	WAF
Strong, Nichole	WAF



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School Psychologist, hourly rate of pay per contract  
Anderson, James YD

School Counselor, hourly rate of pay per contract  
Kim Denton WAF

School Social Worker, hourly rate of pay per contract  
Mitchell, Kristen WAF

Clinical Social Worker, hourly rate of pay per contract  
Perez, Toni WAF

Occupational Therapist, hourly rate of pay per contract  
Baker, Rhonda WAF/YD  
Conroy, Melinda WAF

Certified Occupational Therapist Assistant, hourly rate of pay per contract  
Recore, Lisa WAF

Physical Therapist, hourly rate of pay per contract  
Crockett, Alyssa YD  
Premore, Catherine WAF

Registered Nurse, hourly rate of pay per contract  
Lareau-Kemp, Shirley WAF  
Plumadore, Jamie WAF  
Spadafora, Maria YD

Physical Education Teacher, hourly rate of pay per contract  
Mayer, Kim WAF

Food Service Helper, hourly rate of pay per contract  
Daniels, Gladys  
Zelinsky, Sylvia

Cook Manager, hourly rate of pay per contract  
Provost, Angela

Lifeguard, hourly rate of pay per contract  
Aguilar, Henry WAF

2020 SUMMER  
WORK

(12f) Approve the following 2020 Summer Work:

Transition Services – From July 1, 2020 to September 2, 2020, hourly rate per contract (Grant Funded)

Penny Bowers	not to exceed 250 hours
Andrew Brousseau	not to exceed 250 hours
Jordan Finnegan	not to exceed 250 hours

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Kristin Fortrell	not to exceed 250 hours
Maiya Giroux	not to exceed 250 hours
Amy LaDue	not to exceed 250 hours
Jerilynn Lamere	not to exceed 250 hours
Betsy Lennon	not to exceed 250 hours
Julie Merritt	not to exceed 250 hours
Amanda Plympton	not to exceed 250 hours
Ann White	not to exceed 250 hours
Amanda Crafts	not to exceed 250 hours

FACILITATORS

(12g) Approve the following Facilitators for the period of July 1, 2020 through June 30, 2021:

Facilitator, \$30.00/hour

Kim Mayer  
David Slater

Mrs. Donna LaRocque, Board member, congratulated all tenure appointments this evening. Dr. Davey also shared congratulations as well.

2020-21 CVES  
BOARD MEETING  
DATES

Mr. Harriman Sr. moved, seconded by Mrs. Saunders, that the Board approve the following CVES Board Meeting dates for the 2020-21 school year:

July 8, 2020 – Mineville  
August 19, 2020 – Plattsburgh  
September 9, 2020 – Mineville  
October 14, 2020 – Plattsburgh  
November 18, 2020 – Mineville  
December 9, 2020 – Plattsburgh  
January 13, 2021 – Mineville  
February 10, 2021 – Plattsburgh  
March 10, 2021 – Mineville  
April 14, 2021 – Mineville  
May 12, 2021 – Plattsburgh  
June 9, 2021 – Plattsburgh

All Board Members present voted yes—motion carried.

DATA  
PROTECTION  
OFFICER

Mr. Harriman Sr. moved, seconded by Mrs. Boise, that the Board approve Teri Calabrese-Gray, Assistant Superintendent for Instruction and 21<sup>st</sup> Century Learning as Data Protection Officer, effective May 14, 2020 through the next annual reorganizational meeting. All Board Members present voted yes—motion carried.

COVID-19  
RESOLUTION

Mr. Murdock moved, seconded by Mrs. Gonyo-Horne, that the Board approve the following resolution:

WHEREAS, the current COVID-19 (Coronavirus) outbreak and subsequent effect on the State of New York has resulted in an unprecedented impact to all businesses and public entities, including the BOCES. As of March 15, 2020, a State of Emergency was declared in Clinton County in response to the COVID-19 outbreak. New York State has also established Executive Orders 202 and 202.1-202.16. The Federal government has also enacted emergency legislation and regulations which impacts BOCES operations.

THEREFORE, BE IT RESOLVED THAT: The Board recognized that County, State and Federal laws, orders, regulations and guidance have been enacted to address the COVID-19 pandemic, and where conflict exists with BOCES policies, regulations and practices, the County, State and Federal laws, orders, regulations and guidance and where a conflict exists, shall supersede BOCES policies and practices until the various States of Emergency are lifted, and the BOCES is able to resume operations with on-site staffing and in person teaching; and

IT IS FURTHER RESOLVED THAT, the District Superintendent, as the Board's designee, may take or direct any actions consistent with this resolution.

All Board Members present voted yes—motion carried.

DISTRICT SUPT.  
UPDATE

Dr. Davey began his Superintendent's Update by congratulating the instructional staff and administrators who were approved for tenure this evening. He provided special recognition to Principal Daniel Valenzuela in the Special Education Division. Dr. Davey then provided updates on the following items:

The Governor's Executive Order for school closure through the end of the school year with continued remote learning, childcare and nutrition assistance. Dr. Davey is now a part of the North County Work Group, serving with business and county leaders to work together on the re-opening planning of the community. We continue to wait on more guidance on end-of-year graduations/celebrations while avoiding public gatherings. CVES is working on virtual options to celebrate extraordinary students.

Next, Dr. Davey discussed with the Board that CVES is reviewing Extended School Year (ESY) remote and in-house options, or a blend of the two in preparation of further guidance from NYSED. Dr. Davey informed the Board of the upcoming component school district votes and elections now scheduled for June 9, 2020. Districts now must mail all eligible voters absentee ballots and CVES' ISC division is working with some districts in preparation of this mailing. Current Census Data was reviewed in efforts to ramp up participation so that all residents are counted.

Lastly the following policy updates were given to the Board: 1) Data Protection Officer deals with accountably and instruction and therefore CVES recommended that Teri

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Calabrese-Gray be appointed; 2) New Policy “Privacy and Security for Student and Teacher and Principal Data” is under review and will need approval by July 1<sup>st</sup>, a draft was shared with the Board, as well as revisions to Policy #5512 “Parents Bill of Rights” must be made. Both policies will be recommended in June to waive the first reading and adopt; 3) Code of Conduct – June First Reading and July Public Comment with recommendation to adopt revisions. Mrs. LaRocque then asked for information regarding the 180-day calendar for CVES teaching staff and students now that the school will remain closed through the end of the year. Dr. Davey responded that information is expected to be released to all staff (including support staff) later this week and that any calendar changes will ultimately need to be adopted by individual Boards. He shared that the CVES Board will be asked to approve the adjusted 2019-20 at the June Board meeting.

EXECUTIVE  
SESSION

Mr. Harriman Sr. moved, seconded by Mr. Murdock, that the Board resume Executive Session at 9:01 p.m., for the completion of the Board’s prior Executive Session discussion. All Board Members present voted yes—motion carried.

Mrs. Linda Gonyo-Horne moved, second Mr. Murdock to come out of Executive Session at 9:24 p.m. All Board Members present voted yes—motion carried.

NEXT BOARD  
MEETING

The next Board meeting will be held on Wednesday, June 10, 2020, remotely via Webex with no public in-access attendance due to the Governor’s Executive Order; more information to be provided in the monthly notice to the public. An anticipated Executive Session will begin at 6:30 p.m., with the Monthly meeting beginning at 7:30 p.m.

ADJOURNMENT

Mrs. Gonyo-Horne moved, seconded by Mrs. LaRocque to adjourn the meeting at 9:26 p.m. All Board Members present voted yes—motion carried.

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Meaghan Rabideau, Board Clerk