

**ADMINISTRATIVE COUNCIL  
JAMES RUMSEY TECHNICAL INSTITUTE  
MINUTES OF SEPTEMBER 25, 2023**

An Administrative Council meeting for the James Rumsey Technical Institute was held September 25, 2023 at 11:00 a.m.

**MEMBERS PRESENT**

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

**MEMBERS ABSENT**

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

**STAFF MEMBERS PRESENT**

Mrs. Peggy Ilnicki  
Mr. Russell Penner

**GUESTS PRESENT**

Jim Butts

**WELCOME AND INTRODUCTIONS**

Kathy Skinner welcomed all members and began the meeting at 11:00 a.m.

**FINANCIAL**

Jim Butts presented the Financial Statement for 23FY (which is due to the state by September 28, 2023). Jim highlighted the 60-page report. Page 6 gave a comparison of last year's assets and liabilities. The net assets for the year went up \$770,815 to total \$8.5 million. The majority of the assets is cash and capital assets. Jim noted that JRTI has a strong cash position. The liabilities are lower than what they were in the previous year with the exception of the net pension liability. A lot of that has to do with the state aid proportion of both retirement and benefits.

The net position from 2022 to 2023 is just over \$1,000,000 which brings our net position to \$6,500,000.

Jim talked about the revenue and expense comparisons from last year to this year. In general, the revenue is up by \$1.7 million from last year. The biggest part of that is the restricted state aid. Instructional expenses are roughly 70% of the total budget. At the end of the year, our

net position increased \$1,097,024. Jim stated that 2023 was a positive year for JRTI.

Jim went over the individual funds. Page 14 has a comparison by fund. We have the general fund, the special revenue fund (restricted fund), and the ESSER fund (COVID relief fund). He mentioned that in the prior year we had the school activity fund. We rolled those funds from SFO to the WVEIS system. All that is now split between the current general fund and the special revenue fund.

We have a very strong cash position which is \$3,600,000 and our liabilities are relatively low. We have a strong fund balance in the general fund which is \$1,310,867. That represents about 34% of the expenses. Jim noted that the state wants us to have 3-5% reserves, the government sector recommends 16% in reserves and we have 34%.

The general expenses are broken down between the three funds. Our other local sources are down a little because we used ACE revenue to offset some student tuition. The instructional expenses were about \$5,400,000 for the year. The other areas of expenses are operation/facilities and administrative costs.

The main capital project right now is the SBA grant. That was for the roof and HVAC system which will continue on to 2024. We increased the general current fund by \$500,000 and special revenue by \$820,000. We are continuing to spend down the ESSER funding. We spent \$481,000 of federal dollars that we have already received.

Page 58 lists all the state grant awards that we have with a description of what each grant is. There's a total of 59 state grants.

There was over \$1,000,000 in expenditures of federal grants which means JRTI will have an A133 audit. The threshold for that is if you spend over \$750,000 in federal dollars you have to have a special audit. JRTI is in a healthy position right now and there was no major activity from prior years.

The meeting was adjourned at 11:20.

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

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**DATE OF APPROVAL**

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**CHAIR**

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**SECRETARY**