

**MINUTES OF THE MEETING FOR THE
CARSON CITY SCHOOL DISTRICT
BOARD OF TRUSTEES**

Tuesday, November 25, 2008

7:00 p.m.

CALL TO ORDER

The Regular Meeting of the Carson City School District Board of Trustees was called to order at 7:00 p.m. by President Jim Lemaire in the Sierra Room, Community Center, 851 East William Street, Carson City, Nevada.

ROLL CALL: Members Present
 Jim Lemaire, President
 Barbara Howe, Vice President
 Bob Crowell, Member
 John McKenna, Member
 Joanna Wilson, Member
 Joe Enge, Member
 Richard Stokes, Superintendent
 Mike Pavlakis, Legal Counsel

Members Absent
 Norm Scoggin, Clerk

ACTION TO ADOPT THE AGENDA

It was moved by Mr. John McKenna, seconded by Mrs. Joanna Wilson **that the Carson City School District Board of Trustees adopt the agenda (as submitted) with the following change; Item #9 removed.** Motion carried unanimously. (Mr. Norm Scoggin was not present of the vote.)

SUPERINTENDENT'S REPORT

- Mr. Jason Zona, Principal at Pioneer High School introduced Mr. Ron Rhoads and Ms. Charity Graff, Lead Advisors for the Leadership Students at Pioneer High School. Mr. Rhoads spoke briefly about the program. Ms. Graff explained the mission of the leadership program; to introduce the students to the community. Ms. Graff publicly thanked Mr. Rhoads, Mr. Elijah Rotter and Mr. Jason Zona for believing in the program and especially the students. Ms. Graff introduced the following leadership students; Jessica Middleton, Ignacio Cervantes and Emily Daniels. Jessica Middleton, co-president of leadership talked about some of the activities the leadership students have completed. Ignacio Cervantes explained what he has learned while participating in leadership, along with some of the community events that have taken place. Emily Daniels joined leadership to participate and make a difference at the school during her senior year. A toy drive will be held in December. The leadership students meet on Monday and Wednesdays; the meetings are open to Board Members and CCSD Employees. There was a brief power point presentation on several activities that the students have successfully completed. (A copy is included in the permanent record.)
- Mr. Pete Sinnott, Boys Cross Country Coach publicly thanked Mr. Mike Mitchell on his work in completing the bond projects in the District, especially Carson High School. Mr. Sinnott also thanked the Board Members for their acknowledgement of excellence in academics. The Boys Cross Country Team won the State Academic Award with a GPA of 3.79. They were also the 4A Runner-ups at the State meet. Mr. Sinnott thanked the Assistant Coaches, Jeanne Stelzer and Tom Sullivan. Mr. Sinnott introduced the team; Richard Shroy, Nick Schlager, Logan Philippi, Brent Moyle, David McMasters, Evan Richards and Brandon Buonacorsi.
- Mrs. Jennifer Minifie, Carson High School PE/Health Department Chairperson introduced Ms. Erin Been. Ms. Been was named the Nevada Association for Health, Physical

Education, Recreation and Dance (NAPHERD), Physical Education Teacher of the Year at Carson High School. Ms. Been has been very involved in many activities at Carson High School. Ms. Been teaches Freshman PE along with Girls PE. She has taught at Carson High School for three years.

- Mrs. Valerie Dockery was selected to present during the annual Nevada Association of School Boards (NASB) Conference that was held in Reno. Bordewich Bray Elementary School along with ten other schools in the State was nominated as the Distinguished Title I School. Title I Schools receive funding which helps support schools that have students with large financial needs. 62% of the students at Bordewich Bray Elementary receive free/reduced lunch; an increase of 12% over last year. This year Bordewich Bray Elementary placed third for this recognition. Mrs. Dockery also announced that Mrs. Linda Hurzel was named Nevada Elementary Physical Education Teacher of the Year from Bordewich Bray Elementary School. Mr. Jim Lemaire presented Mrs. Dockery with a picture.
- Mr. Stokes announced that a list of holiday events for December was available on the table.

BOARD REPORTS

Chelsea Keating reported on the following activities at Carson High School:

- Fish Scavenger Hunt was held on November 25th
- Ski & Snowboard Teams annual showing of the *Warren Miller Film* will be on December 1st at 7:00 p.m. at the Community Center. Tickets are \$10 in advance or \$12 at the door
- C-Unity Student Recognition is Thursday, December 4th at 6:00 p.m. in Senator Square
- Student Council is sponsoring a mini spirit week from December 8th – 12th. There will be many activities including a clothing drive
- Winter Ball will be held on December 13th at the Carson Nugget from 8:00 – 11:00 p.m.
- Band Winter Performance will be held on December 8th
- Choir Winter Concert will be held on December 9th
- Performances of *Babes in Toyland* will be on December 5th, 6th and 12th at 7:00 p.m. and December 7th and 14th at 2:00 p.m. at the Brewery Arts Center

Mr. Joe Enge attended the Academic Award Ceremony at Carson High School on November 18th. Mr. Enge congratulated Mr. Stokes on his son and daughter receiving the award.

Mr. Jim Lemaire announced that he had received Mr. Bob Crowell's letter of resignation on November 19, 2008. Mr. Crowell's resignation is effective January 5, 2009. Mr. Lemaire announced that members of the community are welcome to apply for the position; however you must reside in District 4. A copy of the District map is located at the District Office.

Mrs. Barbara Howe stated that if anyone would like information on becoming a Board Member, she can be reached at 882-0485. Mr. Lemaire is also available at 841-3687.

ASSOCIATION REPORTS

There were no association reports.

PUBLIC COMMENT

There was no public comment.

PRESENTATION OF 2008-2009 "AMERICAN CITIZEN ESSAY CONTEST" WINNERS

Mr. Richard Stokes presented the winners of the 2008-2009 "American Citizen Essay Contest." There were 279 entries from both public and private schools in the area. The essays were judged on adherence to topic, quality of writing and originality of thought. A panel of six judges read the essays; Lynn Heislein, Vice President & Relationship Manager from Wells Fargo Bank, Kathy Haas, Hilary Mendeguia, Matt Morgan, Tracy McQuay and Cheryl Macy, Carson City School District Teachers. Wells Fargo Bank donated one of the bonds worth \$250. All of the

winners were presented with a Certificate of Appreciation. The 1st place winners in each level read their essays and received a \$250 savings bond. The winners were:

- Elementary School – 1st place – Anna Lee Vaca, Capital Christian, 5th grade
2nd place – Savana Rogers, Fremont Elementary, 5th grade
3rd place – Juliana Anderson, Bethlehem Lutheran, 5th grade
- Middle School – 1st place – Kidrick Fore, Bethlehem Lutheran, 7th grade
2nd place – Rachel Anderson, Bethlehem Lutheran, 8th grade
3rd place – Rachel Guirlani, Carson Middle School, 8th grade
- High School – 1st place – Hannah Dudley, Carson High School, 11th grade
2nd place – Haydn Jensen, Carson High School, 11th grade
3rd place – Kelsey Mammen, Carson High School, 11th grade

Mr. Jim Lemaire called for a five minute recess at 8:00 p.m. The meeting reconvened at 8:08 p.m.

PRESENTATION OF FY 2008 ANNUAL INDEPENDENT AUDIT AND REPORT OF FINANCIAL STATEMENTS AS REQUIRED UNDER NRS 354.624

Mr. Bob Anderson introduced Ms. Amy Allen, Accountant with Solari and Sturmer Audit Firm. Ms. Allen introduced the other members of her staff; Katy York, Neetra Childs and Jason Bullard. Ms. Allen gave a power point presentation to detail the Independent Audit and Financial Statements for FY 2008. (A copy is included in the permanent record.)

Ms. Allen reported on four auditor's reports. The Carson City School District received an unqualified opinion on the financial statements, which means that they were presented in all material respects in accordance with all generally accepted accounting principals. In accordance with NRS 354.6241, a report on the fund balances of various funds in the District was verified. Also, there were no exceptions with governmental auditing standards relative to regulations, contracts and grants. The Carson City School District received an A on the audit.

Ms. Allen reported on the following audit communications:

- The audit was conducted in accordance with the U.S. Generally Accepted Auditing Standards.
- Significant Accounting Policies; there were no significant changes noted.
- Accounting Estimates; there are estimates with no significant change
- Audit Adjustments; there were no adjustments.
- Disagreements with Management; there were none.
- Consultations with other independent accounts; not necessary
- There were no significant issues discussed prior to the retention of the auditors.
- There were no difficulties encountered in performing the audit.
- Other; there was one budget violation. The violation occurred in the Alternative Compensation Fund, relating to the sabbatical fund.

Ms. Allen briefly reviewed several financial highlights:

- Governmental Activities for Instructional expenses: \$49.4 million dollars or 68% for regular instruction and 25% for special instruction.
- Support Services Expenses total \$28.4 million; Operation and Maintenance account for 24% of the expenses, with the remaining spread amongst Student Support, Nutrition, School Administration, Student Transportation, etc. One new item added was the State mandated Budget Reduction Payment.
- 4 year comparison between Instruction and Support Services: the increase can be attributed to inflation.
- Assets - 4 year comparison is primarily made up of cash and investments. Net capital assets are also a large portion of the assets. Cash is increased due to the bond projects; however with the completion of the projects, there should be a decrease of cash with an increase in Net Capital Assets.
- Liability - 4 year comparison; payments that still needed to be paid as of June 30, 2008. The amounts can vary depending on the close of the fiscal year. Deferred revenue refers

to grant money received in advance, but not yet spent and deferred into the next fiscal year. There has been an increase in debt to the 2006 bond projects. The District took money and fully funded the compensated absences; accrued but unpaid leave for employees with sick or vacation hours. This has been prefunded in the District's Deferred Compensation/Special Pay Plan.

- Net Assets: the difference between assets of the District and liabilities. They are categorized; Unrestricted, Restricted and Net-Capital Assets.
- Fund Balances - 4 year comparison between the General Fund, Special Education, Debt Service, Non-Major Special Revenue, Non-Major Capital Projects and Bond Projects. Over the years, the fund balances have remained stable, which reflects good fiscal management.
- Capital Asset Acquisitions have increased due to the Bond Projects.
- Fiduciary Funds represent the agency funds and the private purpose trust fund. The Agency fund consists of student activity funds and the payroll fund for Carson Montessori Charter School. The Private purpose fund; money that has been set aside to fund future compensated absences.
- Change in Net Assets; over the last four years there has been a positive change in net revenue.
- There were several major federal programs looked at: Special Education; Grants to States - IDEA, Part B, Preschool grants – IDEA Preschool, Twenty First Century Community Learning Centers – Title IV, Part B, Grants for State Assessments and Related Activities – Title IV, Mines and Child Nutrition Cluster; School Breakfast and National School Lunch Programs.

Mr. Bob Crowell asked if there was anything that the Board should be concerned with regarding the Districts fiduciary obligations. Ms. Allen stated no, however, she expressed the continued importance of internal controls over financial reporting. The audit firm does not provide an opinion on internal controls. They do however, gain an understanding and document controls that are important to proper financial reporting. If there are areas of concern, they are categorized as material weaknesses or significant deficiencies. There were no areas of concern to report. There was however, a minor problem that was communicated directly to management of the District. There was one notification; signing timesheets before they go to payroll for processing. A suggestion of continued training was recommended to resolve the item of concern. The additional training has been completed.

Mr. Crowell asked whether an organization should have an Internal Auditor on staff. Ms. Allen believes that any organization the size of the Carson City School District should consider putting an Internal Auditor position in place for the added control on testing. An Internal Auditor cannot make up for a weak set of controls; it also means that internal controls should not be eliminated.

Mr. John McKenna asked, given the current budget situation, are there any areas that should be addressed prior to the next fiscal audit. Ms. Allen commented that it is helpful to know if there are any changes to the accounting system or internal controls prior to the change.

Mr. Joe Enge asked Mr. Bob Anderson for clarification on the federal levels of revenue for the District. Mr. Anderson explained there are two revenues recorded in the general fund; a partial reimbursement on ROTC program and small amount from the Forest Service for penalties on unregistered boats. Mr. Enge commented that per pupil spending in 2008 was \$8,237; what would the total be if bond expenditures were included. Mr. Anderson explained that there was an analysis of core expenditures; a more comparable number when looking at other districts. The formulary on the guarantee is \$6,037; \$2200 more than the basic amount for student expenditures. Mr. Enge was pleased to see that the Carson City School District sponsors Carson Montessori Charter School.

It was moved by Mr. John McKenna, seconded by Mr. Joe Enge **that the Carson City School District Board of Trustees approve the 2008 Audit Report and Instruct the Director of Fiscal Services to file the report as Public Record in accordance with NRS 354.624.** Motion carried unanimously. (Mr. Norm Scoggin was not present of the vote.)

Mrs. Barbara Howe publicly thanked Mr. Anderson for taking the District from a negative balance to its current status.

UPDATE ON STEWART STREET EXPANSION PROJECT

This item was removed from the agenda.

DISCUSSION AND ACTION TO PURCHASE ONE-YEAR OF SERVICE CREDIT IN THE PUBLIC EMPLOYEES RETIREMENT SYSTEM (PERS) FOR MIKE MITCHELL FOR FY2009 PER CARSON CITY SCHOOL DISTRICT ADMINISTRATIVE REGULATION 335 AND 335.2

Mr. Richard Stokes announced that Mr. Mike Mitchell has submitted his letter of resignation effective December 31, 2008. Mr. Mitchell has requested the purchase of one-year of service credit in the Public Employees Retirement System. The cost is approximately \$38,400. A budget transfer from the Superintendent's Office will take place to meet this request.

Mr. Mitchell's position will not be filled; Mr. Kevin Curnes, Safety Services Manager and Mr. Mark Korinek, Operation Services Manager have assumed some of the job duties.

It was moved by Mr. John McKenna, seconded by Mrs. Barbara Howe **that the Carson City School District Board of Trustees approve the purchase of one-year of service credit in the Public Employees Retirement System for Mike Mitchell for FY 2009 per Carson City School District Regulations 335 and 335.2** Motion carried unanimously. (Mr. Norm Scoggin was not present of the vote.)

PRESENTATION OF HIGHLY QUALIFIED TEACHER'S REPORT FOR 2008-2009 SCHOOL YEAR

Mr. Jose Delfin reported that 98.25% of the teaching staff for the District is considered highly qualified. There are 517 teachers; nine of them are not highly qualified, which equals 1.75%. The nine teachers consist of three in regular education with provisions and six in Special Education.

DISCUSSION ON ADMINISTRATIVE REGULATION #903; PROCESS FOR RESOLVING COMPLAINTS

Mr. Stokes reminded the Board that this item has been discussed at previous meetings. The regulation sets the protocol to use in resolving complaints that may come to the District Office. There is an informal resolution; dealing with the concern at the school site, with the teacher or Administrator. The formal resolution process involves contacting the Superintendent's Office. If there is no resolution at that level, the complaint may be brought before the School Board for action or returning the complainant back to the Superintendent for resolution. One item added to the resolution; this process does not negate the process used for staff conflicts or student disciplinary action.

Mrs. Joanna Wilson asked that Mr. Brian Wallace, OCEA President receive a copy of the regulation.

DISCUSSION OF THE 11% REDUCTION IN DISTRIBUTIVE SCHOOL ACCOUNT (DSA) BASIC SUPPORT SPENDING TO INCLUDE SPECIFIC LINE ITEM BUDGET AUTHORITY

Mr. Anderson reviewed a copy of the most current budget analysis regarding budget reductions. The revenue projections are through September, 2008. In preparation for the December 9, 2008 Board meeting, Mr. Anderson will prepare the amended budget presentation on the conservative side.

There were three events:

- First, the School District was required through the Department of Education and other offsets through Special Appropriations a reduction in the General Fund of 4.5%. The initial reduction, including the offsets available for 2009 was originally \$95,193.
- Second, Senate Bill 5 reduced the textbook adjustments and brought the per pupil support level from \$6,354 to an estimated \$6,220; a mandatory reduction in per pupil support. The first reduction equals \$1.63 million dollars; the money will not come to the District.
- Third, there was a 3.3% reduction in all agency funds for a total of \$1.6 million dollars. The District's portion was \$830,702 for a total impact including the Special Session and the Governor's first reduction total of \$2 million dollars.

The district has to prepare for an 11% reduction that includes the first 4.5%. The total is \$3 million dollars, with a net impact of \$2.2 million dollars for a total of \$4 million dollars.

In preparation for further reductions, the District looked at other options; reserving the remediation funds of \$896,000. Prior to June 30, 2009, the \$3.3 million dollar reduction will need to be addressed. There were six items of spending authority that was presented at a previous meeting. An additional five items are pending –

- \$240,000 from the Special Pay Plan Contribution Allowance
- \$400,000 by eliminating the transfer from the General Fund to the Nutrition Services Fund
- \$33,000 in natural gas and \$88,000 in electric charges by eliminating portable classrooms
- \$212,000 for salary differences for new hires and termed employees

An amended budget will be presented at the December 9, 2008 School Board Meeting along with additional information from the State. Mr. Anderson reminded the Board that there are no limitations on the number of amended budgets that can be presented to the Board.

For clarification, Mr. Enge asked Mr. Anderson, after the \$3.3 million, the district still has to deal with potential cuts totaling \$1.3 million dollars. Mr. Anderson stated that additional information would be presented at the December 9, 2008 School Board meeting.

Mrs. Barbara Howe asked for additional information regarding the Nutrition Services Fund; will \$400,000 be deducted from the \$700,000 in contributions that were made in 2008. Mr. Anderson explained; \$700,000 that was given in 2008 to offset the operating costs. The \$400,000 contribution would have been for FY2009. The ending balance was large enough; therefore there will be no contribution to the Nutrition Services Program in 2009. Nutrition Services operates on direct and indirect funds from the General Fund.

Mr. John McKenna asked if the cuts are based on projected targets that have been provided to the District and also, is it business as usual for the remainder of the year. Mr. Anderson remarked that the District is still operating with the same quality of education; there have been no changes to the system.

Mr. McKenna asked that the Administrative Team implement a savings plan now and starting tomorrow, look at not spending any money unnecessarily.

Mr. Jim Lemaire commented on the student to teacher ratio at Carson High School being 25:1; with a target of 31:1. Mr. Anderson stated, there are 901 benefited employees; with a ratio of 8.76 to 1. The target ratio is 9:1. There are approximately 22 more employees than the current standard allows. As employees leave, positions will not be filled; responsibilities will be redistributed to other staff members.

DISCUSSION ON POSSIBLE COST SAVINGS MEASURES FOR FY2010 BUDGET YEAR

Mr. Richard Stokes gave a brief power point presentation on areas of possible restructuring and cost savings to the District for FY2010. (A copy is included in the permanent record.) Since 2003 the District has seen a decline in student enrollment.

The goal for the District is to maintain the same educational opportunities, methods of delivery and programs for the students.

Mr. Stokes highlighted some of the options that are being considered for a 34% budget reduction:

- Staffing: Implement a hiring freeze immediately; as positions become vacant, they will not be filled with benefited employees. Modify the class sizes and types to justify having the classes. Steps will be taken to achieve a 9:1 student to teacher ratio throughout the District.
- Proposing for Board consideration, eliminating out-of-county variances for 2010. There are currently 154 out-of-county variances. The cost to provide educational services is \$8,237 per student. The district receives \$6,220 of revenue per student, with a difference of \$2,017. The projected savings is approximately \$854,000, which includes the savings of eight staff members.

Mr. McKenna asked how many variances were for staff members. Mr. Stokes commented there are currently 27 staff members that live out of county; possible consideration could be given to employees of the District.

- Schools: Possibly returning Fremont Elementary School to a traditional schedule for an estimated savings of \$150,000, which includes moving staff pay from August 15th to September 15th.
- Modification of transportation services by increasing the walk zones for secondary schools from two miles to three miles. There is consideration of possibly staggering the start times for some of the schools for an approximate savings of \$600,000.

Mrs. Joanna Wilson asked if a shorted school week has been considered. Mr. Stokes explained that this option has not been given consideration due to the population that Carson City serves.

Mr. Bob Crowell inquired as to the total savings if transportation was removed entirely. Mr. Stokes stated that approximately \$1.8 million dollars is budgeted for transportation which includes the purchase of two buses.

Mr. John McKenna asked if transportation was eliminated, would the reimbursement also be eliminated. Mr. Anderson explained the formula used regarding the reimbursement process.

Mr. McKenna asked about the possibility of closing an elementary school or the Corbett campus. Mr. Stokes responded that if out-of-county variances were eliminated along with the portable classrooms, there is the possibility of closing an elementary school. Since 2003, the district has seen a reduction of 843 students.

Mr. Stokes continued highlighting the options:

- Limit all travel to a certain mileage radius for athletic and co-curricular activities, field trips and practices.
- Limit the usage of the football and soccer fields to daytime only.
- Eliminate 29 year buy-outs for an estimated savings of \$180,000 dollars. This benefit is identified in the policy manual, not in the employee contracts.
- Limit the amount of overtime and/or compensatory off for an approximate savings of \$230,000 dollars.
- Close afterschool and weekend usage at all elementary schools.
- Restructure the hours for custodial staff from non peak hours. Peak time hours are from 5:00 p.m. – 10:00 p.m.

- Restructure Empire Elementary School for a specialized purpose and close down all portable classrooms for a possible savings of \$240,000 dollars.
- Use a portion of the ending fund balance to make up the shortfall.

Mr. Stokes explained that this information is for next year, nothing that requires Board action tonight.

Mr. Jim Lemaire inquired as to the total savings of the items presented tonight. Mr. Anderson commented that the entire \$11 million ending fund balance could be used to offset the budget reduction in FY2010. Mr. Anderson reminded everyone that 2010 is a base year. If optimum expenditures are not complete in 2010, the Distributed School Account (DSA) is reduced for the history of the School District. There is a balance that needs to be met by conserving resources and optimizing the level of services and expenditures. Mr. Anderson explained that additional information would be provided that should be able to maintain the core curriculum, along with the possibility of reductions in some programs.

Mr. Enge asked if there was any cost to the district for Regional Professional Development or is it paid for with money from the State. Mr. Anderson explained that the DSA contributes a large portion to the General Fund, along with Special Education, Class Size Reduction and the Adult High School Diploma Program. The 34% reduction will impact those programs. The objective is to maintain all core curriculum programs.

Mr. McKenna would like to see the savings of not participating in No Child Left Behind (NCLB), testing, or other programs that are not funded. He also believes that the District should modify their support for the InVest Program.

Mr. Anderson commented that if the District did not participate in some of the programs, the State may risk the chance of being penalized. Mr. McKenna suggested having discussions with all other School Districts in the State, and provide information from those meeting to the Nevada Legislators. Mr. Anderson commented that when Legislation removed the textbook instruction money, the Legislative Council Bureau provided information that also reduced the \$50 "fenced-off" money; the district was spending \$312.00 per student to earn the \$50.00. There is a possibility that the \$312.00 per student could be reduced by half. This is another area that the District will look at regarding recent budget cuts.

Mr. Joe Enge asked about the number of years regarding textbook replacement. Mr. Anderson responded that there is a seven year rotation. The textbook adoption was postponed this year.

Mrs. Barbara Howe asked Mr. Stokes if any thought had been given on taking public comment or input other than at the regularly scheduled Board Meetings. Mr. Stokes commented that some of the other District in the State has held public forum meetings. Again, Mr. Stokes expressed the intent of the District; to maintain the same opportunities with as much integrity as possible.

Mr. McKenna expressed his concerns with having community input at this time. Mr. Stokes stated that if necessary, the District would have to schedule meetings with the various bargaining units.

Mr. Lemaire shared the same sentiment as Mr. McKenna; he would like to save money in this fiscal year for FY2010. Mr. Anderson explained that the District has no intention of using the ending fund balance to offset the 2009 mandatory budget reductions. Mr. Anderson went on to say, there is some level of deficit spending that would be appropriate. He also recommended never having less than \$2 million dollars in the General Fund.

Mr. Crowell asked what the ending fund balances were for the other 17 school districts. Mr. Anderson explained that it takes 2 months for sales tax revenues to come to the districts. It is the opinion of Mr. Anderson that you need 8.3% or \$4.5 million dollars in the reserve account for all funds.

APPROVAL OF CONSENT AGENDA

It was moved by Mr. Joe Enge, seconded by Mr. Bob Crowell **that the Carson City School District Board of Trustees approve the consent agenda as submitted.** Motion carried unanimously. (Mr. Norm Scoggin was not present for the vote.)

REQUEST FOR FUTURE AGENDA TOPICS

Present future agenda topics to Mr. Stokes or President Lemaire.

ANNOUNCEMENT OF MEETINGS

The next regular meeting of the Carson City School District Board of Trustees will be on Tuesday, December 9, 2008.

ADJOURNMENT

There will be no further business to come before the members of the Board in public meeting; Mr. Jim Lemaire declared the meeting adjourned at 10:25 p.m.

Norm Scoggin, Clerk

Date