SOUTH JEFFERSON CENTRAL SCHOOL DISTRICT ADAMS, NEW YORK 13605 BOARD OF EDUCATION REGULAR MEETING, SEPTEMBER 14, 2022

TRUSTEES PRESENT: Kenneth Bibbins, Joseph Eberle II, James Juczak, Troy Matteson (at

6:26 p.m.), Justin VanCoughnett (via Google Meet), Stephanie

Widrick

TRUSTEES ABSENT: Pamela Thomas

ALSO PRESENT: Scott B. Slater, Superintendent of Schools

Lisa A. Parsons, Assistant Superintendent Cora Harvey, School Business Administrator

Michelle L. Jaques, District Clerk

STAFF PRESENT: Melissa Fregoe-Cronk

OTHERS PRESENT: Christina Chamberlain, Jay Matteson, Alissa Waite, Douglas

Welbourn Jr

CALL TO ORDER

Vice President Bibbins called the regular meeting of the South Jefferson Central School District Board of Education to order at 6:00 p.m. in the Todd Dack Board Room in the Wilson Elementary School and led the Board in the Pledge of Allegiance.

APPROVAL OF AGENDA

A motion was made by Trustee Widrick and seconded by Trustee Eberle to adopt the following resolution:

RESOLVED, that the Board of Education of the South Jefferson Central School District does hereby approve the agenda as amended.

Yes 4 No 0 Motion: Carried

APPROVAL OF MINUTES

A motion was made by Trustee Eberle and seconded by Trustee Juczak to approve the Board of Education minutes of the regular meeting held on August 24, 2022.

Yes 4 No 0 Motion: Carried

A motion was made by Trustee Widrick and seconded by Trustee Eberle to approve the Board of Education minutes of the special meeting held on August 31, 2022.

Yes 4 No 0 Motion: Carried

PUBLIC FORUM

Vice President Bibbins reviewed the guidelines regarding comments presented during public forum. No comments were made.

AG ADVISORY COMMITTEE PRESENTATION

Jay Matteson, Jefferson County Agriculture Coordinator, presented information regarding agriculture and its importance in school districts. Topics included area programs and statistics. Information regarding the SJ FFA summer program was included in the packet and reviewed by the Board. Discussion followed.

CAPITAL PROJECT DISCUSSION

Two separate options for the upcoming capital project were presented at the last regular meeting. Superintendent Slater provided updated information regarding the options. Discussion followed. It was the consensus of the Board to proceed with the \$17.1 million option.

ARP FEEDBACK DISCUSSION

Summarized data from the ARP staff and community survey was included in the Board packet and reviewed by the Board. Board and public discussion followed.

ENTRANCE

Trustee Matteson entered the meeting at 6:26 p.m. during the above discussion.

SUPERINTENDENT RETENTION RECOGNITION DISCUSSION

Superintendent Slater provided information regarding the superintendent retention recognition. It was the consensus of the Board to table the retention recognition discussion until Executive Session as it affects the employment of a specific person.

APPROVAL OF BASIC LIFE SUPPORT ATHLETIC AGREEMENT

The Basic Life Support Athletic Agreement with the South Jefferson Rescue Squad to provide medical support services for fall and winter athletic events for the 2022-2023 school year was included in the Board packet and reviewed by the Board. Discussion followed.

Upon the recommendation of the Superintendent of Schools, a motion was made by Trustee Juczak and seconded by Trustee Eberle to adopt the following resolution:

RESOLVED, that the Board of Education of the South Jefferson Central School District does hereby approve the Basic Life Support Athletic Agreement with the South Jefferson Rescue Squad effective for the 2022-2023 school year as presented to the Board.

Yes 5 No 0 Motion: Carried

APPROVAL OF AMENDED CHROMEBOOK PROTECTION PLAN

Information regarding the 2022-2023 Amended Chromebook Protection Plan was included in the Board packet and reviewed by the Board. Discussion followed.

Upon the recommendation of the Superintendent of Schools, a motion was made by Trustee Eberle and seconded by Trustee Matteson to adopt the following resolution:

RESOLVED, that the Board of Education of the South Jefferson Central School District does hereby approve the Amended Chromebook Protection Plan for the 2022-2023 school year as presented.

Yes 5 No 0 Motion: Carried

APPROVAL OF PAROCHIAL TRANSPORTATION REQUEST

Upon the recommendation of the Superintendent of Schools, a motion was made by Trustee Widrick and seconded by Trustee Eberle to adopt the following resolution:

RESOLVED, that the Board of Education of the South Jefferson Central School District does hereby approve the transportation request from parents/guardians of one (1) student for student transportation to and from parochial school for the 2022-2023 school year as presented to the Board.

Yes 5 No 0 Motion: Carried

APPROVAL OF CSE/CPSE RECOMMENDATIONS

Upon the recommendation of the Superintendent of Schools, a motion was made by Trustee Eberle and seconded by Trustee Widrick to adopt the following resolution:

RESOLVED, that the Board of Education of the South Jefferson Central School District does hereby agree to provide the arrangement of services as included in the Individual Education Plans and/or evaluation summary as recommended by the Committee on Special Education or Committee on Preschool Education for students #18091, 15908, 15715, 16301, 15901, 16996, 18004, 18427, 17288, 18172, 18330, 17503, 16691, 17717, 17850, 18168, 17244, 15051, 18613, 18614, 17725, 18501, 15022, 16631, 17916, 17917, 17960, 17918, 18405, 17923, 18258, 17719, 17957, 18241, 17068, and 17899.

Yes 5 No 0 Motion: Carried

ACKNOWLEDGEMENT OF HOMESCHOOLING LIST

The Board acknowledged the homeschooling requests from ten (10) families to homeschool their children for the 2022-2023 school year.

DISTRICT UPDATES/ITEMS OF INFORMATION

The meeting was paused for a moment of silence in honor of Lucas Jenkins and Adeline Smith Ormsby. Information regarding the Jefferson-Lewis School Boards Association Fall Dinner Meeting was included in the Board packet and reviewed by the Board. Superintendent Slater stated Mrs. Dalrymple will be at the next meeting to provide an update regarding sub committees for the policy administrative manual He also provided information regarding a residential placement for a student, the health care worker bonus, and new questions regarding additional screenings for sports. Discussion followed.

APPROVAL OF FFA OVERNIGHT TRIP

An FFA overnight trip request to Saratoga Springs, New York from September 26 to September 27, 2022, to attend the 2022 NASDA annual meeting was presented to the Board. Discussion followed.

Upon the recommendation of the Superintendent of Schools, a motion was made by Trustee Eberle and seconded by Trustee Juczak to adopt the following resolution:

RESOLVED, that the Board of Education of the South Jefferson Central School District does hereby approve the FFA overnight trip request to attend the 2022 NASDA annual meeting in Saratoga Springs, New York from September 26 to September 27, 2022, as presented.

Yes 5 No 0 Motion: Carried

RESIGNATION- AIDE

Upon the recommendation of the Superintendent of Schools, a motion was made by Trustee Eberle and seconded by Trustee Juczak to adopt the following resolution:

RESOLVED, that the Board of Education of the South Jefferson Central School District does hereby accept the resignation request from Debbie Donoghue from her position as Aide effective September 23, 2022.

Yes 5 No 0 Motion: Carried

RESIGNATION- AIDE

Upon the recommendation of the Superintendent of Schools, a motion was made by Trustee Matteson and seconded by Trustee Eberle to adopt the following resolution:

RESOLVED, that the Board of Education of the South Jefferson Central School District does hereby accept the resignation request from Amy Jones from her position as Aide effective September 17, 2022.

Yes 5 No 0 Motion: Carried

RESIGNATION-CLEANER

Upon the recommendation of the Superintendent of Schools, a motion was made by Trustee Widrick and seconded by Trustee Eberle to adopt the following resolution:

RESOLVED, that the Board of Education of the South Jefferson Central School District does hereby accept the resignation request from Joseph Richter from his position as Cleaner effective October 15, 2022.

Yes 5 No 0 Motion: Carried

CREATE POSITION- SENIOR MICRO-COMPUTER TECHNICIAN

Upon the recommendation of the Superintendent of Schools, a motion was made by Trustee Eberle and seconded by Trustee Matteson to adopt the following resolution:

RESOLVED, that the Board of Education of the South Jefferson Central School District does hereby create one Senior Micro-Computer Technician position effective September 19, 2022.

Yes 5 No 0 Motion: Carried

CHANGE IN PROBATIONARY APPOINTMENT- SCIENCE TEACHER

Upon the recommendation of the Superintendent of Schools, a motion was made by Trustee Juczak and seconded by Trustee Matteson to adopt the following resolution:

RESOLVED, that the Board of Education of the South Jefferson Central School District does hereby accept the change in probationary appointment for Robert Jaspersohn for his position as Science Teacher from a three-year probationary appointment to a four-year probationary appointment effective September 1, 2022.

Yes 5 No 0 Motion: Carried

CHANGE IN TITLE- MICRO-COMPUTER REPAIR TECHNICIAN

Upon the recommendation of the Superintendent of Schools, a motion was made by Trustee Juczak and seconded by Trustee Widrick to adopt the following resolution:

RESOLVED, that the Board of Education of the South Jefferson Central School District does hereby accept the change in title for Jeffrey Chapman from Building Maintenance Mechanic to provisional, 12-month Micro-Computer Repair Technician (Civil Service Title: Micro-Computer Repair Technician) for 8 hours per day at a rate of \$21.50 per hour effective September 19, 2022.

Yes 5 No 0 Motion: Carried

CHANGE IN TITLE- SENIOR CUSTODIAN

Upon the recommendation of the Superintendent of Schools, a motion was made by Trustee Eberle and seconded by Trustee Matteson to adopt the following resolution:

RESOLVED, that the Board of Education of the South Jefferson Central School District does hereby accept the change in title for Christopher Jaques from Custodian to provisional, promotional, 12-month Senior Custodian (Civil Service Title: Senior Custodian) for 8 hours per day at a rate of \$19.78 per hour effective September 19, 2022.

Yes 5 No 0 Motion: Carried

CHANGE IN HOURS- FOOD SERVICE HELPER

Upon the recommendation of the Superintendent of Schools, a motion was made by Trustee Matteson and seconded by Trustee Eberle to adopt the following resolution:

RESOLVED, that the Board of Education of the South Jefferson Central School District does hereby approve the change in hours Dana Rogers for her position as Food Service Helper from 3 hours per day to 4 hours per day effective September 19, 2022.

Yes 5 No 0 Motion: Carried

APPOINTMENT- MICRO-COMPUTER TECHNICIAN

Upon the recommendation of the Superintendent of Schools, a motion was made by Trustee Eberle and seconded by Trustee Matteson to adopt the following resolution:

RESOLVED, that the Board of Education of the South Jefferson Central School District does hereby appoint Ian Plazony as provisional, 12-month Micro-Computer Technician (Civil Service Title: Micro-Computer Technician) for 8 hours per day at a rate of \$21.50 per hour effective October 3, 2022, pending fingerprint clearance.

Yes 5 No 0 Motion: Carried

APPOINTMENT-LIBRARY CLERK

Upon the recommendation of the Superintendent of Schools, a motion was made by Trustee Juczak and seconded by Trustee Eberle to adopt the following resolution:

APPOINTMENT-LIBRARY CLERK (Continued)

RESOLVED, that the Board of Education of the South Jefferson Central School District does hereby appoint Renee McDonald as .82 FTE Library Clerk (Civil Service Title: Library Clerk) at the Clarke Building for 5.75 hours per day at a rate of \$15.00 per hour effective October 3, 2022.

Yes 6 No 0 Motion: Carried

APPOINTMENT-TUTOR

Upon the recommendation of the Superintendent of Schools, a motion was made by Trustee Matteson and seconded by Trustee Widrick to adopt the following resolution:

RESOLVED, that the Board of Education of the South Jefferson Central School District does hereby appoint Margaret Briggs as Tutor at a rate of \$27.00 per hour effective for the 2022-2023 school year.

Yes 5 No 0 Motion: Carried

APPOINTMENT- ADULT EDUCATION COORDINATOR

Upon the recommendation of the Superintendent of Schools, a motion was made by Trustee Widrick and seconded by Trustee Juczak to adopt the following resolution:

RESOLVED, that the Board of Education of the South Jefferson Central School District does hereby appoint Val Zehr as Adult Education Coordinator at a rate of \$500 per semester effective for the 2022-2023 school year.

Yes 5 No 0 Motion: Carried

APPOINTMENTS-POOL OPERATORS

Upon the recommendation of the Superintendent of Schools, a motion was made by Trustee Widrick and seconded by Trustee Matteson to adopt the following resolution:

RESOLVED, that the Board of Education of the South Jefferson Central School District does hereby appoint Chris Jaques, Chris Berry, and Steve Smeeton as Pool Operators with stipends according to the negotiated agreement effective for the 2022-2023 school year.

Yes 5 No 0 Motion: Carried

APPOINTMENT- STUDENT TEACHER

Upon the recommendation of the Superintendent of Schools, a motion was made by Trustee Eberle and seconded by Trustee Matteson to adopt the following resolution:

RESOLVED, that the Board of Education of the South Jefferson Central School District does hereby appoint Julia Rolando as a Student Teacher at the Mannsville Elementary Building effective for the 2022-2023 school year.

Yes 5 No 0 Motion: Carried

APPOINTMENT- SOCIAL WORKER INTERN

Upon the recommendation of the Superintendent of Schools, a motion was made by Trustee Eberle and seconded by Trustee Widrick to adopt the following resolution:

APPOINTMENT- SOCIAL WORKER INTERN (Continued)

RESOLVED, that the Board of Education of the South Jefferson Central School District does hereby appoint Taylor Davis as a Social Worker Intern at the Clarke Middle School effective for the 2022-2023 school year.

Yes 5 No 0 Motion: Carried

APPOINTMENTS- MENTORS

Upon the recommendation of the Superintendent of Schools, a motion was made by Trustee Eberle and seconded by Trustee Matteson to adopt the following resolution:

RESOLVED, that the Board of Education of the South Jefferson Central School District does hereby appoint the following as Mentor Teachers with stipends according to the negotiated agreement effective for the 2022-2023 school year:

Leslie Robare (G. Hickson)	Formal
Ellen Moculski (A. Harvey)	
Joy Cumming (B. Jaspersohn)	Informal
Heather Stevens (R. Jaspersohn)	Informal
Chelsey Zuber (T. Bennett)	Informal
Tayler Sorell (K. Rosbrook)	Formal
Brooke Filson (A. Smith)	Formal
Tracy Puckett (N. Smith)	Informal
Amber Roberts (A. Ahlstrom)	Formal
Alyssa Freeland (R. Theiss)	Formal
Briana West (A. Zehr)	1 st Semester Formal; 2 nd Semester Informal
Sarah Crossway (M. Keister)	1st Semester Formal; 2nd Semester Informal

Yes 5 No 0 Motion: Carried

APPOINTMENT- INSTRUCTIONAL SUBSTITUTE ADDENDUM

Upon the recommendation of the Superintendent of Schools, a motion was made by Trustee Eberle and seconded by Trustee Juczak to adopt the following resolution:

RESOLVED, that the Board of Education of the South Jefferson Central School District does hereby approve the instructional substitute list as presented and as follows and in accordance with the fingerprinting and background clearance requirements effective for the 2022-2023 school year:

Yes 5 No 0 Motion: Carried

APPOINTMENTS- SUPPORT STAFF SUBSTITUTE ADDENDUM

Upon the recommendation of the Superintendent of Schools, a motion was made by Trustee Widrick and seconded by Trustee Eberle to adopt the following resolution:

APPOINTMENTS- SUPPORT STAFF SUBSTITUTE ADDENDUM (Continued)

RESOLVED, that the Board of Education of the South Jefferson Central School District does hereby approve the support staff substitute list as presented and as follows and in accordance with the fingerprinting and background clearance requirements effective for the 2022-2023 school year:

Kevin LaFlesh	reappointment, cleaner
Leah Fowler	± ±
Candise Heffernan	cleaner
Joseph Hodges	

Yes 5 No 0 Motion: Carried

APPOINTMENTS- 2022-2023 CLUB AND CLASS ADVISORS

Upon the recommendation of the Superintendent of Schools, a motion was made by Trustee Juczak and seconded by Trustee Eberle to adopt the following resolution:

RESOLVED, that the Board of Education of the South Jefferson Central School District does hereby appoint the following as Class & Club Advisors with stipends according to the negotiated agreement effective for the 2022-2023 school year:

Vi Dagger	Cu Class II and A design 199
Kim Besaw	
Brenda Podvin	
Brenna Shepard	
Benita Cataldo	,
Laura Trombley	
Brianna Jaspersohn	
Sarah Morris	Freshman Class Head Advisor '26
Melissa Fregoe-Cronk	Freshman Class Advisor '26
Alyssa Freeland	Whiz Quiz
Caitlin Vickery	HS Book Club
Abby Stone	
Eric Chrisman	
Chelsey Zuber	HS Spanish Club
Joy Cumming	
Joy Cumming	
Kerry Kennett	LEAD
Dave Easton	National Honor Society
Lynea Gibbs	National Honor Society
Leslie Robare	National Junior Honor Society
Abby Stone	MS Student Council
Amber Roberts	MS Student Council
Debbie Kehoe	
Tracy Puckett	
Jennifer Fraser & Rebekah Honer	Sources of Strength (split one stipend)
Michelle Whitley & Randy Fuller	Sources of Strength (split one stipend)
Amy Williams	
Kristina Taylor	
Brian Hallett	•

APPOINTMENTS- 2022-2023 CLUB AND CLASS ADVISORS (Continued)

T 1'd TAT '	
Judith Whitney	HS Art Club
Judith Whitney	HS Yearbook Club
	Students Against Destructive Decisions
Melissa Fregoe-Cronk	HS FFA
Anthony Cronk	MS FFA
Tina Groff	Odyssey of the Mind Coordinator
	Head Teacher- Wilson
	Head Teacher- Wilson
Jon Abbott	Head Teacher- Mannsville
	Head Teacher- Mannsville
Nicky Sech	Head Teacher - Middle School
	Head Teacher - High School
Christi Johnson	
Sarah Crossway	Drama Club
Connie Bast	HS Musical
Connie Bast	HS Musical MS Musical
Sarah Morris	Film Club
Joy Cumming	Gay Straight Alliance (GSA) (Voluntary)
Kerry Kennett & Benita Cataldo	
· ·	` '

Yes 5 No 0 Motion: Carried

ACKNOWLEDGEMENTS- NORTH COUNTRY FAMILY HEALTH CENTER SCHOOL-BASED CLINIC STAFF

The Board acknowledged Luciana Brinson, Jocelyn Gaereminck, Rachel Handura, Stacy Houppert, Erica Kendrew, Laurie Morrill, Selina Villanueva, Melissa Robinson, and Sam See as North Country Family Health Center School-Based Clinic staff effective for the 2022-2023 school year.

APPOINTMENTS- VOLUNTEERS

Upon the recommendation of the Superintendent of Schools, a motion was made by Trustee Widrick and seconded by Trustee Eberle to adopt the following resolution:

RESOLVED, that the Board of Education of the South Jefferson Central School District does hereby approve the following as volunteers effective for the 2022-2023 school year:

Yes 5 No 0 Motion: Carried

APPROVAL OF TREASURER'S REPORT (6/22)

Upon the recommendation of the Superintendent of Schools, a motion was made by Trustee Widrick and seconded by Trustee Eberle to adopt the following resolution:

RESOLVED, that the Board of Education of the South Jefferson Central School District does hereby approve the following Treasurer's Report for June 2022:

APPROVAL OF TREASURER'S REPORT (6/22) (Continued)

	Ending Balance
GENERAL FUND	-
Checking WSB	\$103,994.93
Savings Chase	5,012,085.17
Savings NY Class	906,857.48
Unemployment Reserve	70,237.83
Property Loss Reserve	7,059.14
Liability Reserve	23,504.36
TRS Reserve	450,172.18
ERS Reserve	390,504.99
Worker's Comp Reserve	240,310.79
Payroll Checking WSB	0.00
FOOD SERVICES FUND	
Checking WSB	86,978.12
CAPITAL FUND	
Savings Chase	100,195.29
Savings NY Class	8,349.66
MISCELLANEOUS SPECIAL REVENUE	
Scholar Savings WSB	20,536.31
GROUP BENEFITS	
Health Checking WSB	837,741.20
Health Catalyst	0.00
Health Savings NY Class	4,189,898.73
Dental Checking WSB	229,145.11
Flex Spending WSB	45,418.95
OTHER ACCOUNTS	
Tax Collector- WSB	0.00
Tax Collector- WSB ACC	0.00
Extra-Curricular WSB	232,751.41

Yes 5 No 0 Motion: Carried

SCHEDULE OF CHECKS WRITTEN INFORMATION

The schedule of checks written for the month of June 2022 was included in the Board packet and reviewed by the Board.

APPROVAL OF BUDGET REPORT

Upon the recommendation of the Superintendent of Schools, a motion was made by Trustee Widrick and seconded by Trustee Juczak to adopt the following resolution:

RESOLVED, that the Board of Education of the South Jefferson Central School District does hereby approve the budget report for June 2022.

APPROVAL OF BUDGET REPORT (Continued)

Yes 5 No 0 Motion: Carried

REVENUE REPORT INFORMATION

The revenue report for the month of June 2022 was included in the Board packet and reviewed by the Board.

APPROVAL OF HEALTH INSURANCE (6/22) RECAP

The Health Insurance Report for June 2022 was included in the Board packet and reviewed by the Board. Discussion followed.

Upon the recommendation of the Superintendent of Schools, a motion was made by Trustee Widrick and seconded by Trustee Eberle to adopt the following resolution:

RESOLVED, that the Board of Education of the South Jefferson Central School District does hereby approve the Health Insurance Report dated June 2022.

Yes 5 No 0 Motion: Carried

DENTAL REPORT INFORMATION & APPROVAL

Dental report information for the 2021-2022 school year which included rates for the 2022-2023 school year was included in the Board packet and reviewed by the Board. Discussion followed.

Upon the recommendation of the Superintendent of Schools, a motion was made by Trustee Widrick and seconded by Trustee Matteson to adopt the following resolution:

RESOLVED, that the Board of Education of the South Jefferson Central School District does hereby approve the dental report for the 2021-2022 school year with rates remaining the same for the 2022-2023 school year as presented to the Board.

Yes 5 No 0 Motion: Carried

APPROVAL OF CAPC CONTRACT

The agreement with Community Action Planning Council of Jefferson County (CAPC) for services provided for a Head Start Program was included in the Board packet and reviewed by the Board.

Upon the recommendation of the Superintendent of Schools, a motion was made by Trustee Eberle and seconded by Trustee Juczak to adopt the following resolution:

RESOLVED, that the Board of Education of the South Jefferson Central School District does hereby accept the agreement with Community Action Planning Council of Jefferson County for services provided for the Head Start program for the 2022-2023 school year at the Wilson Elementary Building as presented.

Yes 5 No 0 Motion: Carried

APPROVAL OF UPDATED MANDATORY AVAILABILITY

Upon the recommendation of the Superintendent of Schools, a motion was made by Trustee Eberle and seconded by Trustee Juczak to adopt the following resolution:

APPROVAL OF UPDATED MANDATORY AVAILABILITY (Continued)

RESOLVED, that the Board of Education of the South Jefferson Central School District does hereby approve the updated Mandatory Availability list with the accompanying stipends as presented effective for the 2022-2023 school year in accordance with the Mandatory Availability/District Cell Phone Use policy.

Yes 5 No 0 Motion: Carried

DEPARTURES

Melissa Fregoe-Cronk, Jay Matteson, Alissa Waite, and Douglas Welbourn Jr departed the meeting at 6:53 p.m.

EXECUTIVE SESSION

A motion was made by Trustee Widrick and seconded by Trustee Eberle to enter into Executive Session for the purpose of discussing the employment of particular persons and to invite Christina Chamberlain into the session.

Yes 5 No 0 Motion: Carried Time: 6:54 p.m.

DEPARTURE AND REENTRANCE

District Clerk Jaques departed the meeting at 6:54 p.m. and reentered at 6:56 p.m. during Executive Session.

EXECUTIVE SESSION (Continued)

A motion was made by Trustee Eberle and seconded by Trustee Matteson to exit Executive Session.

Yes 5 No 0 Motion: Carried Time: 7:17 p.m.

SUPERINTENDENT RETENTION RECOGNITION APPROVAL

A motion was made by Trustee Eberle and seconded by Trustee Juczak to adopt the following resolution:

RESOLVED, that the Board of Education of the South Jefferson Central School District does hereby approve the superintendent retention recognition as presented.

Yes 5 No 0 Motion: Carried

ADJOURNMENT

A motion was made by Trustee Matteson and seconded by Trustee Eberle to adjourn the meeting.

Yes 5 No 0 Motion: Carried Time: 7:18 p.m.

Respectfully submitted,

Michelle L. Jaques District Clerk