

MEMBERS PRESENT:

**DEIRDRE BURNS
MARK FLEISCHHAUER
DIANE KANTAROS
LISA ROSENTHAL
DIANE LYONS
LAURA SCHULKIND
DEIRDRE d'ALBERTIS**

OTHERS PRESENT:

**JOSEPH PHELAN, TOM BURNELL,
MEMBER OF THE PRESS, MEMBERS
OF THE PUBLIC**

1.0 Call to Order

President Burns called the meeting to order at 7:30 pm.

(Dr. Kantaros arrived at 7:38 pm.)

2.0 Approval of Minutes

2.1 Motion by Fleischhauer, seconded by Rosenthal, the Board voted to approve the minutes of the December 10, 2013 Regular Meeting*

**VOTE: 7 AYE (Burns, Fleischhauer, Rosenthal, Lyons, d'Albertis,
Schulkind); 0 NAY; 0 ABSTAIN; 0 ABSENT
MOTION CARRIED**

3.0 Public Comment

A high school student thanked the Board for allowing Rhinebeck students to participate in playing football with the Spackenkill Central School District's team. He commented that the program was beneficial in many ways, one of which was helping students acquire skills in facing obstacles. The school was very accepting of the students that participated. President Burns thanked the student for his commitment to the program and for setting a good example for other students.

Parents representing Rhinebeck Crew Inc., including Dr. Pietrow and Mr. Bolton, thanked the Board for their support, which helped offset the costs of transportation, coaches and materials. Dr. Pietrow stated that last year, 36 students participated and they are expecting 40-50 this year. The team did well this past year, particularly the freshmen girls. He will return in June to report on their progress. President Burns commented that it is the commitment of the parents and the students that keeps the program robust over the years.

4.0 Reports and Discussion

4.1 Annual Special Education Report (R. Zipp)

Mr. Zipp reported on the breakdown of out-of-district special education students placed in private and public settings, noting that there have been no major changes in the data over the years except for a decrease in the numbers this year partly due to the district

being able to meet students' needs in house, some students aging out, and families moving out of the district.

Mr. Zipp explained the district's responsibility for students who are aging out of early intervention when they turn three. The CPSE (Committee on Preschool Special Education) meets to go over reports to see if the child qualifies for services. If so, the family is provided with a list of providers that they can pick from to meet their child's needs which is paid for by the county. Mr. Zipp explained that this process is an advantage to the district because it helps prepare the district of the needs of students entering Kindergarten.

Mr. Zipp briefly explained that IEP diplomas have been phased out with the introduction of the CDOS (Career Development and Occupational Studies) Certificate, which allows for more transition for students (i.e. work/study programs) and the Skills and Achievement Credential for students with more severe disabilities. Mr. Zipp shared the need to "de-scaffold" students as they move through the continuum of services. As classified students who are doing well reach their junior/senior year, the district declassifies them from CSE (Committee on Special Education) and provides them with the supports and accommodations that they need through 504 Plans in order to prepare them for the fluency and rigor of college.

Although classification rates have gone down, the need for human resources remains high due to the high level of support needed to make sure the district is providing a free and appropriate education for students on the autism spectrum. Teachers have been attending conferences and workshops relating to behavior management as well as consultations with specialists from The Center for Spectrum Services and The Carbone Clinic which have proved to be beneficial. The goal of the special education department is to place students in the least restrictive environment as possible while giving students a safe place to adapt while we de-scaffold supports.

Mr. Zipp stated the good news that the district classification rate is 9.7%, which is below the state average of 13%. Mr. Phelan clarified that the numbers of homeless and ESL (English as a Second Language) are in the report because they are part of Mr. Zipp's responsibilities, not because they are classified students. Mr. Zipp shared that the numbers of suspensions in the report are for classified students. Typically classified students get suspended at a disproportionately higher rate because, depending on their classification, they can make mistakes and be impulsive. It is hard to say exactly why this is the case.

President Burns expressed her appreciation for how the special education program is running and offered the support of the Board.

4.2 2014-15 Budget Development Update

Mr. Phelan shared that the business office has been putting together the budget calendar mirroring last year's process. The budget planning process has started earlier this year which is advantageous to the Board; it will give time to ask questions and discuss expenditures. Mr. Phelan reminded the Board that many of the figures have been conservatively estimated until the final figures starting coming in between now and

March. This extra time will give the Board some options on what the impact on the tax levy will be, how to balance the tax impact with programs, and keep within the tax levy cap. The first draft budget is a reflection of what administrators have recently put in for their budgets, which will change so early in the process. Mr. Burnell and the Board members reviewed various line items in the budget, with some background discussed for those items that have changed from last year. Mr. Phelan explained that the district recently has hired a Technology Director who is providing Mr. Burnell with figures that may affect the current budget, with some items moving to the “wish” list. Mr. Burnell reminded the Board that \$150,000 has been set aside in the budget for technology needs. The budget reflects the need for an increase in common core curriculum writing to take place over the summer as well as increases for professional development and curriculum writing for teachers relating to the APPR. This draft also reflects the 6 retirements to date, credit recovery for the new common core math classes at the high school, and increases in BOCES services, among other things. Mr. Burnell shared that adult education classes are out of the budget with the Town of Rhinebeck taking over volleyball and basketball. We do not have an adult defensive driving course at this time. The budget will show an increase in some salaries due to decreased federal funding. Electric and fuel cost projections will probably go down as we go through the budget development process. At this point in the budget process, we are looking at an increase of \$996,204 which translates to a 3.29% budget-to-budget increase. Mr. Burnell shared that, as final figures start coming in, he expects the budget deficit to drop.

Mr. Jensen, the administration, and the Board will have to make some decisions as to the XP machines (mostly at CLS) that are no longer being supported. Although there are no recommendations yet, the district will be looking at ways to best implement the purchase of technology. BOCES has a lease purchase program that we can take advantage of to help budget the costs of our needs.

Dr. Kantaros’ raised a question regarding the historical costs of the actual expenses for the internal auditor for the 2010-11 school year. According to Mr. Burnell, the increase in auditing costs during the prior year was due to refinancing of the district’s most recent capital project, and the district’s new external auditor had suggested that those costs be included in the line item for auditing costs.

Mr. Burnell stated that it is nice to see growth in the tax base. Mr. Burnell stated that the maximum allowable levy is \$26,201.675 in order for the district to stay within the tax levy cap. We will finalize this document when more figures come in. At this time, we are \$244,310 above the estimated tax levy limit, but he felt that we will be able to chip away at this figure by reviewing the budget and paring back.

4.3 Mid-Year Review of 2013-14 Board Goals

Mr. Phelan commented that we have made significant progress in hiring a Technology Director. Mr. Jensen has brought value to the organization by simultaneously looking at what will support our program and doing it in a way that is cost-conscious. He also has made good progress in putting together a communication plan melding communication with technology. Ms. Rosenthal shared that we are making good strides in accomplishing the first three Board goals, but that the food service goal continues to be an area in which progress is slow. She suggested that we move ahead with an action plan.

President Burns commented that the Coffee with the Board and the Math Curriculum meeting, which are new initiatives this year, were received well by parents. The Board had a brief discussion on how to follow up on parental concerns regarding developmentally inappropriate curriculum materials in the early grades and how we are monitoring the impact of the Common Core. Ms. d'Albertis commented that it has been a year of tremendous change but is impressed with the educators in this district.

4.4 Board Committee Reports

Audit Committee Report

President Burns reported that the audit committee continued their review and discussion of the independent audit, as well as ideas to address the recommendations and observations made by Mr. Thomas, the District's external auditor. Mr. Thomas was very complimentary of the business office and of Mr. Burnell for doing a fine job of managing the budget.

Curriculum Committee Report

Ms. D'Albertis reported that the Curriculum Committee discussed how they would like to communicate to families regarding the earth science requirement by suggesting a presentation as part of the 8th and 9th grades parents meeting in the Fall regarding the earth science opt-out option which can answer a lot of questions. The committee is waiting to hear back from Mr. Kemnitzer and Dr. Davenport.

The committee spent some time discussing the Accelerated Reading Program and how it supports the Common Core. The committee heard from Mr. Kreps regarding the idea of a Curriculum Governance Council which is shared governance within the district with particular emphasis on CDEP (Comprehensive District Education Plan) as it has emerged to stimulate and support curricular decision-making. This council will nurture dynamic communities of practice where teachers from all buildings would be engaged in curriculum development.

The committee would like more information on what it means to be "College and Career Ready" and Dr. Davenport has been invited to share with the committee how Rhinebeck students are guided to the various options offered by BOCES. Dr. Kantaros reminded the Board of the student survey given two years ago which may prove beneficial.

Communication Committee Report

Ms. Schulkind reported that the Communication Committee would like the opinion of the Board on hosting the next Coffee with the Board on Tuesday, March 18. Moving forward, the committee would like to set up meetings quarterly and have these meetings included in the District calendar. The application for the graduation pole banners is underway.

Mr. Jensen reviewed 5 years of data of families leaving the district and found that roughly 75% of the departures were due to geographic re-location. The committee asked Mr. Jensen to review the data regarding students who leave and return to the District. He will draft talking points to discuss with the committee at their next meeting in order to reach out personally to the 20 or so families who left for reasons other than relocation.

The committee discussed district use of social media as a communication tool. Mr. Jensen will determine the capacity of the current school website to see if this platform meets the needs of the District. Priority 1 will be updating/upgrading our website. Priority 2 will be the use of social media.

Finance Committee Report

President Burns reported the Finance Committee's discussion of the use of the growth in the fund balance due to account codes that were problematic. Initially, a Repair Reserve was recommended but information from legal counsel suggested that this reserve fund was not advisable at this time. A Worker's Compensation Reserve, replenishing the existing Unemployment Insurance Reserve and Tax Certiorari Reserve, as well as the School Lunch Fund, were recommended.

Dr. Kantaros suggested that we offset the tax levy with the \$100,000 that was initially recommended for the Repair Reserve.

It was noted that the spike in the fund balance was a one-year anomaly and that maintaining an appropriate alignment of budgeting and spending will reduce the growth of the fund balance.

Policy Committee Report

Ms. Lyons reported that the Policy Committee has seven (7) policies up for first reading. The committee has started the task of reviewing all district policies. At this time, some policies do not need updating and some they are awaiting legal counsel.

The committee asked for input from Board members regarding a possible Spectator Behavior Policy. At this time, the Board decided this to be a low priority. Regarding Policy #0310 - Evaluation of School Board Operational Procedures, the committee recommends a discussion each June to ensure compliance with this policy.

Personnel Committed Report

President Burns reported that the Personnel Committee had discussions regarding negotiations with the RTA and ANIE, the hiring policy, and availability of substitutes.

5.0 Comments

5.1 Good News **None**

5.2 Old Business

Ms. Schulkind shared a conversation with a parent regarding why families leave the district and how we can reach parents to gather input on how we are doing. In the interest of finding out how we are doing, we can also conduct exit interviews for teachers leaving the district mid-year to learn what we can do better to make the community for our teachers and children better. The communication committee can consider how to ask questions that give us meaningful responses. If any member would like to comment, please email feedback to the Communications Committee.

The Board agreed that the letter to the Board of Regents, Commissioner King, and Chancellor Tisch is ready to be mailed.

Mr. Phelan recommends that we stay with the current school calendar because the extra Superintendent's Conference Day would be beneficial. We closed school for students on November 26 which was a half day for students. Teachers came in and were engaged in professional development activities. We can see how the weather cooperates the rest of this year. The Board agreed.

5.3 Public Comment

None

5.4 Other

Mr. Phelan offered the availability of one seat for the Diane Ravitch talk on Thursday, January 16, 2014. Also, the State of Rhinebeck dinner is on January 30th. If any Board member is interested, please contact Mr. Phelan.

6.0 Action Items

6.1 Motion by Fleischhauer, seconded by Rosenthal, upon the recommendation of the Superintendent of Schools, the Board voted to approve the following consent items:

6.1.1 Motion upon the recommendation of the Superintendent of Schools to approve the Treasurer's Report (General Fund, November 2013).*

VOTE: 7 AYE (Burns, Fleischhauer, Kantaros, Rosenthal, Lyons, d'Albertis, Schulkind); 0 NAY; 0 ABSTAIN; 0 ABSENT
MOTION CARRIED

6.2 Motion by Fleischhauer, seconded by Rosenthal, upon the recommendation of the Superintendent of Schools, the Board voted to approve a leave request under the Family and Medical Leave Act from Julie Tait, to commence on or about June 2, 2014, with such leave to be taken as paid medical leave through the period of disability as certified by a physician in writing, to the extent of her accrued sick leave and, thereafter, such leave to be taken as unpaid child care leave through the conclusion of the 2013-14 school year on June 26, 2014.*

VOTE: 7 AYE (Burns, Fleischhauer, Kantaros, Rosenthal, Lyons, d'Albertis, Schulkind); 0 NAY; 0 ABSTAIN; 0 ABSENT
MOTION CARRIED

6.3 Motion by Fleischhauer, seconded by Rosenthal, upon the recommendation of the Superintendent of Schools to approve additional coaches/advisors for the 2013-14 school year*:

Crew:	Boys Varsity	Bryan Kallen	\$4,381
	Girls Varsity	Ralph Bosco	\$4,381
	Novice	Doug Mulqueen	\$3,032

VOTE: 7 AYE (Burns, Fleischhauer, Kantaros, Rosenthal, Lyons, d’Albertis, Schulkind); 0 NAY; 0 ABSTAIN; 0 ABSENT
MOTION CARRIED

- 6.4 Motion** by Fleischhauer, seconded by Rosenthal, upon the recommendation of the Superintendent of Schools to approve the three year probationary appointment of Kathryn Torres to the position of Elementary teacher, assigned to Chancellor Livingston Elementary School, effective January 27, 2014, in the tenure area of Elementary, at a salary of Step 1 MA+6 (\$57,006, pro-rated), in accordance with the RTA Salary Schedule for 2013-14.*

VOTE: 7 AYE (Burns, Fleischhauer, Kantaros, Rosenthal, Lyons, d’Albertis, Schulkind); 0 NAY; 0 ABSTAIN; 0 ABSENT
MOTION CARRIED

- 6.5 Motion** by Fleischhauer, seconded by Rosenthal, upon the recommendation of the Superintendent of Schools to approve the permanent Civil Service appointment of Donna Shellhammer to the position of Clerk, effective January 1, 2014.*

VOTE: 7 AYE (Burns, Fleischhauer, Kantaros, Rosenthal, Lyons, d’Albertis, Schulkind); 0 NAY; 0 ABSTAIN; 0 ABSENT
MOTION CARRIED

- 6.6 Motion** by Fleischhauer, seconded by Rosenthal, upon the recommendation of the Superintendent of Schools to accept a grant award from the Community Foundations of the Hudson Valley in the amount of \$1,600 in support of the implementation of the grant entitled, “The Tempest,” as submitted by Mrs. Maureen Cunningham, as stipulated.*

VOTE: 7 AYE (Burns, Fleischhauer, Kantaros, Rosenthal, Lyons, d’Albertis, Schulkind); 0 NAY; 0 ABSTAIN; 0 ABSENT
MOTION CARRIED

- 6.7 Motion** by Fleischhauer, seconded by Rosenthal, upon the recommendation of the Superintendent of Schools to approve the appointment of Christopher McKibben to the position of Custodial Worker (1.0 FTE), at a salary of Step 1 (\$32,234 – pro-rated), in accordance with the ANIE Salary Schedule for 2013-14, effective January 2, 2014, with a 26 week probationary period.*

VOTE: 7 AYE (Burns, Fleischhauer, Kantaros, Rosenthal, Lyons, d’Albertis, Schulkind); 0 NAY; 0 ABSTAIN; 0 ABSENT
MOTION CARRIED

- 6.8 Motion** by Fleischhauer, seconded by Rosenthal, upon the recommendation of the Superintendent of Schools to approve additional advisors for the 2013-14 school year, effective December 3, 2013.*

VOTE: 7 AYE (Burns, Fleischhauer, Kantaros, Rosenthal, Lyons, d’Albertis, Schulkind); 0 NAY; 0 ABSTAIN; 0 ABSENT
MOTION CARRIED

- 6.9 Motion** by Fleischhauer, seconded by Rosenthal, upon the recommendation of the Superintendent of Schools to approve an extension of the appointment of Lisa

Cole as a long-term substitute in the position of Social Worker at Bulkeley Middle School/Rhinebeck High School, having commenced on December 3, 2013, through a date on or about January 29, 2014 pending receipt of physician's verification of return-to-work status, at the pleasure of the Board, at the salary of Step 1 MA+30+30 (\$61,960, prorated), in accordance with the 2013-14 RTA Salary Schedule. This appointment is to fill the vacancy created by the leave of absence granted to Megan Rodier, Social Worker at Bulkeley Middle School/Rhinebeck High School.*

VOTE: 7 AYE (Burns, Fleischhauer, Kantaros, Rosenthal, Lyons, d'Albertis, Schulkind); 0 NAY; 0 ABSTAIN; 0 ABSENT

MOTION CARRIED

- 6.10 Motion** by Fleischhauer, seconded by Rosenthal, upon the recommendation of the Superintendent of Schools to appoint additional 2013-14 CLS Before-School Enrichment Program instructors. (See attached.)*

VOTE: 7 AYE (Burns, Fleischhauer, Kantaros, Rosenthal, Lyons, d'Albertis, Schulkind); 0 NAY; 0 ABSTAIN; 0 ABSENT

MOTION CARRIED

- 6.11 Motion** by Fleischhauer, seconded by Rosenthal, upon the recommendation of the Superintendent of Schools to approve as a first reading and consideration of Board Policies #4321.1 – Provision of Special Education Services in the Least Restrictive Environment, #4321.2 – School-Wide Pre-Referral Approaches and Interventions, #4321.6 – Availability of Alternative Format Instructional Materials for Students with Disabilities, #4321.7 – District-Wide and State-Wide Assessments of Students With Disabilities; #4321.9 – Declassification of Students With Disabilities; #4321.11 - Public Report on Revisions to District Policies, Practices, and Procedures Upon a Finding of Significant Disproportionality; and #4321.14 – Special Education Personnel Qualifications and Training.*

VOTE: 7 AYE (Burns, Fleischhauer, Kantaros, Rosenthal, Lyons, d'Albertis, Schulkind); 0 NAY; 0 ABSTAIN; 0 ABSENT

MOTION CARRIED

- 6.12 Motion** by Fleischhauer, seconded by Rosenthal, upon the recommendation of the Superintendent of Schools to approve Mentors for the 2013-14 school year, effective December 3, 2013. (See attached)*

VOTE: 7 AYE (Burns, Fleischhauer, Kantaros, Rosenthal, Lyons, d'Albertis, Schulkind); 0 NAY; 0 ABSTAIN; 0 ABSENT

MOTION CARRIED

- 6.13 Motion** by Fleischhauer, seconded by Rosenthal, upon the recommendation of the Superintendent of Schools to approve the list of additional emergency conditional substitute teachers and non-instructional staff for the 2013-14 school year.*

VOTE: 7 AYE (Burns, Fleischhauer, Kantaros, Rosenthal, Lyons, d'Albertis, Schulkind); 0 NAY; 0 ABSTAIN; 0 ABSENT

MOTION CARRIED

- 6.14 Motion** by Fleischhauer, seconded by Rosenthal, upon the recommendation of the Superintendent of Schools to adopt the following resolution:

WHEREAS, the Board has established a reserve fund on June 23, 2009 pursuant to the provisions of Section 6-m of the General Municipal Law for the purpose of paying the cost of reimbursements to the State Unemployment Insurance Fund for payments made to claimants where the employer has elected to use the benefit reimbursement method for paying unemployment insurance (as opposed to the contribution method), known as the Unemployment Insurance Reserve Fund; and

WHEREAS, the Rhinebeck Central School District has elected to use the benefit reimbursement method for payment of unemployment insurance; and

NOW, THEREFORE, BE IT RESOLVED, that the Board hereby appropriates the sum of \$34,000.00 for such purposes from the 2012-13 undesignated fund balance to reestablish the reserve funding and authorize the transfer of such monies from the general fund to the Unemployment Insurance Reserve Fund.

VOTE: 7 AYE (Burns, Fleischhauer, Kantaros, Rosenthal, Lyons, d'Albertis, Schulkind); 0 NAY; 0 ABSTAIN; 0 ABSENT
MOTION CARRIED

- 6.15 Motion** by Fleischhauer, seconded by Rosenthal, upon the recommendation of the Superintendent of Schools to adopt the following resolution:

WHEREAS, Section 3651 (1-a) and (3-a) of the Education Law authorize a school district to establish a reserve fund for the payment of judgments and claims in tax certiorari proceedings and to make payments therefrom; and

WHEREAS, the Board of Education desires to establish such reserve fund to pay for judgments and claims for pending tax certiorari proceedings;

NOW, THEREFORE, BE IT RESOLVED, that the Board hereby reestablishes a reserved fund balance with an additional amount of \$225,000.00, to be known as the "Tax Certiorari Reserve Fund", for the payment of judgments and claims in pending tax certiorari proceedings and authorizes the transfer of such amount from fund balance in the general fund to the Tax Certiorari Reserve Fund.

VOTE: 7 AYE (Burns, Fleischhauer, Kantaros, Rosenthal, Lyons, d'Albertis, Schulkind); 0 NAY; 0 ABSTAIN; 0 ABSENT
MOTION CARRIED

- 6.16 Motion** by Fleischhauer, seconded by Rosenthal, upon the recommendation of the Superintendent of Schools to adopt the following resolution:

BE IT RESOLVED that the Board of Education of the Rhinebeck Central School District hereby authorizes the appropriation of \$127,000.00 from General Fund Unappropriated Fund Balance to be transferred to the School Lunch Fund to cover the prior year's School Lunch Fund deficit and the current year operating loss by June 30, 2014.

VOTE: 6 AYE (Burns, Fleischhauer, Rosenthal, Lyons, d'Albertis, Schulkind); 0 NAY; 1 ABSTAIN (Kantaros); 0 ABSENT
MOTION CARRIED

- 6.17 Motion** by Fleischhauer, seconded by Rosenthal, upon the recommendation of the Superintendent of Schools to adopt the following resolution:

WHEREAS, the Board may establish a reserve fund pursuant to the provisions of Section 6-j of the General Municipal Law for the purpose of paying the cost of compensation and benefits, medical, hospital, or other expenses authorized by Article 2 of the Workers' Compensation law and to pay the expenses of administering a self-insured program; and

THEREFORE, BE IT RESOLVED, that the Board hereby establishes a reserve fund pursuant to Section 6-j of the General Municipal Law, to be known as the Workers' Compensation Reserve Fund, for the purpose of paying the cost of compensation and benefits, medical, hospital, or other expenses authorized by Article 2 of the Workers' Compensation law and to pay the expenses of administering a self-insured program; and

BE IT FURTHER RESOLVED that the Board hereby appropriates the sum of \$175,000.00 for such purpose from the 2012-13 undesignated fund balance and authorizes the transfer of such monies from the general fund to the Workers' Compensation Reserve Fund.

VOTE: 7 AYE (Burns, Fleischhauer, Kantaros, Rosenthal, Lyons, d'Albertis, Schulkind); 0 NAY; 0 ABSTAIN; 0 ABSENT
MOTION CARRIED

7.0 Proposed Executive Session

Motion by Fleischhauer, seconded by Rosenthal, the Board voted to enter Executive Session at 10:25 pm for the purpose of discussing negotiations with the Rhinebeck Teacher's Association.

VOTE: 7 AYE (Burns, Fleischhauer, Kantaros, Rosenthal, Lyons, d'Albertis, Schulkind); 0 NAY; 0 ABSTAIN; 0 ABSENT
MOTION CARRIED

Motion by Fleischhauer, seconded by Rosenthal, the Board appointed Joseph Phelan as Clerk Pro Tempore.

VOTE: 7 AYE (Burns, Fleischhauer, Kantaros, Rosenthal, Lyons, d'Albertis, Schulkind); 0 NAY; 0 ABSTAIN; 0 ABSENT
MOTION CARRIED

Motion by Fleischhauer, seconded by Rosenthal, the Board voted to return to Regular Session at 11:17 pm.

VOTE: 7 AYE (Burns, Fleischhauer, Kantaros, Rosenthal, Lyons, d'Albertis, Schulkind); 0 NAY; 0 ABSTAIN; 0 ABSENT
MOTION CARRIED

RHINEBECK CENTRAL SCHOOL DISTRICT
BOARD OF EDUCATION
January 14, 2014
Regular Meeting

8.0 Adjournment

Motion by Fleischhauer, seconded by Rosenthal, the Board voted to adjourn at 11:18 pm.

VOTE: 7 AYE (Burns, Fleischhauer, Kantaros, Rosenthal, Lyons, d'Albertis, Schulkind); 0 NAY; 0 ABSTAIN; 0 ABSENT

MOTION CARRIED

Respectfully submitted,

Mary Ann Bovee
District Clerk

Joseph Phelan
Clerk Pro Tempore