

**ADMINISTRATIVE COUNCIL  
JAMES RUMSEY TECHNICAL INSTITUTE  
MINUTES OF APRIL 28, 2023**

The regularly scheduled Administrative Council meeting for the James Rumsey Technical Institute was held April 28, 2023 at 9:00 a.m.

**MEMBERS PRESENT**

Mrs. Tara Burch  
Dr. Bondy Gibson, Superintendent, Jefferson County Schools  
Ms. Jacqueline Long  
Mr. Ron Stephens, Superintendent, Berkeley County Schools  
Mrs. Donna Van Metre, Secretary

**MEMBERS ABSENT**

Mrs. Kristen Tuttle, Superintendent, Morgan County Schools  
Mr. Pete Gordon  
Mrs. Skinner

**STAFF MEMBERS PRESENT**

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

**WELCOME AND INTRODUCTIONS**

Jacqueline Long welcomed all members and began the meeting at 9:00 a.m.

**MINUTES**

Jacqueline Long presented the minutes of the February 24, 2023 Administrative Council meeting for approval.

Ron Stephens moved, seconded by Dr. Bondy Gibson to approve the February 24, 2023 minutes as presented; carried.

MOTION CARRIED

## **FINANCIAL APPROVAL**

Mrs. Van Metre presented the February and March, 2023 Treasurer's Reports for approval. Fund 13 ended March with a balance of \$833,266.12, Fund 63 ended March with a balance of \$997,250.61 and Fund 73 ended March with a balance of \$215,162.03.

Recorded previous electronic check approvals of 2/28/23, 3/3/23, 3/20/23, 4/5/23, 4/18/23.

Recorded previous Budget Journal Entries for January and February 2023.

Budget Journal Entries for March and April 2023.

Request use of \$10,000 contingency funds for legal fees.

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

MOTION CARRIED

## **PERSONNEL APPROVALS**

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

- A. Removal from Preferred Call List due to renewal of ACE, Adult Ed and Embedded Credit funding.
  - a. Electrical Instructor—Eric Armer
  - b. Electrical Instructor—Philip Barrett
  - c. English Teacher—Kenda Ball
  - d. School Counselor—Carla Cacacia
  - e. Adult Ed Secretary—Janice Davis
  - f. Commercial Driving Instructor—Kenneth Dombroski
  - g. Math Instructor—David Gerda
  - h. Secretary—Lori Grove
  - i. Adult Education Coordinator—Ann Mueller
  - j. Secretary—Katelyn Myers
  - k. HVAC Instructor—Rebecca Nelson
  - l. Adult Education Instructor—Aimee Orndorff
  - m. Adult Education Instructor—Lara Peavler
  - n. ACE Assistant Principal—Russell Penner
  - o. Practical Nursing Instructor—Regina Terry-Jackson

- B. Removal from Preferred Call List with Change in Contract Days due to Change in State Mandated Clock Hours
  - a. Surgical Technology Instructor – Jessica Firl (220-210)
  - b. Commercial Driving Instructor – Guyowen Hall (240-220)
  - c. Commercial Driving Instructor – Timothy Marcum (240-220)
  - d. Automotive Technology Instructor – Melissa Williams (220-210)
  
- C. Resignations
  - a. Lauren Cunningham—Therapeutic Services
  - b. Marjorie Kellman – Practical Nursing Instructor (part-time)
  
- D. New personnel for 2023-24
  - a. ACE Electrical Technician – Bradley Butler
  - b. ACE Phlebotomy – Jan Roberts
  
- E. Posting of Positions
  - a. Adult Education Instructor
  - b. Adult Education Secretary
  - c. Regional Innovation and Implementation Coordinator
  - d. Emergency Services Instructor
  - e. Practical Nursing Instructor
  
- F. Approval to post for vacant position over the summer.

Ron Stephens moved, seconded by Dr. Bondy Gibson to approve all personnel approvals as presented; carried.

MOTION CARRIED

#### **APPROVAL OF 2023-24 CALENDARS**

Mrs. Van Metre stated because we have different programs that last different periods of time, we have a variety of calendars. JRTI uses Berkeley County Schools calendar as a foundation for establishing calendars. Included in your packet are the following calendars:

JRTI High School Calendar 2023-2024 (200 days)  
CDL Calendar—Ken Dombroski (240 days)

CDL Calendar—Tim Marcum and Joe Hall (220 days)  
Surgical Tech/Auto Tech/HVAC Tech/Electrical Tech#1 (210 days)  
Phlebotomy and Elect. Tech #2 (200 days)  
Practical Nursing (240 days)

Dr. Bondy Gibson moved, seconded by Ron Stephens to approve all 2023-24 calendars as presented; carried.

MOTION CARRIED

### **APPROVAL OF CHAPERONES**

- A. Amy Penner
- B. Kelley Odom

Ron Stephens moved, seconded by Dr. Bondy Gibson to approve all chaperones as presented; carried.

MOTION CARRIED

### **APPROVAL OF JRTI TITLE IX POLICY**

Donna mentioned that the Title IX policy had multiple changes over the past few years. Our policy was outdated. Donna asked Russell to work with BCS because often when Title IX complaints go through, we use BCS for support. We use the same policy as BCS and just change the name to JRTI.

Dr. Bondy Gibson moved, seconded by Ron Stephens to approve the JRTI Title IX Policy as presented; carried.

MOTION CARRIED

### **INSTRUCTIONAL UPDATE**

Donna reported on the following updates:

- High School—High school wrapped up NOCTI testing. The preliminary data shows that 85% of the students who took the NOCTI completer assessment passed the workforce readiness. NOCTI assessment is an assessment that completers take. It's the general summative assessment for CTE programs. It's aligned with their curriculum. Every program showed growth from their pre-test to the post-test.

Our James Rumsey Certificate Ceremony that recognizes our students for attendance, grades, and portfolio score is on May 17. Students need to have a “C” or higher for the 2-year period, a “C” or higher on their portfolio, and have missed less than 20 days over the two years.

- ACE—Russell discussed the collaborations with WVU Medicine East and WV Junior College. WVU Medicine East offered us the opportunity for a full scholarship to go to our Surgical Tech Program. WVU Medicine East will pay for the tuition, fees, and books. On top of that, they will pay the students \$16 per hour to sit in class. This is advantageous to us because we won’t have to run through the Pell. Students will be in one of the three WVU Medicine East places and then they would have their own preceptors. Students don’t have to take this but it is really a great opportunity. In return for the scholarship, WVU Medicine East would like a 2-year commitment from the student.

Russell stated that we have a really good relationship with WV Junior College. Chad Callen called and asked how interested we would be in partnering with them for a Respiratory Therapy Program. The VA asked us to look into this previously. We were unable to do so because the program requires a tremendous amount of hours. We don’t have the resources and the accrediting body for the required hours. The Respiratory Therapy Program required at a minimum an Associate’s Degree. We are not allowed to confer an Associate’s Degree. There were a lot of hurdles so that did not work out for us. WV Junior College came to us and asked if we would be willing to partner with them for this program. If things continue to move on, we are on their study group. It’s about a 2-year approval process and they will be using our lab space. We are looking at scholarship opportunities for some of our students that take Therapeutic Services in high school. It will be a nice pipeline to go from JRTI into higher ed.

- Adult Education—Donna reported that our Adult Education has collaborated with the Mountaineer Recovery Center. These individuals are in recovery and one of the barriers to success is having a high school diploma. The focus on them is passing the HiSET Test. We started with eight students and now have over 60. This has also led to a collaboration with the Day Report Center.

## **BUSINESS AND INDUSTRY**

Russell talked about collaborating with Volvo. They started using our track to test vehicles in the evenings, nights, and different times during the day. Their engineers recently gave us a huge donation of filters and other vehicle upkeep supplies. We are also in

discussions with Volvo to lease a brand new truck for \$1.00 that would be used for our Commercial Truck Driving Program. We are really excited about this partnership.

## **COMMUNITY UPDATE**

Donna provided an update on our Entrepreneurship Site, the JRTI Company Lab. This started a year ago and has really grown. Betsy has over 41 community-based clients. Some of the clients are new businesses and the others are current businesses making sure they have the right licenses, insurance, and follow other necessary documents. The Entrepreneurship Site has become a very successful launch in the Eastern Panhandle. It serves business clients in Berkeley, Jefferson, and Morgan Counties. Betsy had an “Ask an Expert” series which had a lawyer, accountant, marketing specialist, long-term entrepreneur, and a banker as guest speakers.

Betsy also did a launch pad session on how to write a business plan.

Over the last two years, Betsy taught a high school elective class. She had ten students and eight passed their certification test.

Another community expansion that we are working on is the food truck which is operational on Thursdays from 10:30 until 1:00. We also had a collaboration with our Applied Engineering Program and Proctor and Gamble. P&G presented a problem to our Applied Engineering students and they found various solutions.

## **CAREER TECHNICAL STUDENT YOUTH ORGANIZATIONS**

- A. National Technical Honor Society—last night we inducted 121 high school and ACE students into the National Technical Honor Society. This organization falls under the umbrella of the National Honor Society. A list of students is included in the packet.
- B. SKILLS USA State Medalists—We sent 56 students to the state SKILLS USA competition on March 25 and 26 to compete in 39 different categories. We had many students who placed in either gold, silver, or bronze at the state level. (A list is in the packet.) Now the 17 students who placed gold will move on to the SKILLS USA national competition. The competition costs about \$850 per student. We are looking for sponsors to offset some of the costs. Panhandle Homes agreed to sponsor a student. We are also having different fundraisers to offset the costs.
- C. VEX Robotics Competitions—We have teams competing in the VEX IQ World Competition.

## **FACILITIES UPDATE**

Andrew shared updates on the following:

- A. Early Childhood Building SBA project—a lot of stuff happened during spring break. The upgrades are about 65-70% complete. Some of the work will happen after the students leave for the summer. The ceilings were put in and duct cleaning was done.
- B. HVAC Upgrade—The units are all on the roof and up and running. They still need to be fine-tuned.
- C. Ventilation Upgrade—The process has started for upgrades to the ventilation systems in the Diesel, Auto, and Masonry shops.
- D. SBA request for Commercial Driving/Diesel Campus—Donna put in an SBA request to upgrade the Commercial Driving/Diesel Campus. The roof needs to be replaced, the heaters need to be put in, outside lighting needs to be installed, and the parking lot needs to be paved. Andrew noted that the roof on that building hasn't been updated since 1976.

## **COUNSELING FOR CAREERS**

Donna noted that we are always in the process of recruiting and promoting our programs. We held our open house on March 7 which was well attended. We had our Career Fair on April 5 and this was also very well attended. Right now our projected enrollment is about 500 students for our high school programs and our ACE programs are projected to be full.

We are currently accepting applications for the Summer Career Academy (June 7-9). It's open for rising 9<sup>th</sup> and 10<sup>th</sup> graders. We take 130 students and they visit 12 different programs with hands-on modules. Donna reminded the council that in previous years, the counties paid for bussing students.

## **SCHOOL CULTURE UPDATE**

We just held the prom and school picnic. We will have a dunk tank to raise funds for the American Cancer Society. Teacher Appreciation Week is coming up and we will have several events.

Our AAA (Attendance, Attitude, and Achievement) Assembly is scheduled for May 4. The morning session is 8:30 a.m. and the afternoon session is 12:30 p.m. The list of recipients is enclosed in the packet. Donna asked the group not to share the list because students don't know they are receiving the award. Parents are invited to attend and they were asked not to let their children know.

On a monthly basis, our teachers do an employee of the month because our programs are simulated workplaces. The employees of the month are then nominated, we read their names, and have their pictures on posters hanging outside the classroom.

### **APPROVAL OF TRIPS**

- A. VEX IQ WORLD Competition – Dallas, TX – May 8-10 (Middle School); May 10-12 (Elementary)
- B. SkillsUSA National Conference – Atlanta, GA – June 19-23

Dr. Bondy Gibson moved, seconded by Ron Stephens to approve trips as presented; carried.

MOTION CARRIED

### **IMPORTANT DATES**

- May 4 – High School AAA Assembly 8:30 and 12:30
- May 13 – JRTI Yard Sale
- May 17 – High School JRTI Certificate Ceremony 5:30-8:30 (HHS Auditorium)
- May 18 – ACE Awards – Awards Assembly – 8:30
- June 1 – ACE Graduation (except Practical Nursing) 10:00 and 11:30
- June 5 – Practical Nursing Graduation and Capping & Pinning Ceremony – 5:00
- June 7-9 – Summer Career Academy

The meeting was adjourned at 9:57 a.m.

**NEXT MEETING:** Will be determined.

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**DATE OF APPROVAL**

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**CHAIR**



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**SECRETARY**