

THE BOARD OF EDUCATION FOR SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT OF THE COUNTY OF SALEM

Regular Board of Education Meeting Minutes

December 21, 2022 at 7:00 p.m.

The Regular meeting of the Special Services School District and Vocational Technical School District of the County of Salem Board of Education was held at the Salem County Vocational Technical School, Board Conference Room, Woodstown, NJ, County of Salem, on Tuesday, December 21, 2022 at 7:02 p.m.

The Board President led the group in the Pledge of Allegiance to the Flag.

I. PLEDGE OF ALLEGIANCE TO THE FLAG

I pledge allegiance to the flag of the United States of America and to the Republic for which it stands, one Nation under God, indivisible with liberty and justice for all.

Called to Order

The Board President called the meeting to order at 7:02 p.m. at which time the following statement was read:

Roll Call

II. CALL TO ORDER

“The New Jersey Open Public Meetings Law was enacted to ensure the rights of the public to have advance notice of and to attend the meetings of the public bodies at which any business affecting their interest is discussed or acted upon. In accordance with the provisions of this Act, the Salem County Special Services and Vocational Technical School District’s Board of Education has caused notice of this meeting to be published by having the date, time, and place thereof posted in the South Jersey Times, and at the entrances of 404 Daretown Road, Elmer; 13 Ramah Road, Bridgeton; 45 Cheney Road, Woodstown; and 880 Route 45, Woodstown.”

Minutes and Executive Minutes

Addenda

III. ROLL CALL

Mr. James Davis	P _____	Mr. Earl Ransome	P _____
Mr. Linwood Donelson III	P _____	Ms. Patty Bomba	P _____
Mr. Daryl Halter	P _____	Ms. Margaret Nicolosi	
A _____			
Mrs. Julie Smith	P _____	Ms. Gabrielle Smith	P _____

Others Present: Mr. John Swain, Superintendent, Mr. Frank Maurer, Assistant Superintendent /B.A./Board Secretary, Dr. Jennifer Bates, Assistant Superintendent/B.A./Board Secretary, Mrs. Marjorie Wentzell, CST & RS Director, Mr. Jason Helder, Principal, Mr. James Helder, Principal, Mrs. Lisa McClintock, Director of Curriculum, Mr. Brian Quinn, SCVTEA President, Mrs. Jamie Smith, Parent.

IV. MINUTES

It is recommended that the Board of Education approve the [Minutes](#) of the November 22, 2022 Board of Education Meeting.

Action: Approved X Disapproved _____ Held for Study _____

 Motion by: Halter _____

 Second by: Davis _____

Mr. Davis	_____	Mr. Ransome	_____
Mr. Donelson	_____	Ms. Bomba	_____
Mr. Halter	_____	Ms. Nicolosi	_____
Mrs. Smith	_____		

In Favor: 6 Abstain: 0 Opposed:

 0

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Davis: We need to expand our offerings and facility whenever possible to meet this growing need. We need to push more for expansion. Example the cafeteria.

B. Old Business- None

C. New Business-

1. SCVTS QSAC Scores

1. Passed 3 of 5 indicators

2. Correspondence – None

SCVTS Board
Secretary Report

Board Secretary
Report

**VIII. BOARD SECRETARY/BUSINESS ADMINISTRATOR’S REPORT-
VOCATIONAL TECHNICAL SCHOOL DISTRICT**

Reconciliation of
Cash

A. Board Secretary Report

Board Secretary’s Report in accordance with 18A:17-36 and 18A:17-9 for the months of [September \(REVISED\) 2022](#) , [October 2022](#), [October \(REVISED\) 2022](#) and [November 2022](#) The Board Secretary certifies that no line item account has been over-expended in violation of N.J.A.C. 6A:23-2.12 (a) 1 and that sufficient funds are available to meet the District’s financial obligations for the remainder of the fiscal year.

Board Secretary
Certification

Board of Education
Certification

Business Administrator/Board Secretary

December 21, 2022

Date

Transfer of Funds

B. Reconciliation of Cash for School Funds Report

Reconciliation of Cash for School Funds Report in accordance with 18A:17-36 and 18A:17-9 for the months of [September \(REVISED\) 2022](#), [October 2022](#), [October \(REVISED\) 2022](#) and [November 2022](#). The Reconciliation of Cash for School Funds Report and Board Secretary’s Report are in agreement for the months of September 2022 and October 2022.

Warrants

C. Board Secretary Certification

Board Secretary in accordance with N.J.A.C. 6A-23-2.12(c)2 certifies that there are no changes in anticipated revenue amounts or revenue sources.

D. Board of Education Certification

It is recommended that the Board of Education, pursuant to N.J.A.C. 6A:23-2.12(c) 4, certifies that after review of the Secretary’s Monthly Financial reports (Appropriations Section) and upon consultation with the appropriate District officials, to the best of our knowledge no major account or fund has been over expended in violation of N.J.A.C. 6A:23-2.12(a) 1 and that sufficient funds are available to meet the District’s financial obligations for the remainder of the fiscal year.

E. Transfer of Funds

It is recommended that the Board of Education approve the [transfer of funds](#) for November 2022. All transfers that occurred during this school year are included in order to present them in their new format.

F. Warrants

It is recommended that the Board of Education approve the following:

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schools that are working together to help keep our teens safe as they become new drivers. Funds will be raised using several methods and other fundraisers set up throughout the year to support club activities.

5. Request and Recommendation for Board of Education Approval to Accept Funds in the amount of \$200,000 from the New Jersey Economic Development Authority (NJEDA) and Salem County Vocational Technical School District.

It is recommended by the Business Administrator that the Board of Education approve to accept funds per a Memorandum of Understanding between the New Jersey Economic Development Authority and Salem County Vocational Technical Schools to implement education and training in submerged arc welding and painting. NJEDA is providing \$200,000 in funding to SCVTS to assist with the implementation and training.

6. Approval of the Preventive Maintenance Agreement for SCVTS Gym/Fitness Equipment Maintenance.

It is recommended by the Business Administrator that the Board of Education approve a Preventive Maintenance Agreement with Fitness Machine Technicians for the Gym/Fitness Equipment on the SCVTS Campus at an annual fee of \$1,216. The [agreement](#) is attached.

7. Request and Recommendation for the Board of Education to Approve the Disposal of the 2002 GMC Sierra Pickup

It is requested by the Business Administrator that the Board of Education approve the disposal of the 2002 GMC Sierra pickup which is no longer of value or use.

8. Request and Recommendation for the Board of Education to Approve the Acceptance of \$7,000 from the GCSSD JIF.

It is requested by the Business Administrator that the Board of Education approve the acceptance of \$7,000 from the GCSSD JIF for meeting annual benchmarks: Maintaining a 5 year loss ratio below 50%. Maintaining a 5 year loss ratio below 50%. Elite II Safety Incentive Award.

9. Request and Recommendation for Board of Education Approval of a Refund for a Kids Pastry Class Offered Through SCVTS Banquets.

It is recommended by the Business Administrator for Board of Education approval to refund tuition in the amount of \$60 to Stephanie Krise for the December 16, 2022 Kids Pastry Class Mrs. Krise is unable to attend the class.

10. Request and Recommendation by the Business Administrator for the Board of Education to Approve Renewing the MessageGuard E-Mail Archiving Appliance through K12 USA.com From February 23, 2023 to February 22, 2024 for \$1,050.00

It is recommended by the Business Administrator for the Board of Education to approve renewing the [MessageGuard email archiving](#) appliance through K12USA.com from February 23, 2023 to February 22, 2024 for \$1,050.00. This provides MessageGuard for the email system.

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3. Request and Recommendation by the Superintendent for Board of Education Approval of Summer Work Compensation for Eric Walter in the amount of \$1800.

It is recommended by the Superintendent that the Board of Education approve payment of \$1800 to Eric Walter for summer work.

4. Request and Recommendation by the Superintendent for Board of Education Approval of Tuition Reimbursement for Colonel Joseph Rojas in the amount of \$1,500.

It is recommended by the Superintendent that the Board of Education approve the tuition reimbursement for JROTC instructor, Colonel Joseph Rojas in the amount of \$1,500. JROTC instructors are not included within the scattergrams of the SCVTS Employees Association and funds not included in the SCVTS Employees Association Agreement will be used as a non-precedent setting approval.

5. Request and Recommendation for Board of Education Approval of a Literature and Art Club Advisor.

Approve the posting of a Literature and Art Club advisor to supervise the club and students. The advisor will meet with and supervise students after school hours. The adviser position will be a Level II adviser position.

6. Request and Recommendation for Board of Education Approval of a Student Internship for Kylie Raively - Johnson & Wales University

It is requested by the Superintendent that the Board of Education approve Kylie Raively, Johnson & Wales University student, for an On-Site Internship, beginning Spring 2023 (January 9 - April 28) for 33 to 35 hours per week. Miss Raively will be interning at the Career and Technical High School, supervised by staff appointed by the Career and Technical High School Principal.

7. Request and Recommendation for Board of Education Approval of the Payment to Linda Dunn for Unused Sick, Personal, and Vacation Days Upon her Retirement, December 23, 2022.

It is recommended by the Superintendent that the Board of Education approve the payment of unused sick, personal, and vacation days to Linda Dunn in accordance with the negotiated contract with sick and personal days having a maximum of \$7,500 and vacation days being paid out at her \$205.45 daily rate. The sum of the total 21 vacation days, minus any used prior to her final day totals \$ 4,314.45. The sum of the total 100 sick days, minus any used prior to her final day totals \$7,500. The total being paid out is \$11,814.45

8. Request and Recommendation for Board of Education Approval of the Payment to Kevin Shipman for Unused Vacation/Comp Days upon Resignation on December 15, 2022.

It is recommended by the Superintendent that the Board of Education approve the payment of unused vacation and comp days to Kevin Shipman in accordance with the negotiated contract with 26.25 vacation days and 5.75 comp days being paid out at \$237.62/day at a maximum of \$7,603.84.

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It is recommended by the Superintendent that the Board of Education approve the [QSAC District Improvement Plan](#) for Salem County Vocational Technical School District.

2. Request and Recommendation for Board of Education Approval of Modifications to the 2022-2023 Perkins Secondary and Post Secondary Form B.

It is requested by the Superintendent that the Board of Education approve modifications to the 2022-2023 Perkins [Secondary](#) and [Post Secondary](#) Form B due to changes in prices and program needs. The revised Perkins Secondary and Post Secondary Form B are attached.

3. Request and Recommendation for Board of Education Approval of Payment for the NJSIAA Annual Dues.

It is recommended by the Superintendent that the Board of Education approve the payment for the 2022-2023 NJSIAA (New Jersey State Interscholastic Athletic Association) annual dues in the amount of \$2,500.00.

4. Request and Recommendation for Board of Education Approval of a Literature and Art Club at the Career and Technical High School.

Request approval to initiate a Literature and Art Club at the Career and Technical High School. Students will read and discuss stories, books, and novels together. Students will also create written works and artistic designs to share with each other. The club will most often meet outside of school hours.

5. Request and Recommendation for Board of Education Approval of Articulation Agreements with Salem Community College for Post Secondary Programs.

It is recommended by the Superintendent that the Board of Education approve [articulation agreements](#) between Salem Community College and SCVTS Post Secondary career and technical programs. These articulation agreements expire June 30, 2026.

6. Request and Recommendation for Board of Education Approval of an High School Plus Agreement with Camden County College.

It is recommended by the Superintendent that the Board of Education approve a [High School Plus Program](#) agreement between Camden County College and SCVTS for the Child Care and Early Childhood Education program. This agreement allows eligible high school students to take degree credit courses at a reduced tuition rate. The agreement renews annually each academic year, unless terminated by either party in writing.

7. Request and Recommendation for Board of Education Approval to Accept the Following FY2023 Grants.

- Elementary and Secondary Education Act (ESEA), Title IA, Title IIA, and Title IV funding for the 2022-23 school year.

Title IA: \$177,882

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Title IIA: \$ 28,302

Title IV: \$ 13,693

- FY 23 Consolidated Adult Basic Skills and Integrated English Literacy and Civics Education Grant Program (WIOA Title II FY 2023 Continuation Grant Year 2) in the amount of **\$801,695**.

8. Request and Recommendation for Board of Education Approval for the SCVTS Adult Education Programs at SCC to Participate in a Scholarship Program With the New Jersey Cooperative Education Association for the 2023 School Year.

It is recommended by the Superintendent that the Board of Education approve the SCVTS Adult Education Programs at Salem Community College to participate in a scholarship program offered by the New Jersey Cooperative Education Association (NJCEA) for the 2023 school year. The [NJCEA scholarship program](#) is offered to cooperative education coordinators who belong to the State organization (NJCEA) and their students. Eligible coordinators will nominate and submit applications of student candidates. The student will attend a panel interview and present a scholarship package that includes a resume, letter of recommendation from an employer, and letter of recommendation from a school administrator, teacher or counselor. Scholarship awards are \$750 and \$549.

9. Request and Recommendation for Board of Education Approval of the following Field Trip Requests for the 2022-2023 school year.

It is recommended by the Superintendent that the Board of Education approve the curriculum in action [field trips](#) for the Career and Technical High School. Experiences for approval are listed in the chart attached.

10. Request and Recommendation for Board of Education Approval of the Use of the Facilities for the Salem County Vocational Technical Schools.

It is recommended by the Superintendent that the Board of Education approve the use of the facilities for the [attached](#) events at Salem County Vocational Technical Schools.

11. Request and Recommendation for Board of Education Approval of fundraising activities for the Career and Technical High School for the 2022-2023 school year.

In accordance with Board of Education Policy 6660, the individual responsible for conducting the fundraiser must submit proof of receipts and disbursements to the Business Administrator after the activity is completed.

	ORGANIZATION	ACTIVITY	DATE OR WEEK OF THE ACTIVITY
A.	U Got Brains (Lindsey Doran)	Water Sales Cost: \$1.00	December 21, 2022 thru June 12, 2023
B.	U Got Brains (Lindsey Doran)	Waffle Sales – Weekly	December 21, 2022 thru June 12, 2023

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Motion by: Ransome
 Second by: Halter
 Mr. Davis _____ Mr. Ransome _____
 Mr. Donelson _____ Mrs. Bomba _____
 Mr. Halter _____ Ms. Nicolosi _____
 Mrs. Smith _____

In Favor 6 Abstain: 0 Opposed: 0

**X. BOARD SECRETARY/BUSINESS ADMINISTRATOR’S REPORT-
SPECIAL SERVICES SCHOOL DISTRICT**

A. Board Secretary Report

Board Secretary’s Report in accordance with 18A:17-36 and 18A:17-9 for the month of [November 2022](#). The Board Secretary certifies that no line item account has been over-expended in violation of N.J.A.C. 6A:23-2.12 (a) 1 and that sufficient funds are available to meet the District’s financial obligations for the remainder of the fiscal year.

 Business Administrator/Board Secretary December 21, 2022
Date

B. Reconciliation of Cash for School Funds Report

Reconciliation of Cash for School Funds Report in accordance with 18A:17-36 and 18A:17-9 for the month of [November 2022](#). The Reconciliation of Cash for School Funds Report and Board Secretary’s Report are in agreement for the month of November 2021.

C. Board Secretary Certification

Board Secretary in accordance with N.J.A.C. 6A-23-2.12(c)2 certifies that there are no changes in anticipated revenue amounts or revenue sources.

D. Board of Education Certification

It is recommended that the Board of Education, pursuant to N.J.A.C. 6A:23-2.12(c) 4, certifies that after review of the Secretary’s Monthly Financial reports (Appropriations Section) and upon consultation with the appropriate District officials, to the best of our knowledge no major account or fund has been over expended in violation of N.J.A.C. 6A:23-2.12(a) 1 and that sufficient funds are available to meet the District’s financial obligations for the remainder of the fiscal year.

E. Transfer of Funds

It is recommended that the Board of Education approve the [transfer of funds](#) for November 2022. All transfers that occurred during this school year are included in order to present them in their new format.

TRANSFER OF FUNDS

F. Warrants

It is recommended that the Board of Education approve the following:

- SCSSSD Payroll for November 15, 2022 in the amount of [\\$401,918.51](#)

WARRANTS

ROLL CALL

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- SCSSSD Payroll for November 30, 2022 in the amount of [\\$392,108.87](#)
- SCSSSD Bill List for November 2022 in the amount of [\\$1,254,512.03](#)

ROLL CALL:

Action: Approved X Disapproved Held for Study
Motion by: Halter
Second by: Davis
Mr. Davis X Mr. Ransome X
Mr. Donelson X Mrs. Bomba X Mr. Halter
 X Mrs. Smith X Ms. Nicolosi

In Favor: 4. Abstain: 0 Opposed: 0

G. Board Secretary/Business Administrator New Business:

1. Request and Recommendation by the Business Administrator for the Board of Education to Approve the Acceptance of \$3,000 from the GCSSD JIF.

It is requested by the Business Administrator that the Board of Education approve the acceptance of \$3,000 from the GCSSD JIF for meeting annual benchmarks: Average Days to Report Claims Between 1-3 days. Elite II Safety Incentive Award (\$3,000).

2. Request and Recommendation by the Business Administrator that the Board of Education Approve GCSSSD Transportation Contracts.

It is recommended by the Business Administrator that the Board of Education approve the attached GCSSSD Transportation contracts [one](#) and [two](#).

3. Request and Recommendation by the School Business Administrator for Approval of the Purchase of a 2017 Ram Pro Master City from Bobbitt Auto.

It is recommended by the School Administrator for the Board of Education to approve purchase of a Ram Pro Master City from Bobbitt Auto in the amount of \$21,054. Three quotes were obtained.

4. Request and Recommendation by the School Business Administrator for Approval of Internet Upgrades through CorePoint

It is recommended by the School Administrator for the Board of Education to approve internet upgrades to both districts contracting with [CorePoint](#) at the one time cost of \$53,109.00.

5. Request and Recommendation by the School Business Administrator for Approval of the American Red Cross Training for the Cumberland Campus

It is recommended by the School Administrator for the Board of Education to approve a [contract](#) with the American Red Cross to provide **First Aid and CPR/AED** training to our staff to respond to breathing and cardiac emergencies, injuries and sudden illness.

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Monday, July 10, 2023 through Thursday, August 17, 2023 (Friday no class)
 Staff: 8:30 a.m. – 3:00 p.m. (with a ½ hour unpaid lunch)
 Students: 8:45 a.m. – 2:45 p.m.
 Cumberland Campus, Daretown Campus and RDS - Salem Campus (at SCVTS)

ROLL CALL

Action: Approved X Disapproved Held for Study
 Motion by: Ransome
 Second by: Halter
 Mr. Davis X Mr. Ransome X
 Mr. Donelson X Mrs. Bomba X Mr. Halter
 X Mrs. Smith X Ms. Nicolosi
 Abstain: Opposed:

PROFESSIONAL DEVELOPMENT:

- Request and Recommendation for Board of Education Approval of Professional Development Workshops for Salem County Special Services School District Personnel.**

It is recommended by the Superintendent that the Board of Education approve professional development workshops for the Salem County Special Services School District personnel.

Description of Professional Development for School Improvement Activity or Workshop	Participant(s)	Cost Per Participant	Total cost
Techspo 2023	Harry Rodriguez Frank Maurer	\$515 event \$250 Hotel (est) \$177 Meals \$60 Misc (est)	\$1,002.00 (est) each

ROLL CALL

Action: Approved X Disapproved Held for Study
 Motion by: Davis
 Second by: Halter
 Mr. Davis X Mr. Ransome X
 Mr. Donelson X Mrs. Bomba X
 Mr. Halter X Mrs. Smith X Ms. Nicolosi

In Favor 6 Abstain: Opposed:

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Audience members attending Board of Education Meetings are permitted to voice their opinions on school related topics at specified times during the regular meeting. These times are included in the printed agenda for the meeting.

Members of the public are encouraged to speak during this public portion or general comments on non-agenda items. Complaints stated, or actions requested by the public, will be taken under consideration at a later time/date. All comments shall be directed to the President of the Board of Education. When addressing the Board of Education, please respect the following procedure:

1. Be recognized by the Board President.
2. State your full name and address before commenting.
3. Wait to be recognized before making your comments.
4. Limit your comments to the specific resolution.
5. Time will be limited to 3 minutes per speaker. Another speaker may transfer their time to a speaker to increase the total time to 6 minute. However, the person transferring time loses their time to comment.
6. Comments from the public will not have a response from the Board of Education.

XIII. RECESS INTO EXECUTIVE SESSION 8:34 pm

WHEREAS, the Open Public Meetings Act authorizes Boards of Education to meet in executive session under certain circumstances

WHEREAS, the Open Public Meetings Act requires the Board to adopt a resolution at a public meeting to go into private session; now therefore,

BE IT RESOLVED by the Board of Education for Special Services School District and Vocational Technical School District of the County of Salem, that it is necessary to meet in executive session to discuss certain items involving:

- 1. Matters of personal confidentiality rights, including but not limited to, staff and/or student discipline matters, and specifically:

- 2. Matters in which the release of information would impair the right to receive government funds, and specifically:

- 3. Matters which, if publicly disclosed, would constitute an unwarranted invasion of individual privacy, and specifically:

- 4. Matters concerning negotiations, and specifically:

- 5. Matters involving the purchase of real property and/or the investment of public funds, and specifically:

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- 6. Matters involving the real tactics and techniques utilized in protecting the safety and property of the public, and specifically:

- 7. Matters involving anticipated or pending litigation, including matters of attorney-client privilege, and specifically:

- 8. Matters involving personnel issues, including but not limited to, the employment, appointment, termination of employment, terms and conditions of employment, evaluation of performance, promotion or discipline of any public officer or employee, and specifically: **__SPECIAL SERVICES EMPLOYEE_____**
- 9. Matters involving quasi-judicial deliberations, and specifically:

BE IT FURTHER RESOLVED that any discussion held by the Board which need not remain confidential will be made public as soon as feasible. The minutes of the executive session will not be disclosed until the need for confidentiality no longer exists.

FURTHER RESOLVED that the Board of Education will return to open session to conduct business at the conclusion of the executive session.

XIV. RESUMPTION OF PUBLIC PORTION OF THE MEETING - None

Staff Report:

Dr. Wentzell – All is going well. Getting calls for assistance with other districts.
Mrs. McClintock- Perkins will be offering an expanded grant. NJSLA fall block is complete. 21st Century just short of its level of service goal.
Mr. Jason Helder – Compliment Linda Dunn on her retirement. Early submission for colleges going well.

XV. ADJOURNMENT 8:13 PM

Adjournment 8:13 PM

Action:	Approved <u> X </u> Disapproved _____ Held for Study _____
	Motion by: <u> Davis </u> _____
	Second by: <u> Halter </u> _____
	Mr. Davis _____ Mr. Ransome _____
	Mr. Donelson _____ Ms. Bomba _____
	Mr. Halter _____ Ms. Nicolosi _____
	Mrs. Smith _____

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In Favor 6 Abstain: 0 Opposed: 0

Respectfully Submitted,

Jennifer Bates
Assistant Superintendent
Business Administrator/Board Secretary
SCVTS

Frank H. Maurer, III
Assistant Superintendent
Business Administrator/Board Secretary
SCSSSD