

**REGULAR MEETING  
MINUTES OF THE BOARD OF EDUCATION  
HUNTINGTON U.F.S.D.**

**January 4, 2010**

The Regular Meeting of the Board of Education of the Huntington Union Free School District was held on Monday, January 4, 2010 at Jack Abrams Intermediate School, Lowndes Avenue, Huntington Station, New York. The meeting was called to order at 6:07 p.m.

**ROLL CALL**

There were present Board of Education Members: Dwyer, Rogan, Benè, Black, Brown, McGrath, Paci; Christopher Guercio, Mark Mulholland; Mr. Grackin, Dr. Giani, Dr. Card and Mrs. Troffa. Superintendent Finello was absent

**EXECUTIVE SESSION**

A MOTION was made by Mr. Dwyer and seconded by Mrs. Brown to go into Executive Session to discuss a legal matter.

MOTION carried.

At 6:07 p.m. the Board of Education went into Executive Session.

At 7:40 p.m. Mr. Dwyer reconvened the meeting.

**PLEDGE OF ALLEGIANCE**

Mr. Dwyer led the Board of Education and the others present in the Pledge of Allegiance to the flag.

**EMERGENCY EVACUATION PROCEDURE**

Mr. Dwyer discussed the exits to be used in the event of any emergency.

**SMOKE-FREE SCHOOL DISTRICT**

Mr. Dwyer announced that the Huntington Union Free School District is a smoke-free district and smoking is prohibited in all buildings and on school grounds. Mr. Dwyer also requested that all cell phones be turned off or set to vibrate.

**APPROVAL OF MINUTES**

A MOTION was made by Mrs. Brown and seconded by Mrs. Rogan to approve the Minutes of the Board of Education Meeting of December 7, 2009. Mr. McGrath abstained from voting because he was absent from the Board Meeting of December 7, 2009.

AYES:	6	Mrs. Bené Mrs. Black Mrs. Brown Mr. Dwyer Mr. Paci Mrs. Rogan
NOES:	0	0
ABSTAIN:	1	Mr. McGrath

MOTION carried.

### **COMMUNICATIONS & ANNOUNCEMENTS**

#### Newsday Article

Mr. Dwyer commented about an article in Newsday on December 27, 2009. The article rehashed the past incidences of violence around Jack Abrams Intermediate School. Mr. Dwyer stated that a couple of quotes in the article were misleading because they were taken out of the context that he had said them. He had not yet spoken to the author of the article about it. Discussion followed. Mrs. Black read a quote from the article and discussed it with Mr. Dwyer who reiterated the quote was taken out of context. Mrs. Black also questioned whether our attendance zones are drawn constitutionally since in 2007 the Supreme Court changed a ruling on this matter and our attendance zones predate that decision. She asked if the issue could be brought before our lawyers.

#### Town of Huntington Inauguration

Mr. Dwyer indicated that the Inauguration of newly elected Town of Huntington officers took place at Jack Abrams Intermediate School on Sunday, January 3, 2010. Mr. Dwyer, Mr. McGrath, Mrs. Brown and Mrs. Bené attended. Mr. Dwyer commented that it was well attended by the public. Mrs. Bené commented that the orchestra and chorus performed at the Inauguration and the children sang beautifully. She thanked the children for representing our school in such a positive manner. She also thanked Ms. Leonardi and Ms. Escamilla. Mrs. Brown also commented on how impressive the performance was.

#### Musical Performances

Mrs. Bené remarked how wonderful the musical performances in December across the district were and thanked those responsible.

#### Space Constraints

Mr. Dwyer gave an update on what is occurring at 300 Nassau Road, the old Toaz School. He indicated that the current owners are being very gracious in allowing the district access to the facility. District representatives will be touring the facility before the next board meeting. An update will be given at that time.

### **PUBLIC COMMENTARY**

At the portion of the meeting set aside for public commentary the following comments were made:

A parent and resident commented about the Toaz building and that it would be very costly for renovations and suggested the Board look into the National Guard Armory building which has been declared government surplus. He had many comments in favor of this building including the location and that it is surplus and could be donated to the district. Mr. Dwyer responded that he would look into it and contact Supervisor Petrone about it.

### **ITEMS FOR DISCUSSION/ACTION**

#### Academic Progress

Dr. Card presented David Casamento, Director of Science and Instructional Technology, to present academic progress reports in these areas.

#### Science

Mr. Casamento presented a very detailed report on elementary through grade 12 Sciences including test results, curriculum and competitions the students are participating in. He indicated the district is in a really good placed and poised to move forward in the Sciences. He answered questions asked by the Board.

#### Instructional Technology

Mr. Casamento updated the Board on the new technology that is being used in the district in the classrooms and by teachers and detailed his role in the district in this area. He included updates on SMART Board units, eBoards, videoconferencing, projectors, Airliners, Senteos, training for the teachers, Curricuplan, and Professional Development offerings. He answered questions asked by the Board and explained what Curricuplan is. Mr. Casamento indicated the district is looking into a new internet safety policy. This policy will be ready for a first reading by the next board meeting. Discussion then followed.

Dr. Card explained Curricuplan in more detail and thanked Joe Leavy, Director of Humanities, for bringing it into the district.

#### New York State Race to the Top Grant Proposal

Dr. Card explained that this is a competitive grant from the federal government that is designed to encourage and reward states that are creating conditions for education innovation and reform and are achieving significant improvement in student outcomes. This program is the largest discretionary funding package for education ever offered by the U.S. Department of Education, and New York State is among only four states eligible for the largest grants – up to \$700 million. Dr. Card indicated that the Board had to make a decision to sign a Memorandum of Understanding (MOU) in order to be able to participate, but that signing the MOU would not be a commitment that we are participating in the grant process. We could still opt out if that is the decision of the Board, and that decision could be made in the future. Extensive discussion followed.

A MOTION was made by Mr. Dwyer and seconded by Mrs. Rogan to approve signing the Memorandum of Understanding.

(See Attached)

AYES:	4	Mrs. Bené Mrs. Brown Mr. Dwyer Mrs. Rogan
NOES:	3	Mrs. Black Mr. McGrath Mr. Paci
ABSTAIN:	0	

MOTION carried.

2010-2011 Draft Calendar

Mr. Grackin explained the anomalies associated with the draft calendar for the 2010-2011 school year. Discussion followed.

A MOTION was made by Mr. Dwyer and seconded by Mr. McGrath to accept the school calendar as put forth in the draft calendar for 2010-2011.

(See Attached)

MOTION carried.

**CURRICULUM AND INSTRUCTION**

A MOTION was made by Mrs. Brown and seconded by Mrs. Rogan to authorize administration to arrange for the provision of appropriate special education programs and services for students as enumerated in the CSE and CPSE minutes:

CSE				CPSE	
27191	22650	27720		27717	27722

27436	21913	22825		27733	27634
27689	27332	24387		27723	27688
27280	21815	27670		27716	27718
24613	24618	24618		27719	27729
24837	24101	27600		27732	27658
27186	24706	27715		27727	27578
27724	27312	27700		27728	27721
27464	21099	27684			
27547	23851	27701			
24347	21060	27572			
23235	22165	27726			
27209	25101				
	23122				

MOTION carried.

**PERSONNEL ITEMS**

On the recommendation of the Superintendent a MOTION was made by Mrs. Brown and seconded by Mr. McGrath to approve the following changes in personnel.

**H. 1 Approve Resignations / Leaves of Absence**

<b>Resignations</b>					
No.	Unit	Name	Assignment	Effective Date	Reason
1.1	ATH	Amy Goldberg	HS/English	1/25/10	Family
1.2	FSW	Donald Perry	Driver	12/10/09	Personal Reasons
<b>Leave of Absence</b>					
No.	Unit	Name	Assignment	Effective Dates	Reason
1.3	ATH	Yafit Lucas	FH/Speech	2/1/10-6/30/10	Child Care
1.4	ATH	Blake Woodworth	WA/Speech	1/30/10-6/30/10	Child Care
1.5	ATH	Leticia Cuthbertson	FH/Elem	1/30/10-4/19/10	Child Care
<b>Return from Leave of Absence</b>					
No.	Unit	Name	Assignment	Effective Date	Reason
1.6	ATH	Patricia Anson	HS/Sp. Ed.	2/1/10	End of Child Care
1.7	ATH	Susan Curtin	WH/Elem	1/4/10	End of Child Care
1.8	ATH	Victoria Creighton	JA/Elem	2/1/10	End of Child Care
<b>Retirement</b>					
No.	Unit	Name	Assignment	Effective Date	Award
1.9	ATH	Susanne Kaczor	JE/Sp. Ed.	Close of Business 6/30/10	Not to exceed \$42,500.
1.10	ATH	Camille DeCanio	HS/Librarian	Close of Business 6/30/10	Not to exceed \$42,500.

**H. 2 Approve Non-Instructional New Hires**

<b>Full-time</b>						
No	Unit	Name	Assignment	Effective Date	Salary	Replacing
2.1	FSW	Frank Rogers	DW/Driver	1/5/10	\$11.00/hr	Donald Perry
2.2	AMA	Christopher Obi	MS/Sp. Ed.	1/5/10	\$12.59/hr	New
2.3	CU	Jo-Ann Trama	HS/Sr.Clk.Typist/Sp.Ed	1/11/10	\$35,359.	Susan Martin
<b>Part-time</b>						
No	Unit	Name	Assignment	Effective Date	Salary	Replacing
2.4	B&G	James Greenberg	HS/ .5	1/5/10	\$26,199.50	Paul Chilcott
2.5	NC	Richard Liebowitz	Piano Accompanist	2009-2010	\$24./hr	N/A
2.6	NC	Adrien Fell	Band Driver	2009-2010	\$24./hr	N/A
2.7	NC	Michael Mohlenhoff	Band Driver	2009-2010	\$24./hr	N/A

**H. 3 Approve Instructional New Hires**

<b>Probationary</b>							
No	Unit	Name	Assignment	Certification	Effective Dates	Salary	Replacing
3.1	ATH	Marie Riccoboni	FMS/English	Perm./English 7-12	1/25/10-1/25/11	Sch. IV Step 6 \$64,425.	Amy Goldberg
<i>Ms. Riccoboni has been an English LTS since 9/1/07</i>							
3.2	ATH	Linda Kohan	DW/Social Worker	Perm. School Social Worker	1/5/10-1/5/13	Sch. VI Step 9.5 \$77,670.	New
<i>Ms. Kohan has been a part-time social worker since 12/18/2000</i>							

**H. 4 Approve Long-Term Substitutes**

<b>Full-time</b>						
No.	Unit	Name	Assignment	Effective Dates	Salary	Replacing
4.1	ATH	Jacqueline Leonard	FH/Speech	1/30/10-6/30/10	Sch. V Step 10.5 \$77,550.	Y. Lucas
4.2	ATH	Kathryn Sequino	WA/Speech	1/30/10-6/30/10	Sch. VI Step 1 \$58,020.	B.Woodworth
4.3	ATH	Christine Draghi	WH/Elem	1/11/10-3/5/10 approx.	1-20 days/\$90. 21-30 days/\$105. 31+days/\$266.27 Sch. IV Step 1 \$53,255.	C.Palmirotto
4.4	ATH	Catherine Alexander	FH/Elem	1/30/10 to 4/19/10 approx.	Sch. VI, Step 5 \$66,825.	L. Cuthbertson

**H. 5 Approve Extra Duty Assignments**

<b>MS-Clubs</b>			
No.	Name	Description	Stipend
5.1	Matthew Harris	Stage Crew	\$1,588.
5.2	Linda-Ann Astefanous	Stage Crew	\$1,588.
<b>MS-Coordinator</b>			
No.	Name	Description	Stipend

5.3	Denise Grodzicki	Math	\$2,256. 6 teachers @ \$376.ea pro-rated
<b>HS-Coordinator</b>			
No.	Name	Description	Stipend
5.4	Monica Racz	Math	\$2,068. 5.5 teachers @ \$376.ea pro-rated
5.5	Kathleen Aufiero	Math	\$2,068. 5.5 teachers @ \$376. ea pro-rated
<b>Interscholastic Athletics</b>			
<b>Post Season</b>			
No.	Name	Description/Season	Stipend
5.6	Debra Cheskes	Varsity Girls Track/Fall-Post Season	\$1,403.60 11 days @ \$127.60
5.7	Christopher Helmke	Varsity Girls Swim/Fall-Post Season	\$1,658.80 13 days @ \$127.60
5.8	Margaret McConnell	Asst. Varsity Girls Swim/Fall-Post Season	\$1,786.86 18 days @ \$99.27
5.9	John Walsh	Varsity Girls Soccer/Fall-Post Season	\$1,531.20 12 days @ \$127.60
5.10	Richard Hogan	Asst. Varsity Girls Soccer/Fall-Post Season	\$1,191.24 12 days @ 99.27
5.11	Jennifer Rodgers Vettorato	Asst. Varsity Girls Soccer/Fall-Post Season	\$1,191.24 12 days @ \$99.27
5.12	Jillian Talleur Seher	Field Hockey/Fall-Post Season	\$638.00 5 days @ 127.60
5.13	Kathleen Wright	Asst. Field Hockey/Fall-Post Season	\$496.35 5 days @ \$99.27
<b>HS-Music</b>			
No.	Name	Description	Stipend
5.14	Jason Giachetti	Winter Percussion .5	\$1,196.50
5.15	Frank Battista	Winter Percussion .5	\$1,196.50
5.16	Amy Gagnon	Winter Guard	\$2,393.00

**H. 6 Approve Additional Work**

<b>After School Support Program for ELA &amp; Math - SD</b>					
No.	Unit	Name	Description	Effective Dates	Rate of Pay
6.1	ATH	Kimberly Myers-Bender	Teacher	1/6/10-4/22/10	\$47.07/hr
<b>After School Support Program for ELA &amp; Math - WH</b>					
No.	Unit	Name	Description	Effective Dates	Rate of Pay
6.2	ATH	Elaine McKeown	Teacher	1/6/10-4/22/10	\$47.07/hr
<b>After School Support Program for ELA &amp; Math – WA</b>					
No.	Unit	Name	Description	Effective Dates	Rate of Pay
6.3	AMA	Nancy Lavery	Aide	1/6/10-4/22/10	\$21.66/hr
6.4	AMA	Paula Kavanaugh	Aide	1/6/10-4/22/10	\$19.41/hr
<i>Ms. Lavery and Ms. Kavanaugh will be working with students whose IEP's require a 1:1 aide</i>					

6.5	ATH	Joan Balsari	Sub-Teacher	1/6/10-4/22/10	\$47.07/hr
6.6	ATH	Megan Himmelman	Sub-Teacher	1/6/10-4/22/10	\$47.07/hr
<b>Athletic Supervision</b>					
No.	Unit	Name	Description	Effective Dates	Rate of Pay
6.7	N/A	Kevin Thorbourne	Supervision	2009-2010	\$30.47/hr
<b>OSHA TRAINING/School Nurses-Up to 90 minutes each</b>					
No.	Unit	Name	Description	Effective Dates	Rate of Pay
6.8	NUR	Diana Pirolo	FH	1/6/10	\$25.52/hr
6.9	NUR	Elizabeth Steiner	JE	1/6/10	\$26.98/hr
6.10	NUR	Linda Schiess	SD	1/6/10	\$25.90/hr
6.11	NUR	Karen Martin	WA	1/6/10	\$28.01/hr
6.12	NUR	Elizabeth Scannello	JA	1/6/10	\$28.63/hr
6.13	NUR	Martha Ironman	WH	1/6/10	\$43.82/hr
6.14	NUR	Katherine Khokhar	MS	1/6/10	\$26.98/hr
6.15	NUR	Connie DeGrassi	HS	1/6/10	\$44.47/hr
6.16	NUR	Jacqueline Silvers	HS	1/6/10	\$25.52/hr
6.17	NUR	Maryann O'Neill	St. Patricks	1/6/10	\$40.83/hr
<b>Teachers Supervising TA's</b>					
No.	Unit	Name	Description	Effective Dates	Rate of Pay
6.18	ATH	Susanne Kaczor	1 TA – JE Replacing Louise Sugrue	2/22/10-6/30/10	\$376.00 ea. Pro-rated
<b>Alternative High School</b>					
No.	Unit	Name	Description	Effective Dates	Rate of Pay
6.19	ATH	Kenneth Krummenacker	English	2009-2010	\$51.19/hr

**H. 7 Approve Change in Assignment**

No.	Unit	Name	Effective Dates	From	To
7.1	FSW	Penny Brown	1/5/10	HS/ 4 hrs. \$10.14/hr	FH/ 5 hrs. \$10.14/hr

**H. 8 Approve Substitutes**

No.	Unit	Name	Assignment	Effective Dates	Rate of Pay
8.1	ATH	Jaime Croker	Teacher	2009-2010	\$90./day
8.2	ATH	Diana Chwalisz	Teacher	2009-2010	\$90./day
8.3	ATH	Elizabeth Fiore	Teacher	2009-2010	\$90./day
8.4	ATH	Kuriaki Glodowski	Teacher	2009-2010	\$90./day
8.5	ATH	Michelle Gunther	Teacher	2009-2010	\$90./day
8.6	ATH	Deborah Hemphill	Teacher	2009-2010	\$90./day
8.7	ATH	Jeneva Mitchell	Teacher	2009-2010	\$90./day
8.8	ATH	Maria Oliva	Teacher	2009-2010	\$90./day



8.9	ATH	Kevin Osborne	Teacher	2009-2010	\$90./day
8.10	ATH	Jeanne Pomponio	Teacher	2009-2010	\$90./day
8.11	ATH	Kelly Roberts	Teacher	2009-2010	\$90./day
8.12	ATH	Michelle Sangiovanni	Teacher	2009-2010	\$90./day
8.13	ATH	Michelle Spiteri	Teacher	2009-2010	\$90./day
8.14	ATH	Neil Wilensky	Teacher	2009-2010	\$90./day
8.15	AMA	Donald Burch	Aide	2009-2010	\$8.75/hr
8.16	AMA	Nicole Nobile	Aide	2009-2010	\$8.75/hr
8.17	CU	Frances Blum	Clerical	2009-2010	\$10.50/hr
8.18	CU	Susan Martin	Clerical	2009-2010	\$20.00/hr
8.19	FSW	Debra Smith	Food Service	2009-2010	\$8.75/hr

**H. 9 Approve Changes/Corrections**

No.	Unit	Name	Effective Date	From	To
9.1	ATH	Katherine Hicks	1/5/10	Effective Dates of 1/25/10-6/30/09	Effective Dates of 1/1/10-6/30/10
9.2	DSPA	Benedict Baglio	1/5/10	Effective Dates of 12/15/09-6/30/09	Effective Dates of 12/15/09-6/30/10
9.3	ATH	Kelly Trites	1/5/10	LOA Dates of 1/25/10-6/30/09	LOA Dates of 1/25/10-6/30/10

MOTION carried.

Dr. Giani announced the probationary appointments of the following employees:

Marie Riccoboni – English teacher at Finley Middle School  
Linda Kohan – Districtwide social worker

**LEGEND**

Schools/Buildings

- HS = Huntington High School
- MS = Finley Middle School
- JA = Jack Abrams Intermediate
- WH = Woodhull Intermediate
- FH = Flower Hill Primary
- SD = Southdown Primary
- JE = Jefferson Primary
- WA = Washington Primary
- DW = District-wide
- CO = Central Office
- NC = Non Contractual
- STU = Student Worker

Units

- ATH = Teachers
- AMA = Aides and Monitors
- DSPA = District Supervisors and Principals Assoc.
- HCA = Chairpersons
- SHHA = Study Hall and Hallway Assistants
- B & G = Buildings & Grounds
- FSW = Food Service Workers
- SEC = Security
- NUR = Nurses
- CU = Clerical

**BUSINESS ITEMS**

**Contracts**

Syosset Home Tutoring

A MOTION was made by Mrs. Brown and seconded by Mr. McGrath to approve the contract for the 2009-2010 school year.

(See Attached)

MOTION carried.

Glen Cove City School District

A MOTION was made by Mrs. Brown and seconded by Mr. McGrath to approve the contract for the 2009-2010 school year.

(See Attached)

MOTION carried.

Half Hollow Hills School District

A MOTION was made by Mrs. Brown and seconded by Mr. McGrath to approve the contract for the 2009-2010 school year.

(See Attached)

MOTION carried.

Heather Thorgersen

A MOTION was made by Mrs. Brown and seconded by Mr. McGrath to approve the contract for the 2009-2010 school year.

(See Attached)

MOTION carried.

**Approval of Superintendent's Attendance at a Conference**

A MOTION was made by Mrs. Brown and seconded by Mr. McGrath to approve the attendance by the Superintendent of Schools at a symposium sponsored by SCOPE entitled "Tsunami of Changing Student Population on Long Island: Its Impact on Schools, Students, Staff and Community."

(See Attached)

MOTION carried.

**First Reading of Policy**

A MOTION was made by Mrs. Brown and seconded by Mr. McGrath to approve the first reading of the Confidential Medicaid Disclosure Policy.

(See Attached)

MOTION carried.

**Approval of Change Order**

KEM Construction

A MOTION was made by Mrs. Brown and seconded by Mr. McGrath to approve a decrease Change Order in the amount of \$7,650 for KEM Construction.

(See Attached)

MOTION carried.

**Approval of Standardization of Technology Equipment**

A MOTION was made by Mrs. Brown and seconded by Mr. McGrath to approve the standardization of certain Technology equipment purchased by the district.

(See Attached)

MOTION carried.

**Acceptance of Donations**

A MOTION was made by Mrs. Brown and seconded by Mr. McGrath to approve the donations listed below:

- Veronica Quinlan, a teacher at Flower Hill Primary School, has requested that a grant funded by Donorschoose in the amount of \$900 be presented to the Board of Education for their acceptance. This money will be used for the purchase of Guided Reading Books.
- Mrs. Fretz, Director of the Performing Arts, has requested that a very generous donation of \$100 from Lisa Baker, an orchestra parent, be presented to the Board of Education for their acceptance. This donation will be deposited in the Orchestra Student Activity Account which will be used for scholarships.
- Mrs. Marino, Principal of Southdown Primary School, has requested that a donation in the amount of \$2,137 from Mr. and Mrs. Gregory Bavaro and family be presented to the Board of Education for their acceptance. This very generous donation will be used to purchase a new Smart Board and projector for Southdown Primary School. Please increase budget code A2110-200-05-0180 by \$1,438 and A2110-450-05-0108 by \$699 and Revenues – Donations A2705 by \$2,137.
- Mrs. Neville, Principal of Washington Primary School, has requested that a donation of 30 Children’s Illustrated Dictionaries for use in the 1<sup>st</sup> grade classrooms be presented to the Board of Education for their acceptance. The donor wishes to remain anonymous.
- Mrs. Evers, Principal of Jefferson Primary School, has requested that a donation of \$1,000 from a parent, David Butler, be presented to the Board of Education for their acceptance. This very generous donation will be used to purchase tickets to the Engeman

Theater in Northport. Please increase budget code A2110-400-04-0108 by \$1,000 and Revenues – Donations A2705 by that same amount.

MOTION carried.

**Approval of Mileage Reimbursement**

A MOTION was made by Mrs. Brown and seconded by Mr. McGrath to approve reimbursement for mileage to the following employee:

Bik Bialkowski – Clerical - Jack Abrams Intermediate/Woodhull Intermediate

MOTION carried.

**Approval of Budget Transfers**

A MOTION was made by Mrs. Brown and seconded by Mr. McGrath to approve the attached budget transfers.

(See Attached)

MOTION carried.

**Approval of Increase in Retainer**

Ruskin Moscou Faltischek P.C.

A MOTION was made by Mrs. Brown and seconded by Mr. McGrath to approve the following Resolution:

**RESOLUTION**

BE IT RESOLVED that the Board of Education extends the contract for services of Ruskin Moscou Faltischek P.C. in an amount not to exceed \$13,000.

MOTION carried.

**PUBLIC COMMENTARY**

At the portion of the meeting set aside for public commentary the following comments were made:

Mr. Leavy, Director of Humanities, announced National History Day Competition on Tuesday, January 12, 2010 and invited everyone to attend.

**CLOSING REMARKS BY BOARD OF EDUCATION**

Mrs. Brown remarked that there were many donations and how important they are to the district. She expressed gratitude for the many generous donations.

Mrs. Rogan informed the other board members of an e-mail she received from NYSSBA regarding a conference in March. She thought it was important that one of the board members be in attendance.

Mr. Dwyer asked Mr. Grackin to update the Board regarding state aid reimbursements. Mr. Grackin indicated that STAR payments have been received by the district for the last ten years but this year some of the money is being held back at this time. He discussed how this will impact the district.

**ADJOURNMENT**

A MOTION was made by Mr. McGrath and seconded by Mrs. Brown to adjourn the meeting.

MOTION carried.

At 9:15 p.m. the meeting was adjourned.

Respectfully submitted,

Elizabeth Troffa  
District Clerk