

**ADMINISTRATIVE COUNCIL
JAMES RUMSEY TECHNICAL INSTITUTE
MINUTES OF OCTOBER 13, 2023**

The regularly scheduled Administrative Council meeting for the James Rumsey Technical Institute was held October 13, 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

Mrs. Peggy Ilnicki
Mr. Russell Penner

GUESTS PRESENT

Christi Heaton

WELCOME AND INTRODUCTIONS

Kathy Skinner welcomed all members and began the meeting at 9:06 a.m.

MINUTES

Kathy Skinner presented the minutes of the July 28, 2023 and September 25, 2023 Administrative Council meeting for approval.

Jackee Long moved, seconded by Kristen Tuttle to approve the July 28, 2023 and September 25, 2023 minutes as presented; carried.

MOTION CARRIED

FINANCIAL

Mrs. Van Metre presented the July, August, and September 2023 Treasurer's Reports for approval. Fund 13 ended September with a balance of \$1,411,553.10 Fund 63 ended September with a balance of \$2,156,720.33, and Fund 73 ended September with a deficit of \$5,220.45.

Recorded previous electronic check approvals 8/4/23, 8/16/23, 8/25/23, 8/30/23, 9/6/23, 9/14/23, 9/21/23, 9/27/23, 9/29/23, 10/9/23.

Budget Journal Entries for August and September, 2023.

Pete Gordon moved, seconded by Jackee Long, 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. Sallie Askins
- ii. Marissa Dodson
- iii. Donn Layhew
- iv. Barbara Miller

B. Full-Time Positions

- i. Adult Education Instructor—Lara Peavler
- ii. Coding, App and Game Design Instructor—Bonnie Brown
- iii. Practical Nursing Coordinator—Sophia Monroe
- iv. Practical Nursing Instructor—Kimberly Palmer
- v. Practical Nursing Clinical Supervisors—Laura Copenhaver, Amanda Donnelly, Gracie Eadie, Judi Hartsock, Leslie Hoffman

C. Resignations

- i. Nancy Staebler – Therapeutic Services – effective 10/18/23 (approved on 10/3/23)
- ii. Carla Cacia – School Counselor – effective 11/2/23

D. Postings

- a. Food Truck Assistant
- b. Entrepreneurship Instructor
- c. School Counselor
- d. School Counselor Substitute
- e. Therapeutic Services Instructor

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

MOTION CARRIED

COE UPDATE

Donna provided a COE update (Council for Occupational Education). COE is our accrediting body for our ACE programs. This accreditation allows us to facilitate Pell funding for our adult students. In order to continue to maintain accreditation, we continue to attend various conferences. Russell Penner, Venita Christman, and Rebecca Nelson will be attending the annual meeting in November. Also, our strategic plan is designed specifically for COE for our ACE programs. Our COE team will be updating our strategic plan for approval. We are doing our in-house approvals with our faculty and making sure we are compliant with COE. Mrs. Van Metre mentioned that Russell remains active and he serves on the COE appeals team which is at the national level. This allows us to have an inside track into what to look out for and what to network.

INSTRUCTIONAL UPDATE

Our high school students completed the NOCTI pre-test. They are currently setting goals with their instructors. We learned at the CTE conference that having completers reaching the workforce readiness score impacts some of our funding. Each program has its own workforce readiness score.

Simulated workplace is now school wide with both our high school programs and our ACE programs. Donna noted that she meets with the student supervisors once a month to discuss leadership, goal setting, and also talk about the simulated workplace benchmark.

Donna mentioned that we will have our first round of drug testing in the next few weeks. This is part of SWP policy.

ACE student instructional update—we have completed the NOCTI testing with our adult electrical students. They are the only ACE class required to take the test. ABE serves Rumsey students as well as the community for things like high school equivalency and life and study skills.

Adult Education will no longer be using the HiSet test for high school equivalency. They are going back to the GED which will go into effect January 1, 2024. This means all of the sites need to be compliant with Pearson Vue.

2023-2024 ENROLLMENT

Donna updated enrollment for 2023-2024 (information enclosed in packet). She believes we are making a comeback from COVID. Last year our enrollment was about 350 high school students and this year we have 444. Donna explained that year 14 is when a high school student starts their program as a senior in high school. They come back after graduation to complete their program.

BUSINESS AND INDUSTRY UPDATE

Donna provided a Business and Industry update. She mentioned the uptick in our request for CDL training in response to national and federal regulations. Russell is actively developing partnerships with various businesses. Currently we have partnerships with Twisted Trunk, Volvo, Orgill, and First Energy. We are also working on Border Patrol. We are also developing a partnership with our Phlebotomy Program and WVU East.

JRTI COMPANY LAB ENTREPRENEURSHIP SITE UPDATE

The Entrepreneurship site is very busy. Betsy has over 50 clients that are in different stages of their business plan. We looked into hiring a part-time employee but because of the growth, we will be using the remainder of the funds to hire a full-time instructor. We are also working with a company called Co.Starters that actually does cohorts for people who are entrepreneurs. Donna mentioned that some of her clients are our students but many of them are from the community.

COMMUNITY ENGAGEMENT UPDATE

Donna reported on the following community engagements:

- Working with the Rotary Club to do displays for their Hope Gala
- Fall yard sale is October 14, 2023 (rain or shine)
- Other schools in different counties and states visiting to observe SWP

CAREER TECHNICAL STUDENT YOUTH ORGANIZATION UPDATE

JRTI is doing school-wide participation in SKILLS USA. Our Applied Engineering teacher has been able to get us approved as a charter member of the Robotics National Honor Society.

FACILITIES UPDATE

The Early Childcare building SBA project is now wrapping up. We are still waiting on one item to complete the project. Our HVAC upgrade is still not going well. We are still having issues with brand new units that have sensors dying. Donna mentioned that she will not pay the last payment until everything is fixed. With the ventilation grant, we are finishing up designs to add ventilation to the following programs:

- High School Automotive
- Postsecondary Automotive
- Diesel/CDL
- Masonry

Donna mentioned that she needs to do the RFP for the Commercial Driving/Diesel upgrades.

COUNSELING FOR CAREERS

Currently we are doing our 10th grade tours which will be complete at the end of the month. In November, interested students will come back and interview for the various programs. We are also starting our Mobile Career Center's visits to the middle schools. Our middle school tours will begin in November. Our fall open house is on November 7, from 5:30-7:30. Our ACE staff is starting to participate in the various career fairs.

SCHOOL CULTURE UPDATE

On October 30, 2024 we will host a community-wide Trick or Treat from 6:00-7:00p.m. On Thanksgiving Day we are hosting the Turkey Trot 5K/run. We are partnering with Healthy Berkeley as well as the United Way. Our leadership team will be doing something with the Bethany House in December.

One of the bigger changes we made in school culture is we added the "Employee of the Month," for each program. Each program has a sign by their door with a photo of their employee of the month.

APPROVAL OF TRIPS

- A. November 3 – Aviation Expo at Leesburg Airport. 13 students and 2 instructors
- B. November 13-15 – Culineering Challenge Competition, Huntington, WV. 5 students and 2 instructors.
- C. November 14 – HS Automotive and Diesel students to Penske, Hagerstown, MD. 30 students and 2 instructors.

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

DIRECTOR'S GOALS

Donna went over her instructional goals.

High School—Donna would like our high school completers to be SOLID completers. She would like to see 90% of the completers receive the James Rumsey Certificate. This means the students will need a “C” or higher over the four core courses, they will need a “C” or higher on their portfolio, and they can’t have more than 20 absences regardless of the reason over the two-year period.

ACE—Donna’s goal for ACE is to have an 85% completion rate. She mentioned that COE only requires 70% but she would like 85%.

IMPORTANT DATES

October 3-October 31 – Tenth Grade Tour dates
October 14 – JRTI Fall Yard Sale
October 19 – Craft Advisory meetings
October 30 – JRTI Truck or Treat – 6:00-7:00 PM
November 1-November 30 – High School Interviews
November 7 – JRTI Open House – school wide – 5:30-7:30
November 10 – Veteran’s Day – no school
November 14 – JRTI LSIC
November 17 – Musselman Middle School Tour
December 1 – Harper’s Ferry Middle School Tour; JRTI Teacher of the Year
Breakfast 7:00 AM; JRTI Administrative Council 8:00 AM
December 13 – Legislative Day at JRTI

The meeting was adjourned at 9:50 a.m.

NEXT MEETING: December 1, 2023 at 8:00 a.m.

DATE OF APPROVAL

CHAIR

SECRETARY