

**MINUTES
JANUARY 16, 2014**

**HEMPSTEAD PUBLIC SCHOOLS
BOARD OF EDUCATION
SPECIAL/REGULAR MEETING
JANUARY 16, 2014
MINUTES**

The special meeting of the Hempstead Public Schools Board of Education was held in the high school board room, 201 President Street, Hempstead, New York 11550. The meeting was called to order at 5:29 P.M. All of the Board members were present. Trustee Brazley moved, seconded by Trustee Simmons to convene to executive session at 5:29 P.M. to discuss personnel.

MOTION	YES 5	MOTION CARRIED
To convene to executive session		

Trustee Simmons moved, seconded by Trustee Johnson to reconvene to open session at 7:13 P.M.

MOTION	YES 4	MOTION CARRIED
To reconvene to open session		
	(Trustee Brazley no vote, not seated at table)	

Following the special meeting the regular meeting took place in the high school auditorium. The President addressed the community and welcomed them to the first meeting of the new year. Trustee Simmons informed the community of a visit to Albany and of attending the State of the State Address. The Superintendent declined remarks. The floor was opened for public participation at 7: 17 P.M. no one came to the microphone.

BOARD MEMBERS PRESENT:

Betty J. Cross	President
JoAnn Simmons	1 st Vice President
Shelley Brazley	2 nd Vice President
Lamont Johnson	Treasurer
Leonard Myers	Trustee

STAFF MEMBERS PRESENT:

Susan Johnson	Superintendent of Schools
Gerard Antione	Assistant Superintendent for Business & Operations
Dr. Rodney Gilmore	Associate Superintendent for Human Resources

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STAFF MEMBERS PRESENT:

Regina Armstrong	Assistant Superintendent for Elementary C & I
Deborah DeLong	Assistant Superintendent for PPS
Dr. Nichelle Rivers	Director for School Improvement, Accountability & Grants
Allison Hernandez	Assistant Superintendent for Special Education
Patricia Wright	District Clerk
Monte Chandler	General Counsel
Jonathan Scher	labor Counsel
Scott Kershaw	Labor Counsel

B. CALL TO ORDER

C. PLEDGE OF ALLEGIANCE

D. MOMENT OF SILENCE

E. SUPERINTENDENT'S REMARKS

F. PRESIDENT'S REMARKS

G. COMMENDATIONS/ PRESENTATIONS

Trustee Simons moved, seconded by Trustee Johnson to approve the consent calendar.

MOTION

YES 5

MOTION CARRIED

To approve the
consent calendar.

H. OTHER AGENDA ITEMS

1. **RESOLVED**, that the Board of Education approves the minutes of the meetings held November 6,20,21, 2013, December 12 and 19, 2013 as submitted by the District Clerk.
2. **BUSINESS & OPERATIONS**

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WARRANTS

- a. **RECOMMENDS** that the Board of Education review the **Register of Bills** as follows: **General Funds** (Warrants #38, 33); **Cafeteria/Lunch** (Warrant: # 67); **Capital Fund** (Warrants #13, 12) and **Federal** (Warrants #14, 12)

TREASURER'S REPORT

- b. **RESOLVED**, that the Board of Education approve the Superintendent's recommendation to accept the **Extra Classroom Activity Fund Report for the period November 1, 2013 to November 30, 2013**
- c. **RESOLVED**, that the Board of Education approve the Superintendent's recommendation to accept the **Treasurer's Report for the period November 1, 2013 to November 30, 2013.**

APPROPRIATION STATUS REPORT

- d. **RESOLVED**, that the Board of Education approve the Superintendent's recommendation to receive the **Appropriation Status Reports for the General Fund, Lunch Fund, Federal Fund and Capital Fund.**

BUDGET TRANSFERS

- e. **RESOLVED**, that the Board of Education approve the Superintendent's recommendation to approve Budget Transfers of \$5,000 and over. **None this month.**
- f. **RESOLVED**, that the Superintendent notifies the Board of education of the following Budget Transfers under \$5,000. **None this month.**

SPECIAL EDUCATION SERVICES

- g. **RESOLVED**, that the Board of Education accept the Superintendent's recommendation to approve the **Orchard School – Andrus Child Home** as a Special Education provider.

a. CONTRACTS / STIPULATIONS OF SETTLEMENTS-NO ACTION

3. CURRICULUM & INSTRUCTION-NO ACTION

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INTERSHIPS -NO ACTION

4. FUNDED PROGRAM –NO ACTION

5. **PPS- RESOLVED**, that the Board of Education **APPROVES** the Superintendent's recommendation to accept the recommendations of the CSE/CPSE meetings held on

December 2013

12/9; 12/10; 12/11; 12/17; 12/18

January 2014

1/6; 1/7; 1/8;

6. USE OF FACILITIES- NO ACTION

*** All approvals are conditional based on the needs of the Hempstead School District. If the space requested by an outside group is needed by Hempstead students, the outside group will be cancelled.**

The group **requests a waiver** of the specified fee, which is based on the "Fee Schedule" in Board of Education Policy.

Name	For Use Of	Date(s)
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7. TRANSPORTATION-NO ACTION

8. TECHNOLOGY -NO ACTION

9. PERSONNEL (see attached pages)

10. MISCELLANEOUS-NO ACTION

11. ADJOURNMENT

K. PERSONNEL

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PROFESSIONAL PERSONNEL

- A. RESIGNATION – RESOLVED, that the Board of Education approves the Superintendent’s recommendation to ACCEPT the resignation(s) from the following professional personnel:**

<u>Name</u>	<u>Position</u>	<u>Reason</u>
Jessica Schnall Eff. 01/31/14	Library Media Specialist – Franklin School	Letter of resignation submitted for personal reasons.
Sandra Ramos Guardado Eff. 02/13/14	Elementary Teacher – Franklin School	Letter of resignation submitted for personal reasons.
Silenia Gil Eff. 12/18/13	Adult Education Program	Letter of resignation submitted for personal reasons.
Juan Gil Eff. 12/18/13	Adult Education Program	Letter of resignation submitted for personal reasons.
Abbie Horn Eff. 12/18/13	Adult Education Program	Letter of resignation submitted for personal reasons.
Charles Newman Eff. 12/18/13	Adult Education Program	Letter of resignation submitted for personal reasons.
William J, Dukes, IV Eff. 01/09/14	Bus Monitor P/T – Marshall School	Letter of resignation submitted for personal reasons.

- B. LEAVE(S) OF ABSENCE – RESOLVED, that the Board of Education approves the Superintendent’s recommendation to APPROVE LEAVE(S) OF ABSENCE REQUESTS for the following Professional Personnel:**

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<u>Name</u>	<u>Position</u>	<u>Reason</u>
Elizabeth Swiatkowski Eff. 01/13/14 – 04/22/14	Science Teacher – ABGS Middle School	Letter requesting Maternity Leave using accrued sick days 01/13/14 through 04/22/14. (Medical documentation on file).
Tracy Worthy Eff. 01/01/14 – 06/30/14	Special Education Teacher – ABGS Middle School	Letter requesting Medical Sabbatical with full pay using accrued sick and personal days from 01/01/14 through 02/11/14; Remainder Medical Sabbatical at full pay from 02/12/14 through 06/30/14. (Medical documentation on file).
Randi Gelband Eff. 12/02/13 – 01/31/14	Elementary Teacher – Franklin School	Letter requesting FMLA without pay effective 12/02/13 through 01/31/14. (Documentation on file).
Myriam Kai Eff. 01/06/14 – 03/07/14	Teaching Assistant – Barack Obama School	Letter requesting Sick Leave/ FMLA using accrued sick days effective 01/06/14 through 01/21/14; Remainder Sick LOA/FMLA at half pay from 1/22/14 through 03/07/14

C. APPOINTMENT(S) – RESOLVED, that the Board of Education approves the Superintendent’s recommendation to APPROVE the following professional personnel for the 2013 – 2014 school year:

<u>Name</u>	<u>Position</u>	<u>Compensation</u>
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Jamie Covello Eff. 01/06/14 (3-year probationary period 01/05/17)	Elementary Teacher	\$59,010 (prorated) (Level 5, Step 1)
TBA- PULLED Eff. 01/24/14	Elementary Teacher	PULLED
TBA- PULLED Eff. 01/24/14	Teaching Assistant	PULLED
Marilyn Dore-Pignatoro Eff. 01/20/14 01/21/14	Teaching Assistant	\$26,839 (prorated) (Level 4, Step 1)
Ramona Mayo Eff. 01/20/14 01/21/14	Teaching Assistant	\$26,839 (prorated) (Level 4, Step 1)
Kamilah Priestley Eff. 01/20/14 01/21/14	Teaching Assistant	\$26,839 (prorated) (Level 4, Step 1)
Jessica Bayard-Sanon Eff. 09/18/13	Leave Replacement for Gail O'Donovan	\$68,877 (prorated) (Level 9, Step 1)
Margaret Himes Eff. 01/20/14 01/21/14	Leave Replacement for Tracy Worthy	\$59,010 (prorated) (Level 5, Step 1)
Dana Ramirez Eff. 01/06/14 (3-year probationary period 01/05/17)	Replacement for Juanita Anderson Social Studies Teacher	\$59,010 (prorated) (Level 5, Step 1)
Raymie A. Tand Eff. 01/20/14 01/21/14 (3-year probationary period 01/20/17)	Replacement for Christine Caruso Art Teacher	\$59,010 (prorated) (Level 5, Step 1)
Janet Lovett Eff. 12/09/13 (3-year probationary period 12/08/16) HOLD	District-wide Bilingual Professional Developer HOLD	\$76,280 (prorated) (Level 5, Step 8)

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- D. RESOLVED, that the Board of Education approves the Superintendent's recommendation to APPROVE the following professional personnel to complete COMPREHENSIVE EDUCATIONAL PLAN (C.E.P.) for the 2013-2014 school year (not to exceed 10 hours) (SIG GRANT FUNDED):**

<u>Name</u>	<u>School</u>	<u>Compensation</u>
Richard Brown	Principal – Front School	\$94.39 per hour
Saritha Perez	Asst. Principal – Front School	\$94.39 per hour
Christopher Berry	Teacher – Front School	\$40.54 per hour
Lisaanne Byers	Teacher – Front School	\$40.54 per hour
Juanita Winfield	Teacher – Front School	\$40.54 per hour
Antoinia Torres-Gearity	Teacher – Front School	\$40.54 per hour
Michelle Robinson	Secretary – Front School	Contractual hourly rate

- E. APPOINTMENT(S) – RESOLVED, that the Board of Education approves the Superintendent's recommendation to APPOINT the following professional personnel as follows for Front School's AFTER SCHOOL PROGRAM (Effective Mondays, Tuesdays and Thursdays, January 7, 2014 – June 5, 2014; 3:30 p.m. to 6:00 p.m.):**

<u>Name</u>	<u>Position</u>	<u>Compensation</u>
Christopher Berry	4 th Grade Teacher	\$40.54 per hour
Lydia Williams	5 th Grade Teacher	\$40.54 per hour
Kaititi Mays	Teaching Assistant	\$23.99 per hour

- F. APPOINTMENT(S) – RESOLVED, that the Board of Education approves the Superintendent's recommendation to APPOINT the following professional personnel as follows for Jackson Main School's AFTER SCHOOL PROGRAM (Effective Tuesdays and Thursdays, January 20, 2014 – April 29, 2014; 3:15 p.m. to 5:30 p.m.):**

<u>Name</u>	<u>Position</u>	<u>Time</u>	<u>Compensation</u>
Audrey Demas	Teacher	3:15 p.m. – 5:15 p.m.	\$40.54 per hour
Anthony Patricola	Teacher	3:15 p.m. – 5:15 p.m.	\$40.54 per hour

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T.B.A. - PULLED	Teacher	3:15 p.m. – 5:15 p.m.	\$40.54 per hour
T.B.A. - PULLED	Teacher	3:15 p.m. – 5:15 p.m.	\$40.54 per hour
Timothy Bishop	Teacher	3:15 p.m. – 5:15 p.m.	\$40.54 per hour
Steven Izzo	Teacher	3:15 p.m. – 5:15 p.m.	\$40.54 per hour
Olga DeJongh	Substitute Teacher	3:15 p.m. – 5:15 p.m.	\$40.54 per hour
Lorna Barnes	Teaching Assistant	3:15 p.m. – 5:15 p.m.	\$23.99 per hour
Maira Carmona	Teaching Assistant	3:15 p.m. – 5:15 p.m.	\$23.99 per hour
Anu Kapoor	Teaching Assistant	3:15 p.m. – 5:15 p.m.	\$23.99 per hour
TBA- PULLED	Teaching Assistant	3:15 p.m. – 5:15 p.m.	\$23.99 per hour
Donnie Manual	Teaching Assistant	3:15 p.m. – 5:15 p.m.	\$23.99 per hour
Arlene Cutrone	Secretary	4:05 p.m. – 5:30 p.m.	Contractual hourly rate

- F1. APPOINTMENT(S) – RESOLVED, that the Board of Education approves the Superintendent’s recommendation to APPOINT the following TEACHING ASSISTANTS / LUNCH MONITORS as BUS MONITORS for the 2013 – 2014 school year: (Monday – Friday 7:45 a.m. – 8:15 a.m. and 3:15 p.m. – 4:00 p.m.)**

Name**Position**

Stephanie Finney

\$23.99 per hour

Georgette James

\$23.99 per hour

- F2. APPOINTMENT(S) – RESOLVED, that the Board of Education approves the Superintendent’s recommendation to APPROVE the following professional personnel for the C.A.R.E. Program effective September 9, 2013**

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(previously approved on the September 25, 2013 Docket - *The Superintendent of Schools reserves the right to discontinue / cancel any portion of the program due to low student enrollment*):

<u>Name</u>	<u>Position</u>	<u>Compensation</u>
Cynthia Partee Eff. 09/27/13	Chemistry Teacher	\$40.54 per hour
Joseline Guerrero- Lacrete Eff. 09/19/13	Math Teacher	\$40.54 per hour
Linda Mizel Eff. 09/27/13	Health Teacher	\$40.54 per hour
Ana Harris Eff. 10/04/13	Spanish Teacher	\$40.54 per hour
Carmen Zubietta Eff. 09/12/13	Bilingual Social Studies	\$40.54 per hour

- G. APPOINTMENT(S) – RESOLVED, that the Board of Education approves the Superintendent’s recommendation to APPOINT the following professional personnel for the High School Theatre Production, May 2014:**

<u>Name</u>	<u>Position</u>	<u>Compensation</u>
Theresa Cucina	Director	\$3,000
Sean Reichert	Set Designer	\$2,200

- H. APPOINTMENT(S) – RESOLVED, that the Board of Education approves the Superintendent’s recommendation to APPOINT the following professional personnel as MENTOR TEACHERS for the 2013 – 2014 school year: (Grant funded)**

<u>Name</u>	<u>Position</u>	<u>Compensation</u>
Joyce Knox	Mentor	\$1,500 (Per Mentee)

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Robert Amoroso	Mentor	\$1,500 (Per Mentee)
Kisha Flowers-Matos	Mentor	\$1,500 (Per Mentee)
Renay Medina	Mentor	\$1,500 (Per Mentee)
Janice Gideon	Mentor	\$1,500 (Per Mentee)
April Whitfield	Mentor	\$1,500 (Per Mentee)
Joan Mincey	Mentor	\$1,500 (Per Mentee)
Thomas Moran	Mentor	\$1,500 (Per Mentee)

- I. **APPOINTMENT(S) – RESOLVED**, that the Board of Education approves the Superintendent's recommendation to **APPOINT** the following professional personnel as follows for Franklin School's Afterschool Program (Effective on Mondays, Tuesdays and Thursdays; January 13, 2014 - March 17, 2014, grant funded):

<u>Name</u>	<u>Position</u>	<u>Time</u>	<u>Compensation</u>
<u>A.M. Program</u>			
Miriam Ortiz	Administrator	7:00 a.m. – 7:55 a.m.	\$94.39 per hour
Marla Alvarez	Teacher	7:15 a.m. - 8:10 a.m.	\$40.54 per hour
Jillian Horan	Teacher	7:15 a.m. - 8:10 a.m.	\$40.54 per hour
DeShawn Lewter	Teacher	7:15 a.m. - 8:10 a.m.	\$40.54 per hour
Sharon O'Rourke	Teacher	7:15 a.m. - 8:10 a.m.	\$40.54 per hour
Lynette Priester	Teaching Assistant	7:15 a.m. - 8:10 a.m.	\$23.99 per hour
<u>P.M. Program</u>			
Sheryl McBeth	Administrator	4:05 p.m. - 5:00 p.m.	\$94.39 per hour
Ronald Simpkins	Substitute Administrator	4:05 p.m. - 5:00 p.m.	\$94.39 per hour
Renee Woodside-Wright	Teacher	3:20 p.m. - 5:00 p.m.	\$40.54 per hour
Felicia Morrow	Teacher	3:20 p.m. - 5:00 p.m.	\$40.54 per hour

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Gail Battle	Substitute Teacher	3:20 p.m. - 5:00 p.m.	\$40.54 per hour
Stephanie Bryan-Pryce	Substitute Teacher	3:20 p.m. - 5:00 p.m.	\$40.54 per hour
Brenda Allen	Substitute Teacher	3:20 p.m. - 5:00 p.m.	\$40.54 per hour
Crystal Miller	Teaching Assistant	3:20 p.m. to 5:00 p.m.	\$23.99 per hour

- J. APPOINTMENT(S) – RESOLVED, that the Board of Education approves the Superintendent’s recommendation to APPOINT the following professional personnel as follows for David Paterson School’s AIS – I CAN ACADEMY (Effective October 29, 2013 – March 27, 2014, 3:20 p.m.. – 5:35 p.m.):**

<u>Name</u>	<u>Position</u>	<u>Time</u>	<u>Compensation</u>
Michelle Pineda	Teacher	3:20 – 5:20 p.m.	\$40.54 per hour
Kisha Matos	Teacher	3:20 – 5:20 p.m.	\$40.54 per hour
Lorna Strachan	Substitute Teacher	3:20 – 5:20 p.m.	\$40.54 per hour

- K. APPOINTMENT(S) - RESOLVED, that the Board of Education approves the Superintendent’s recommendation to APPOINT the following professional personnel as follows for the 2013 – 2014 school year:**

<u>Name</u>	<u>Position</u>	<u>Compensation</u>
Lizz Sarceno	District Translator	\$40.54 per hour
Samara Mohamed HOLD	LPP Coordinator – ABGS Middle School HOLD	\$40.54 per hour

- L. RESCINSSION(S) - RESOLVED, that the Board of Education approves the Superintendent’s recommendation to RESCIND the appointments of the following professional personnel for Front School’s AFTER SCHOOL PROGRAM:**

<u>Name</u>	<u>Position</u>	<u>Compensation</u>
Rosemary Hamilton Eff. 12/20/13	Teaching Assistant	\$23.99 per hour

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- M. RESOLVED, that the Board of Education approves the Superintendent's recommendation to APPOINT the following ADULT AND COMMUNITY EDUCATION professional personnel:**

<u>Name</u>	<u>Position</u>	<u>Compensation</u>
Andrea Kislik Eff. 12/19/13	Substitute Teacher @ ABGS Middle School	\$33.20 per hour
Fernanda Lopez Eff. 12/19/13	Substitute Teacher @ ABGS Middle School	\$33.20 per hour
Maryanne O'Connell Eff. 12/19/13	Substitute Teacher @ ABGS Middle School	\$33.20 per hour
Janine H. Washinger Eff. 12/19/13	Substitute Teacher @ ABGS Middle School	\$33.20 per hour

- N. APPOINTMENT(S) RESOLVED, that the Board of Education approves the Superintendent's recommendation to APPOINT PER DIEM SUBSTITUTE TEACHERS for the 2013-2014 School Year:**

<u>Name</u>	<u>Certification</u>	<u>Compensation</u>
Lloyd R. Burwick	Certified Nursery, Kindergarten & Grades 1-6; Bilingual Ed. Elementary	All year \$125 per day
Marie Calixte	Uncertified	40 Days Only \$100 per day
Patrick Horne	Uncertified	40 Days Only \$100 per day

- O. RESOLVED, that the Board of Education approves the Superintendent's recommendation to CHANGE the following action from the November 21, 2013 Docket, Item D: (CHANGE RETURN DATE)**

CHANGE FROM:

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<u>Name</u>	<u>Position</u>	<u>Reason</u>
Shannon Gregg Eff. 10/28/13 – 12/09/13	Elementary Teacher – ABGS Middle School	Letter requesting an extension of sick leave of absence with half pay.

CHANGE TO:

<u>Name</u>	<u>Position</u>	<u>Reason</u>
Shannon Gregg Eff. 10/28/13 – 11/11/13	Elementary Teacher – ABGS Middle School	Submitted medical documentation to return earlier than expected.

- P. **RESOLVED**, that the Board of Education approves the Superintendent's recommendation to **APPOINT** an ELA consultant, Cheryl Jones, effective January 17, 2014 through June 30, 2014 at a rate of \$500.00 per day.

2. CIVIL SERVICE PERSONNEL

- A. **RETIREMENT(S) – RESOLVED**, that the Board of Education approves the Superintendent's recommendation to accept the **RESIGNATION** for **RETIREMENT** purposes of the following Civil Service Personnel:

<u>Name</u>	<u>Position</u>	<u>Reason</u>
Lonnie Duffy Eff. 12/14/13	Cleaner – Marshall Pre-K	Letter of resignation submitted for retirement purposes.
Kathy Parsley Eff. 12/30/13	Food Service Worker – Franklin School	Letter of resignation submitted for retirement purposes.

- B. **APPOINTMENT(S) – RESOLVED**, that the Board of Education approves the Superintendent's recommendation to **APPOINT** the following Civil Service Personnel:

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<u>Name</u>	<u>Position</u>	<u>Reason</u>
George Middleton Eff. 01/21/14	Cleaner P/T Sub – Districtwide, \$12.00/hr	Services to be utilized by district as required
George Wyche Eff. 01/21/14	Cleaner P/T Sub – Districtwide, \$12.00/hr	Services to be utilized by district as required
Mary Washington Eff. 01/21/14	Cleaner P/T Sub – Districtwide, \$12.00/hr	Services to be utilized by district as required
Christopher Dames Eff. 01/21/14	Typist Clerk P/T Sub – Districtwide, Lv. 9A, St. 1 \$14.08/hr	Services to be utilized by district as required
Bonnie Stephens Eff. 01/21/14	Typist Clerk P/T Sub – Districtwide, Lv. 9A, St. 1 \$14.08/hr	Services to be utilized by district as required
DeAndre Wilson Eff. 01/21/14	Typist Clerk P/T Sub – Districtwide, Lv. 9A, St. 1 \$14.08/hr	Services to be utilized by district as required
Kimberly Dinapoli Eff. 01/21/14	Typist Clerk F/T – Business Office, Lv. 1A, St. 1, \$28,809 (prorated)	To meet the needs of the district
Denise Poidomani Eff. 01/21/14	Typist Clerk F/T- Special Education, Lv. 1A, St. 2 \$29,980	To meet the needs of the district
Maritza Perez Eff. 01/24/14 01-21-14	Bil. Typist Clerk – Funded Programs, Lv. 1A, St. 5, \$33,493 (prorated)	To meet the needs of the district

**HAND CARRY
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RESOLVED, that the Board of Education approves the 3RD reading of a new policy # 4771 “Community Service Graduation Requirements”; **(with additional revisions)** new policy # 9001” Personnel Obtaining New Degrees”; revisions to existing policy

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9212 “ Staff Internships” and revisions to existing policy # 6690 “ Audit Committee”. **(with additional revisions)** New policy “Comparability of Services”

HAND CARRY RESOLUTION

WHEREAS, Julius Brown (“Brown”) was appointed by the Board of Education to be the District’s Deputy Superintendent of Schools on December 20, 2012 effective January 1, 2013; and

WHEREAS, Brown’s appointment was on a probationary basis; and

WHEREAS, Brown continues to be a probationary employee; and

WHEREAS, as a probationary employee, Brown may be terminated without a hearing and without a statement of reason; and

WHEREAS, Brown has offered his letter of resignation dated January 16, 2014 effective February 28, 2014; and

WHEREAS, the Superintendent of Schools recommends that the Board of Education reject Brown’s letter of recommendation and instead terminate Brown’s employment effective January 3, 2014.

NOW THEREFORE, it is hereby

RESOLVED, that Julius Brown’s letter of resignation dated January 16, 2014 and effective February 28, 2014 is hereby rejected; and is further

RESOLVED, that Julius Brown’s employment with the Hempstead Union Free School District is hereby terminated effective 11:59 p.m. on January 3, 2014.

Trustee Simmons moved, seconded by Trustee Cross to adjourn the meeting at 7:27 P.M.

MOTION

Meeting adjourned

YES 4

NO VOTE CAST 1 (Trustee Brazley)

MOTION CARRIED

Respectfully submitted:

Patricia Wright, District Clerk