

**ADMINISTRATIVE COUNCIL
JAMES RUMSEY TECHNICAL INSTITUTE
MINUTES OF FEBRUARY 24, 2023**

The regularly scheduled Administrative Council meeting for the James Rumsey Technical Institute was held February 24, 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 Cacia
Mrs. Peggy Ilnicki
Mr. Russell Penner

WELCOME AND INTRODUCTIONS

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

MINUTES

Kathy Skinner presented the minutes of the January 6, 2023 Administrative Council meeting for approval.

Ron Stephens moved, seconded by Pete Gordon to approve the January 6, 2023 minutes as presented; carried.

MOTION CARRIED

FINANCIAL

Mrs. Van Metre presented the December, 2022 and January, 2023 Treasurer's Reports for approval. Fund 13 ended January with a balance of \$950,033.39, Fund 63 ended January with a balance of \$2,176,180.95, and Fund 73 ended January with a balance of \$212,308.67.

Recorded previous electronic check approvals of 1/11/23, 1/18/23, 1/23/23, 1/31/23, 2/13/23, 2/20/23.

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

MOTION CARRIED

Mrs. Van Metre wanted to make the Administrative Council aware that we are applying for a RISE Grant to expand our entrepreneurship site. We are applying for the grant through the USDA Rural Development in partnership with Region 9. Region 9 is writing the grant and we will be the grantees. A study will be conducted on labor-market entrepreneurship needs within the community. The study will be used to determine the expansion of the entrepreneurship site. The grant needs Kathy Skinner's signature but does not require Administrative Council approval.

APPROVAL OF CO-OP, CLINICAL, INTERNSHIPS AND SHADOWING SITES

- A. Calvary Construction
- B. Bob's Tires
- C. Butterflies and Bullfrogs
- D. Coty's Auto Body
- E. Penske

Pete Gordon moved, seconded by Kristen Tuttle, to approve the Co-op, Clinical, Internships and Shadowing sites as presented; carried.

PERSONNEL APPROVALS

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

- A. Approval to post for Clinical Supervisor for 2023-24
- B. Retirement
 - i. Eric Armer—ACE Electrical Instructor
 - ii. Karen Light—Secretary

- C. RIF in the event of non-renewal of ACE, Adult Ed and Embedded Credit grants
- i. Electrical Instructor—Eric Armer
 - ii. English Teacher—Kenda Ball
 - iii. Electrical Instructor—Philip Barrett
 - iv. School Counselor—Carla Cacacia
 - v. Adult Ed Secretary—Janice Davis
 - vi. Commercial Driving Instructor—Kenneth Dombroski
 - vii. Surgical Technology Instructor—Jessica Firl
 - viii. Math Instructor—David Gerda
 - ix. Secretary—Lori Grove
 - x. Commercial Driving Instructor—Guyowen Hall
 - xi. Commercial Driving Instructor—Timothy Marcum
 - xii. Adult Education Coordinator—Ann Mueller
 - xiii. Secretary—Katelyn Myers
 - xiv. HVAC Instructor—Rebecca Nelson
 - xv. Adult Education Instructor—Aimee Orndorff
 - xvi. Adult Education Instructor—Lara Peavler
 - xvii. ACE Assistant Principal—Russell Penner
 - xviii. Practical Nursing Instructor—Regina Terry-Jackson
 - xix. Automotive Technology—Melissa Williams

Jackie Long moved, seconded by Ron Stephens, to approve all personnel approvals as presented; carried.

MMOTION CARRIED

EXECUTIVE SESSION

Pursuant to West Virginia State Code 6-9a-4, the Council went into executive session at 9:15 a.m. on a motion by Dr. Gibson seconded by Ron Stephens.

The Council came out of Executive Session at 10:27

MOTION CARRIED

PERSONNEL APPROVALS

Mr. Pete Gordon made the motion to approve the termination of Ms. Susan Kirk-Hromada, seconded by Dr. Bondy Gibson-Learn. Motion carried unanimously.

IMPORTANT DATES

- 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 1 – JRTI Prom
- April 5 – JRTI Career Fair
- April 21 – Shepherdstown Middle School Tour
- May 4 – AAA Awards Ceremony
- May 17 – High School JRTI Awards Ceremony
- May 18 – ACE AAA Awards 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 10:29 a.m.

DATE OF APPROVAL

CHAIRMAN

SECRETARY