

**ADMINISTRATIVE COUNCIL  
JAMES RUMSEY TECHNICAL INSTITUTE  
MINUTES OF SEPTEMBER 2, 2022**

The regularly scheduled Administrative Council meeting for the James Rumsey Technical Institute was held September 2, 2022 at 9:00 a.m.

**MEMBERS PRESENT**

Dr. Bondy Gibson, Superintendent, Jefferson County Schools  
Mrs. Kristen Tuttle, Superintendent, Morgan County Schools  
Mrs. Tara Burch  
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. Ron Odom  
Mr. Russell Penner

**WELCOME AND INTRODUCTIONS**

Mrs. Van Metre welcomed all members, and began the meeting 9:08 a.m. She opened the floor for nominations for Administrative Council Chair. Pete Gordon nominated Kathy Skinner to serve as Administrative Council Chair. Kristen Tuttle seconded the motion. The Council voted unanimously to approve Kathy Skinner as Administrative Council Chair. Kathy accepted the nomination.

**MOTION CARRIED**

Pete Gordon was nominated by Ron Stephens for Administrative Council Vice Chairman. Dr. Gibson seconded the motion. The Council voted unanimously and Pete accepted the nomination.

**MOTION CARRIED**

## **MINUTES**

Kathy Skinner presented the minutes of the June 10, 2022 Administrative Council meeting for approval.

Pete Gordon moved, seconded by Kristen Tuttle, to approve the June 10, 2022 minutes as presented; carried.

MOTION CARRIED

## **FINANCIAL**

Mrs. Van Metre presented the June and July, 2022 Treasurer's Reports for approval. Fund 13 ended July with a balance of \$1,319,482.13 and Fund 63 ended July with a balance of \$1,4399,610.19. We do not have the balance for Fund 66 (SFO) because we are in the process of transferring the funds from SFO to WVEIS. Fund 73 ended July with a balance of \$477,622.65.

Recorded previous electronic check approvals of 6/16/22, 7/5/22, 7/18/22, 7/19/22, 7/28/22, 8/4/22, 8/10/22, 8/19/22, 8/23/22, 8/30/22, 8/31/22.

Budget Journal Entries for July and August, 2022.

Pete Gordon, seconded by Jackie Long, to approve all financial items as presented; carried.

MOTION CARRIED

## **PERSONNEL APPROVALS**

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

- A. Jim Breeden – PT as if/needed basis CDL Instructor for 2022-23
- B. Mary Campbell – PT as if/needed basis for the 2022-23 school year – Clinical Supervisor
- C. Allen Daley – PT Adult Education Instructor
- D. Guyowen "Joe" Hall – PT as if/needed basis CDL Instructor for 2022-23
- E. Marjorie Kellman – PT as if/needed basis PN Instructor for 2022-23
- F. Aimee Orndorff – Adult Education Instructor – from part time to 240-day contract

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

MOTION CARRIED

## **APPROVAL OF VACATION PROCEDURES**

Mrs. Van Metre presented an updated vacation procedure for approval (copy enclosed in packet). This policy is followed by Berkeley County Schools. Kathy Skinner expressed concern with the line regarding rolling vacation time into retirement. This only applies to the old retirement system. You cannot roll vacation over in the new retirement system. The policy was amended to add a clause stating, "As allowable by WV Retirement Board and applicable to each employee's circumstance."

Ron Stephens moved, seconded by Pete Gordon, to approve the vacation procedures with the added clause as presented; carried.

MOTION CARRIED

## **COE**

Russell Penner gave an update on COE (Council on Occupational Education). This is the accrediting body for our ACE programs. Russell mentioned that COE comes out every 4-5 years but can come out any time to do an unannounced focus review. Because we accept Pell grants (federal funding) for our ACE classes, we have to be accredited by a third party.

Due to COVID restrictions, our visit last year was virtual. In April, we had our follow-up, in-person visit. We had no findings of noncompliance or recommendations and were granted another year of accreditation. The previous year we had a few issues. Russell explained that we are judged by CPL (completion, placement, and licensure). Our ACE programs must have at least a 70% completion rate and 60% licensure and placement rates. Two of our programs did not meet the standards (Culinary Arts and Massage Therapy). The Culinary Arts program did not meet the required placement standards so it was decided to phase out that program. We currently have one student and she will be finished in December. The Massage Therapy program had problems with licensure. For the purposes of COE compliance, we decided to close the Massage Therapy program. Closing the two programs seemed to remedy any issues we had with COE compliance.

Russell was trained this summer to be a COE team member. Team members are not paid. The organization relies on member institutions' staff. Team members are reimbursed for time, travel, and meals. Russell will be visiting Pioneer Technical College in Ohio later in September.

Russell requested approval of the following plans and policies (included in packet). He mentioned that none of plans and policies have changed but annual Administrative Council approval is required to meet COE guidelines.

### **Approval of Plans**

- i. Crisis Response Plan
- ii. Default Management Plan for Title IV Loans
- iii. Follow-up Plan
- iv. Health and Safety of Students in Case of Sickness, Accidents, or Emergency Healthcare Needs
- v. Improvement of Facility and Technical Infrastructure Plan
- vi. Maintaining Equipment and Replacement/Disposal of Equipment Plan
- vii. Media Services Plan
- viii. Operation and Maintenance Plan
- ix. Placement Services Plan
- x. Privacy, Safety and Security of Data Plan
- xi. Student Retention Plan
- xii. Student Services Effectiveness Plan
- xiii. Work-Based Activity Plan

### **Approval of Policies**

- i. Admission Policy
- ii. Education Program Policy
- iii. Non-Discrimination on the Basis of Sex in Education
- iv. Refund Policy
- v. Student Grievance Policy

Jackie Long moved, seconded by Pete Gordon, to approve all plans and policies as presented; carried.

### **INSTRUCTIONAL UPDATE**

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

- The simulated workplace structure was incorporated into our programs about 10 years ago. SWP had a powerful impact on our school as far as reducing waste, engaging our students, and leadership. After discussions with the administrative team last year, we realized that we are still having some issues with our ACE students that we weren't having with our high school students. Since we are producing employees, we decided that our entire staff needed SWP training. SWP is being phased in with our ACE programs.

Tim Elliott and James Coble from the state came in August and provided a center wide training which included our academic instructors.

- The administrative team engaged the instructors through the walkthrough process. They did a survey for the faculty support team and asked the instructors what they wanted them to look for when they do their walkthroughs. Russell worked with EPIC to design the walkthrough templet. Now we have a structure which allows us to utilize the walkthroughs.
- Last year, we started goal setting with the teachers for the NOCTI assessment. All CTE students have to take this assessment at the end of the year. Our faculty support team took the NOCTI standards and created a templet which was piloted last year.
- Adult Education – (1) Our Adult Learning Center is providing a bridge class for all of our adult programs to work on essential skills like showing up to work on time and interviewing skills. There is an entire curriculum for this class. This class is required for all our ACE programs. (2) The Adult Learning Center developed a partnership with the Mountaineer Recovery Center. They are working with clients to help them get their high school equivalency and also to help them in other areas where they lack skills. Currently, they are working with 18 students. Our instructor goes to their center and are currently working on basic foundational skills.

## **BUSINESS AND INDUSTRY UPDATE**

Russell shared how we are connecting with industry. He mentioned that employers are getting workers who are not meeting their requirements and needs. Many companies have approached us to provide training for their employees. The following are several programs we are working on presently:

- The Volvo Group – We are training Volvo's engineers to be CDL drivers. The Volvo Group wanted the employees developing the vehicles to know how to drive the machines they are helping build.
- West Virginia Junior College – we are working on a facility use agreement with WV Junior College. They have an RN program that our PN students can go to after they complete their PN class. They are offering some scholarships to any JRTI student who enrolls in their program. Our students will also get preferential seats in the class.
- FMCSA—Federal Motor Carrier Safety Association. This association decides who can drive an 18-wheeler and who can take it across state line. Currently 18-21 year

olds cannot go across state line. The FMCSA is starting a pilot program for about 3000 18-21 year olds who would like to get trained and have an agreement with a

trucking company. We are looking at about 3-4 students in this age group to work with Bowman. They already filled out the paperwork and are waiting for FMCSA approval.

- U.S. Silica approached us with a 90-hour program and a 120-hour program for their employees. Mechanic I is the first phase which will have five different classes. The second phase is Mechanic II, which will include classes like welding and blue print reading.
- The Fish and Wildlife service would like us to enhance what their employees are already doing. They will have them during the day for 8 hours and will send them to JRTI for evening classes. They are interested in renewable energy and we will provide a solar power class.
- Quad wants a two-year program for 90 hours. They want an electrical program and a mechanical program. We are in the process of setting up those classes.
- Morgan County Sheriff's Department is in need of different components for their vehicles. They would like our welding shop to build them some equipment.

### **JRTI COMPANY LAB ENTREPRENEURSHIP SITE UPDATE**

Mrs. Van Metre gave an update on the JRTI Company Lab. The program was launched at the end of February. Last year, Betsy had three high school students in her entrepreneurship elective class. All three students passed their certificate at the end of the year. This is a class that students opt into and they are graded. It's for students with an entrepreneurial desire. Betsy works with students on the business plan process. Betsy also works with our graduates as well as the community. Presently, she has 21 community clients. This is a collaboration with WVU and Marshall University. Some of their literature is included in your packet. On the first Wednesday of every month, Betsy added a virtual, "Ask an Expert" series. Next Wednesday, David DeJarnett will discuss the legality of having a business. An accountant and marketing agent are scheduled for upcoming sessions. The information is on our website and Facebook. Participants need to sign up and register so data can be tracked.

### **COMMUNITY ENGAGEMENT UPDATE**

The apple project downtown in Martinsburg was wrapped up. We are working with Troy Pressens to complete Jefferson County's mobile lab. The plan is to have this project wrapped up by the end of October.

## **CAREER TECHNICAL STUDENT YOUTH ORGANIZATIONS**

Mrs. Van Metre updated the Career Technical Student Youth Organizations. She noted that part of the state curriculum requires engagement with a student youth organization. Our leadership team came together and decided that we will have total participation in SKILLS USA. They provide all CTE programs to compete at local, state, and national levels. It also provides a community engagement curriculum. VEX Robotics is the only other organization that we still participate in separately. Robotics will still compete in SKILLS and VEX.

## **FACILITIES UPDATE**

Andrew Albright gave an update on the following projects:

- **Early Childhood Building SBA Project**—This project was put on the top of the Comprehensive Educational Facilities Plan back in 2020. The only upgrades this building has had since 1975 was a new roof and a new HVAC unit. After working with SBA and the architect, we signed a contract for approximately \$440,000 worth of upgrades to the facility. This building houses three different entities: our Early Childhood Education Class, EPIC Headstart, and Hedgesville High School's Vo-Ag program. To date, the upgrades are in the contract phase. The contract will be signed with Harley Miller on 9/9/2022. The roof in the back will be replaced, some HVAC units will be replaced, and they will also complete some painting and cabinet work. Once the contract is signed, they have 150 days to complete the project.
- **HVAC Upgrad**—We received funds for HVAC upgrades. The HVAC system was last upgraded in 2009-2010 for multi-zone units. The units are getting toward the end of their life cycle. The state came in twice and did an initial air quality assessment. We went through the process of hiring an architect and a mechanical engineer. We are waiting on the state AQI assessment. The multi-zone units will be upgraded to an automated system which runs on Windows 95 operating system. Several individual rooftop units will also be replaced. Because of supply chain issues, the units are manufactured to order. They should be ready in October or early November. Minghini's was awarded this contract after following proper procedures.
- **Ventilation Grant**—We received funds for ventilation upgrades to be in compliance with federal regulations in the masonry, diesel, and both auto classes (postsecondary and high school).

## **COUNSELING FOR CAREERS**

We started to recruit for the 2023-24 school year. Troy Pressens is going to all the high schools to talk to the tenth graders. He has them fill out surveys to identify their four programs of interest. Students will visit those for programs when they visit JRTI. After they visit JRTI, they can come back and shadow one or two programs to ensure it's the right fit. After that they submit their application.

In November, the eighth grade tours will start up again. Our students will serve as ambassadors.

Our ACE programs are also starting enrollment process for next year. We are visiting many of the schools, attending career fairs, and attending college fairs.

Our Summer Career Academy was held in June and 96 students participated. All schools with the exception of Paw Paw sent busses. Students rotated through 13 different programs. The Summer Career Academy lasted three days. We provided a stipend for instructors and students through Perkins Funding. Each program can have two of their students assist. Participants visit each module for about an hour and 15 minutes.

## **SCHOOL CULTURE**

Mrs. Van Metre went over our different faculty teams.

- Faculty Support Team – They work with professional development, look at curriculum, and they developed the NOCTI tool.
- Student Support Team – Because we have some all-day students, we want those students to have school culture.
- Marketing Team – They work on student recruitment.
- Fundraising Team – Because we have participation in student youth organizations, we have to raise funds for students to go to competitions.
- Safety Committee – The Safety Committee is a very active committee.
- IT Committee – Our IT Committee keeps us online.
- COE Committee – Russell heads this committee for our accreditation.
- Organized Student Government Class – This is an actual class where students get leadership experience. Russell is exploring this for our ACE programs.

## **APPROVAL OF TRIPS**

- A. September 13 – United Way of Eastern Panhandle Day of Caring at Horses with Hearts – 13 students.
- B. October 3-4 – Social Entrepreneurship Summit – Marshall University, Huntington, WV – 6 students.
- C. October 11 – JCS CTE Expo – Ranson Civic Center – 35 students.



Jackie Long moved, seconded by Pete Gordon, to approve all plans and policies as presented; carried.

### **IMPORTANT DATES**

September 12-23 – NOCTI Pre-Test Window  
September 30 – Middle and High School Counselor and Referral Agent Visit  
October 7 – Faculty Senate – early dismissal for students  
October 10 – Professional Learning Day – no students  
October 11 – November 4 – Tenth Grade Tour dates  
October 12 – BCS PSAT for 11<sup>th</sup> Graders  
October 20 – First Craft Advisory Meeting  
November 8 – Election Day – no school – JRTI is a polling site  
November 10 – Open House – school wide – 5:30-7:30  
November 11 – Veteran’s Day – no school  
November 21-25 – Thanksgiving Break  
December 2 – Teacher of the Year Breakfast-Cafeteria

The meeting was adjourned at 10:23.

**NEXT MEETING:** Friday, October 28, 2022 at 9:00 a.m.

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**DATE OF APPROVAL**

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**CHAIR**

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**SECRETARY**