

HUSTISFORD SCHOOL DISTRICT
Regular Board of Education Meeting Minutes
May 15, 2017

I. Call to order

The meeting was called to order by President Dave Strynick at 6:00 p.m.

II. Roll call of members

Board members signed the attendance roster at the start of the meeting. Members present: Barbara May, Jay Behnke, Dave Strynick, Lisa Bosse, Tracy Malterer, John Bohonek, and Steve Weinheimer.

III. Verification of public notice: Heather Cramer, superintendent of schools, verified that the meeting was noticed to the public appropriately as required by S. 19.84 (1), (2), (3), & (4) Wis. Stats.

IV. Senior Project Presentations to the School Board: One student presented a senior project to the board of education.

V. Public Forum—No one was present for public forum

VI. Invitation to Fifth Grade Graduation—Mason Nicholls and Payton Schoen two fifth grade students at JHE presented invitations to the board of education for their graduation ceremony.

VII. Consent Agenda

- A. Approval of Minutes of the Regular Board Meeting – April 24, 2017
- B. Approval of Minutes from May 2017 Committee Meetings
- C. Approval of Minutes from Employee Compensation Committee Meeting—April 25, 2017
- D. Approval of Financial Business: Approval of Bills (#38536-#38581) Funds 10, 27, 38, 41, 50, 80
- E. Approval of Student Activity Accounts

A motion was made by Jay Behnke and seconded by John Bohonek to approve the **Consent Agenda** items as presented. Motion passed 7 - 0 by roll call vote.

VIII. Regular Agenda

A motion was made by Barb May and seconded by Tracy Malterer to approve the **Regular Agenda as Presented**. Motion passed by voice vote.

IX. Reports

A. Student Recognition: Two students from John Hustis Elementary were recognized as well as a student from the Jr. High and a student from the Sr. High

B. Principals' Reports:

Mr. Wichman Reported: A report was given on various events happening at JHE. The board was provided a list of dates for these events. He talked about the Master Gardener program, the school talent show, and summer school registration.

Mr. Bushey Reported: A report was given on various events happening at the Jr. /Sr. high. Mr. Bushey thanked board members for their attendance for senior projects and provided the board with a list of dates for events that are upcoming.

C. Athletic Director's Report: The spring sports season has been challenging due to weather. Mr. Falkenthal reported on the standing of each of the spring sport teams.

D. Superintendent's Report: Mrs. Cramer reported on the status of the Jr. /Sr. high scheduling process. She updated the board on the emergency plan with the county and what will be done this summer with the plan and updates. She discussed the new hires into the district. She also reported on the budget conversations that were being had.

E. Director of Financial Services Report: Mr. Gerlach provided an update on the budget for this year. He also updated on the development of the 2017-2018 budget.

X. Board Development:

- A. Demonstration from Game It Students:** Two students demonstrated the game that they created in the Game It Class.
- B. Board Discussion on Strategic Planning:** The board discussed how to move forward with strategic planning and the direction that the board wanted to take. The board discussed goals that they would like to focus on as well.
- C. Discussion of goals for the 2017-2018 School Year:** The board discussed goals that they would like to work on for the next year. They talked about targeting three goals. Suggestions included staff retention and recognition and community engagement.

XI. Committee Reports:

Building and Grounds Committee:

John Bohonek, Committee Chair reported on the May 8, 2017 meeting:

Buildings and Grounds Committee Meeting Minutes of Monday, May 8, 2017

The **Buildings and Grounds Committee** of the Hustisford School District Board of Education met on Monday, May 8, 2017, at 4:00 p.m., at Hustisford Jr. /Sr. High School, 845 South Lake Street, Hustisford, WI 53034.

Present: John Bohonek; Committee Chairperson; Steve Weinheimer, board member; Heather Cramer, Superintendent of Schools; Kris Roeseler, Director of Buildings and Grounds

Old Business:

- Update from Kris Roeseler, Director of Buildings and Grounds: Mr. Roeseler updated the committee on the various projects that have been completed. He provided an update on LED light bulb replacement in the district. He also updated the committee on bids and upcoming projects that the team is looking to begin.

New Business:

- High School Gym re-finishing: The committee reviewed the bids for the re-finishing of the gym floor at the HS which is a regular summer maintenance project for the district. The committee recommended that this project get scheduled as soon as possible. Mr. Roeseler will work to schedule this project around summer gym usage.
- Potential Summer Maintenance Projects: The committee was provided with a potential list of projects that could be done throughout the summer. The list will be further reviewed as the spring progresses. The committee discussed how to prioritize the list and agree to proceed with the band room door project as the first need.
- JHE Roof Bids: The committee discussed the roof bid that was received. The bid will be taken to the full board for action at the May meeting.
- Jr/Sr High Bathroom Project: The committee reviewed the proposal for the bathroom project at the Jr./Sr. high. The committee recommended taking the proposal to the board for the May meeting.
- Johnson Controls Service Agreement: The committee discussed keeping the number of hours the same for next year as we had this year. We are currently under on the number of hours used so Mr. Roeseler will be scheduling routine maintenance within the month in both buildings. The committee recommended taking the proposal to the board in May.

Curriculum and Technology Committee: This committee did not meet

Business and Finance Committee:

John Bohonek, Committee Chair reported on the May 9, 2017 meeting and Mrs. Cramer reported on the April 26, 2017 Employee Compensation Meeting:

**Business and Finance Committee Meeting
Minutes of Tuesday, May 9, 2017**

The **Business and Finance Committee** of the Hustisford School District Board of Education met on Tuesday, May 9, 2017, at 4:00 p.m., in the library/media center at Hustisford High School, 845 South Lake Street, Hustisford, WI 53034.

Present: John Bohonek, member; Lisa Bosse, member; Mike Gerlach, Director of Financial Services; and Heather Cramer, superintendent

Old Business:

- Budget Review: Month-to-Date and Year-to-Date: Mr. Gerlach updated the committee on the district year-to-date budget.
- Budget Update--Baird Model: Mr. Gerlach presented an updated Baird model for our next fiscal year. The model was a deficit model. The committee discussed the model.

New Business:

- Employee Compensation Committee Update: The committee is meeting on May 16, 2017 with Dr. Annette Thompson to hear how the Dodgeand School District went through the process of creating a compensation plan.
- Employee Health Insurance Committee Update: The committee did not have an update.
- Dental, Life/LTD Employee Insurance Renewal: The committee was given information regarding a 0% increase for renewal for the 2017-2018 school year.
- E-rate Category 2 Project for 2017-2018: The committee was given information regarding a 0% increase for renewal for the 2017-2018 school year.
- ADA Bathroom Project Funding: Mr. Gerlach outlined that the board could utilize Fund 43 for this project and had the funds available for project completion.
- Summer School Contracts: Summer school contracts were reviewed and will be acted upon at the May meeting.

**Business and Finance
Compensation Study Committee Meeting
Minutes of Tuesday, April 26, 2017**

The **Business and Finance Committee's Teacher Compensation Committee** met on Tuesday, April 26, 2017, at 3:30 p.m., in the library/media center at Hustisford High School, 845 South Lake Street, Hustisford, WI 53034.

Present: Heather Cramer, superintendent of schools; Mike Gerlach, Director of Financial Services; Tracy Malterer, school board member; Lisa Bosse, school board member; Clint Bushey, teacher; Michelle Stewart, teacher; Jaime Hardgrove, teacher; Matt Jones, teacher, and Brian Bischoff, teacher

Review of Compensation Models: The committee continued to review compensation models. They took a look at specific criteria within the models first as a means for advancement on a plan. The committee discussed and reviewed a plan from Dodgeand. The group would like to have a discussion with Dr. Annette Thompson in regards to their model and how they are sustaining the model and how the staff is adjusting to the model. The group also looked at a plan from West Salem. The committee looked at different concepts within the plan and discussed the pros and cons of each of the concepts.

Compensation Plan Structure: The committee once again reviewed the difference in structure between a step and lane grid vs. a ladder structure. The committee looked at different district models to see the set-up and what that would mean for Hustisford. The team looked at a model from West Salem and indicated that they felt that it took too long to attain the steps on the scale and that while they liked the concept, it would be nice to reduce the number of years needed to accomplish the end of the scale.

Criteria for Advancement – Items for Consideration/Discussion: The committee continued to discuss the various ways that teachers could move within a compensation plan. The committee discussed providing a monetary value to obtaining a master's degree. The committee also discussed criteria used for advancement either in a point system or checklist system. The committee briefly discussed providing stipends for certain situations and staff for duties or criteria that is laid out.

Upcoming Meeting Date:

- Tentative meeting date of Tuesday, May 16, 2017 at 3:30

The Meeting adjourned at 4:25 pm.

Policy and Personnel Committee: Tracy Malterer, Committee Chair reported on the May 9, 2017 meeting:

**Personnel and Policy Committee
Minutes of May 9, 2017**

The **Personnel and Policy Committee** of the Hustisford School District Board of Education met on Tuesday, April 9, 2017, at 5:00 p.m., in the conference room off of the library/media center, at Hustisford High School, 845 South Lake Street, Hustisford, WI 53034.

Present: Tracy Malterer, board member (chair); David Stryck, board member; and Heather Cramer, superintendent of schools

Old Business:

New Business:

- Staffing 2017-2018: Mrs. Cramer updated the committee on the vacancies that are currently posted both internally and externally. Mrs. Cramer also provided updates on the individuals currently being considered for contracts at the May meeting.
- Jr. High Course Description Book: Mrs. Cramer updated the committee on the changes that they will look at as a full board at the April board meeting.
- Teacher Compensation Study Update: Mrs. Cramer updated the committee on the discussion amongst the committee. She also provided an update that the next meeting will be on May 16, 2017 and Dr. Annette Thompson will be attending to discuss the Dodge County Compensation Plan and the process that their district went through to adopt a plan.
- Summer School Contracts: Mrs. Cramer provided an update on staffing for summer school that Mr. Wichman had created.
- HEA Agreement: Mrs. Cramer updated the committee on the status of reaching an agreement with the HEA.
- Support Staff Handbook Discussion: Mrs. Cramer provided a handbook that had updates started by Mr. Gerlach. The committee will continue to review the handbook. The committee asked Mrs. Cramer to provide them with additional information regarding the groups and numbers that the handbook covers.

*Jay Behnke exited the meeting for the Choral Concert

XII. Old Business: NA

XIII. New Business

A. Curriculum and Technology:

1. Resolution #1469: Approval of Jr. High Course Description book

A motion was made by Barb May and seconded by Lisa Bosse to approve the following resolution.

**Approval of Jr. High Course Handbook
School Board Resolution
#1469**

BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby approve the Hustisford Jr. High School Course Description Book as presented. The approved course description book which includes updates in the course offerings to middle school students will be used by students, parents and staff in planning the course of study and registration for courses by students for the 2017 – 2018 school year.

Approved 6-0 Roll Call Vote.

2. Resolution # 1470: Approval of Art Course Descriptions for Sr. High Course Description Book

A motion was made by John Bohonek and seconded by Lisa Bosse to approve the following resolution.

**Approval of Art Classes for Sr. High Course Handbook
School Board Resolution
#1470**

BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby approve the art classes to be included in the Sr. High Course Handbook. These courses will be placed in the handbook to use by students, parents and staff in planning the course of study and registration for courses by students for the 2017 – 2018 school year.

Approved 6 – 0 Roll Call Vote

3. Resolution # 1471: Approval of Apex Learning Contract for 2017-2018

A motion was made by Tracy Malterer and seconded by Steve Weinheimer to approve the following resolution.

**Approval of Apex Learning Contract
School Board Resolution
#1471**

BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby approve a contract with Apex Learning in the amount of \$2,925.00 for the 2017-2018 School Year. The program is utilized for credit recovery and supplemental classroom support.

Approved 6 – 0 Roll Call Vote

4. Resolution#1472: Approval of Wisconsin Virtual School as online course provider for 2017-2018

A motion was made by Barb May and seconded by John Bohonek to approve the following resolution.

Approval of Wisconsin Virtual School for Online Course Offerings

**School Board Resolution
#1472**

BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby approve the use of Wisconsin Virtual School for online class options for students in the Jr./Sr. High. The cost per student enrollment is \$295.00 per semester.

Approved 6-0 Roll Call Vote

5. Resolution # 1473: Approval of Soccer Team Overnight Campout

A motion was made by Tracy Malterer and seconded by Dave Strysick to approve the following resolution.

Approval of Overnight Soccer Campout

**School Board Resolution
#1473**

BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby approve an overnight campout for the high school girls soccer team on the campus at Hustisford Jr./Sr. High School on May 27 and 28, 2017. This is designed as a team bonding experience and will involve approximately 25 students and two chaperones.

Approved 6-0 Roll Call Vote

B. Buildings and Grounds

1. Resolution # 1474: Approval of JHES Roof Replacement

A motion was made by John Bohonek and seconded by Tracy Malterer to approve the following resolution.

Approval of Roof Replacement at John Hustis Elementary School

**School Board Resolution
#1474**

BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby approve a contract with **H.I.S** for a new fully adhered rubber membrane roof at John Hustis Elementary School in the amount of \$131,372.00. The expense will be paid from the insurance settlement with EMC Insurance for the full amount.

Approved 6-0 Roll Call Vote

2. Resolution # 1475: Approval of Johnson Controls Service Agreement Contract

A motion was made by Dave Strysick and seconded by John Bohonek to approve the following resolution.

Approval of Johnson Controls Contract

**School Board Resolution
#1475**

BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby approve a service contract with Johnson Controls to maintain the district's mechanical systems (heating, air conditioning, controls, etc.) for one year (July 1, 2017 through June 30, 2018) in the amount of \$14,530.00 as recommended by the Buildings and Grounds Committee.

Approved 6-0 Roll Call Vote

3. Resolution #1476: Approval of Contract for HS Gym Floor Re-Finishing

A motion was made by Tracy Malterer and seconded by Lisa Bosse to approve the following resolution.

**Approval of HS Gym Floor Refinishing
School Board Resolution
#1476**

BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby approve a contract with Prostar Surfaces to refinishing the Jr./Sr. High School gymnasium floor in the amount of \$1,785 as presented.

Approved 6-0 Roll Call Vote

4. Resolution #1477: Approval of Jr./Sr. High Bathroom Project for Summer 2017
A motion was made by Steve Weinheimer and seconded by Barb May to approve the following resolution.

Approval of Bathroom Project for Jr./Sr. High

**School Board Resolution
#1477**

BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby approve a contract with Maas Brothers Construction and Bray Architects to construct a new bathroom and storage space at the Jr./Sr. High School facility that meets compliance with the American Disabilities Act in the amount of \$41,980.00 for construction and \$2,500 for design.

Approved 6-0 Roll Call Vote

C. Business and Finance

1. Resolution #1478: Approval of 2017-2018 Agreement with HEA

A motion was made by John Bohonek and seconded by Tracy Malterer to approve following resolution.

**Approval of the Base Wage Agreement Between the
Hustisford School District Board of Education and the Hustisford Education Association**

**School Board Resolution
#1478**

BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby approve a one-year negotiated base wage agreement, as presented, between the Hustisford School District Board of Education and the Hustisford Education Association for the 2017 – 2018 school year. The agreement includes a 1.26% base wage increase equally distributed to all teachers, in the amount of \$572 per person, prorated according to their individual teaching contract with the Hustisford School District.

Approved 6-0 Roll Call Vote

2. Resolution #1479: Approval of Delta Dental Insurance Renewal for 2017-2018

A motion was made by Barb May and seconded by Lisa Bosse to approve the following resolution.

Approval of Delta Dental Insurance Contract 2017-2018

**School Board Resolution
#1479**

BE IT RESOLVED that the Board of Education of the Hustisford School District does hereby approve renewal of a contract from July 1, 2017 through June 30, 2018 with **DELTA DENTAL** for dental insurance coverage at the monthly premium rates listed below representing a 0% increase from the previous contract year.

Single Coverage: \$37.75

Family Coverage: \$97.52

Approved 6-0 Roll Call Vote

3. Resolution #1480: Approval of Life/Long Term Disability Insurance for 2017-2018

A motion was made by John Bohonek and seconded by Tracy Malterer to approve the following resolution.

Approval of Standard (Life and LTD) Insurance Contract for 2017 – 2018

**School Board Resolution
#1480**

BE IT RESOLVED that the Board of Education of the Hustisford School District does hereby approve renewal of a contract from July 1, 2017 through June 30, 2018, with **THE STANDARD** for Life and Long-Term Disability insurance coverage at the premium rates listed below representing a 0% increase from the previous contract year.

Life Insurance: \$0.18 per \$1,000 of benefit.

Long-Term Disability: 0.42% of insured earnings.

Approved 6-0 Roll Call Vote

4. Resolution # 1481: Approval of Baseball Cooperative with Dodgeland for two years
A motion was made by Dave Strysick and seconded by Steve Weinheimer to approve the following resolution.

Approval of Baseball Cooperative Program

**School Board Resolution
#1481**

BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby approve a cooperative agreement with the Dodgeland School District for the boys baseball program for the 2017/18 and 2018/19 school years. This program has been approved as a cooperative program by the Trailways Conference. Hustisford will serve as the fiscal agent in this agreement.

Approved 6-0 Roll Call Vote

D. Personnel and Policy

1. Resolution #1482: Approval of Summer School Contracts
A motion was made by Tracy Malterer and seconded by Barb May to approve the following resolution.

Approval of Summer School Contracts

**School Board Resolution
#1482**

BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby approve contracts for the summer school employees as presented to the school board at their regular May school board meeting for the 2017 Hustisford School District summer school program (Session # 1: June 12th through June 30th) (Session # 2: July 10th through 28th).

Session I

(Teaching & Support Staff)

Name	Dates working	# of Periods	# of Days
Brian Bischoff	June 12-June 30	4	15
Niiki Hakala	June 12-June 30	4	15
Jaime Hardgrove	June 12-June 30	4	15
Jessica Hundt	June 12-June 30	4	15
Dave Jasperson	June 12-June 30	4	15
Curtis Koch	June 12-June 30	4	15
Patricia Long	June 12-June 30	4	15
Lou Ann Mantei	June 12-June 30	4	15
Jodie Neu	June 12-June 30	4	14
Kathleen Powell	June 12-June 30	4	15
Megan Rennhack	June 12-June 30	4	15
Dave Jasperson (DE)	June 12-June 30	1	13
Dawn Wohling	June 12-June 30	4	15
Jason Reimes	June 12-June 30	4	15

Emma Sawdey	June 12-June 30	4	15
Rachel Weinheimer	June 12-June 30	4	15
Trevor Thome	June 12-June 30	4	15
Joe Hardgrove	June 12-June 30	4	15

Session II
(Teaching & Support Staff)

Name	Dates working	# of Periods	# of Days
Erin Hensler	July 10 – 28	4	15
Jaime Hardgrove	July 10 – 28	4	15
Gwen Henning	July 10 – 28	4	15
Dave Jaspersen	July 10 – 28	4	15
Curtis Koch	July 10 – 28	4	15
Elizabeth Klossner	July 10 – 28	4	15
Jason Reimes	July 10 – 28	4	15
Emma Sawdey	July 10 – 28	4	15
Melissa Schall	July 10 – 28	4	15
Patricia Long	July 10 – 28	4	15
Trevor Thome	July 10 – 28	4	15
Rachel Weinheimer	July 10 – 28	4	15

Jacob Wichman Summer School Coordinator Contract \$2,000

Approved 6-0 Roll Call Vote

- Resolution #1483: Approval of High School Math Teacher Contract
A motion was made by John Bohonek and seconded by Barb May to approve the following resolution.
Approval of High School Math Teacher

**School Board Resolution
#1483**

BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby approve a teaching contract with Mr. Bruce Haan for the 2017-2018 school year for teaching high school math in the amount of \$49,000.

Approved 6-0 Roll Call Vote

- Resolution #1484: Approval of John Hustis Elementary School Principal Contract
A motion was made by Tracy Malterer and seconded by Barb May to approve the following resolution.
Approval of John Hustis Elementary School Principal

**School Board Resolution
#1484**

BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby approve a two-year contract (July 1, 2017 through June 30, 2019) for Margaret Bell as principal at John Hustis Elementary School Principal.

Be it further resolved, that the contract will be for 261 days per school year in the amount of \$85,000 for the 2017 – 2018 school year.

Approved 6-0 Roll Call Vote

- Resolution #1485: Approval of Elementary Physical Education Teacher Contract
A motion was made by John Bohonek and seconded by Lisa Bosse to approve the following resolution.
Approval of Elementary Physical Education Teacher

**School Board Resolution
#1485**

BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby approve a contract with Andrew Powers as a physical education teacher for the 2017-2018 school year in the amount of \$36,000.

Approved 6-0 Roll Call Vote

5. Resolution #1486: Approval of ELL Teacher Contract
A motion was made by Tracy Malterer and seconded by Dave Strynick to approve the following resolution.

Approval of English Language Learners Teacher

**School Board Resolution
#1486**

BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby approve Lori Boyd as the English Language Learner (ELL) teacher for the 2017 – 2018 school year.

Not to exceed 45 hours for 2017 – 2018 (Student instruction, planning time, ACCESS Testing, parent meetings, teacher meetings)

Salary = \$1,350

Approved 6-0 Roll Call Vote

6. Resolution # 1487: Approval of K-12 Art Teacher Contract
A motion was made by Steve Weinheimer and seconded by John Bohonek to approve the following resolution.

**Approval of K-12 Art Teacher Contract
School Board Resolution
#1487**

BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby approve a contract for K-12 Art Teacher with Megan Rennhack in the amount of \$41,000.

Approved 6-0 Roll Call Vote

7. Resolution #1488: Approval/Denial of Open Enrollment Applications
A motion was made by Tracy Malterer and seconded by Lisa Bosse to approve the following resolution.

Approval/Denial of Open Enrollment Applications

**School Board Resolution
#1488**

BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby approve Open Enrollment Applications for the 2017 – 2018 school year.

Applications In to the Hustisford School District for 2017 - 2018:	13 students
Applications Out of the Hustisford School District for 2017 – 2018:	12 students

Approved 6-0 Roll Call Vote

XIV. Informational/Discussion Items:

a. Tentative/Suggested Meetings/Events:

- *Compensation Study Committee (Business & Finance) – Tuesday, May 16, 2017, at 3:30 p.m.*
- *Buildings/Grounds – Monday, June 5, 2017 at 4:00 p.m.*

- *Curriculum/Technology – Monday, June 5, 2017, at 5:00 p.m.*
- *Business/Finance – Tuesday, June 6, 2017, at 4:00 p.m.*
- *Policy/Personnel – Tuesday, June 6, 2017, at 5:00 p.m.*
- *Regular June School Board Meeting: Monday, June 26, 2017*
- *High School Graduation June 2, 2017 7:00 pm*
- *5th Grade Graduation May 30, 2017 6:30 pm*

XV. Closed Session

The board will enter closed session pursuant to Wisconsin Statute 19.85 (1) (c) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

**Teaching Staff Compensation Discussion
Dean Health Renewal – Plan Discussion**

A motion was made by John Bohonek and seconded by Lisa Bosse to enter into closed session to discuss the named items. The motion passed with a 6-0 roll call vote.

XVI. Return to Open Session

A motion was made by John Bohonek and seconded by Barb May to enter back into open session. The motion passed with a 6-0 roll call vote.

XVII. Motion to Adjourn

A motion was made by Lisa Bosse and seconded by Steve Weinheimer to adjourn. The motion passed on a voice vote. The meeting was adjourned at 9:17 pm.

Heather J. Cramer, Superintendent of Schools – Recorder

Barbara May - School Board Clerk