

ANNUAL REORGANIZATION MEETING PAGE 001 JULY 1, 2015
SOUTH COUNTRY CENTRAL SCHOOL DISTRICT
BOARD OF EDUCATION
MINUTES

1. CALL TO ORDER

Serving as Temporary Chairperson until the election of a Board President, District Clerk Nancy Poulos called the Annual Reorganization Meeting of the Board of Education to order at 7:00 p.m. The meeting took place at the District Central Office, 189 Dunton Ave, East Patchogue, NY.

Board of Education Members Present

Rocco DeVito	Regina Hunt
Lisa Di Santo	Julio Morales
Carol Herrmann	Chris Picini
Antoinette Huffine	Danielle Skelly
	Allison Stines

Others Present: Superintendent Dr. Joseph Giani, Nelson Briggs, Sam Gergis, Cherie Pemberton, Robert McIntyre, Tim Hogan, Travis Davey, Sara Cioffaletti, School Attorney, Greg Guercio.

Pledge of Allegiance

All present joined in the Pledge to the flag.

2. OATH OF OFFICE – NEWLY ELECTED TRUSTEES

District Clerk, Nancy Poulos, administered the Oath of Faithful Performance of Office to newly elected Trustees, Lisa Di Santo, Regina Hunt and Chris Picini.

3. OATH OF OFFICE – ACTING SUPERINTENDENT OF SCHOOLS

District Clerk, Nancy Poulos, administered the Oath of Faithful Performance of Office to Superintendent of Schools, Dr. Joseph Giani.

4. ELECTION OF BOARD PRESIDENT 2014-2015

The District Clerk called for nominations for the office of Board of Education President. Trustee Skelly nominated Trustee Chris Picini, seconded by Trustee Herrmann. Trustee Morales nominated Trustee Di Santo, seconded by Trustee Huffine. Upon receiving no further nominations, the nominations were declared closed.

A roll call vote was taken on the nomination of Trustee Chris Picini for Board of Education President.

Rocco DeVito	Yes
Lisa Di Santo	No
Carol Herrmann	Yes
Antoinette Huffine	No
Regina Hunt	Yes
Julio Morales	No
Chris Picini	Yes
Danielle Skelly	Yes
Allison Stines	Yes

The nomination was approved by a majority vote and Trustee Chris Picini was declared President of the Board of Education for the 2015-2016 School Year.

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OATH OF OFFICE – BOARD PRESIDENT

District Clerk Nancy Poulos, administered the Oath of Faithful Performance of Office to Trustee Chris Picini, who will serve as Board of Education President for the 2015-2016 school year. Trustee Picini then presided over the remainder of the meeting.

5. ELECTION OF BOARD VICE PRESIDENT 2015-2016

Board President Picini called for nominations for the office of Vice President of the Board of Education. Trustee DeVito nominated Trustee Herrmann, seconded by Trustee Skelly. Upon receiving no further nominations, the nominations were declared closed.

A roll call vote was taken on the nomination of Trustee Herrmann for Board of Education Vice President.

Rocco DeVito	Yes
Lisa Di Santo	Yes
Carol Herrmann	Yes
Antoinette Huffine	No
Regina Hunt	Yes
Julio Morales	Yes
Chris Picini	Yes
Danielle Skelly	Yes
Allison Stines	Yes

The nomination was approved by a majority vote and Trustee Carol Herrmann was declared Vice President of the Board of Education for the 2015-2016 School Year.

OATH OF OFFICE – BOARD VICE PRESIDENT

District Clerk Nancy Poulos, administered the Oath of Faithful Performance of Office to Carol Herrmann, who will serve as Board of Education Vice President for the 2015-2016 school year.

6. BOARD CONSENT ITEMS

An omnibus motion (Herrmann / DeVito) to approve the following Consent items #A through DD and FF through JJ:

A. APPOINTMENT OF OFFICERS

The Board hereby makes the following officer appointments for the 2015-2016 school year.

Officers

Nancy Poulos	District Clerk
Sara Cioffaletti	District Clerk Pro-tem
Christine Johnson	District Treasurer
Nelson Briggs	Deputy District Treasurer

B. Oath of Office

School Attorney Gregory Guercio administered the Oath of Faithful Performance of Office to District Clerk Nancy Poulos. District Clerk Nancy Poulos, administered the Oath of Faithful Performance of Office to Sara Cioffaletti, Christine Johnson and Nelson Briggs.

C. APPOINTMENTS

Purchasing Agent	Karen Horoszewski
Deputy Purchasing Agent	Mary Beth Briggs
Attendance Officer	Nelson Briggs
Asbestos Compliance Officer	Sammy Gergis
Census Enumerator	Nelson Briggs
Civil Rights/Title IX Compliance Officer	Nelson Briggs

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Records Management Officer	Sammy Gergis
Residency Officer	Nelson Briggs
Suffolk School Employee Health Plan Management Trustee	Sammy Gergis
Section 504 Compliance Officer	Dr. Donna Martuge
Homeless Liaison Officer	Ann Haddad
District DASA Coordinator	Nelson Briggs
Bellport High School DASA Coordinator	Tim Hogan
Bellport Middle School DASA Coordinator	Travis Davey
Frank P. Long DASA Coordinator	Stefanie Rucinski
Brookhaven Elem. School DASA Coordinator	Dr. Kathleen Munisteri
Kreamer St Elem. School DASA Coordinator	Sean Clark
Verne Critz Elem. School DASA Coordinator	Brian Ginty

CPSE Membership

Parent of Preschool Child:	Or person in parent relationship to the student as per Public Law 108-446 Part 200 Section 200.1 (ii)(1)
LEA Rep./CPSE Chair	Dr. Donna Martuge, Director Kerry Carson, Assistant Director School Psychologists
CPSE Chair	Lorrie Barry
TOSA	<i>TBD</i>
Additional Parent Members:	<i>Upon written request of the parent:</i> Ellen Sullivan Beth Ann Carroll Sarah Colon Beth Ditman Lovelie Lewis Laurent Foissett
Suffolk County:	Appropriately certified or licensed representative of the preschool child's residence / municipality Suffolk County
Regular Education Teacher of the Child:	Whenever the child is or may be participating in the regular education environment.
Special Education Teacher of the Child:	One special education teacher of the child, or if appropriate, a special education provider of the child.
For a preschool child in transition from early intervention programs and services the appropriate professional designated by the agency that has been charged with the responsibility for the preschool child as per Part CR 200.3 (a)(2)(viii).	
A School Psychologist:	As per Part CR 200.3(a)(2)(vi),
Other persons having knowledge of the child:	As per Part CR 200.3(a)(2)(vii).

CSE Membership

Parent of Student:	A person in a parental relationship to the student as Per Public Law 108-446 Part CR 200 Section 200.3 (a)(1)(i)
LEA Rep./CSE Chair:	Dr. Donna Martuge, Director Kerry Carson, Assistant Director School Psychologists Special Education Chairpersons Special Education

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Regular Education Teacher*:	At least one regular education teacher of the student whenever the student is or may be participating in the regular education environment, as per CR Part 200.3 (a) (ii)
Special Education Teacher*:	Special Education Teacher, or when appropriate, at least one Special Education provider of the student, as per CR Part 200.3 (a) (ii)
Psychologists:	Susan Alpert Lorrie Barry Brian Dalpiaz Jonathan O’Leary Dr. Emanuel Kostakos Dr. Rachel LeRoux TBD (new position 2015-2016) Stacey Weber Vicki Zseller
Additional Parent Members: (if requested in writing by the parent, the student or by a member of the school at least 72 hours prior to the meeting).	Ellen Sullivan Beth Ann Carroll Sarah Colon Beth Ditman Lovelie Lewis Lauren Foissett
Social Workers:	As assigned per building (see list below): Jennifer Andreopoulos Kate Coppola Gabrielle Coyne Tracy Egger Jennifer Fassino Gail Freeman-Scanlon Ann Haddad Kathryn Henglein Lynette Murphy Crista Pervelis Ida Timmons (BOCES)
School Physician:	Dr. Anthony Donatelli
Other persons having knowledge of student:	As per CR 200.3(a)(1)(ix)
Student:	The student, if appropriate. 200.3(a)(x)

The South Country Central School District will appoint building-based CSE and Sub-CSEs to conduct meetings for students in out-of-district placements composed of the above members and special education staff from the program.

Special Education Department

Director:	Dr. Donna Martuge
Assistant Director	Kerry Carson
Out-of-District / TOSA:	TBD
Special Education Chairperson 6-12:	Laurie O’Hara
Special Education Chairperson K-5	Rebecca Bilski

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School Physician:
School Social Workers:

Dr. Donatelli
Jennifer Andreopoulos
Kate Coppola
Gabrielle Coyne
Tracy Egger
Jennifer Fassino
Gail Freeman-Scanlon
Ann Haddad
Kathryn Henglein
Lynette Murphy
Crista Pervelis
Ida Timmons (BOCES)

The Board of Education is required to establish a sufficient number of CSEs, to the extent such Committees are required, to ensure the timely evaluation and placement of students with disabilities.

The Board of Education authorizes the Director to make amendments to students' IEPs as outlined in the Part 200.4(g)(1)(2)(3) of the Regulations of the Commissioner.

Sub-Committees on Special Education

Education Law Section 4402 Regulations of the Commissioner Part 200.3(c)(4), the South Country Central School District will authorize Sub-Committees as established in the regulations to perform the functions of the Committee on Special Education (CSE), except when a student is considered for initial placement in:

1. a special class; or
2. a special class outside of the student's school of attendance; or
3. a school primarily serving students with disabilities in a school outside of the student's district.

The membership of each sub-committee shall include as per 200.3 (c)(2) CR, but not be limited to:

- The parent(s) of the student;
- Not less than one regular education teacher of the student whenever the student is, or may be, participating in the regular education environment;
- Not less than one of the student's special education teachers or, if appropriate, not less than one special education provider of the student;
- A representative of the school who is qualified to provide, administer, or supervise special education and who is knowledgeable about the general curriculum and who is knowledgeable about the availability of resources of the school district, who may also fulfill the requirement of subparagraph (iii) or (v) of this paragraph; the representative of the school district shall serve as the Chairperson of the Sub-Committee.
- A school psychologist, whenever a new psychological evaluation is reviewed or a change to a program option with a more intensive staff/student ratio, as set forth in section 200.6(h)(4) of the Part, is considered;
- An individual who can interpret the instructional implications of evaluation results, who may be a member appointed pursuant to subparagraphs (ii) through (v) or (vii) of this paragraph;
- Such other persons having knowledge or special expertise regarding the student, including related services personnel as appropriate, as the committee or the parent shall designate, and
- The student, if appropriate.

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The South Country Central School District will appoint building level Sub-Committees on Special Education and an Out-of-District Building Based Sub-Committee composed of the members listed below:

Upon receipt of a written request, the subcommittee shall immediately refer to the committee for its review any recommendation of the subcommittee concerning the identification, evaluation, educational placement or provision of a free appropriate public education to a student that is not acceptable to the parent or person in parental relationship to such student.

The regular education teacher of the student with a disability must, to the extent appropriate, participate in the development, review and revision of a student's IEP, including assisting in the determination of

- (1) appropriate positive behavioral intervention supports and other strategies for the student; and
- (2) supplementary aids and services, program modifications and supports for school personnel that will be provided for the student, consistent with section 200.4(d) of this Part.

* Teacher - (Education Law) Section 4402.1 adds the pupil's teacher to the list of required members of the Committee on Special Education and the Committee on Preschool Special Education. Therefore, I recommend that the Board of Education pass a resolution making each teacher a member of the Committee on Special Education. The Regulations of the Commissioner Part 200.1(pp), Part 200.1(yy) and 200.3(a)(1)(ii) mandates that if a child with a disability is being considered for, or is in any general education curriculum, not less than one general education teacher as well as no less than one special education teacher must be present at the CSE.

Psychologists for all bilingual/monolingual Spanish and LEP students who require bilingual evaluations (via appropriately certified individuals).

At the secondary level a guidance counselor shall attend all CSE meetings.

The Board of Education must appoint and maintain a list of surrogate parents. As defined in Part 200.1 (ccc) of the Regulations of the Commissioner of Education, a surrogate parent means a person appointed to act in place of parents or guardians when a child's parents or guardians are not known, or when after reasonable efforts, the Board of Education cannot discover the whereabouts of a parent or, or the student is an unaccompanied homeless youth or ward of the State and does not have a Parent who meets the definition of this Section.

I propose that the Board of Education appoint Mrs. Green as surrogate parent.

Additional parent members and surrogate parents will be added when they have received the required training during the 2015-16 school year.

The Part 200 Regulations of the Commissioner of Education Part 200 was used in preparation of this document which includes all amendments through April 2012.

Note: The Individuals with Disabilities Education Act was reauthorized in December 2004. The Federal Regulations were adopted on October 13, 2006. Any updates to the Part 200 dated after February 2014 that effect the CSE or CPSE membership will be sent to the Board of Education for approval.

GENERAL COUNSEL- GUERCIO & GUERCIO, LLP

- D. RESOLVED**, that the Board hereby authorizes the President of the Board of Education to execute a General Counsel Contract between the Board of Education of the South Country Central School District and Guercio & Guercio, LLP to provide general counsel representation to the District for a period commencing July 1, 2015 through June 30, 2016.

LABOR COUNSEL- GUERCIO & GUERCIO, LLP

- E. **RESOLVED**, that the Board hereby authorizes the President of the Board of Education to execute a Labor Counsel Contract between the Board of Education of the South Country Central School District and Guercio & Guercio, LLP to provide labor counsel representation services to the District for a period commencing July 1, 2015 through June 30, 2016.

CLAIMS AUDITOR- DENISE LONGOBARDI

- F. **RESOLVED**, that the Board hereby authorizes the President of the Board of Education to execute a Consultant Services Contract between the Board of Education of the South Country Central School District and Denise Longobardi to provide internal claims auditing services to the District for a period commencing July 1, 2015 through June 30, 2016.

BOND COUNSEL- HAWKINS, DELAFIELD & WOOD, LLP

- G. **RESOLVED**, that the Board hereby authorizes the President of the Board of Education to execute a Bond Counsel Agreement between the Board of Education of the South Country Central School District and Hawkins, Delafield & Wood, LLP to provide bond counsel representation services to the District for a period commencing July 1, 2015 through June 30, 2016.

FISCAL ADVISOR- MUNISTAT SERVICES, INC.

- H. **RESOLVED**, that the Board hereby authorizes the President of the Board of Education to execute a Service Agreement between the Board of Education of the South Country Central School District and Munistat Services, Inc. to provide financial advisory services to the District for the 2015-2016 fiscal year.

PENSION PLAN ADMINISTRATOR- THE OMNI GROUP

- I. **RESOLVED**, that the Board hereby authorizes the President of the Board of Education to execute a Service Agreement between the Board of Education of the South Country Central School District and The Omni Group to provide 403(b) third party administration services to the District for the 2015-2016 academic year.

EXTERNAL AUDITOR- CULLEN & DANOWSKI, LLP

- J. **RESOLVED**, that the Board hereby authorizes the President of the Board of Education to execute a Service Agreement between the Board of Education of the South Country Central School District and Cullen & Danowski, LLP to provide external auditor services to the District for the fiscal year ending June 30, 2016.

**INSURANCE BROKER FOR DENTAL INSURANCE- BROWN & BROWN OF NY, INC.
d/b/a FITZHARRIS & COMPANY, INC.**

- K. **RESOLVED**, that the Board hereby authorizes the President of the Board of Education to execute a contract between the Board of Education of the South Country Central School District and Brown & Brown of NY Inc., d/b/a Fitzharris & Company, Inc. to provide dental insurance for the 2015-2016 school year.

INSURANCE BROKER FOR WORKERS COMPENSATION-WRIGHT RISK MANAGEMENT

- L. **RESOLVED**, that the Board hereby authorizes the President of the Board of Education to execute a contract between the Board of Education of the South Country Central School District and Wright Risk Management to provide workers compensation insurance for the 2015-2016 school year.

INSURANCE BROKER FOR EXCESS WORKERS COMPENSATION-BROWN & BROWN OF NY, INC.

- M. **RESOLVED**, that the Board hereby authorizes the President of the Board of Education to execute a contract between the Board of Education of the South Country Central School District and Brown & Brown of NY Inc., d/b/a Fitzharris & Company, Inc. to provide excess workers compensation insurance for the 2015-2016 school year.

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INSURANCE BROKER FOR GROUP LIFE INSURANCE- J.J. STANIS AND COMPANY, INC.

- N. **RESOLVED**, that the Board hereby authorizes the President of the Board of Education to execute a contract between the Board of Education of the South Country Central School District and J.J. Stanis and Company, Inc. to provide Group Life Insurance for the 2015-2016 school year.

INSURANCE BROKER FOR FLEX BENEFIT PLAN- J.J. STANIS AND COMPANY, INC.

- O. **RESOLVED**, that the Board hereby authorizes the President of the Board of Education to execute a contract between the Board of Education of the South Country Central School District and J.J. Stanis and Company, Inc. to provide the Flex Benefit Plan for the 2015-2016 school year.

INSURANCE BROKER FOR MEDICAL REIMBURSEMENT - J.J. STANIS

- P. **RESOLVED**, that the Board hereby authorizes the President of the Board of Education to execute a contract between the Board of Education of the South Country Central School District and J.J. Stanis and Company to administer the medical reimbursement plan for the 2015-2016 school year.

Q. STUDENT ACCIDENT INSURANCE- PUPIL BENEFITS PLAN, INC.

RESOLVED, that the Board hereby authorizes the President of the Board of Education to execute a contract between the Board of Education of the South Country Central School District and Pupil Benefits Plan to provide student accident insurance for the 2015-2016 school year.

**R. STUDENT ACCIDENT INSURANCE / CATASTROPHIC STUDENT ACCIDENT INSURANCE
AIG / NATIONAL UNION FIRE**

RESOLVED, that the Board hereby authorizes the President of the Board of Education to execute an agreement between the South Country Central School District and AIG /National Union Fire to provide catastrophic student accident insurance for the 2015-2016 school year.

**S. INSURANCE CONSULTANT FOR COMMERCIAL AUTOMOBILE, EXCESS, CATASTROPHE
INSURANCE, SCHOOL BOARD LIABILITY, COMMERCIAL BOILER & MACHINERY,
COMMERCIAL GENERAL LIABILITY, COMMERCIAL INLAND MARINE AND
COMMERCIAL PROPERTY- THE NEW YORK SCHOOLS INSURANCE RECIPROCAL (NYSIR)**

RESOLVED, that the Board hereby authorizes the President of the Board of Education to execute a policy renewal between the South Country Central School District and The New York Schools Insurance Reciprocal (NYSIR) for the 2015-2016 school year.

STATE AID REVIEW- SCHOOL AID SPECIALISTS

- T. **RESOLVED**, that the Board hereby authorizes the President of the Board of Education to execute a contract between the Board of Education of the South Country Central School District and School Aid Specialists, LLC to provide state aid review services to the District for the 2015-2016 school year.

BOARD POLICIES, BY-LAWS, RULES, REGULATIONS AND CODE OF CONDUCT

- W. **RESOLVED**, that the Board hereby accepts and continues policies, by-laws, rules, regulations and code of conduct adopted by the previous Board of Education (Ed. Law 1709 & 2503).

PAYROLL CERTIFICATION

- Y. **RESOLVED**, that the Board hereby authorizes the Superintendent of Schools or the Assistant Superintendent for Business to certify payrolls (Commissioner's Regulations 170.2; Ed. Law 1720, 2523).

SURETY BONDS

- Z. **RESOLVED**, for the 2015-2016 school year, that a bond of \$4,000,000 be approved which provides Dishonesty Coverage for any employee required by law to be individually bonded, as well as volunteer workers.

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AA. AUTHORIZATION FOR GRANT APPLICATIONS

WHEREAS, the nature of State, Federal, and County grant applications require approval of the Board of Education, and

WHEREAS, the timeliness of information and deadline requirements are not necessarily coordinated with meetings of the Board of Education, now therefore, be it

RESOLVED, Dr. Joseph Giani, Superintendent of Schools, is authorized to apply for any and all funding which in his judgment is appropriate for the South Country Central School District for the 2015-2016 school year, and

BE IT FURTHER RESOLVED that the Superintendent of Schools report such application for funding to the Board of Education at the next regular meeting following.

BB. PETTY CASH FUNDS

RESOLVED, that the Board hereby establishes petty cash funds and designates respective custodians for each fund for the 2015-2016 school year, as follows:

Central Administration	\$100.00	Dr. Joseph Giani
Bellport High School	\$100.00	Tim Hogan
Bellport Middle School.	\$100.00	Travis Davey
Frank P. Long School	\$100.00	Stefanie Greco-Rucinski
Brookhaven Elem. School	\$100.00	Dr. Kathleen Munisteri
Verne W. Critz School	\$100.00	Brian Ginty
Kreamer Street School.	\$100.00	Sean Clark

BUDGET TRANSFERS

CC. RESOLVED, that the Board hereby authorizes the Superintendent of Schools to approve budget transfers up to the amount of \$5,000 in accordance with Board Policy. An amount exceeding \$5,000 shall require prior approval by the Board. All transfers must be included in the Treasurer's Monthly Report.

BANK ACCOUNTS

DD. RESOLVED, that the Board hereby designates the banks listed below as official depositories for the accounts of the South Country Central School District, Town of Brookhaven, New York, for the purpose of establishing all necessary commercial banking and investment accounts for all district funds, and that the same banks be authorized to recognize the signatures of the District Treasurer, Deputy District Treasurer and President of the Board of Education (*only in the event of the absence or inability of the District Treasurer and the Deputy District Treasurer*) in the payment of funds or the transaction of business of said school district accounts for the fiscal year July 1, 2015 to June 30, 2016:

- **Bank**
 - Bank of America
 - Capital One
 - Chase Bank
 - Flushing Commercial Bank
 - HSBC
 - TD Bank
 - The First National Bank of Long Island

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FF. ADMINISTRATOR/FACULTY ATTENDANCE AT CONFERENCES

RESOLVED, that the Board hereby authorizes the Superintendent of Schools or designee to take action on administrative and teacher requests to attend conferences, conventions and workshops within the limit of the 2015-2016 budget appropriations and in accordance with Board policy (General Municipal Law 77-b).

GG. MILEAGE REIMBURSEMENT

RESOLVED, that the Board hereby establishes mileage reimbursement at the IRS established rate for the 2015-2016 school year.

HH. APPOINTMENT OF IMPARTIAL HEARING OFFICERS

RESOLVED, the Board of Education shall arrange for the appointment of an Impartial Hearing Officer from the Impartial Hearing Officer list, in accordance with the rotational selection process established in Section 200.2 of the Part 200 Regulations of the Commissioner and the administrative procedures established by the Board of Education.

II. BOARD MEMBER APPROVAL OF IHO SELECTION

RESOLVED, that the President of the Board of Education is authorized to retain the services of any person whose name appears on the listing, in accordance with the regulations of the State of New York, when the parent of a child with disabilities decides to appeal a decision of the Committee on Special Education.

JJ. STANDARD WORKDAY REPORTING

RESOLVED, that the South Country Central School District/ Location code 58023506 hereby establishes the following standard work days for elected and appointed officials and will report the following days worked to the New York State and Local Employees' Retirement System based on the time keeping system records or the record of activities maintained and submitted by these officials to the clerk of this body:

Title	Name	Standard Work Day	Term of Office	Participates in Time-Keeping System (Y/N)	Days/Months Based on Record of Activities
District Clerk/Administrative Assistant	Nancy Poulos	7.33	7/1/2015-6/30/2016	Y	
District Treasurer/Accountant	Christine Johnson	7.33	7/1/2014-6/30/2016	Y	

VOTE: Motion carried unanimously. 9-Yes, 0-No.

EE. OFFICIAL DISTRICT NEWSPAPERS

A motion (Skelly / Herrmann) to approve the following:

- A. RESOLVED**, that the Board hereby designates the L.I. Advance as the District's official newspaper (Ed. Law 2004).

VOTE: *Motion carried unanimously.* 9-Yes, 0-No.

A motion (Skelly / Herrmann) to approve the following

- B. RESOLVED**, that the Board hereby designates the South Shore Press as the District's secondary official newspaper, to be used only for budgetary purposes when two newspapers are required. (Ed. Law 2004).

VOTE: *Motion carries.* 5-Yes, 4-No (DeVito, Di Santo, Huffine, Morales).

EXECUTIVE SESSION

A motion (Huffine / Stines) to convene to Executive Session at 7:20 pm to discuss contract negotiations with the Superintendent:

VOTE: *Motion carried unanimously.* 9-Yes, 0-No.

Public session reconvened at 8:40 pm.

7. ADJOURNMENT

A motion (Herrmann / Skelly) to adjourn the meeting at 8:40 pm.

VOTE: *Motion carried unanimously.* 9-Yes, 0-No.

Respectfully submitted,

Nancy Poulos

Nancy Poulos
District Clerk