

DeRuyter Central School  
711 Railroad Street  
DeRuyter, NY 13052

## REGULAR MEETING MINUTES May 12, 2020

**6:00 pm – via Zoom**

**Members Present:** Brandi Compton (BC), Dean Hathaway (DH), Richard Metcalf (RM), Jodi Wiesing (JW)  
**Members Absent:** Bradley Mierke  
**Others Present:** David Brown (DB), Sandy Welsh (SW), Jim Southard (JS), Jenny Valente (JV), Steve Rafferty (SF), Kim O'Brien (KO)

### I. Regular Meeting Call To Order/Pledge of Allegiance

The Regular Meeting of the DeRuyter Central School Board of Education was called to order by President Hathaway at 6:00 pm. The Pledge of Allegiance immediately followed.

*Call To Order*

*Pledge of Allegiance*

### II. Establish Agenda

(DH) I need motion to establish the agenda as presented.

(BC) – So Moved

(JW) – Second

(DH) – All in favor? We want to just do a show of hands? Is that easier.

(DB) Yes

(DH) 4 Yes – Motion passed

*Established Agenda*

**Motion:**            **CARRIED**            **1<sup>st</sup>: Compton**            **2<sup>nd</sup>: Wiesing**  
**Vote:**    **Yes: 4**            **No: 0**            **Absent: 1 (Mierke)**

*Discussion Items*

### III. Board Discussion Items

#### A. 2020-2021 Budget Update – Mr. Southard and Dr. Brown

(JS) At the April 20th meeting you approved the budget so the expenditure budget of \$11,307,426 dollars. In our current estimation, that reflects a 2.9% increase in tax levy. When all is said and done usually that doesn't mean the tax rate goes up 2.9%, usually there's about a 1% change in values that keep that rate increase to about 1.9% approximately. We do not know as yet what the impact of the State deficit is. They are supposed to come out with information by Friday on what that is. We know how the area that we're within is affected, but not exactly what the impact is on school aide. So when we have that information we will share it with you. I'm hoping they understand that schools and hospitals really can't be hit at this time, but you never know. So we'll look forward to that and we'll share that information when we have it.

*2020-2021 Budget Update*

(DH) Thank you. Anything from you Dr. Brown on that?

(DB) No - I just want to thank Mr. Southard for all of his work. We are really in an uncertain time because we don't know what the governor and the State Education is going to do when it comes to the funding, well the governor and his budget. And, I just wanted to ask Mr. Southard, could you please share with our community where we are with our tax rate as per thousand and what does that compare to what it would have been if we never had the compressor plant and I how we are faring now. And you know I'm putting you on the spot.

(JS) The current rate is \$16.48 for last year. So if we're saying the rate's going up about 2% we believe. That would be about \$16.60 per thousand and at this point we would be over \$20 per thousand if the compressor plant had not come online.

(DB) So even with this budget, we're looking at almost \$3.50 less than we would have if it wasn't for the compressor plan, because we did talk to the community years ago and said we are going to keep ourselves underneath that rate per thousand for many, many, years as long as we can. And even with this 2.9 we're still substantially under that. And I just wanted to share that with the community. And we will also be sharing the budget presentation, when is that Mrs. Welsh?

(SW) May 26<sup>th</sup>. That's a Tuesday.

(DB) If there are any questions about the budget, please reach out to myself or Mr. Southard.

(DH) You said 6:00?

(SW) 6:00 yes

(JW) I have a question. We probably can't answer this here as the school board but it will probably come up. The amount of money for the summer rec program -what happens if the summer rec program doesn't happen?

(JS) The proposition is for approval of that money. In years past when it hasn't all been used it was moved forward to future years that it could be used to improve fields and things like that.

(SW) Jim - is that through the village itself? I mean we don't have anything to do with that once we raise that money, correct?

(JS) It's a pass through. It goes to the Village of DeRuyter and they have the responsibility to account for it.

(SW) Thank you.

(JW) I'm sure that the question will come up so we just need to be ready.

(DB) Mr. Hathaway and Board of Education I also wanted to share that we have a tax cap this year near 8% and under your advisement and your leadership and guidance that we are looking at less than 3% purposefully. We have started to build our fund balance and reserves again. We do know that the next three years look very daunting for public education and for New York State, so we are doing everything that we can to keep the cost of education to the taxpayers lowest possible, but we don't want to use every dollar of our

fund balance and reserves because we do have this sense that the future is going to be very difficult and we need to be prepared for our community to not have to take the brunt of our future budgets. So we are being fiscally responsible by using a substantial amount of fund balance and reserves this year, but not all of them, because we need to look into the future.

(DH) Very good. Well put. Any further discussion on the budget? Ok – onto our next discussion item is COVID-19 from Dr. Brown

B. COVID 19 Update – Dr. Brown

(DB) As you all know, the Governor has shut us all down for the remainder of the year. We have not gotten very much guidance from State Ed. and/or the Governor's office and one point he did say that administrative teams need to start looking at what does it look like to open up in September. The Administrative Team has started to look at our options, but it's really difficult to create options when we don't have any guidance, and when I say not have any guidance, I really mean zero. We don't know what's coming from the CDC, we don't know what's coming from State Education, we don't know what's coming from the Governor's office. That being said we have begun to talk about what does it look like in September. And we're looking at many different scenarios and we've started to think about what it would mean to open the building utilizing social distancing and masking. But we're not any point that we can give guidance to the Board of Education on what we would do because as soon as we make a plan, I think there's going to be some new directive from State Ed., and/or Governor's office. So just so you know, we're working behind the scenes, looking at many different options, but we have nothing to report to you because it would be disingenuous of us to do that because we don't want to say one thing and then be told we have to change it. Additionally, I'm meeting with superintendents tomorrow to talk about what graduation might look like or could look like. We're not prepared to talk about that yet either because we need to work with our County Legislators and I do know that tomorrow's meeting with the superintendents is going to be with the Cortland County, Madison County in Onondaga County Legislators to talk about what kind of limitations they're going to put on us. If you've been following along with the Governor you know that we don't have a real sense of when we can open. He did finally start to say the different sections of the state could open before other sections, so we're hoping that we will have a little bit less hand-holding and restrictions, but as of this point, our community is not part of the first wave of opening. But this could change as quickly as Friday morning. I know that the County Legislator from Onondaga County said he thought he had everything in place, but it's not by county, it's by areas. We also are talking about and looking - excuse me for a moment, Mr. Rafferty is trying to get in so I am going to just click that button - we're also looking as a team and what does the end of the year look like. Many people have been asking us what about my children's materials in their lockers. We will have a moment where somebody can come in and get their supplies out of their locker or the classroom, but we're not ready to do that. We're still teaching our children and they still need to have the things at home that they need to be educated and to learn, so we're not in a position nor do we want to be in a position to start emptying out lockers. We will do that sometime in June and I just wanted to let the community know that their lockers will be emptied out and we will be having some kind of schedule later in the school year for people to turn in their textbooks, turn in their Chromebooks, turn in all their materials and then they will also be able to pick up anything that they may have left in their classroom and/or their locker. Another big question has been what do we do about summer school? You know. either by credit recovery or summer school as a whole we are working with BOCES and we're working with the other school districts to figure out what that means and what that looks like. Again

we're not in a position right now to talk about what summer school, end of the year, and all those things are but we are continuing to work with our education teams. We are feeding

our community every day. We go every other day with commuting the food and there will not be food distribution on Memorial Day. That day will be a shut-down day as it always is. So we will not be having that day because it is a national holiday. We're still trying to figure out how we're going to manage the other days that we can (inaudible) before. We are going to be looking at the Friday before. It was originally a holiday, but right now the governor has told us that all holidays should be used as instructional days. As you remember, that was the charge from the governor when it came to spring break. And we those six days - five days of spring break and the Monday after we're instructional days. And the end of the year is still a conversation piece with all the leaders of our school districts, and we will be working on that also. Those are the major updates as they relate to COVID-19 and DeRuyter Central Schools and Mr. Rafferty has been working with a team of people looking at how we celebrate the Class of 2020 and I hope that all of the Board Members drove through town coming into town either by Route 13 or by the ice cream place, I wanna say the Sugar Shack, and I know that's not right...

(SW) Drift Inn

(DB) Yes – the Drift Inn - we have the signs of our seniors and we have heard so many wonderful things and I want to thank Donna Barber for working with us to make that happen. You see a lot of signs around different communities, where it just says we celebrate the Class of 2020. I'm excited to say we're celebrating every graduate of 2020 with their name and their face on their sign and we're really excited about that and we have much more that's going to be happening. Team - did I miss anything?? I am not seeing anything so – there you go.

(JW) What did you discuss about prom and notification about prom? I saw that after-prom donation buckets that I saw at the Big M. I told you that one night that it was kind of dropped off to the side, the next day that I went it was right by the cash register with a sign on at the said yes it's still happening.

(DB) Yes we are working with the after prom committee trying to figure out exactly who's in charge of making sure that that we bring that back. Unfortunately due to the governor's regulation, we cannot have a prom this year and there is some discussion about what a virtual after-prom would look like. But without a prom it is very difficult to have an after prom, so I've been working with the two advisors of the after-prom and when was the last time you saw that Jody? Was it as soon as today?

(JW) Um... no it was not today. It was um... probably Sunday?? Maybe?? I don't know.

(DB) I talked to Ashley, one of the advisors, I wanna say on Sunday, so we will update you further on that when I get more information.

(JW) OK

(DH) Any further discussion? Anything further for Dr. Brown COVID-19:

I need a the motion to approve the following action items as presented:

Sandy - Did you get them? I didn't hear anything.

(DB) No, I didn't see—we need...

(JW) You froze

(DH) We need a first and a second

(DB) We are looking for a motion to accept the action items

IV. Consent Agenda – Motion to approve the following:

(DB) Brandi is a first

(SW) I see Brandi

(DH) Rick Seconded

**RESOLVED** That the Board approve the following action items.

- A. Approval of Minutes – April 20, 2020 Regular Meeting
- B. Accept Claims Auditor Report
- C. Approve Claims Auditor Claim
- D. Approve CSE Recommendations
- E. Approve Summer Semester Applications – Amy Prince and Jessica Zech
- F. Approve Change Orders: #EC-01 and # GC-01 as attached

**Motion:**            **CARRIED**            **1<sup>st</sup>: Compton**            **2<sup>nd</sup>: Metcalf**  
**Vote:**    **Yes: 4**            **No: 0**            **Absent: 1 (Mierke)**

(DH) Is it my connection that's an issue?

(DB) I'm gonna guess that it's mine – you can never be sure.

(DH) Sandy??

(SW) I did not get the second was it Jodi

(JW) Sure

(DH) No it was Rick. Any discussion on those? I've a question on the summer semester applications – do we know if that is going to happen?

(DB) Summer semester applications are completed, interviews were done and you have the recipients of two teachers who will be doing their summer semesters.

(DH) So those are still going to happen? Are they all online?

(JS) The can be done virtually so they...

(DB) Yes – and that's contractual.

*Approval of  
Consent Agenda*

(DH) OK. Right – yeah, no I just wasn't sure if that had been confirmed that that can actually happen or if that was still up in the air.

(DB) It is confirmed and I would say I looked back in history because this was my first summer semester experience and a lot of them were done digitally anyway so that's pretty much the practice they've been utilizing in the past.

(DH) Ok. Excellent - anything further on those? Alright - Motion passed.

(DH) Alright – Board Comments

*Board Comments*

## VI. Board Comments

(DH) I've got one which isn't real pertinent for the rest of this year maybe we can work on it for next year as I got a phone call with a concern that our cell phone usage in our classrooms has skyrocketed again - that we have teachers that are on them and that students are on them during class and study halls have become nothing but cell phone usage. So I just wanted to bring to your attention and see if we can get ahold of that.

(DB) I'm guessing that's secondary – we are not talking about elementary classrooms

(DH) Yes

(DB) I look forward to having everyone back so we can talk about cell phone usage in the classroom.

(DH) The last time – Did we change that so that they could use that in the cafeteria now. I thought we made an amendment to ...

(DB) Yeah - it was certain grades...Mr. Rafferty?

(SF) Yeah grade 6 to 12 can use them the last 15 minutes of lunch as long as they're texting, not calling. If they have to use their cell phones, they are supposed to go to the office to make a call on school phone.

(DH) Right.

(SF) And I think that's been very successful this year. I haven't had to tell one student to put their phone away that had it out before 11:15 and I haven't caught any student bullying or taking inappropriate pictures or videos when they weren't supposed to in the cafeteria. So I think it's been going pretty well to be honest.

(DH) OK. Good. Any other Board comments?

(BC) Can we talk about fall sports and what that is going to look like as far as sign ups and if anything at all?

(DB) Yeah - as part of our process of opening up in September and what that would look like underneath the realities of COVID-19, one of possibilities is that we won't have athletics and what does that mean in social distancing. So what we will do is we will still have postings for fall athletics and we will put everything in place to move forward. Um..

how we sign up for, that I've been working with Sheri, our athletic director, to see exactly what that process would be because a lot of it now has to obviously be digital and the communication to students who would be first eligible for modified and in that situation will need to be communicated with. So we don't have an answer yet because we're not going to do huge amount of work pulling this all together when it may not even be happening but at the same time we don't want to get to September and find out everything is fine, then not have an athletic program. For example, we don't have any fields in the fall because of our capital project so we're looking at the possibility of having soccer in the fairgrounds and/or asking some of our colleague districts if we could use their space when we have our home games. So all fall athletics are still moving forward but they're moving at a snail's pace because of other realities of COVID-19. That's sort of not a perfect answer like it will be a b and c because we don't know.

(BC) Thank you.

(DB) Yeah - sorry.

(BC) That's okay.

(DB) I am writing down with Sheri....

(DH) I have another question –

(DB) Go Ahead

(DH) Let's finish that one first

(DB) I am talking with Sheri and will follow up with Sheri, Brandi just to find out what our newest children in 6th and 7th grades that transition - what they need to do and find out about signing up. I think that was a question.

(BC) Thank you.

(DH) My question is on the School Board Associations. We're on with New York State now. Have we canceled CNY or is that... Do you want me to do it? I was going to do it and I said I'm not sure if...

(DB) Well we're still members until June 30th because we paid for it and they are not going to give us anything back.

(DH) Right. I just I wasn't sure at what point we tell them that we're not on for next year and if they're going to send a bill looking for money.

(DB) Why don't um... I can definitely send them a correspondence, obviously I can't see them, and then if you wanted to work with me on that Mr. Hathaway, we could do that together seeing your board member, are you not?

(DH) I'm on the board of directors. So that would be something I would have to design separately.

(DB) I'll work with you.

(DH) (inaudible) how much more informative and up-to-date and how much more New York State is doing for us - fighting...fighting for (inaudible) all this stuff and coming up with answers for us and I've got nothing constructed from CNY. So was it a choice

(DB) I agree - Thank you.

(DH) Ok. Administrative Comments

*Administrative  
Comments*

## **VII. Administrative Comments**

(DB) Well, I have a question for the Board that just happened today. We actually opened up the bids for our capital outlay today and they actually went really well. They were under bid and it's going to give us more frontage to work on. But then there was also a conversation between March Associates, Kevin and myself about a telescoping flag that was the discussion earlier in the year. What found out - he talked to different companies is that that telescoping plants only go 20 feet high because of wind and other situations that restrict them from going above 20 ft. So Kevin wants to know if we want to still pursue the telescoping flag at 20 ft. and is that okay with the Board that the flag in the front is only 20 ft high. Something to think about – we don't need to make that decision today.

(DH) The current flag that's out there now is telescoping – and that's 25 ft.

(DB) Isn't that interesting?

(DH) So I don't have an issue with it either way. I don't think it's necessary. If we can just do a regular one, I don't think there is much cost difference.

(DB) I'm going to guess it's probably, and don't quote me on this, but I'm going to think it's less expensive to do a 20 ft. flag than a 25 ft., I mean I'm sorry a non telescoping flag than a telescoping flag, but I could be wrong. I don't know much about flags.

(DH) Yeah – it all depends on what grade you get and single piece or two-piece or whatever, but, yeah, it doesn't matter to me. I don't think it needs to be telescoping if it's some place it's secured.

(DB) Ok. I may be reaching out to some of the board members or have Kevin reach out to some of the board members just for guidance on the flag because we want to make sure it's the right thing once we do it.

The other thing I wanted to update the Board is because of the governor's proclamation that we are closed, there's a positive - we are moving fast and furious with the capital project. You will see that the Red Barn is down, they put the footers in, we started to do the air handling system on the second floor, in fact they were moving a lot of air handling in today. The work outside may start two weeks earlier - they're still working on the water distribution system, but it definitely is going to happen earlier than later. So that's, that's a positive thing. I will now, as you saw, continue to send you weekly updates like I did last Friday and you will continue to get those showing you what's been done. But there's a lot of work going on right now with our capital project. It's been deemed essential so we didn't have to wait with our capital project.



Because we had a meeting 10 days ago..... I

(JW) And so far we are running a little bit (inaudible) right?

(DB) Yes – so far. I learned a lot in Ithaca when I was there, that change orders tend to come in at the end so I'm, I'm, I'm never feeling positive about ahead of the budget because of change orders we are going to make sure between the Mr. Southard and myself that we don't just willy-nilly approve change orders. In fact one of them came in earlier this month or at the end of April actually, that we're both like, no - there's no reason to charge us for that. So we are looking with very close eyes, but we are ahead of budget but I don't know if it will stay there. Mr. Southard anything on that?

(JS) No - I think we're in reasonable shape for where we are in the project we do have to keep a watch on it of course.

(DB) Yes. There was...Mrs. Wiesing I did do some...

(DH)– Thank you – Appreciate that.

(DB) Oh sorry – who did I interrupt??

(DH) – Nobody – go ahead.

(DB) Mrs. Wiesing I did do some investigating on something that you discussed you were at, I think it was church. Forgive me if that's not what you were talking about, and that somebody was saying all capital projects were going to be unfunded by the state because of COVID-19 reductions in state aid. I did ask several of my colleagues superintendents and then I also did talk to a couple people at State Aid and there is nothing and I'm speaking to the community now if anyone is streaming with us - there is nothing detailing that state aid is being rejected because what you heard was there was zero state aid for capital projects. We have been approved for this capital project. It has been approved by the voters. It is approved by state aid. As of now we're not getting any word that they are taking their money back from our capital project.

(JW) Good. Thank you for following up with that.

(DB) Absolutely. Jim have you heard anything on that or needed to update the Board. And I didn't ask you ahead of time, but I know you're more in the communicate when it comes to any of the fiscal realities

(JS) No, we know that there may be an adjustment to state aid but more likely it's going to be a blunt hammer kind of reduction. It would just be like the GAP Elimination adjustment from a few years ago where it's just a number lopped off the bottom. It's not for specific aid (inaudible).

(DB) We're also very hopeful and I say this to the Board and the community that when we start to get the hammer that Mr. Southard just talked about, that there's Federal funding that's going to be coming through, we're all living in this fiscal and COVID reality. We don't really know what federal funds are coming we don't know what state funds are coming but everything that we're hearing is... we can't continue to do what we do without being fiscally supported. That's the same for every small business. That's the same for every state across

the nation. We are all facing the same realities, so we will be reaching out to all of our people that are part of funding education and then we will be sharing with you everything we hear. And if you hear anything throughout what you are doing, please let Mr. Southard and myself know.

(DH) Any other Administrative Comments?

(SR) Yeah I just wanted to say that last Friday we had our valedictorian and salutatorian announcement. And after a little bit of a delay on my end and trying to make sure we got streamed, things went pretty smooth and I was happy to give Kaylee and Taylor their due. I know it's not how we normally do it - in the library in front of their peers and staff, but at least some of their peers joined in. I know a lot of adults especially from the 11-12 team, the administration here, and then anyone in the community that wanted to tune in and I know there were quite a few got to see them get their accolades for their hard work the last four years. And, again, I just wanted to congratulate them. On Monday, I did run their certificates over to their houses so they have those now and I did ask them to get a picture of themselves holding the certificates and maybe we can put those on the website.

(DH) Very good. I thought it went very well. Special congratulations from the Board to Taylor and Kali too.

(DB) I think we lost Mr. Hathaway.

(BC) It was very emotional, that's for sure.

(DB) Can I have one more thing, Mr. Hathaway?

(DH) Yes please - then I think Jodi has something.

(DB) Yes, Jodi go ahead – I think she is frozen. Maybe I'm frozen.

(JW) Can you guys see me, hear me?

(DB) Now we can.

(JW) I was just wondering Jenny and Steve - we have the CSE recommendations - are we able to do any services for any of the students during this downtime

(JV) Yes. Several students are receiving their related services in a platforms similar to what we're doing - just one to one. It's called tele-therapy. So if they have the ability to do that they are still receiving those services. Special Education teachers are holding separate classes and they're also pushing in to the regular classes and we also have TA's assigned to do additional support to certain students as well.

The meetings we are having, though, um... those IEPs are being planned and written for school, not for distance learning. We are kind of doing what we can for the rest of this year.

(DB) I will say that we have to do a continuity of learning plan that goes up in the portal for State Education and I asked both of our special ed. directors to give me exactly what's going on with our special ed. students and many of the districts are having them returned, wanting more information and DeRuyter's plan was not returned and I think it's because of the work that they are doing and the education that our children with special needs are getting. It is

not perfect by any means. I am sure you will see them both shake their heads – and I think Jenny said it perfectly – this is not the way we educate children whether they have special needs or not this, is very different. But we are really doing everything we can within our power. So thank you to both of them for their leadership.

Mr. Hathaway, I did want to add one more thing I had forgotten - that the governor has put together a task force to look at what reopening schools looks like. The positive is at least somebody from Onondaga County is on it and that is the Syracuse City Schools. Superintendent Jaime Alicea is part of that. The sad thing is, is that the governor has not put one rural schools leader on his task force. I did reach out to our Regent - Suzanne Mettler and I let her know that we need to have someone from a rural school - I know that the Regents are talking about beefing that up, so I'm hoping that they will see the error of their ways and opening up a rural school is very different than opening up a suburban or urban school. So unfortunately not looking at all aspects of education, but I am pushing back hopefully to get someone on that. Now I really am done.

(DH) Anything further from the Administrators? No? Alright - got some other Action items:

*Board Action Items*

VIII. Board Action Items

A. Personnel

*Rescind Coaching Appointments (Spring)*

1. Rescind Coaching Appointments

**RESOLVED** That, based on the Governor’s Executive Order closing the school buildings and preventing mass gatherings, the Board rescind the following Spring Coaching Appointments acted upon at the February 12, 2020 Regular Board of Education meeting:

- Jared Tiffin – Varsity Baseball Coach - \$3428.83*
- Paul Barnes – Modified Baseball Coach - \$2143.02*
- Ric Barnes – Varsity Softball Coach - \$3361.92*
- Tom Moade – Varsity Track Coach - \$3673.66*
- Russ Smith – Varsity Golf Coach - \$3921.63*

**Motion:** CARRIED                      1<sup>st</sup>: Compton                      2<sup>nd</sup>: Wiesing  
**Vote:** Yes: 4                      No: 0                      Absent: 1 (Mierke)

B. Financial

1. Approve Initial and Final Legal Notices for the 2020-2021 Annual Meeting

*Approved Legal Notices*

**RESOLVED**, That the Board approve the Initial and Final Legal Notices for the 2020-2021 Annual Meeting as per attached.

**Motion:** CARRIED                      1<sup>st</sup>: Compton                      2<sup>nd</sup>: Wiesing  
**Vote:** Yes: 4                      No: 0                      Absent: 1 (Mierke)

**2. Approve 2020-2021 Property Tax Report Card**

**RESOLVED** - That the Board approve the 2020-2021 Property Tax Report Card as per attached.

**Motion:**            **CARRIED**            **1<sup>st</sup>: Compton**            **2<sup>nd</sup>: Wiesing**  
**Vote:**    **Yes: 4**            **No: 0**            **Absent: 1 (Mierke)**

*Approved 2020-2021 Property Tax Report Card*

*Next Meeting*

(DH) Our NEXT SCHEDULED MEETING will be May 26, 2020 – That will be our Budget Hearing. That will be at 6:00 pm. Is it going to be on this same platform?

(DB) As of now yes. And also Mr. Hathaway, we will want a quick meeting also to probably approve the Capital Outlay because it just wasn't ready for tonight's meeting.

(DH) We can do that before the annual meeting?

(DB) Either way

(DH) On the same day?

X. Executive Session (If Needed)

XI. Adjournment

*Adjournment.*

**RESOLVED** - That the Regular Meeting of the DeRuyter Central School Board of Education be adjourned at 6:40 pm.

**Motion:**            **CARRIED**            **1<sup>st</sup>: Compton**            **2<sup>nd</sup>: Wiesing**  
**Vote:**    **Yes: 4**            **No: 0**            **Absent: 1 (Mierke)**

Respectfully Submitted: \_\_\_\_\_

  
Sandra Welsh, District Clerk