

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

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

MEMBERS PRESENT

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

STAFF MEMBERS PRESENT

Mr. Andrew Albright
Ms. Carla Caciccia
Mrs. Peggy Ilnicki
Mrs. Ann Mueller
Mr. Ron Odom
Mr. Russell Penner
Mr. Troy Pressen

GUESTS PRESENT

Mrs. Christi Heaton

WELCOME AND INTRODUCTIONS

Jacqueline Long welcomed all members and began the meeting at 9:00 a.m. Donna introduced everyone to the first Administrative Council meeting. She welcomed our new member, Dr. Chuck Bishop, Superintendent, Jefferson County Schools.

MINUTES

Jacqueline Long presented the minutes of the May 18, 2023 Administrative Council meeting for approval.

Kristen Tuttle moved, seconded by Ron Stephens to approve the May 18, 2023 minutes as presented; carried.

MOTION CARRIED

FINANCIAL

Mrs. Van Metre presented the May and June 2023 Treasurer's Reports for approval. Fund 13 ended June with a balance of \$1,328,844.88, Fund 63 ended June with a balance of \$1,847,114.54, and Fund 73 ended June with a deficit of \$10,577.44. Mrs. Van Metre is working with Jim Butts to remedy the deficit.

Recorded previous electronic check approvals of 5/24/23, 6/1/23, 6/6/23, 6/14/23, 6/22/23, 6/28/23, 7/25/23.

Budget Journal Entries for May and June, 2023.

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

MOTION CARRIED

PERSONNEL APPROVALS

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

A. Substitutes

- i. Regina Jackson
- ii. Karen Light
- iii. Lauren Cunningham
- iv. Bob Fulk

B. Full-Time Positions

- i. Regional Innovation and Implementation Coordinator—Troy Pressens
- ii. Coding, App and Game Design Instructor—Garrett O'Connell
- iii. Emergency Services Instructor – Greg Hoover
- iv. Mobile Career Center—Wayne Bennett
- v. Science Instructor – Rachael Propst
- vi. Therapeutic Services Instructor – Nancy Staebler

C. Posting – Part Time

- i. Part-time Administrative Assistant for JRTI Company Lab

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

MOTION CARRIED

INSTRUCTIONAL UPDATE

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

High School—Donna provided an update on Participant/Concentrator/Completer data for FY23 (enclosed in packet). A participant is a student who passed one core CTE class while enrolled in a program. A concentrator is a student who passed two core CTE classes while enrolled in a program. A completer is a student who passed all four core CTE classes while in a program.

Donna presented the Program of Studies for 2023-24 and 2024-25 for approval. She mentioned that we like to have a two-year projection on the courses that the students need to take.

Donna reported on the projected high school enrollment for FY24 (enclosed in packet). The projected total is 493 consisting of both first-year and second-year students.

Donna mentioned that we are continuing with the Simulated Workplace reset. A major element that we are adding is the accountability for work-based learning. All CTE programs across the board will need to document work-based learning hours whether they are done in class, in collaboration with the community as a requirement for their program, or in an internship or co-op that is outside of the school. All this information will be linked to the NOCTI portal.

ACE—Russell asked for approval for a \$30 non-refundable fee for short-term CDL applicants. He mentioned that every Wednesday, the Commercial Driving program has open interviews. There is a growing number of students requesting a short-term class because they already have driving experience. The instructors take them on the range for a 30-minute evaluation process to determine if they are capable of taking the short-term class or if they need the 10-week program. We are asking for the \$30 evaluation fee because we are providing a service to the student.

Donna reported that the projected enrollment for our ACE programs has changed since the packet was emailed. Now the PS Automotive Technology class has 20 students. The other classes are consistent with what was originally sent.

Russell provided an update on the mobile CDL simulator we purchased last year. The simulator was built in California and finally made its way here. We are still working out some of the kinks with the simulator. There was a little bit of damage when it arrived. The representatives from ATS (where we purchased the simulator) came out and evaluated the damage. At this point we updated the software and they threw in an air brake package

because it took so long for them to get the simulator to us. The last piece we are doing is recalibrating the clutch and the RPMs. The company can remote into the program and make the necessary adjustments. Russell is hoping everything is ready to go and invited the Administrative Council to come visit the simulator at the next meeting.

Adult Education Update—Donna noted the growth of the Adult Education Program and gave the floor to Ann Mueller, Coordinator of the Adult Education Program. Ann mentioned that the ABE program created two satellite classrooms (Mountaineer Recovery Center in Kearneysville and the Berkeley County Day Report Center). We are the only ABE program in the state that has done this. We've been supported by different programs like Jobs and Hope. This provides different funding tunnels to help us achieve this and it turned out to be a huge success. Ann gave a PowerPoint presentation to show the growth over three years. From June of 2021, we have gained approximately 200 more students.

Ann explained that the ABE center has three different types of students.

- A. HSE—High School Equivalency (It is now HiSet (previously GED).
- B. EFL-Educational Functioning Level leading to credential. This would be the JRTI students who are getting their certifications.
- C. EFL Employ—Educational Functioning Level leading to employment.

Ann mentioned that the high school equivalency has grown tremendously. In 2021, high school equivalency had 171 students and in 2023 it had 248. The EFL Education students pretty much remained the same. The EFL Employment students had the biggest increase. These students are directly connected to Mountaineer Recovery and the Day Report Center. Many of these students already have their high school diplomas or equivalency. We are trying to get these students employed, which is almost at 100% because they can use subsidized funds and have connections with P&G and Clorox. They are funneling the students straight to employment and the ABE center is the in-between. After the students are through their recovery, the ABE staff goes to the center and they work on employability skills.

Ann discussed the Learning Center's marketing. They have a billboard on Edwin Miller Blvd. They are also on all the social media platforms.

Ann communicated that she has flyers available on some of their initiatives. They've been collaborating with Jobs and Hope (which is another pot of money helping students in recovery). The Adult Learning Center also offers a math college credit course that will transfer to Blue Ridge CTC and WVU. The Adult Learning Center also offers free Microsoft Certifications and a service personnel prep course.

ACE students take a course through ABE (employability skills). They are trying to tie the gap between credential and employment. Russell noted that since this started, our retention rate and licensure rates improved.

Ron Stevens moved, seconded by Pete Gordon, to approve high school Program of Students for 2023-24 and 2024-25 and a \$30 nonrefundable CDL evaluation fee as presented; carried.

MOTION CARRIED

APPROVAL OF POLICY – OPIOID ANTAGONIST POLICY

Donna presented the Opioid Antagonist Policy. She mentioned that this is a new policy that needs approval. She mentioned that JRTI has Narcan in the building. We have to comply with the policy incase it's necessary to use Narcan. This is the same policy used by Berkeley County Schools. We have about ten JRTI employees with training on administering Narcan.

Kristen Tuttle moved, seconded by Pete Gordon, to approve the Opioid Antagonist Policy as presented; carried.

MOTION CARRIED

JRTI COMPANY LAB ENTREPRENEURSHIP SITE UPDATE

Donna provided an update on the JRTI Company Lab Entrepreneurship Site. She reiterated that this is a community-based site which is grant-funded by the state. This site is to provide logistical support and expertise for new and established businesses to make sure they are licensed correctly, make sure they have the correct tax systems, and the right insurance. Betsy Heath currently has almost 50 active clients. Betsy received a grant for a program called "Co-starters." We would need a second site in West Virginia to use the Co-starters program. It's a program where you create a cohort of people who are in a similar place in their business plan journey. Betsy applied for the Eastern West Virginia Community Foundation Grant to purchase the program. We are also applying for a grants to help offset the costs for small business owners. The program costs about \$250 per person to complete the 10-week program. We'd like to remove as much of the financial burden as we can.

We've also partnered with Region 9 Workforce. We would like to apply for the RISE grant in a couple of years to expand the entrepreneurship site within the community. We need more information on the labor-market needs. With Region 9 Workforce, we were able to obtain an almost \$50,000 grant to do a labor-market assessment feasibility study for us to use and to continue to compile the data to meet more specific needs within the community.

BUSINESS AND INDUSTRY UPDATE

Russell met with representatives from AMS (they build vending machines). They have an interest in partnering with us. Russell mentioned that yesterday was the groundbreaking at CMC Steel. We will be doing some training with them as well. Russell reported that all of the organizations we worked with are onboard with us again this year. WV Junior College is looking at a respiratory therapy program and we are helping them out with facility space. The approval process takes two years so the program won't start this year but will start the following year. We are part of their study group. We also picked up Orgill and they will be sending one or two people a year. Russell mentioned that they used to send their students to HCC and now they are sending them to us.

OFFICE OF REGIONAL INNOVATION AND IMPLEMENTATION

Troy Pressens gave a PowerPoint presentation on his role as Regional Innovation and Implementation Coordinator. His areas of focus are Special Education Policy 2419, Synergistic Possibilities, and Career and Technical Education Policy 2520. Troy would like to merge the realms of special education and Career and Technical Education (CTE).

This was a grant-funded initiative position from last year. The position came from while Troy was working with the Mobile Career Center going from school to school. The initial grant to overhaul the MCC had additional funding that allowed us to go into the schools and fund different CTE projects as well special education projects. He said the first year was great. Every middle school we went into, we pretty much funded programs. Most of the funding was gone by the second year. He was approached by the schools wanting more career and CTE resources for students and special education students.

Troy is currently pursuing fund opportunities for the following projects:

- Enhancing CTE for all students (\$475,00 for 11-middle schools)
- Equitable Access to CTE for special education (\$750,000 for 11-middle schools)
- Campus Modernization & Program Expansion at JRTI (\$5,900,000—Welding facility).
- Multi-Sensory CTE courtyards and classrooms (\$250,000-1 courtyard)

Professional Development: Education Empowerment Program (\$12,000 average cost per room)

Troy provided a list of funded and completed initiatives as well as submitted initiatives.

Funded and completed:

1. JRTI Graphic Design Modernization
2. Martinsburg High School Self Contained Behavior Disorder Classrooms
3. Musselman High Self School Contained Behavior Disorder Classrooms
4. Spring Mills High Self School Contained Behavior Disorder Classrooms
5. Shepherdstown Middle School Robotics Program Expansion
6. Wildwood Middle School Grow Wall & Green House
7. South Martinsburg Middle School Focus Program
8. JRTI Mobile Career Center
9. Jefferson County Mobile Learning Lab

Submitted:

1. JRTI-Multi-Media Lab
2. Charles Town Middle School
3. Spring Mills Middle School
4. South Martinsburg Middle School
5. North Martinsburg Middle School
6. Driswood Intermediate
7. Tomahawk Intermediate Pre-K

CAREER TECHNICAL STUDENT YOUTH ORGANIZATION UPDATE

Donna provided an update on the student youth organizations. SKILLS USA sent 17 students to Atlanta this year. This is a great experience for our students and we will continue to have school-wide participation in SKILLS USA.

FACILITIES UPDATE

Andrew provided a facilities update. The Early Childcare Building is pretty much completed. Will be complete by July 31 other than a few backordered items. We have security on the daycare side and the front. People can badge in and the system is tied in with the main campus.

HVAC Upgrade—Andrew had a meeting the other day and they are going to have all the punch out stuff done, and get the automated system up and operational.

Preliminary drawings for the ventilation systems for the diesel, and both automotive, and masonry shops are all in the planning stage.

The Commercial Driving and Diesel campus will get an overhaul. Donna needs to do an RFP to get that started. Hopefully we will be starting with that project next year. We need to get some lighting and paving down at the campus and also put a new roof on part of the building and get some heat.

COUNSELING FOR CAREERS

We are continuing our counseling for careers through our Mobile Career Center which attends the Berkeley and Jefferson Fairs as well as visits all the middle schools in the three counties. This will be expanding to include our private school partners like St. Joes and the Charter School. Donna is also in connection with the WV virtual schools. The private and virtual schools will be billed separate for their local share.

We are always recruiting for our ACE programs. We had roughly 64 students attend the Summer Career Academy's 3-day session. Each student went through 10 different modules.

SCHOOL CULTURE UPDATE

We are updating our slogan to reflect changing the perception of CTE. Donna said we are moving beyond jobs. Our previous slogan was, "Our Grads Get Jobs." Our new slogan is "Here Today, Career Tomorrow." We are preparing people for careers, not jobs.

APPROVAL OF TRIPS

A. UWEP Day of Caring – September 12, 2023

Pete Gordon moved, seconded by Kristen Tuttle, to approve the trip as presented; carried.

EXECUTIVE SESSION

Pursuant to West Virginia State Code 6-9a-4, the Council went into executive session at 10:19 a.m. on a motion by Ron Stephens, seconded by Pete Gordon.

Ron Stevens moved, seconded by Kristen Tuttle come out of executive session at 10:50 a.m.

MOTION CARRIED

IMPORTANT DATES

- July 5 – First Day ACE Commercial Driving and Practical Nursing
- August 8 – First Day ACE Automotive Technology, Electrical Technology, HVAC and Surgical Technology
- August 16 – High School Orientation
- August 21 – High School classes start

The meeting was adjourned at 10:50.

NEXT MEETING: Friday, October 13, 2023 at 9:00 a.m.

DATE OF APPROVAL

CHAIR

SECRETARY