

ADMINISTRATIVE COUNCIL AGENDA  
November 8, 2024 at 8:30 AM

1. Welcome and Introductions
2. Approval of October 18, 2024 Minutes
3. Financial Approval
  - A. Treasurer's Report for October
  - B. Check approvals for October
  - C. Budget Journal Entries.
4. Personnel Approval
  - A. Permission to Post for Assistant Director – 261 Days
  - B. Permission to Accept Resignations, Post for Open Positions, and Hire Pending Administrative Council Approval
  - C. Update on Personnel Recruitment
5. Possible Executive Session to Discuss Personnel Matters
6. Civil Rights Audit
  - A. Part 1, 2, and 3 Finished
  - B. Looking at Staff and Student Interviews
  - C. Finishing up Orders for Needed Supplies
7. Possible Executive Session to Discuss Legal Matters
8. Important Dates:
  - November 6, 2024 – Open House
  - November 11 – No School – Veterans Day
  - November 21 and 22 – Director's New Commissioner Orientation – COE
  - November 25-29 – No School – Thanksgiving Break
9. Adjournment

Next Meeting:

**Russell Penner is inviting you to a scheduled Zoom meeting.**

**Topic: Administrative Council Meeting - November 8**

**Time: Nov 8, 2024 08:30 AM Eastern Time (US and Canada)**

**Join Zoom Meeting**

**<https://us06web.zoom.us/j/82995806905>**

**Meeting ID: 829 9580 6905**

**---**

**One tap mobile**

**+19292056099,,82995806905# US (New York)**

**+13017158592,,82995806905# US (Washington DC)**

**Meeting ID: 829 9580 6905**

**ADMINISTRATIVE COUNCIL  
JAMES RUMSEY TECHNICAL INSTITUTE  
MINUTES OF OCTOBER 18, 2024**

The regularly scheduled Administrative Council meeting for the James Rumsey Technical Institute was held October 18, 2024 at 8:30 a.m.

**MEMBERS PRESENT**

Ms. Veronica Barron  
Dr. Ryan Saxe, Superintendent, Berkeley County Schools  
Mr. David Banks, Superintendent, Morgan County Schools  
Ms. Jackee Long (Berkeley County)  
Ms. Kathy Skinner (Jefferson County)  
Mr. Russell Penner, Secretary

**MEMBERS ABSENT**

Dr. Chuck Bishop, Superintendent, Jefferson County Schools  
Mr. John Rowland (Morgan County)

**STAFF MEMBERS PRESENT**

Mr. Andrew Albright  
Dr. Carissa Tress  
Mrs. Chrystal Copenhaver  
Mr. Ron Odom  
Mrs. Dianna Blake

**WELCOME AND INTRODUCTIONS**

Ms. Skinner welcomed all members and began the meeting at 8:32 a.m.

**MINUTES**

Ms. Skinner presented the minutes of the September 12, 2024 Administrative Council meeting for approval.

Ms. Long moved; seconded by Ms. Barron to approve the September 12, 2024 minutes as presented; carried.

MOTION CARRIED

**FINANCIAL**

Ms. Skinner presented the Treasurer's Report for September, check approvals for September, Budget Journal Entries for September and supplement for out of state years of service for service personnel for approval.

Mr. Penner explained that previously out of state service personnel did not get any credit

for their service. The legislature has allowed and Berkeley County has passed the approval of \$530.00 for the 1<sup>st</sup> year of service and \$350.00 for each additional year of service. James Rumsey currently has one employee in that situation and Mr. Penner wants to make sure we are treating our employees correctly.

Ms. Long moved, seconded by Mr. Banks, to approve all financial items as presented; carried.

### MOTION CARRIED

### PERSONNEL APPROVAL

Mr. Penner clarified the need for an Assistant Director to clearly be in charge in his absence. Mr. Penner does not want to add a new position, just add 21 days to a 240 contract. However, it appears that because the position would be a new title, it would be a new position. As a result, it would need to be posted as such. The position would require the Assistant Director to be a forward facing representative of James Rumsey in our community.

Ms. Long asked if the Assistant Director would have assignments when students were not present. Mr. Penner explained there are sufficient duties to keep them engaged.

Mr. Penner stated he has been working with Dr. Schooley on the wording of the position posting. There are two pieces of code on how I can post the position. One is to post the position internally. In code, if someone already had more than 200 days in their contract you can post internally. The other option is to post on Frontline and our website. Wording of the posting specifies preference would be given to a current James Rumsey administrator.

Dr. Saxe suggested another conversation with Mr. Schooley to clarify if code applies to MCTC. Dr. Saxe stated in his experience he was not aware of any ability to only consider internal candidates.

Mr. Penner stated that the cleanest way to post would be to post in three different places.

After further discussion concerning the posting, Dr. Saxe suggested tabling the posting until the next meeting so Mr. Schooley could be present to provide his official guidance on the posting.

Mr. Penner requested permission to post a .5 GED Test Examiner. Mr. Penner also requested acceptance of the resignation of Brit Conner – Law and Public Safety Instructor and permission to post for 1.0 Law and Public Safety Instructor.

Ms. Skinner requested a motion to table 4A – posting for an Assistant Director.

Ms. Long moved; seconded by Mr. Banks, to approve tabling the posting for Assistant Director; carried.

Ms. Skinner requested a motion to approve items 4B, C and D of the Personnel Approval.

Mr. Banks moved; seconded by Ms. Long to approve the Personnel Approvals as presented; carried.

MOTION CARRIED

### **APPROVAL OF COE POLICIES AND PLANS**

Dr. Tress stated most of the COE Policies and Plans that align with our accreditation process have not changed. A Technical Infrastructure Plan was created as required by COE this year for our teacher audit process. The Technical Infrastructure Plan outlines how the technical infrastructure is safeguarded at James Rumsey keeping it safe for both students and staff. The Student Grievance Policy has essentially remained the same. The only change for COE requirements was a link on our website so students could access the Policy. A Student Retention Policy was created to outline the ways James Rumsey goes about attracting prospective students and the different approaches the organization uses to keep the students here and meet their educational and career needs.

Dr. Saxe moved; seconded by Mr. Banks to approve the COE Policies and Plans as presented; carried.

MOTION CARRIED

### **INSTRUCTIONAL UPDATE**

Mr. Penner reported the 8<sup>th</sup> grade tours have gone well. Mr. Penner thanked the Superintendents and Board members for sending wonderful students to tour James Rumsey, all were well behaved. The 10<sup>th</sup> grade tours have been going well. JRTI switched to a new format to allow students more time in their 1<sup>st</sup> and 2<sup>nd</sup> choice options. Previously, students were given four choices, this year they were only given three choices.

Mr. Penner thanked Mr. Albright for doing a wonderful job with drug testing the students. Drug testing is a requirement for the Governors Workforce Credential. There have been 0 positive tests.

Dr. Tress reported the Phlebotomy instructor is working with Valley Health to create an opportunity for the students. Valley Health may be offering a sign on bonus for our students.

The Electrical students are certified in newer and safer techniques in welding.

The new Automotive MAST instructor, Michael King, is doing very well moving from industry to the instructor role. He has done an incredible job of creating a Simulated Workplace environment. He is making sure his students are prepared for future business opportunities.

It has been a great year for ACE so far.

Mr. Penner reported the .5 Adult Education position has not been filled.

The first GED test will be in November after a .5 GED Test Examiner position is approved. There will be one test every other month until Spring when the GED tests will be offered more often.

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

The JRTI Company Lab Entrepreneurship Site update was disheartening. The Region 9 Feasibility Study Grant showed employers can't take the number of students we are getting career ready. The companies that can don't meet the specific requirements of the grant. Mr. Penner is continuing to work with Chad Holmes and the Thrasher Group.

## **OFFICE OF REGIONAL INNOVATION AND IMPLEMENTATION**

Mr. Penner reported Troy Pressens, Office of Regional Innovation and Implementation, is working on closing out some of the bigger projects he has been working on with the school systems before the new funding cycle in January.

## **BUSINESS AND INDUSTRY UPDATE**

Mr. Penner stated the Volvo students are back in class. The Jefferson Distributing training went well, all students passed on the first try.

## **CAREER TECHNICAL STUDENT YOUTH ORGANIZATION UPDATE**

The Career Technical Student Youth Organization did very well on their first fundraiser earning \$3240.00. All profit goes to SkillsUSA to help defray the cost of attending competitions for our students.

The yard sale went well with proceeds going to Vex Robotics.

Mr. Penner gave kudos to Greg Mason from AMS for the donation of four refurbished vending machines. Proceeds from the vending machines are split among all CTSO organizations.

## **FACILITIES UPDATE**

Mr. Albright reported the electrical contractors are supposed to start work roughing in the automotive shops for the ventilation system. Prewiring for future ventilation in the masonry shop is also planned.

The switch gear box is in for the power upgrade for Truck Driving/Diesel. Contractors need to complete the ground work before the power company can set the pole.

The notarized Proof of Loss has been sent to Brim for the damage from lightning strike. Once we receive word back repairs can begin on the damaged HVAC units and replace the freezer in ProStart.

Mr. Penner reported Helbing Lipp Recny Architects will be retiring and sold their firm to Williamson Shriver Architects. JRTI is currently working on closing out all invoices with Helbing Lipp Recny. The staff will remain the same and we will continue to work with Mr. Recny.

## **COUNSELING FOR CAREERS**

Mr. Penner gave kudos to Mrs. Copenhaver for fulfilling all requirements for Eating Disorders and Suicide Prevention for all day students. Mr. Penner also gave kudos for the completion of the Fall IPEDs survey (two days) to Mrs. Copenhaver.

Mr. Penner will be meeting with Classroom2Careers supervisors in the coming days. Expectations from students, instructors and Mr. Penner will be clarified.

## **SCHOOL CULTURE**

Mr. Penner reported the New Teacher Academy is going well. The new instructors are working closely with their mentors. Mr. King is doing an amazing job in ACE Automotive. Mrs. Van Metre, who is in charge of Mrs. Thompson's program, said the observation of Therapeutic Services I was the best she had seen in the state.

The administration is working on little ways to show their appreciation and say thank you to the staff. One example is something small in their mailbox each payday. No school funds are used for this, funding comes from the administration team.

## **EXECUTIVE SESSION**

Mr. Penner asked if there was any interest in an Executive Session to discuss his goals.

Dr. Saxe and Ms. Long stated they were comfortable with Mr. Penner's goals for the school year.

Dr. Saxe moved; seconded by Ms. Long to approve Mr. Penner's goals for the school year; carried.

MOTION CARRIED

## **IMPORTANT DATES**

October 30, 2024 – Trick or Treat night at JRTI

November 6, 2024 – Open House – 5:30 p.m.– 7:30 p.m.

The meeting adjourned at 9:33 a.m.

NEXT MEETING: The next meeting will be November 15, 2024 at 8:00 a.m.

---

**DATE OF APPROVAL**

---

**CHAIRMAN**

---

**SECRETARY**

**BERKELEY COUNTY BOARD OF EDUCATION  
TREASURER'S REPORT  
MONTH ENDING OCTOBER 31, 2024**

Fund	Prior Year Ending Cash Balance Carryover	Revenue		Disbursements		Current Month Ending Cash Balance	Current Month Ending Cash Balance	
		This Month	Fiscal Year To Date	This Month	Fiscal Year To Date		In Cash	In Investments
<b>Berkeley County</b>								
Fund 11	\$ 47,542,733.50	\$ 24,774,541.38	\$ 103,795,122.32	\$ 20,997,688.62	\$ 60,598,650.08	\$ 90,739,205.74		
Fund 61	\$ (1,359,687.30)	\$ 1,866,614.29	\$ 8,216,013.08	\$ 3,142,149.50	\$ 7,857,500.62	\$ (1,001,174.84)		
Fund 65	\$ 4,553,710.85	\$ -	\$ -	\$ -	\$ -	\$ 4,553,710.85		
Fund 71	\$ (2,578,445.11)	\$ -	\$ 2,578,584.05	\$ 173,432.89	\$ 176,415.85	\$ (176,276.91)		
<b>James Rumsey</b>								
Fund 13	\$ 1,639,335.58	\$ 241,185.45	\$ 873,615.83	\$ 301,714.72	\$ 772,632.39	\$ 1,740,319.02		
Fund 63	\$ 2,456,271.54	\$ 263,168.31	\$ 1,132,196.64	\$ 259,398.31	\$ 720,797.27	\$ 2,867,670.91		
Fund 66	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Fund 73	\$ -	\$ -	\$ -	\$ -	\$ 2,982.41	\$ (2,982.41)		
General Fund - 51	\$ 20,438,911.25	\$ 43,627.93	\$ 189,090.50	\$ 441,668.39	\$ 739,929.46	\$ 19,888,072.29		
<b>Total Fund 65</b>		\$ -	\$ -	\$ -	\$ -		\$ 4,553,710.85	
<b>Total Fund 66</b>		\$ -	\$ -	\$ -	\$ -		\$ -	
<b>Totals-BOE</b>	\$ 72,692,830.31	\$ 27,189,137.36	\$ 116,784,622.42	\$ 25,316,052.43	\$ 70,868,908.08	\$ 118,608,544.65	\$ 72,437,537.78	\$ 41,617,296.02
<b>Debt Service</b>	\$ 6,805,040.50	\$ -	\$ 6,986,821.79	\$ -	\$ -	\$ 13,791,862.29	\$ -	\$ 13,791,862.29
<b>Bond Construction</b>	\$ 120,513,883.84	\$ 13,170.19	\$ 1,562,701.28	\$ 1,505,993.14	\$ 11,115,294.58	\$ 110,961,290.54	\$ 2,975,261.36	\$ 107,986,029.18
<b>Totals</b>	\$ 200,011,754.65	\$ 27,202,307.55	\$ 125,334,145.49	\$ 26,822,045.57	\$ 81,984,202.66	\$ 243,361,697.48	\$ 79,966,509.99	\$ 163,395,187.49
						<b>Totals</b>	\$ 79,966,509.99	\$ 163,395,187.49

All funds listed as cash are invested each day at United Bank per our bank agreement. General Fund investment at State Investment Pool. Child Nutrition payments are collected and held at City National Bank. Bond funds invested at State Treasurer's office. Debt Service Funds are in the Municipal Bond Commission accounts in Charleston.

cc: James Rumsey

Treasurer

*J. V. Butler Jr.*

Date:

11/6/2024



**James Rumsey Technical Institute  
2024-2025 Check Approval Spreadsheet**

The referenced payments do not overdraw the particular budget account category.

	<b>PO NUMBER</b>	<b>VENDOR</b>	<b>AMOUNT</b>
Food Truck Supplies	701250119	Martin's Food market	61.68
CD Truck Repairs	701250276	Martinsburg Service Center	4500.00
Vehicle Maintenance	701250040	NAPA	401.67
Food Truck Supplies	701250118	Schenck Foods	476.37
Fall Leadership Conference	701250273	SkillsUSA	615.00
Beef Sticks - Fundraiser	701250187	Country Meats	236.00
CD Road Test	701250065	Rodney Taylor	100.00
Robotics Competition	701250184	Robotics Education	355.00
CD Physicals/Drug Screens	701250069	East Mountain Health	550.00
Food Truck Supplies	701250275	FoodPro	1006.09
HVAC Testing	701250080	NCCER	553.50
Batteries	701250026	Battery Mart	96.96
Owl Pellets for Science Project	701250252	Bio Corp	120.00
Simulated Workplace Uniforms	701250167	Initially Yours	437.00
Simulated Workplace Uniforms	701250190	Initially Yours	1110.00
Simulated Workplace Uniforms	701250215	Initially Yours	1080.00
Lighting & Consumption	701250012	Potomac Edison	18635.11
Propane	701250019	R.M. Roach & Sons	421.49
Diesel	701250011	R.M. Roach & Sons	1358.67
Gasses & Demurrage	701250009	Roberts Oxygen	596.06
Prostart Supplies	701250249	Schenck Foods	1265.01
Gas Exchange	701250110	United Refrigeration	275.48
Advertising	701250109	Kegerreis	400.00
Testing Kits	701250265	Noble Medical	970.73
Prostart Supplies	701250250	Foodpro	1675.56
HVAC Maintenance	701250033	Johnson & Johnson heating	775.00
Advertising	701250007	WV Radio	1227.93

10.22.24

Management asserts that all purchases of goods and services that are included in the check register have been properly budgeted, purchase orders issued, and that funds are available to pay the vendors accordingly. Additionally, all invoices for the above items were reviewed and approved as allowable expenses according to state and federal guidelines for local education agencies.

**James Rumsey Technical Institute  
2024-2025 Check Approval Spreadsheet**

The referenced payments do not overdraw the particular budget account category.

	<b>PO NUMBER</b>	<b>VENDOR</b>	<b>AMOUNT</b>
Food Truck Space	701250290	Bunker Hill Elementary	115.16
Battery for Food Truck	701250274	Battery Mart	139.95
Battery for Cruiser	701250305	Battery Mart	109.95
HAVC Classroom Supplies	701250234	Lowe's	216.05
Electrical Tech Classroom Supplies	701250200	Lowe's	1466.56
Catering Supplies	701250286	Martin's	221.79
Food Truck Supplies	701250119	Martin's	166.34
Auto Tech Student Tools	701250259	Matco	13572.72
CD Road Tests	701250063	Janet Nesselrodt	400.00
HVAC Banner	701250196	NCCER	62.83
HVAC Testing	701250080	NCCER	294.75
Copier repairs	701250014	Doing Better Business Inc	660.56
Simulated Workplace Uniforms for five programs	701250292	JRTI Multimedia Publishing	2689.10
Maintenance Supplies	701250111	Lowes	56.96
Simulated Workplace Uniforms	701250230	Printing Impressions	1198.10
Diesel	701250011	RM Roach & Sons	1266.01
Hazardous Waste Removal	701250021	Safety Kleen	251.70
Custodial Supplies	701250010	Weiss Bros	1269.01
Reg Fee for CTE Admin Conference	701250295	WV Dept of Ed	225.00
Gas Exchange	701250110	United Refrigeration	165.11
School Phones	701250002	IPC Technologies	2396.00
Maintenance for JRTI Fire Truck	701250248	Delray Industries	734.85

10.31.24

Management asserts that all purchases of goods and services that are included in the check register have been properly budgeted, purchase orders issued, and that funds are available to pay the vendors accordingly. Additionally, all invoices for the above items were reviewed and approved as allowable expenses according to state and federal guidelines for local education agencies.

DATE - 11/01/24  
TIME - 15:58:49  
PROG - GNL.520

BERKELEY COUNTY SCHOOLS  
JOURNAL ENTRY LISTING

PAGE 1

BUDGET JOURNAL ENTRY

-----  
LINE NO.                    ACCOUNT / DESCRIPTION                    DEBIT                    CREDIT  
-----

MONTH - OCTOBER            NUMBER - 00700            ENTRY DATE 10/01/24  
SUPPLEMENT-GRTAWD04022500002104 SREB TCTW

0001	63.05540.03211.009.000.0000.0000.00 NEW		2,500.00
	REVENUE		
0002	63.05540.61691.611.701.0000.0000.00 NEW	2,500.00	
	GENERAL SUPPLIES		
	* J/E TOTALS	2,500.00	2,500.00

MONTH - OCTOBER            NUMBER - 00701            ENTRY DATE 10/24/24  
TRANSFER - GRTAWD04022500000516 SECONDARY BLOCK

0001	63.05517.31331.611.701.0000.0000.00	1,500.00	
	GENERAL SUPPLIES		
0002	63.05517.31331.651.701.0000.0000.00		1,500.00
	TECH RELATED SUPPLIES		
0003	63.05517.31381.611.701.0000.0000.00	1,568.15	
	GENERAL SUPPLIES		
0004	63.05517.31344.611.701.0000.0000.00	530.00	
	GENERAL SUPPLIES		
0005	63.05517.31343.641.701.0000.0000.00		2,098.15
	TEXTBOOKS AND REBINDING		
0006	63.05517.31391.611.701.0000.0000.00	5,000.00	
	GENERAL SUPPLIES		
0007	63.05517.31346.611.701.0000.0000.00	1,300.00	
	GENERAL SUPPLIES		
0008	63.05517.31331.651.701.0000.0000.00		1,250.00
	TECH RELATED SUPPLIES		
0009	63.05517.31343.641.701.0000.0000.00		101.85
	TEXTBOOKS AND REBINDING		
0010	63.05517.31346.693.701.0000.0000.00		867.92
	FURNITURE & FIXTURES		
0011	63.05517.31346.651.701.0000.0000.00		2,600.00
	TECH RELATED SUPPLIES		
0012	63.05517.31346.653.701.0000.0000.00		1,480.23
	TECHNOLOGY SOFTWARE		
	* J/E TOTALS	9,898.15	9,898.15

MONTH - OCTOBER            NUMBER - 00702            ENTRY DATE 10/01/24  
TRANSFER - PROJECT 62313 HEAPS FY23

0001	63.62313.61691.561.701.0000.0000.00		2,999.00
	TUIT TO LEA IN STATE		
0002	63.62313.01314.009.000.0000.0000.00	2,999.00	
	REVENUE		



BUDGET JOURNAL ENTRY

LINE NO.	ACCOUNT / DESCRIPTION	DEBIT	CREDIT
0007	13.00000.11111.218.701.0000.0000.00 PEIA OPEB	406.00	
0008	13.00000.11111.134.701.0000.0000.00 SALARY-P/I-SUB-PERS LV-SI	500.00	
0009	13.00000.12621.812.701.0000.0000.00 FIRE SVC FEES	5,100.00	
0010	13.00000.12791.812.701.0000.0000.00 FIRE SVC FEES		3,680.00
0011	13.00000.21210.211.701.0000.0000.00 GP INS-HEALTH/ACCIDENT	175.00	
0012	13.00000.21210.218.701.0000.0000.00 PEIA OPEB	408.00	
0013	13.00000.31312.134.701.0000.0000.00 SALARY-P/I-SUB-PERS LV-SI	300.00	
0014	13.00000.31312.211.701.0000.0000.00 GP INS-HEALTH/ACCIDENT	54.00	
0015	13.00000.31331.151.701.0000.0000.00 SALARY-TEMP/PT PROF	13,040.00	
0016	13.00000.31333.134.701.0000.0000.00 SALARY-P/I-SUB-PERS LV-SI	300.00	
0017	13.00000.31333.135.701.0000.0000.00 SALARY-P/I-SUB-VACATION	700.00	
0018	13.00000.31333.221.701.0000.0000.00 SOCIAL SECURITY	250.00	
0019	13.00000.31334.111.701.0000.0000.00 SALARY P/I	3,300.00	
0020	13.00000.31334.134.701.0000.0000.00 SALARY-P/I-SUB-PERS LV-SI	1,000.00	
0021	13.00000.31334.135.701.0000.0000.00 SALARY-P/I-SUB-VACATION	500.00	
0022	13.00000.31334.138.701.0000.0000.00 SALARY-P/I-SUB-RELEASE TI	700.00	
0023	13.00000.31334.211.701.0000.0000.00 GP INS-HEALTH/ACCIDENT	26.00	
0024	13.00000.31334.221.701.0000.0000.00 SOCIAL SECURITY	500.00	
0025	13.00000.31334.233.701.0000.0000.00 RET-SUPP PLAN PREMIUM	235.00	
0026	13.00000.31334.261.701.0000.0000.00 WORKERS COMP	2.00	
0027	13.00000.31343.134.701.0000.0000.00 SALARY-P/I-SUB-PERS LV-SI	300.00	
0028	13.00000.31343.135.701.0000.0000.00 SALARY-P/I-SUB-VACATION	700.00	
0029	13.00000.31343.211.701.0000.0000.00 GP INS-HEALTH/ACCIDENT	8,284.00	
0030	13.00000.31343.212.701.0000.0000.00 GP INS-DENTAL	720.00	
0031	13.00000.31344.134.701.0000.0000.00 SALARY-P/I-SUB-PERS LV-SI	300.00	
0032	13.00000.31344.135.701.0000.0000.00 SALARY-P/I-SUB-VACATION	300.00	

DATE - 11/01/24  
TIME - 15:58:49  
PROG - GNL.520

BERKELEY COUNTY SCHOOLS  
JOURNAL ENTRY LISTING

BUDGET JOURNAL ENTRY

LINE NO.	ACCOUNT / DESCRIPTION	DEBIT	CREDIT
0033	13.00000.31345.135.701.0000.0000.00 SALARY-P/I-SUB-VACATION	600.00	
0034	13.00000.31345.221.701.0000.0000.00 SOCIAL SECURITY	700.00	
0035	13.00000.31346.211.701.0000.0000.00 GP INS-HEALTH/ACCIDENT	2.00	
0036	13.00000.31371.114.701.0000.0000.00 SALARY-P/I-STIPENDS	5,900.00	
0037	13.00000.31371.134.701.0000.0000.00 SALARY-P/I-SUB-PERS LV-SI	700.00	
0038	13.00000.31371.135.701.0000.0000.00 SALARY-P/I-SUB-VACATION	300.00	
0039	13.00000.31371.211.701.0000.0000.00 GP INS-HEALTH/ACCIDENT	75.00	
0040	13.00000.31371.221.701.0000.0000.00 SOCIAL SECURITY	500.00	
0041	13.00000.31371.233.701.0000.0000.00 RET-SUPP PLAN PREMIUM	475.00	
0042	13.00000.31381.135.701.0000.0000.00 SALARY-P/I-SUB-VACATION	350.00	
0043	13.00000.31381.211.701.0000.0000.00 GP INS-HEALTH/ACCIDENT	30.00	
0044	13.00000.31391.111.701.0000.0000.00 SALARY P/I	6,000.00	
0045	13.00000.31391.211.701.0000.0000.00 GP INS-HEALTH/ACCIDENT	2,512.00	
0046	13.00000.31391.212.701.0000.0000.00 GP INS-DENTAL	165.00	
0047	13.00000.31391.218.701.0000.0000.00 PEIA OPEB	66.00	
0048	13.00000.31391.221.701.0000.0000.00 SOCIAL SECURITY	500.00	
0049	13.00000.31391.261.701.0000.0000.00 WORKERS COMP	10.00	
0050	13.00000.31391.331.701.0000.0000.00 EMPLOYEE TRAINING SVC	144.00	
0051	13.00000.31391.533.701.0000.0000.00 DATA COMMUNICATION SVC	2,550.00	
0052	13.00000.31391.233.701.0000.0000.00 RET-SUPP PLAN PREMIUM	444.00	
0053	13.00000.31391.535.701.0000.0000.00 LICENSE AND FEES	650.00	
0054	13.00000.32519.218.701.0000.0000.00 PEIA OPEB	25.00	
0055	13.00000.32611.135.701.0000.0000.00 SALARY-P/I-SUB-VACATION	600.00	
0056	13.00000.32611.136.701.0000.0000.00 SALARY-P/I-SUB-PROFESSION	2,500.00	
0057	13.00000.32611.145.701.0000.0000.00 SALARY-SVC-SUB-VACATION	400.00	
0058	13.00000.32611.221.701.0000.0000.00 SOCIAL SECURITY	50.00	

DATE - 11/01/24  
 TIME - 15:58:49  
 PROG - GNL.520

BERKELEY COUNTY SCHOOLS  
 JOURNAL ENTRY LISTING

PAGE 5

BUDGET JOURNAL ENTRY

LINE NO.	ACCOUNT / DESCRIPTION	DEBIT	CREDIT
0059	13.00000.32621.124.701.0000.0000.00 SALARY-SVC-STIPENDS	200.00	
0060	13.00000.32621.221.701.0000.0000.00 SOCIAL SECURITY	50.00	
0061	13.00000.32621.232.701.0000.0000.00 RETIREMENT CONTRIBUTION	50.00	
0062	13.00000.32621.261.701.0000.0000.00 WORKERS COMP	20.00	
0063	13.00000.32621.341.701.0000.0000.00 OTHER PROFESSIONAL SVC	1,295.00	
0064	13.00000.32621.429.701.0000.0000.00 OTHER - CLEANING	2,645.00	
0065	13.00000.32621.611.701.0000.0000.00 GENERAL SUPPLIES	1,361.00	
0066	13.00000.32651.732.701.0000.0000.00 VEHICLES	30,156.70	
0067	13.00000.61691.151.701.0000.0000.00 SALARY-TEMP/PT PROF	1,260.00	
0068	13.00000.61691.221.701.0000.0000.00 SOCIAL SECURITY	96.40	
0069	13.00000.61691.261.701.0000.0000.00 WORKERS COMP	1.35	
0070	13.00000.11111.211.701.0000.0000.00 GP INS-HEALTH/ACCIDENT		3,000.00
0071	13.00000.31331.111.701.0000.0000.00 SALARY P/I		64,000.00
0072	13.00000.31331.211.701.0000.0000.00 GP INS-HEALTH/ACCIDENT		6,500.00
0073	13.00000.31331.212.701.0000.0000.00 GP INS-DENTAL		1,300.00
0074	13.00000.31345.211.701.0000.0000.00 GP INS-HEALTH/ACCIDENT		11,800.00
0075	13.00000.32126.211.701.0000.0000.00 GP INS-HEALTH/ACCIDENT	4,000.00	
0076	13.00000.32411.111.701.0000.0000.00 SALARY P/I		16,203.45
	* J/E TOTALS	106,840.45	106,840.45
	** REPORT TOTALS	135,437.60	135,437.60

# Assistant Director

James Rumsey Technical Institute

**Job Posting Date:** N/A

**Closing Date:** N/A

**Position:** Assistant Director

**Location:** James Rumsey Technical Institute

**Terms of Employment:** 261 days

**Supervisor:** Director

**Salary:** According to the Berkeley County Assistant Principal pay scale with James Rumsey Technical Institute supplement, contingent upon degree level and years of experience

**FLSA Status** Exempt; this position qualifies as exempt under the Fair Labor Standards Act (FLSA), and as such, the employee is not eligible for overtime pay.

## ***Minimum Qualifications:***

- Must hold a valid WV Professional Administrators Certificate.
- Must hold a valid WV CTE (Career and Technical Education) Administrators Endorsement by start date.
- Must have a minimum of three years successful administrative experience.
- Preference given to applicants with a master's degree at the secondary level with training in administration, supervision, curriculum, or career/technical education.

## **Essential Job Functions**

- **Leadership & Acting Authority:** Serve in place of the Director during his/her absence, ensuring operational continuity and adherence to school policy.
- **Data Collection & Student Monitoring:** Oversee student progress by collecting and maintaining academic, attendance, and behavioral data.
- **Personnel Supervision & Evaluation:** Support the supervision and evaluation of staff, ensuring alignment with West Virginia Board of Education (WVBE) evaluation policies.
- **School Improvement Participation:** Contribute to the school improvement process, including goal-setting, evaluation of outcomes, and implementation of school-wide initiatives.



- **Compliance with Accreditation Standards:** Participate in maintaining accreditation standards through organizations such as the Council on Occupational Education (COE) and the American Council on Education (ACE).
- **Public & Employee Relations:** Build positive relationships within the school community, including staff, students, parents, and external partners.

## Job Responsibilities

- **Recruitment:** Assist with recruitment efforts for both secondary and post-secondary programs, developing strategies to attract and retain students.
- **Student Code of Conduct:** Ensure adherence to the James Rumsey Technical Institute Student Code of Conduct, addressing disciplinary issues as needed.
- **Public Relations & Outreach:** Assist in planning and executing public relations efforts, including press releases, career fairs, school visits, and other promotional activities.
- **Staff Handbook Maintenance:** Update the James Rumsey Technical Institute Staff Handbook, ensuring that policies and procedures are current and accessible to all staff.
- **Student Support Services:** Act as an intermediary for students dealing with serious, urgent, or chronic issues, providing appropriate guidance and support.
- **Professional Development Coordination:** Help coordinate professional development opportunities for staff, tailored to support instructional and school improvement goals.
- **Financial Participation:** Assist in managing the financial processes of James Rumsey Technical Institute, supporting budget management and resource allocation.
- **Event Coordination:** Organize the James Rumsey Technical Institute Completers Ceremony, coordinating with staff to celebrate student achievements.
- **Assistant Principal Duties:** Perform specific responsibilities assigned to the ACE Assistant Principal, as defined in the assistant principal duty chart.
- **Additional Assigned Duties:** Carry out other duties as assigned by the Director to meet the evolving needs of the school.

## ADA Compliance

This position requires the ability to perform essential job functions with or without reasonable accommodations, in accordance with the Americans with Disabilities Act (ADA). The following physical requirements and time allocations are suggested for this position:

- **Physical Activity & Mobility Requirements:**
  - **Prolonged Sitting:** Approximately 50-70% of the time, especially during administrative tasks, meetings, and desk work.
  - **Walking & Standing:** Approximately 30-50% of the time, as the Assistant Director will regularly move around campus to observe classrooms, interact with staff, and assist students.
  - **Pushing & Pulling:** Occasionally required for materials, equipment, or other supplies, with an estimated weight expectation of up to 25 pounds.
- **Sensory and Communication Requirements:**
  - **Vision:** Must have sufficient visual acuity to read and interpret reports, computer screens, and to navigate the school environment. This includes close vision (computer work), distance vision (classroom observations), and peripheral vision.

- **Hearing:** Adequate hearing is required for effective communication with staff, students, and the public, whether in person, via phone, or during presentations and meetings.
- **Speech:** Clear and effective speech is necessary to convey information, present to groups, and communicate expectations to both students and staff.
- **Manual Dexterity & Motor Skills:**
  - **Typing & Fine Motor Skills:** The role requires the ability to type on a keyboard, use a computer mouse, handle paperwork, and operate office equipment. Manual dexterity is essential for maintaining data records, drafting reports, and managing other office tasks.

These functions may vary throughout the day and are essential for performing job responsibilities effectively. Reasonable accommodations may be provided to enable qualified individuals with disabilities to perform these essential functions.

## **Evaluation**

This position will be evaluated in accordance with the West Virginia Board of Education (WVBE) policy 5310.

***Start Date:*** July 1, 2025

***Send James Rumsey Technical Center Job Application and Resume to:***

Russell Penner  
Director/Principal  
3274 Hedgesville Rd.,  
Martinsburg, WV 25403  
rpenner@k12.wv.us

*James Rumsey Technical Institute does not discriminate on the basis of race, color, national origin, sex, religion, disability, age, or any other basis prohibited by law in its programs, activities, or employment practices as required by Title IX, Section 504, and ADA regulations.*

*All career and technical programs offered at James Rumsey Technical Institute provide vocational opportunities regardless of race, color, national origin, sex, religion, disability, age, or any other basis prohibited by law in its programs, activities, or employment practices.*

*For inquiries contact: Carissa Tress, Title IX Director/504 Coordinator, 3274 Hedgesville Rd, Martinsburg, WV 25403, 304-754-7925.*