

**ORANGE UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION • REGULAR MEETING
District Education Center • Board Room
1401 North Handy Street • Orange, California**

**Thursday • March 29, 2007
7:00 P.M. • Closed Session
7:30 P.M. • Regular Session**

MINUTES

*An audio tape of this meeting is on file in the Superintendent's Office
for three years after the meeting date.*

CALL MEETING TO ORDER

Board President, Kimberlee Nichols, called the meeting to order at 7:00 p.m.

ESTABLISH QUORUM

A quorum was established with the following Board members: Mrs. Nichols, Mrs. Moffat, Mr. Poutsma and Mrs. Smith. Mr. Ledesma, Mr. Ortega and Mr. Rocco were not present for closed session. All Board members were present for open session.

SUPPLEMENTAL CLOSED SESSION AGENDA ITEM

4.B. PUBLIC EMPLOYEMENT

Government Code 54957

Title: Senior High School, Canyon High School
Senior High School Principal, El Modena High School
Senior High School Principal, Villa Park High School

Motion No. 93

It was moved by Mr. Poutsma, seconded by Mrs. Moffat and carried by a vote of 4-3 (Absent: Ledesma, Ortega, Rocco) to add the supplemental closed session item as listed above.

PUBLIC COMMENT ON CLOSED SESSION AGENDA ITEMS

No speakers.

ADJOURN TO CLOSED SESSION

The meeting adjourned to closed session at 7:02 p.m. to discuss the following items:

4.A. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

Government Code 54957

CALL TO ORDER – REGULAR SESSION

Mrs. Nichols called the meeting to order at 7:32 p.m.

Dr. Godley announced the passing of long-time employee, Melinda Martin, secretary in the Research & Assessment Office, and William "Bill" Frantz, former Athletic Director at Orange High School (1950-1958).

PLEDGE OF ALLEGIANCE

Mrs. Nichols invited the audience and staff to join the Board in reciting the Pledge of Allegiance.

REPORT OF CLOSED SESSION DECISIONS AS REQUIRED BY THE BROWN ACT

Dr. Godley reported that the motion was made by Mr. Poutsma, seconded by Mrs. Smith and carried by a vote of 4-3 (Absent: Ledesma, Ortega, Rocco) to appoint Ed Howard as Acting Principal at Villa Park High School after receiving the resignation of Dr. David Steinle.

ADOPTION OF AGENDA

Motion No. 94

It was moved by Mrs. Smith, seconded by Mrs. Moffat and carried by a vote of 5-1-1 (No: Rocco; Absent: Ortega) to adopt the March 29, 2007 agenda.

ANNOUNCEMENTS AND ACKNOWLEDGMENTS

Item 9.A. Superintendent's Report

No report.

Item 9.B. Board President's Report

No report.

Item 9.C. Board Recognition of Students, Staff and Community

Mr. Rocco acknowledged Denise Bittel for being selected as one of the state legislature's women of the year.

Mrs. Nichols recognized Canyon Rim Elementary School and Principal, Randi Leach, for hosting Lowell Joint Union School District for providing them with insight into the District's programs and teaching strategies.

Item 9.D. State of the School Report

Hillary Christensen, SACBE representative from El Modena High School, gave her State of the School Report.

APPROVAL OF MINUTES

None.

PUBLIC COMMENT: Non-Agenda Items

Ron Lackey, Ed.D., 33681 Halyard Drive, Dana Point, spoke on behalf of the Special Education

Alliance Task Force, which was organized in response to a county-wide Joint Powers Agreement. Dr. Lackey was seeking the withdrawal of districts from the alliance.

ACTION ITEMS

Item 12.A. Resolution No. 22-06-07 Declaring the District's Intention to Convey a Portion of Linda Vista Elementary School Fronting Along Cannon Street to the City of Orange for the Canon Street Realignment Project

The City of Orange requests that the District convey the 20-foot frontage along Cannon Street of Linda Vista Elementary School (Legal description - Exhibit "A" & "B"). District and school staff reviewed the proposed plans and asked for certain design considerations. The City modified the design to accommodate those requests.

The District is authorized to convey property to the City under Education Code Section 17556, et. seq. Prior to the conveyance and recording, three steps must be taken per the Code: 1) Board resolution declaring intent to grant the conveyance; 2) Conduct a public hearing; and 3) Second Board resolution conveying title. Upon approval of the resolution presented herein, staff will advertise the public hearing at the next regularly scheduled Board meeting on April 19, 2007.

Motion No. 95

It was moved by Mrs. Smith, seconded by Mr. Poutsma and carried by a vote of 5-1-1 (Abstain: Rocco; Absent: Ortega) to approve Resolution 22-06-07 declaring the District's intention to convey grant deed to the City of Orange for the Cannon Street Realignment Project.

Item 12.B. Orange Unified School District Legislative Coalition – Request for Support of Pending Legislation

At the February 22nd meeting, the Board of Education approved the Legislative Coalition's 2007 Platform, which will be presented to California legislators during the Coalition's trip to Sacramento in April. In addition, the Coalition requested Board approval for the Coalition to support newly-introduced legislation as follows:

- **AB 1638 Houston**

This bill would require the Superintendent of Public Instruction, for the 2007-08 fiscal year, to compute an equalization adjustment for each school district pursuant to the same formula used for the 2006-2007 fiscal year.

- **AB 768 Walters**

This bill would declare the intent of the Legislature to enact legislation to consolidate certain funds currently allocated to school districts through various categorical education programs.

- **AB 168 Berg**

This bill would authorize a school district to apply to the State Allocation Board (SAB) for new construction funding based on a lack of *minimum essential facilities*, or a failure of the minimum essential facilities to meet the minimum square footage requirements on an existing school site.

Motion No. 96

It was moved by Mr. Poutsma, seconded by Mrs. Smith to support the newly-introduced legislation as stated above.

Mrs. Moffat requested that AB 768 be removed from the motion because it is a "spot" bill. The bill only has intent rather than specific language.

Mr. Poutsma did not agree to amend the motion. He stated that his reason for keeping his motion was that any time a district can coalesce in categorical funding, it gives the local school district more say-so over where the dollar goes.

Discussion took place regarding the language of this particular bill and the lack of content and specifics.

(John Ortega arrived at 7:58 p.m.)

Mr. Poutsma withdrew his motion (No. 96) out of concern for the Legislative Coalition's trip to Sacramento and the lack of full support of AB 768.

Motion No. 97

It was moved by Mrs. Smith, seconded by Mr. Poutsma and carried by a vote of 6-1 (No: Rocco) to write a letter in support of AB 1638.

It was moved by Mrs. Smith, seconded by Mrs. Nichols and carried by a vote of 6-1 (No: Rocco) to support of AB 168.

Motion No. 98

It was moved by Mrs. Smith, seconded by Mr. Poutsma and carried by a vote of 6-1 (No: Rocco) of writing a letter in support of AB 768.

Mrs. Nichols suggested that it is in the District's best interest to combine categorical funding and that rather than supporting this particular legislation, give the Superintendent direction as to the content.

Item 12.C. Proposed Board Bylaw Revisions – BB 9200, Board Members; BB 9322, Agenda/Meeting Materials – First Reading

At the March 8, 2007 meeting, the issue was raised whether agenda Item 13.D. requested by Mr. Ledesma and Mr. Rocco was within the subject matter jurisdiction of the Board of Education. It

was the consensus of the Board to consider revising its bylaws regarding the procedure for Board members to submit an agenda item.

The proposed revision to Board Bylaws 9200 and 9322 (attached) states that agenda items submitted by Board members for placement on the agenda must be submitted to the Superintendent's office at least ten working days prior to the meeting date. The Board President will decide whether the request is within the subject matter jurisdiction of the Board and whether the agenda item is appropriate for open or closed session. If the Board President decides the item is not within the subject matter jurisdiction of the Board, the Board member may appeal to the Board of Education for a final determination

Motion No. 99

It was moved by Mrs. Nichols and seconded by Mr. Ortega to accept the proposed Board Bylaw revisions for a first reading with possible amendments to surface during discussion.

Discussion

Mr. Poutsma stated that he is not in favor of having the majority of the Board approve an appeal; the minority would not be represented. He added that he favors the suggested three board member approval. He added that there is something inherently wrong when the majority has to approve a minority point of view.

Mrs. Moffat commented on the process for placing items on the agenda. She suggested taking a survey of other school districts. She noted that in some districts, it is simply the call of the Board President as to whether the item is to be placed on the agenda, without an appeal process. In some districts, it is the call of the Superintendent in consultation with legal counsel to determine whether the subject matter is within the jurisdiction of the Board. She agreed with Mr. Poutsma's remarks but also suggested bringing those requests before the Board,

Dr. Godley noted that the CSBA does not have any appeal process.

Discussion continued among the members of the Board. Mr. Rocco continued to speak despite Mrs. Nichols' attempts to give the other members the floor.

Motion No. 100

Mrs. Smith called for the question; it was seconded by Mr. Poutsma.

By call of the chair, the meeting took a recess at 8:15 p.m.

The meeting reconvened at 8:28 p.m.

Motion No. 100, which called for the question of Item 12.C., carried by a vote of 4-1-2 (No: Rocco; Absent: Ledesma, Poutsma).

Motion No. 99 carried by a vote of 4-1-2 (No: Rocco; Absent: Ledesma, Poutsma) to accept the Board Bylaw revisions for a first reading with consideration for the comments made.

Motion No. 101

It was moved by Mrs. Smith, seconded by Mr. Ortega and carried by vote of 4-1-2 (No: Rocco; Absent: Ledesma, Poutsma) to consider an agenda item out of order, to take consent items first.

Motion No. 102

It was moved by Mr. Ortega, seconded by Mrs. Moffat and carried by a vote of 5-1-1 (No: Rocco; Absent: Poutsma) to approve the consent items

CONSENT ITEMS

Item 14.A. Purchase Orders List

The Board approved the Purchase Order List dated February 26 through March 18, 2007 in the amount of \$3,742,272.61. See attached Purchase Orders List.

Item 14.B. Warrants List

The Board accepted the Warrants List dated February 26 through March 18, 2007 in the amount of \$7,543,512.73. See attached Warrants List.

Item 14.C. Gifts

The Board accepted the following donation and a letter of appreciation will be forwarded to the benefactor.

- Sand blaster to the El Modena HS auto class, donated by L&P Automotive Paint & Supply
- 88 Disney Salutes Performance tickets to Olive ES second grade, donated by Disneyland Resort
- Office supplies to Chapman Hills ES, donated by Diana Des Champs and Barbara Handlemann
- Three Sony Digital Cameras to Crescent Intermediate, donated by Channel – A Chicago Warehouse
- Two work-station desks to the BTSA office, donated by D'ellen Greer
- Dell computer, browser carts, Judy mini clocks, set of nine reading comprehension kits to Imperial ES, donated by Sandra Cotter

- Six copies of **Yankee Doodle Gals: Women Pilots of WW II** to the middle school libraries, donated by Doris Muise

Item 14.D. Contract Services Report – Business Services

JANA LICHTENBERGER CONSULTING SERVICES

The District requires construction contract management services in the Facilities and Planning Department to efficiently manage bidding and contracts for modernization funded construction projects. Jana Lichtenberger is qualified to perform this work.

Special Reserves/Capital Projects.....not-to-exceed.....\$28,600

ALAN J. DALY, PH.D.

On April 18, 2007, Dr. Alan Daly will present to school site secretaries and office managers, as well as District office classified secretaries and support staff, a presentation on the topic of Professional Learning Communities and the key roles that classified support staff play. Consultant will provide copy ready materials six working days prior to the event.

Outside Professional Services.....not-to-exceed.....\$700

Item 14.E. Acceptance of Completed Contract(s) and Filing of Notice(s) of Completion

The Board accepted the contract(s) listed below as complete, authorized staff to file appropriate notice(s) of completion and released the retention payment(s) to the contractor(s).

BID NO. 577 – Unit Price Contract - Replace phone cable for rooms 17-29 and rooms 31-32

Project(s): Fairhaven Elementary
Original Board Approval: March 23, 2006
Original Purchase Order: 704569
Completion Date: February 21, 2007
Contractor: Stone Electric, Inc.
Original Project Amount: \$22,350.00
Change Order(s) Amount: \$ - 0 -
Total Project Amount: \$22,350.00
Fund(s): Deferred Maintenance (14)

BID NO. 577 – Electrical – Low voltage, data, related wiring repairs, replacement & installation – Unit Price Contract

Project(s): Richland Continuation: Furnish and install all power and low voltage conduits
Original Board Approval: March 23, 2006
Original Purchase Order: 704152
Completion Date: February 21, 2007
Contractor: Stone Electric, Inc
Original Project Amount: \$21,338.00
Change Order(s) Amount: \$ - 0 -

Total Project Amount: \$21,338.00
Fund(s): General Fund (01)

BID NO. 587 – Asphalt for the replacement of basketball courts

Project(s): Cerro Villa Middle School asphalt for the replacement of basketball courts
Original Board Approval: November 16, 2006
Original Purchase Order: 7035 17, 913517, 9235 17
Completion Date: March 1, 2007
Contractor: J. B. Bostick Company, Inc.
Original Project Amount: \$186,809
Change Order(s) Amount: \$9,500 (Extra grading work needed)
Change Order(s) Amount: \$3,037 (Additional asphalt due to unstable grading)
Total Project Amount: \$199,346.00
Fund(s): Deferred Maintenance (14)

HVAC/Lighting System Upgrade – Resolution 01-06-07

Project(s): Canyon HS Upgraded lighting, controls; more efficient heating and cooling systems
Original Board Approval: July 20, 2006
Original Purchase Order: 702403
Completion Date: February 26, 2007
Contractor: Chevron Energy Solution Co.
Original Project Amount: \$1,464,769.00
Change Order(s) Amount: \$ - 0 -
Total Project Amount: \$1,464,769.00
Fund(s): Special Reserves (40)

Item 12.F. Approval of Unit Price Contract Bid 577 Option Exercise – Renewal for Electric Services

The Board authorized staff to exercise the first annual option and renew the Unit Price Contract Bid 577 with Stone Electric No. 2, Inc. for a second year.

Item 14.G. Resolution No. 23-06-07: Approval to Modify the Existing Master Contract Between the District and the Xerox Corporation

The Board authorized staff to enter into an appropriate Master Contract modification with the Xerox Corporation for new reproduction equipment, equipment and software upgrades, and related supplies and services and contracts consolidation.

Item 14.H. Resolution No. 24-06-07: Approval to Renew U.S. Air Conditioning Distributors, Inc. Cooperative Purchasing Agreement for Heating, Ventilation and Air Conditioning

The Board approved the renewal of the Glendale Unified School District's Bid P11-02/03 to procure heating, ventilation and air conditioning equipment and related components from U.S. Air Conditioning Distributors, Inc., as appropriate.

Item 14.I. Liability Claim No. 06/07-014

The Board rejected Liability Claim No. 06/07-014.

Item 14.J. Personnel Report

The Board approved the attached Personnel Report.

Item 14.K. Student Teacher Assignments/Agreements

The Board approved the attached Student Teacher Assignments as presented.

Item 14.L. Teacher Assignment/Consent – Variable Short-Term Waiver

The Board approved the variable term waiver as presented

Item 14.M. Contract Services Report – Educational Services

The Board approved the Contract Services Report – Educational Services as presented.

MANAGEMENT SUPPORT SERVICES

Management Support Services will provide training and staff development support for 6th grade teachers at 12 school sites to assist in the implementation of the Enhancing Education Through Technology (EETT) grant.

EETT not to exceed \$15,000

POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS (PBIS)

Four elementary schools (Fairhaven, Fletcher, La Veta and Panorama), under the supervision of Dr. Susan Ferencz, are participating in the PBIS program as first year schools. This program is currently being used in 5300 school districts nationwide as a research based practice which has proven that school environments that are positive, preventive, predictable, relevant and effective are not only safer, healthier and more caring, but also provide enhanced learning and teaching outcomes. The cost of the program is \$600 per school.

Outside Servicesnot-to-exceed \$3,000

BLIND CHILDREN’S LEARNING CENTER

Change order: Board approved \$4,000 on July 20, 2006. Due to additional services required for orientation and mobility assessments for the Pupil Services Department, an increase is needed for expenses through June 2007.

Special Education not-to-exceed \$3,000

Item 14.N. Study Trips

The Board approved the following study trips:

Canyon HS – Key Club – Long Beach, CA – April 20– 22, 2007

Canyon’s Key Club, under the direction of their advisor Jennifer Eckert, will travel to Long Beach to participate in the 2007 California, Nevada and Hawaii Key Club District Convention. The students will have the opportunity to attend workshops that cover leadership and community

building. The eight male and ten female students will be accompanied by one male and one female adult chaperones. The group will be housed at the Long Beach Westin Hotel and each student will be transported by their own parent. The cost per student is \$125 and scholarships are available. The students will miss one school day and a substitute will be required. The cost of the substitute will be reimbursed through the Key Club funds.

El Modena HS Boy's Volleyball – Las Vegas, NV – April 1 – 4, 2007

El Modena's Boy's Volleyball team will travel to Las Vegas to compete in the 15th Annual Two-Day Las Vegas Easter Invitational Men's Volleyball Tournament. Student/athletes will have the opportunity to compete against top players from across the states and gain experience for competition in CIF later this year. The 12 male students will be accompanied by six male and three female adult chaperones. Transportation will be provided by parents. Any parent driving a student other than their own will have an OUSD Driver Certificate on file prior to this trip. Students/athletes and chaperones will be staying at the Palace Station Hotel in Las Vegas. The students will not miss any school days and no substitute will be required. There is no cost to the students as the booster club is funding this trip.

Villa Park HS – Science Class – Catalina Island, CA – April 18 – 20, 2007

Villa Park High School science class, under the direction of their teacher, Greg Mitchell, will travel to Catalina Island to participate in an outdoor educational experience provided through Guided Discoveries. Students will explore the island flora, fauna and ecological relationships of the island organisms. The 20 male and 25 female students will be accompanied by two female and one male adult chaperone. The students will travel by District bus to Pierpoint Landing in Long Beach to board the Catalina Cruise ship to the final destination at CIMI Fox Landing. Guided Discoveries provides the food and lodging for the students. Cost per student is \$250 and scholarships are available. The students will miss three school days and a substitute will be required. The cost of the substitute will be reimbursed through student body funds.

Nohl Canyon's Destination Imagination Team, Elk Grove, CA, March 31, to April 1, 2007

Nohl Canyon's 12-member Destination Imagination Team, under the supervision of Denise Trenner, will travel to Elk Grove to participate in the State Competition for Destination Imagination. Students will compete at Monterey Trail High School and Edward Harris Middle School. Each child is attending the event with their own parents who have arranged their transportation and lodging. Total cost per student is \$200 and scholarships are available.

Orange HS – Junior ROTC – Camp Pendleton, CA – April 2 – 5, 2007

This is an amendment to the study trip submitted and approved on December 14, 2006. The original trip planned to Bridgeport, CA on April 1– 7, 2007 has been changed to Camp Pendleton due to troops arriving home from military service.

Orange's JROTC, under the direction of Lt. Col. Ruthenberg, will travel to Camp Pendleton to participate in a military orientation. The students will experience military living staying in barracks and eating in the mess hall. They will participate in rappelling, rigid rubber raft exercise

and various obstacle courses as well as operate the Individual Simulated Marksmanship Trainer. The students will ride in the ocean amphibious tractors and conduct force marches. The 28 female and 17 male students will be accompanied by three male and two female adult chaperones. Transportation will be provided by OUSD buses with the students housed in the barracks. There is no cost to the students. The students will not miss any school days and no substitute will be required.

Item 14.O. Memorandum of Understanding between Orange county Superintendent of Schools and Orange Unified SELPA, SUCSESS Project

The Board approved the Memorandum of Understanding between the Orange County Superintendent and Orange Unified SELPA.

Item 14.P. Textbook Adoptions – Final

The Board adopted the attached list of textbooks for the District.

Item 14.Q. Textbook Adoption – 30-Day Review by Public

The Board placed the attached list of textbooks on display for the 30-day review period to be considered for adoption at the May 10th Board meeting.

Item 14.R. Special Education Non-Public Schools & Designated Instructional Services 2006-07

The Board authorized non-public school/agency placement for the student identification numbers listed on the attached report, as presented.

Item 14.O. Expulsion of Student: Case No. 06-07-33

The Board upheld the recommendation of the Administrative Hearing Panel.

Item 14.P. Expulsion of Student: Case No. 06-07-34

The Board upheld the recommendation of the Administrative Hearing Panel.

INFORMATION/DISCUSSION ITEMS

Item 13.A. Presentation of Reorganization Plan for District and Site Level Administrative Duties and Other Operational Adjustments as Related to the 2007-08 General Fund Budget

The development of the 2007-08 General Fund budget is in process. That process includes development of a multi-year projection that will receive positive certification from the Orange County Department of Education indicating the District will be able to meet its financial obligations for the current fiscal year and subsequent two fiscal years.

As part of this process, compliance issues for use of categorical funding will be reviewed, studies of staffing in comparable districts will be conducted and an extensive study of Special Education programs will be completed. The results of these studies will provide a basis for a final budget recommendation. This plan provides the necessary framework for implementation. While this

plan has a fiscal component, educational opportunities for students and professional growth opportunities for staff will be strengthened with implementation. Our limited resources will be focused to provide a greater degree of personalization and individualization instruction and small class size programs will be maintained.

Expansion of alternative programs including the Opportunity Program, Community Day School, ROP Program, and Saturday School will not only help to increase Average Daily Attendance (ADA), but will increase accountability and expand educational options for all students. The impact of declining enrollment has prompted greater review of where students are receiving educational services. Students with attendance, academic, or behavior issues often end up in instructional programs outside the District. This may have been an acceptable solution when facilities were at capacity, but it is not acceptable any longer. Orange Unified School District needs to be the best educational opportunity for every student residing here and these new programs will provide that opportunity.

One of the key components of this plan includes re-assigning additional responsibilities that are included in categorical programs to principals at small schools (enrollment less than 450). This will create equality when comparing assignments with principals at larger school sites, provide professional growth opportunities as principals gain expertise through an expanded assignment, and allow small sites to continue to operate in a fiscally responsible manner.

There will be little or no money coming from the state in the near future for new programs due to the budget situation. Districts are seeking more local control through the legislative process for current and future funding. It's important to plan and use current resources in an efficient and effective way in order to make the case for more local control stronger.

This plan will utilize resources more efficiently, allow for stability to continue current educational programs, increase the ability to maintain local neighborhood schools, and help to provide a competitive level of compensation to attract and retain quality employees.

PUBLIC COMMENTS: Non-Agenda Items

There were no speakers.

OTHER BUSINESS (Board/Staff Conference and Comments)

Item 16.A. Villa Park City/Schools Committee Meetings

In October 2006, the City of Villa Park invited the District to participate in monthly meetings separate from the City/Schools Coordinating Committee meetings. Four meetings have taken place to date. Both the City of Villa Park and OUSD District staff are requested to be in attendance. It became evident that guidelines and procedures need to be established between the District and the City of Villa Park in order to maximize staff time and for the meetings to be effective.

Mrs. Nichols noted that it came to her attention that disparaging remarks regarding the Superintendent were made at the last Villa Park City Council meeting in March by the Chair with, what Mrs. Nichols believes, to be a grave misunderstanding as to why there was no District personnel present at that meeting. She added that those disparaging remarks were also made at the Villa Park City/Schools meeting as well. Mrs. Nichols listed the various people from the District who would attend these meetings and that the issue at hand was that there was not going to be District representation at the last meeting due to a scheduling conflict.

Mrs. Nichols stated that it is the District's intent is to cooperate and work effectively to benefit mutual interests relative to District schools within Villa Park.

Mrs. Nichols asked for input from the Board members. She suggested directing the Superintendent to meet with and/or write to the Villa Park City Manager to confirm and establish what our protocol guidelines, expectations and procedures are for doing business with the City of Villa Park.

The Board concurred with Mrs. Nichols. Mrs. Moffat suggested alternating city/schools meetings between the District and the City of Villa Park.

The Board directed the Superintendent to meet with the Villa Park City Manager to establish protocol, guidelines, and procedures for future meetings. The Board President will communicate in writing to the Villa Park City Council regarding the actions of the Board and the District's participation in the meetings.

Lastly, Mrs. Nichols thanked the Board for their patience during this evening meeting. She stated that it is important that the Board continue to work in the best interest of the District.

Mr. Rocco made comments about Mr. Ledesma. He also commented on a "recall against Rocco."

ADJOURNMENT

By call of the chair, the regular meeting of March 29, 2007 adjourned at 9:32 p.m. The next meeting is scheduled for April 19, 2007.



John Ortega
Clerk of the Board