

**ADMINISTRATIVE COUNCIL
JAMES RUMSEY TECHNICAL INSTITUTE
MINUTES OF JANUARY 6, 2023**

The regularly scheduled Administrative Council meeting for the James Rumsey Technical Institute was held January 6, 2023 at 9:00 a.m.

MEMBERS PRESENT

Mrs. Kristen Tuttle, Superintendent, Morgan County Schools
Mrs. Tara Burch
Dr. Bondy Gibson, Superintendent, Jefferson County Schools
Mr. Pete Gordon
Ms. Jacqueline Long
Ms. Kathy Skinner
Mr. Ron Stephens, Superintendent, Berkeley County Schools
Mrs. Donna Van Metre, Secretary

STAFF MEMBERS PRESENT

Mr. Andrew Albright
Ms. Carla Cაცია
Mrs. Peggy Ilnicki
Mr. Ron Odom
Mr. Russell Penner

GUESTS PRESENT

Ms. Christi Heaton

WELCOME AND INTRODUCTIONS

Kathy Skinner welcomed all members and began the meeting at 9:00 a.m.

PROGRAM VISIT

The Administrative Council was invited to visit the High School Automotive Program for a Simulated Workplace tour.

MINUTES

Kathy Skinner presented the minutes of the October 28, 2022 Administrative Council meeting for approval.

Ron Stephens moved, seconded by Dr. Gibson to approve the October 28, 2022 minutes as presented; carried.

MOTION CARRIED

FINANCIAL

Mrs. Van Metre presented the October and November, 2022 Treasurer's Reports for approval. Fund 13 ended November with a balance of \$1,084,654.11, Fund 63 ended November with a balance of \$1,638,745.61, and Fund 73 ended November with a balance of \$212,515.52.

Recorded previous electronic check approvals of 11/3/22, 11/15/22, 11/29/22, 12/7/22, 12/14/22, 12/20/22.

Budget Journal Entries for November and December 2022.

Jackie Long moved, seconded by Pete Gordon, to approve all financial items as presented; carried.

MOTION CARRIED

PERSONNEL APPROVALS

Mrs. Van Metre requested approval of the following personnel actions:

- A. Employment
 - i. Guyowen (Joe) Hall – Commercial Driving
- B. Resignation
 - i. Claude Murray III – Commercial Driving

Kristen Tuttle moved, seconded by Dr. Gibson, to approve all personnel approvals as presented; carried.

MOTION CARRIED

INSTRUCTIONAL UPDATE

Mrs. Van Metre gave an instructional update on the following:

- High School—The state provided us with a work around so we could put students into the NOCTI pool. NOCTI is the CTE General Summative Assessment for completers. NOCTI has both a pretest and a post test. We were able to get our pretest in with our projected completers and we will be post testing in March.

The state added a way for us to document work-based learning. There are four areas where work-based learning will be documented.

1. Workplace learning that happens within the shop.
2. Collaboration with community members.
3. Clinical sites. For example, our Therapeutic Services students go to nursing homes and the hospital to work with patients and Early Childcare Assistant Teachers work with HeadStart students and also will be working with Berkeley and Jefferson County Schools.
4. Students who go out and do internships and co-ops in industry.

Now that we are in NOCTI classroom2careers, we are able to start documenting. Since this is a new system for the state, we are trying to streamline a consistent way to collect data.

Our Faculty Support Team has two chairs and three team members. They are trying to pilot the process and come out with a way to streamline the documentation.

We are now at the point with WVEIS 2.0 that we can dual enroll students at their home high school and at JRTI. We wanted to make sure that the home schools in the counties receive full FTE for dual enrollment. We will be training with Berkeley County Schools for scheduling. Half day students who are here only for their tech class will be scheduled as .5 with the home high school and .5 here. All day students will be counted as .95 here and .05 with their home district. This will enable the home county to receive full FTE credit. This will allow us to input attendance, grades, and discipline. Carla, Andrew, and Donna will be trained next Friday and will be working with all of your WVEIS contacts and counselors.

We are working with our completers with accountability measures for the Governor's Workforce Credential. In order to qualify for the Governor's Workforce Credential, students have to have a B or higher in their core classes, must have earned at least one industry certificate, have 95% attendance overall, must pass two drug tests, and have a 95% or higher on their portfolio.

- ACE—the big change with our ACE programs this year is that we are requiring them to follow the Simulated Workplace model. We were having some behavior issues with our adult students that we were not having with the high school students. We have implemented classroom management within the programs. We have seen a decline in discipline and an increase in retention. This is because the students are engaged as employees.
- Adult Basic Education—Right now we are in the height of our enrollment for our ACE programs. The Adult Learning Center is supporting us with TABE and TEAS testing for our ACE programs. As per the state, there are certain requirements that ABE needs to follow regarding working with ACE. Russell and our Adult Education teachers developed bridge classes for our ACE programs to work on study skills,

employability skills, and basic soft and essential skills that our students will need when they go out into the workforce.

- Approval of Shadowing/Co-op
 1. Diesel Technology (Truck Enterprise)-we have four diesel students ready to start once we have approval.
 2. Early Childcare Teacher Assistant program—Amy has been working with Berkeley and Jefferson County schools to provide shadowing opportunities within the school system.

Pete Gordon moved, seconded by Jackie Long to approve job shadowing/co-op opportunities as presented; carried.

MOTION CARRIED

PLACEMENT DATA FOR 2021-2022

Andrew Albright provided a 2021-2022 placement update. An information sheet is included in the packet. Placement is very important because it provides accountability with the state and our instructor's programs. COE requires 60% completion, 70% placement, and 70% licensure for our ACE programs. Andrew mentioned that some of our programs do not require licensure. COE also recognizes non-graduate completers. This is when students complete a 9-week program and decide they can no longer afford to attend and they go out and work in the field.

Last year we had 134 high school completers. We did very well with continuing education. The statistics are as follows:

45 students – Continuing Ed (in field) 34%
17 students – Continuing Ed (out of field) 13%
8 students – Military-full time 5%
31 students – Employed (in field) 23%
27 students – Employed (out of field) 20%
6 students – Seeking work 4%
0 students – Status unknown 0%

All of this information was sent to the CTE directors.

This year, our projected completers for high school is close to 158. So far, we have over 600 applicants for next year. We are hoping the numbers come up.

BUSINESS AND INDUSTRY UPDATE

Russell Penner provided a update on Business and Industry. He noted that 2023 has been good to us so far. We received \$120,000 grant from an unnamed foundation. One hundred thousand dollars are earmarked for the purchase of a new truck and a trailer for our Commercial Driving program. Twenty thousand dollars are for start-up costs for the new Phlebotomy program starting in the 2023-24 school year.

Russell reported that just this week, we picked up Martin's and Jefferson Distributing companies for our Commercial Driving program. We are going to do the skill and theory with their employees. We are going to work with those companies to document driving hours and we can count that for the FMCSA. We will cover the theory and skill work and set up testing.

We've also been working with US Silica. They have been happy with the previous partnership and approached us this week to continue the partnership. We are looking at doing something new with them and Russell will be working with the instructors to see what that will look like.

We also have MOUs with First Energy and FEMA. We are waiting on their people to approve the funding. We will have FEMA employees for both Commercial Driving and Welding and First Energy employees for Commercial Driving.

We are also sent a prototype to the Morgan County Sheriff's Department. They are in need of boxes for their vehicles. We sent a prototype with a price and we are waiting for them to move forward.

JRTI COMPANY LAB ENTREPRENEURSHIP SITE UPDATE

Mrs. Van Metre reported that Betsy Heath currently has 30 community clients she is working with on starter ideas for a business or making sure smaller businesses are compliant. Betsy had an "Ask an Expert" series that was on the first Wednesday of every month. She had attorneys, insurance agents, marketing agents and provided various ways to connect with the community.

Betsy was approached by an entrepreneurship director at a community college in Iowa who wants to start modeling their program on her model. This person found her through the "Ask an Expert" series on social media. She is also working with the three Economic Development Authorities to participate in an Eastern Panhandle Entrepreneurship forum.

Betsy also works with 10 of our students on their entrepreneurship goals. The students take the entire year to go through the process of developing a business plan from

inception to presentation. Last year she had three students and two of those students still have their businesses. One student was a Graphic Design student and the other was a Masonry student. The third student is a senior this year.

COMMUNITY ENGAGEMENT UPDATE

Our Applied Engineering program (Robotics) partnered with Proctor & Gamble through the Manufacturing Innovation Challenge. Proctor & Gamble came to them with a problem and our students will collaborate with P&G to develop a prototype to resolve the engineering problem.

We will be launching our food truck at the end of January. The food truck will be out in the front of the building on Thursdays. Every week there will be a different menu. Students have to develop the menu, cost the menu, develop the product, and provide customer service in a safe and speedy fashion.

FACILITIES UPDATE

Andrew said things are starting to come together although it's a slow process. The seven HVAC units were supposed to be delivered from the manufacturer. Due to manufacturing issues, the units are now on hold and they probably won't be here until the end of January or February. The HVAC contractor, Appalachian, did some preliminary work on the building's automated system. The Early Childhood Education building had similar problems with supply chain issues. Over the Christmas break, the millwork was installed and we are waiting on the sink. The rest of the upgrades (doors, windows, security system, roof) will be put off until spring break because of supply chain issues. Looking down the road with CARES funds, we will be putting in ventilation systems in the Masonry, Diesel, and both Auto shops. This is a requirement per NATEF certification.

COUNSELING FOR CAREERS

Donna noted that 10th grade tours are now complete. We tried a new model this year and it seemed to work a lot better. Instead of going to the schools to do interviews, the students came back to interview for two programs. Previously we did not have our approval list until April. Now Carla and the counselors completed Phase I of our acceptance process. Now the spots that are not filled go into Phase II. Phase II gives students who did not get their first choice a chance to interview for another class. Donna mentioned that scheduling is four months earlier than it has been in the past.

Troy Pressens is working with 8th graders with the Mobile Career Center. Right now the MCC is at Spring Mills Middle. Donna invited the Administrative Council to visit the

MCC if they get a chance. We received a substantial grant from the unnamed foundation to remodel the MCC. The grant was about \$100,000 to totally remodel and revamp the MCC.

We are now in the process of conducting our 8th grade tours in collaboration with Blue Ridge. Students spend a half day here and a half day at Blue Ridge.

We have been attending many career fairs for our ACE programs. As we go into the second semester, career fairs will start picking up again. Russell continues to streamline our enrollment process.

SCHOOL CULTURE UPDATE

Our Teacher of the Year for 2022 is our English teacher, Kenda Ball. Donna noted that every nine weeks, students nominate a teacher for teacher of the term (high school and ACE). By the end of the year we have eight teachers of the term (4 high school and 4 postsecondary). Of those eight, the faculty selects three finalists. Those finalists fill out a questionnaire and goes through an interview process. Kristi Heaton is part of the interview panel.

EXECUTIVE SESSION

Pursuant to West Virginia State Code 6-9a-4, the Council went into executive session at 10:05 a.m. on a motion by Dr. Gibson seconded by Kristen Tuttle.

Kristen Tuttle moved, seconded by Pete Gordon to come out of executive session at 10:37 a.m.

MOTION CARRIED

IMPORTANT DATES

January 7 – Robotics Tournament – need judges
January 13 – Mountain Ridge Middle School 8th grade tour
January 20 – Harper’s Ferry Middle School tour
January 28 – Robotics Tournament—need judges
February 10 – Spring Mills Middle School 8th grade tour
February 15-17 – State CTE Director’s Conference—Morgantown
February 17 – Faculty Senate – 2-hour early dismissal
February 20 – Professional Learning Day – no students
March 3 – North Middle School 8th grade tour
March 7 – Open House 5:30-7:30
March 10 – South Middle School 8th grade tour

- April 5 – JRTI Career Fair
- May 4 – AAA Awards Ceremony
- May 18 – High School Certificate Ceremony
- June 1 – ACE Graduation (except Practical Nursing)
- June 5 – Practical Nursing Graduation and Pinning Ceremony
- June 7-9 – Summer Career Academy

The meeting was adjourned at 10:37 a.m.

NEXT MEETING: February 24, 2023 at 9:00 a.m.

DATE OF APPROVAL

CHAIR

SECRETARY
