

# NORTHFIELD PUBLIC SCHOOLS

## School Board Minutes

April 12, 2021

District Office Boardroom

### I. Call to Order

Board Chair Julie Pritchard called the Regular meeting of the Northfield Board of Education of Independent School District 659 to order at 7:00 p.m. Present: Baraniak, Butler, Goerwitz, Gonzalez-George, Pritchard, Quinnell and Stratmoen. Absent: None. In accordance with Governor Walz's Stay Safe Plan, this meeting was set up in accordance with the plan's social distancing guidelines. In addition, all those present wore face coverings the duration of the meeting. Present at this meeting was Dr. Matt Hillmann, Superintendent and Anita Aase, Executive Administrative Assistant. Present via video conference was Simon Tyler, Director of Prairie Creek Community School; Stephany Stromme, Director of Child Nutrition; Erin Bailey, Director of Community Education; Hope Langston, Director of Instructional Services; Kim Briske, Director of Technology Services; and Val Mertesdorf, Director of Finance. This meeting was live-streamed and recorded, and access to the recording was posted to the school district website.

### II. Agenda Approval/Table File

On a motion by Baraniak, seconded by Goerwitz, the board approved the agenda.

### III. Public Comment

To accommodate the public comment portion of our meeting, members of the public were invited via the school district website to submit feedback to the board via email by 5:00 p.m. on April 12, 2021. All submissions that followed the district policy regarding public comment were read by Chair Pritchard. There were no public comments.

### IV. Announcements and Recognitions

- Our district recently experienced a terrible loss. Lilly O'Donnell, a junior at Northfield High School, died last week from injuries sustained in a car accident. Our district's prayers are with Lilly's family and our Northfield High School student body as they begin processing this tragedy. Today, Northfield High School students were offered the option to attend Lilly's funeral via live stream. Our student support team has been available for students. The board observed a moment of silence to honor Lilly O'Donnell.
- Congratulations to our three National Merit Scholars. This year we recognize Commended Students Julian Brunelle and Anders Ripley, and Finalist Martin Brice.
- Mark Ensrud has been recognized as one of the Outstanding Alumni from the University of Wisconsin River Falls, Department of Counseling and School Psychology.
- The following students have been recognized for their essays in The City of Northfield Mayor for a Day Essay Contest. Congratulations to 4th graders Camille Hohman, Mackenzie Lambert and Ella Rich; and 5th graders Thisbe Jothen, Aela Morgan and Isabella Moreno.
- Jenna Voitalla, senior at Northfield High School, is the recipient of the 2021 DECA Emerging Leader Honor Award. This award recognizes students studying marketing, finance, hospitality, and management for being an academically prepared, community-oriented, professionally responsible, experienced leader through participation in DECA.
- Congratulations to these students who earned trips to the DECA State competition: Alex Baraniak, Maleighney Deschamp, Quinlyn Edwards, Clara Falcon-Geist, Zibby Hanifl, Franklin Hartwell, Roxeanne Kleeberger, Josh Kruger, Maggie Malecha, Savannah Mellies, Landon Nissen, Corina Occhiato, Stefany Perez, Sidney Petersen, Xochi Valdez, Ryan Will, Lucia Willkomm and Jenna Voitalla.
- Congratulations to the following participants in winter activities and athletics:
  - State Tournament Competitors: Wrestling Team, 1AA Section Champion and Jackson Baron, Individual Section Champion
  - State Qualifiers:
    - Boys Swim/Dive: 200 Medley Relay (broke school record) - Ryan Malecha, Jens Kasten, Owen Lehmkuhl, Erik Larson; 200 Intermediate Medley - Erik Larson; 100 Fly & 100 Backstroke - Ryan Malecha

- Alpine Ski: Libby Brust, Olivia Murphy
- Gymnastics: Adi Dack
- Olympic Weightlifting: Izabella Lawrence, Rylee Nelson, Tess Wiebe, Jake Kick, Carson Muench, Jackson Jerdee, Spencer Mellgren, Felix Hanifl
- Nordic Ski: Martin Brice, Sam Folland
- Knowledge Bowl Team (won the State championship): Collin Thomas Green, Saxon Egge, Andrew Ryden, Wyatt Barber, Max Casson, Grace Casson, Piper Mohring, Julian Brunelle, Owen Riley, James Shuffleton
- Chess: Reuben Menk, Caelan Bratland, William Beaumaster, Wyatt Barber, Nic Patterson, Linus Rachuba

V. Items for Discussion and Reports

- A. Prairie Creek Community School Contract Renewal Application. The district's authorizer contract with Prairie Creek Community School expires on June 30, 2021. Director Simon Tyler, Keith Johnson, Kelsey Fitschen and Ben Miller presented the contract renewal application at the January 11, 2021 board meeting. A draft of the contract was included for board review and will be submitted to the Minnesota Department of Education. Once MDE has completed its review, the district will receive authorization to vote on the final contract with any required modifications, renewing district authorization for the time frame July 1, 2021 through June 30, 2026. This process must be completed prior to June 30, 2021.
- B. Proposed 2021-2022 Child Nutrition Fund Budget  
 Director Stromme presented the 2021-2022 Proposed Child Nutrition Budget. This fund is used to record financial activities of providing nutrition services to students, which include preparation and service of the milk, meals, and snacks in connection with school and community services activities. Due to the COVID-19 global pandemic, the free meal program was extended through the end of school year 2020-21 as provided by the United States Department of Agriculture. All students enrolled in the school district, regardless of learning model, received free breakfast and lunch every day. Due to many uncertainties during this school year it was difficult to forecast revenue assumptions for the 2021-22 school year. Revenue for the school year 2021-22 was calculated using data from the 2020-21 adopted budget. At this time we do not know what the state or federal reimbursement rates will be or which USDA food program we will be following. We assumed reimbursement rates will remain flat and proposed an increase in breakfast meal prices from \$1.70 to \$1.75 for students and \$2.20 to \$2.25 for adults; and an increase in lunch meal prices from \$2.65 to \$2.70 for elementary, \$2.80 to \$2.85 for secondary, and \$4.00 to \$4.25 for adults. In addition to the loss of meal participation, we had a significant loss in revenue because we were unable to provide a la carte purchases due to the safety restrictions while at the same time saw an increase in food and labor costs due to supply chain disruptions and a high demand for meal packaging. After consulting with our food vendors regarding the expected market for the 2021-22 school year, we assumed a 6% food cost increase.
- C. Proposed 2021-2022 Community Services Budget  
 Director Bailey presented a revised 2020-2021 Community Services Budget and the 2021-2022 proposed Community Services Budget. The revised 2020-2021 budget reflects revenues of \$2,332,881 and expenditures of \$2,711,488 and reflects the significant impact of lower enrollment in fee based programs and higher staff to student ratios in our school age care program to meet safety protocols due to the COVID-19 pandemic. This will be an item for individual action at the next board meeting. The proposed budget has been developed with input from each program coordinator and the Community Services Advisory Council. This budget reflects revenues of \$3,073,145 and expenditures of \$3,275,708. Director Bailey also provided a brief update on the Greenvale Park Community School.
- D. Legislative Update  
 Dr. Hillmann provided a legislative update which included the review of a blog post from Schools for Equity in Education (SEE) Executive Director Brad Lundell comparing the current Senate and House education finance bills and SEE's 2021 education related bills summary.

E. Policy Committee Recommendations

Dr. Hillmann presented the policy committee's recommendations on Policies 430, 436 and 439. The committee also reviewed policies 442, 443 and 447 and found no substantive changes.

F. COVID-19 Response and Operations Update

Superintendent Hillmann acknowledged the tragic death of Daunte Wright and the continued agony and pain our state and our community is dealing with, and we pledge as a school district to continue to do our part to create an equitable and just community.

The district welcomed back middle, high school and Area Learning Center (ALC) students for full-time, in person learning on March 31. The return to this model was made based on state guidance changes that allowed for more students on campus at one time, concerns about the number of Ds and Fs for middle school, high school and ALC students, and employee vaccination which alleviated the bulk of the district's staffing variables. Northfield High School plans to host its commencement ceremony at Memorial Field as scheduled on June 6 at 2:00 p.m. A rain date of June 7 at 6:30 p.m. has been scheduled.

The district is projected to receive nearly three million dollars with ESSER III funds. We know a portion of this funding will be required to be used to support summer school opportunities. The overall goal for the totality of ESSER funding is to support the acceleration of student learning post-pandemic and to stabilize the district's budget. The district will schedule a series of stakeholder feedback sessions to gain community insight about expectations of what the school district should achieve during the next five years. Our budget will fund these goals. District administration has conducted a third pulse survey and is conducting a review of the data and are identifying actions for improvement.

VI. Consent Agenda

On a motion by Goerwitz, seconded Butler, the board approved the consent agenda.

A. Minutes

- Minutes of the Regular School Board meeting held on March 8, 2021

B. Gift Agreement

- \$1,000.00 from Carl Henry Step Up Scholarship Fund of the Capital Group American Funds for Step Up Scholarship
- \$5,000.00 from College City Beverage, Inc. for Tom Blaisdell Scholarship
- \$4,767.20 from Saint Paul & Minnesota Foundation for TORCH Scholarship
- \$1,562.99 from Thomas Blaisdell Scholarship Fund of the Saint Paul & Minnesota Foundation for Tom Blaisdell and Skip Boyum Scholarships
- \$1,000.00 from Cannon River Sportsmen's Club to the Community Services Northfield Fishing Team
- In-kind donation of 728 cases of Essentia Water from College City Beverage, Inc. valued at \$9,289.28 for the school district staff and students
- \$1,000.00 for Art and \$1,000.00 to Media from Amos Hard in memory of his wife

C. Personnel

a) Appointments

1. Joseph Ascencio Bravo, Spring Recreation position with Community Education, beginning 4/10/2021-5/31/2021; \$10.08/hr.
2. Adam Becker, Assistant Boys Lacrosse Coach for 2 hours/day at the High School, beginning 4/5/2021; Level H, Step 1
3. Danielle Goodfellow, 1.0 FTE Early Ventures Teacher at the NCEC, beginning 4/5/2021; Step 4-\$18.29/hr.
4. Chaz Irrthum, Assistant Boys Lacrosse Coach for 2 hours/day at the High School, beginning 4/12/2021; Level H, Step 1
5. Samantha Kile, Spring Recreation position with Community Education, beginning 4/12/2021-5/31/2021; \$11.64/hr.

6. Cristian Lozada Hernandez, Community School Club Leader for up to 3 hours/day for 2 days/week at Greenvale Park, beginning 3/30/2021-6/10/2021; \$22.27/hr.
  7. Richard Momberg, Event Worker at the High School, beginning 1/19/2021.
  8. Beth Morrell, Track & Field Coach for 2 hours/day at the Middle School, beginning 3/29/2021-6/10/2021; Level I, Step 1
  9. LuAnn Raadt, Special Ed EA-PCA for 6.75 hours/day for 3 days/week at the ALC, beginning 4/7/2021-6/10/2021; Step 4-\$17.31/hr.
  10. Chloe Rozga, Spring Recreation position with Community Education, beginning 4/12/2021-5/31/2021; \$10.25/hr.
  11. Victoria Salaba, Assistant Girls Lacrosse Coach for 2 hours/day at the High School, beginning 4/5/2021; Level H, Step 1
  12. Bobbi Schmidtke, 1.0 FTE EarlyVentures Site Leader at the NCEC, beginning 6/11/2021; EV Site Leader Step 6-\$22.73/hr.
  13. Melissa Senko, Child Nutrition Associate I for 3.75 hours/day at the Middle School, beginning 4/12/2021; \$18.81/hr.
  14. Kerry Sexton, Custodian for 4 hours/day at the High School, beginning 3/17/2021; Step 2-\$18.31/hr.
  15. Rebecca Stoufis, 1.0 FTE Long Term Substitute Special Education DCD Teacher at Greenvale Park, beginning on or about 5/8/2021-6/10/2021; Daily Sub Rate
  16. Erika Velasquez, Special Ed EA-PCA for 6.75 hours/day for 3 days/week at the High School, beginning 4/7/2021-6/10/2021; Step 2-\$16.41/hr.
- b) Increase/Decrease/Change in Assignment
1. Charlie Alvarez, Teacher at Greenvale Park, add Assistant Track and Field Coach for 2 hours/day at the Middle School, effective 4/1/2021; Level I, Step 1
  2. Mark Auge, Teacher at the High School, add Summer School Teacher for up to 5 hours/day M-Th at the ALC, effective 6/11/2021-7/29/2021.
  3. Michelle Bauer, Instructional Coach with the District, add Summer School Teacher for up to 5 hours/day M-Th at the ALC, effective 6/11/2021-7/29/2021.
  4. Theresa Bauman, 1.0 FTE Long Term Substitute First Grade Portage Teacher, 5/3/2021-6/10/2021, change start date to 4/12/2021-6/10/2021.
  5. Jill Bohlen, Special Ed EA for 6.75 hours/day and Supervisory for .50 hours/day at Greenvale Park, change to Special Ed EA for 6.75 hours/day and add Special Ed EA-PCA Bus-morning for .75 hours/day Mon.-Fri. with the District, effective 3/10/2021-6/10/2021.
  6. Elizabeth Brewer, Special Ed EA for 6.75 hours/day at the Middle School, add Crossing Guard for .25 hours/day for a total of 7 hours/day at the Middle School, effective 3/31/2021-6/11/2021.
  7. Renee Burnham, Teacher at the ALC, add Summer School Teacher for up to 5 hours/day M-Th at the ALC, effective 6/11/2021-7/29/2021.
  8. Cory Callahan, .5 Spring Weight Room Advisor at the High School, change to 1.0 Spring Weight Room Advisor at the High School, effective 4/5/2021.
  9. Anne Campbell, Teacher at the High School, add Summer School Teacher for up to 5 hours/day M-Th at the ALC, effective 6/11/2021-7/29/2021.
  10. Collette Carras, General Ed EA for 3.25 hours/day at the Middle School, add Crossing Guard for .25 hours/day for a total of 3.5 hours/day at the Middle School, effective 3/31/2021-6/11/2021.
  11. Ray Coudret, Teacher at the High School, add Summer School Teacher for up to 5 hours/day M-Th at the ALC, effective 6/11/2021-7/29/2021.
  12. Tammy Cravalho, Substitute Custodian, change to 1.0 FTE Custodian Engineer w/o License at Greenvale Park, effective 3/16/2021; Custodian Eng. w/o license Step 3-\$19.29/hr.
  13. Rafael Estrella, Teacher at the Middle School, add Golf Coach for 2 hours/day at the Middle School, effective 4/1/2021-6/11/2021; Level I, Step 1
  14. Mary Harrity-Davidson, Girls Tennis Coach at the Middle School, add Boys Tennis Coach for 2 hours/day at the Middle School, effective 4/1/2021; Level I, Step 7
  15. Anna Hershberger, Gen Ed EA-Media for 27.5 hours/week at Greenvale Park, change to Gen Ed EA-Media for 27.35 hours/week at Greenvale Park, effective 3/10/2021-ongoing.
  16. Shari Karlsrud, Teacher at the High School, add Student Council Advisor at the High School, effective 11/20/2019-10/7/2020; Level G, Step 1
  17. Jill Kohel, Teacher at the High School, add Summer School Teacher for up to 5 hours/day M-Th at the ALC, effective 6/11/2021-7/29/2021.
  18. Mary Magnuson, Due Process Support for 90 hours with the District, add an additional 10 hours of Due Process Support for a total of 100 hours with the District, effective 3/30/2021-6/10/2021.
  19. Curtis Mikkelson, Teacher at the Middle School, add Summer School Teacher for up to 5 hours/day M-Th at the ALC, effective 6/11/2021-7/29/2021.

20. Karissa Olsen, Special Ed EA for 5.75 hours/day and Supervisory for 1.41 hours/day at Sibley, change to Special Ed EA for 6.75 hours/day and Supervisory for .41 hours/day at Sibley, effective 2/16/2021.
21. Teri Quamme, Special Ed EA for 6.75 hours/day at the Middle School, add Crossing Guard for .25 hours/day for a total of 7 hours/day at the Middle School, effective 3/31/2021-6/11/2021.
22. Dan Riesgraf, 1.0 FTE Health Teacher at the Middle School, change to 1.0 FTE Physical Education Teacher at the Middle School, effective 8/30/2021.
23. John Sand, Teacher at the High School, add Spring Weight Room Advisor-Hourly at the High School, effective 4/5/2021; \$18.00/hr.
24. Leah Sand, Teacher at the High School, add Spring Weight Room Advisor-Hourly at the High School, effective 4/5/2021; \$18.00/hr.
25. Darrell Sawyer, Teacher at the Middle School, add Private Lesson Sport Coach with Community Education Recreation, effective 3/29/2021-5/31/2021; \$36/person per hour for a single private lesson & \$20/person per hour for a semi-private lesson of up to five people.
26. Angela Schock, .50 FTE Head Track and Field Coach at the Middle School, change to 1.0 FTE Head Track and Field Coach at the Middle School, effective 4/1/2021-6/11/2021. Level H, Step 3
27. Bernard Selwan, Teacher at the High School, add Summer School Teacher for up to 5 hours/day M-Th at the ALC, effective 6/11/2021-7/29/2021.
28. Bailey Shimota, Special Ed EA for 6.75 hours/day at the Middle School, add Crossing Guard for .25 hours/day for a total of 7 hours/day at the Middle School, effective 3/31/2021-6/11/2021.
29. Bailey Shimota, Special Ed EA for 7 hours/day at the Middle School, add EA-Extra Curricular Activities for 1.75 hours/day for a total of 8.75 hours/day at the Middle School, effective 4/5/2021-6/11/2021.
30. Josh Spitzack, Teacher at Greenvale Park, change to 1.0 FTE Grade 7 Social Studies Teacher at the Middle School, effective 8/30/2021.
31. Bubba Sullivan, Teacher at the High School, add Spring Weight Room Advisor-Hourly at the High School, effective 4/5/2021; \$18.00/hr.
32. Eric Swan McDonald, Teacher at the ALC, add Summer School Teacher for up to 5 hours/day M-Th at the ALC, effective 6/11/2021-7/29/2021.
33. Sarah Swan McDonald, Teacher at the High School, add Summer School Teacher for up to 5 hours/day M-Th at the ALC, effective 6/11/2021-7/29/2021.
34. Brianna Theis, Special Ed EA for 6.75 hours/day at the Middle School, add Crossing Guard for .25 hours/day for a total of 7 hours/day at the Middle School, effective 3/31/2021-6/11/2021.
35. Cindy Thomas, Health Aide at the Middle and High School, add EarlyVentures Teacher Substitute at the NCEC, effective 3/9/2021.
36. Margaret Weaver, Special Ed EA for 6.75 hours/day at the Middle School, add Crossing Guard for .25 hours/day for a total of 7 hours/day at the Middle School, effective 3/31/2021-6/11/2021.
37. T.J. Wiebe, Teacher at the High School, add Spring Weight Room Advisor-Hourly at the High School, effective 4/5/2021; \$18.00/hr.
38. Lisa Williams, EA and KidVentures Site Assistant at NCEC and Greenvale Park, add EarlyVentures Assistant Teacher Substitute at the NCEC, effective 3/5/2021.
39. Theresa Wilson, .8 FTE Business Teacher at the High School, change to 1.0 FTE Business Teacher at the High School, effective 8/30/2021.
40. Brent Yule, Teacher at the High School, add Spring Weight Room Advisor-Hourly at the High School, effective 4/5/2021; \$18.00/hr.
41. Kristi Korteum, .25 Portage Learning Coach, increase to .50 Portage Learning Coach effective 4/12/2021 due to increased Portage enrollment.
42. Amy Tacheny, Grade 6 Teacher at the Middle School, change to Grade 5 teacher at Greenvale Park Elementary, effective 8/30/2021.

c) Leave of Absence

1. Sara DeVries, Teacher at Bridgewater, Family/Medical Leave of Absence, beginning 8/30/2021-10/27/2021.
2. Updated: Tiffany Kortbein, Teacher at Greenvale Park, Family/Medical Leave of Absence, effective on 4/12/2021 through the end of the 2020-2021 schoolyear.
3. Lily Landry, Teacher at Greenvale Park, Family/Medical Leave of Absence, beginning on or about 5/29/2021-11/19/2021.
4. Melissa Larsen, Instructional Coach-Behavior at Greenvale Park, Family/Medical Leave of Absence, beginning 4/7/2021 for 6-9 work weeks.
5. Pam Moening, Occupational Therapist at the NCEC, Family/Medical Leave of Absence, beginning on 4/6/2021-4/16/2021.
6. Chris Neset, Student Information Systems Specialist at the District Office, Family/Medical Leave of Absence, beginning 4/5/2021-6/4/2021.
7. Pilar Sullivan, EA at Greenvale Park, Leave of Absence, beginning 5/10/2021-5/28/2021.

d) Retirements/Resignations/Terminations

1. Sarah Bardenwerper, St. Dominic Building Nurse, resignation effective at the end of the 2020-2021 school year. Will be a substitute nurse for the district.
2. Lydia Ditlevson, Teacher at Sibley, retirement effective at the end of the 2020-2021 school year.
3. Kristen Johnson, Teacher at Greenvale Park, retirement effective at the end of the 2020-2021 school year.
4. Mark Johnson, Girls Tennis Coach at the High School, resignation effective 3/30/2021.
5. Anne Larson, Teacher at Greenvale Park, retirement effective at the end of the 2020-2021 school year.
6. Tony Mathison, Teacher at Bridgewater, retirement effective at the end of the 2020-2021 school year.
7. Rebecca Messer, Teacher at the High School, retirement effective 6/25/2021.
8. Jaqueline Meyer, Educational Assistant at the High School, retirement effective at the end of the 2020-2021 school year.
9. Rebecca Meyers, ECFE Teacher on a LOA, resigning from Spanish Screening position with the NCEC, effective 4/1/2021.
10. Stephanie Peterson, Teacher at the High School, resignation effective at the end of the 2020-2021 school year.
11. Scott Richardson, Assistant Track Coach at the Middle School, resignation effective 3/16/2021.
12. Ella Stromme, Social Worker at the ALC/NCEC, resignation effective at the end of the 2020-2021 school year.
13. Bubba Sullivan, Head Football Coach at the High School, resignation effective 3/19/2021.
14. Mary Williams, Band Director at the High School, retirement effective 6/10/2021.
15. Sue Leidner, Special Education EA/PCA, retirement effective 6/10/2021.

VII. Superintendent's Report

A. Items for Individual Action

1. Online Learning Application Approval. At the February 22, 2021 board meeting Director Langston discussed the district's application process for designation as an official online learning provider through the Minnesota Department of Education. On a motion by Butler, seconded by Goerwitz, the board approved the online learning application be submitted to the Minnesota Department of Education.
2. Teacher Laptop Refresh. On a motion by Baraniak, seconded by Gonzalez-George, the board approved the renewal of a lease agreement for 400 each MacBook Airs at a cost of \$127,400 each year for four years.
3. Revised 2020-2021 Internal Service Fund Budget. On a motion by Goerwitz, seconded by Butler, the board approved the 2020-2021 Internal Service Fund Revised Budget as follows:

	<u>Revenues</u>	<u>Expenditures</u>
Dental Fund	\$ 637,687	\$ 567,388
Health Fund	\$6,910,099	\$8,164,532

4. Policy Approval. On a motion by Goerwitz, seconded by Baraniak, the board approved Policy 438 as presented at the March 8, 2021 board meeting.
5. Resolution for Termination and Non-Renewal of Probationary Licensed Staff. On a motion by Baraniak, seconded by Butler, the board adopted the Resolution related to the termination and non-renewal of the teaching contract of the probationary licensed teachers listed below effective at the close of the current 2020-2021 school year.

<u>Name</u>	<u>FTE</u>	<u>Position</u>
Iszler-Johnson, Tammy	1.0	Occupational Therapist
Karl, Joni	1.0	High School Math
Leigh, Bridgette	1.0	Early Childhood Special Education
McCabe, Shari	.20	Physical Education
Schultz, Martha	1.0	English Learners
Vondrasek, Tara	.20	Title 1

VIII. Items for Information

- A. Enrollment Report. Superintendent Hillmann reviewed the April 2021 Enrollment Report.
- B. Raider Mascot Refresh Update. Superintendent Hillmann shared the progress toward presenting a refreshed Raider mascot. Options for the new mascot will be presented at the April 26 board meeting.

IX. Future Meetings

- A. Monday, April 26, 2021, 7:00 p.m., Regular Board Meeting, Northfield DO Boardroom
- B. Monday, May 10, 2021, 7:00 p.m., Regular Board Meeting, Northfield DO Boardroom
- C. Monday, May 24, 2021, 7:00 p.m., Regular Board Meeting, Northfield DO Boardroom

X. Adjournment

On a motion by Stratmoen, seconded by Goerwitz , the board adjourned at 9:36 p.m.

Noel Stratmoen  
School Board Clerk