

ADMINISTRATIVE COUNCIL AGENDA
February 6, 2025 at 8:00 AM

1. Welcome and Introductions
2. Approval of December 6, 2024 Minutes
3. Financial Approval
 - A. Treasurer's Report for December
 - B. Check approvals for December and January
 - C. Budget Journal Entries for December and January
4. Personnel
 - RIF in the event of non-renewal of ACE, Adult Ed and Embedded Credit grants:
 - o Phillip Barrett – 1.0 ACE Electrical Tech.
 - o Bradley Butler – 1.0 ACE Electrical Tech.
 - o Rebecca Nelson – 1.0 ACE HVAC Tech.
 - o Michael King – 1.0 ACE Automotive Tech.
 - o Jan Roberts – 1.0 Phlebotomy Tech.
 - o Tim Marcum – 1.0 Truck Driving
 - o Kenneth Dombroski – 1.0 Truck Driving
 - o Kenda Ball – 1.0 English Instructor
 - o David Gerda – 1.0 Mathematics Instructor
 - o Ann Mueller – 1.0 Adult Ed. Instructor
 - o Aimee Orndorf – 1.0 Adult Ed. Instructor
 - o Melissa Vadsaz – 1.0 Adult Learning Center Secretary
 - o Chrystal Copenhaver - .5 ACE Financial Aid Counselor
 - o Dr. Carissa Tress – 1.0 ACE Assistant Principal
 - RIF due to lack of need:
 - o Guyowen "Joe" Hall – 1.0 CDL Instructor
 - o 1.0 Secretary
 - o 1.0 Entrepreneurship Instructor
 - Resignation:
 - o Betsy Heath – 1.0 Entrepreneurship Instructor effective Jan. 24, 2025
 - Retirements:
 - o Clifford Arntz – 1.0 H.S. Electrical Instructor – effective at the conclusion of his contract
 - o Brian Zeger- 1.0 H.S. Automotive Tech. Instructor – effective at the conclusion of his contract
 - The following Instructors have mutually agreed to amend their contracts from 220 days to 200 days:
 - o Amy Files – 1.0 ECCAT

- Stephen Brown – 1.0 Pro-Start
- Hire:
 - Carissa Tress – 1.0 Assistant Director (261) beginning July 1, 2025
 - LaTonia Lucious-Brown – Part-Time/Hourly Adult Education Instructor – ending 6/30/2025
- Permission to Post
 - 1.0 H.S. Electrical Instructor (200 days)
 - 1.0 H.S. Automotive Tech. Instructor (200 days)

5. Addition of Co-Op Sites:

- A. Steve's Garage in Martinsburg, WV (Automotive Tech. and Diesel Tech.)
- B. Steve's Auto Body in Berkeley Springs, WV (Automotive Tech. and Diesel Tech.)
- C. Baker Heights, South Berkeley, and Bedington Fire Departments (Firefighting)
- D. Rick Pugh Excavating & Repair (Diesel Tech. and Automotive Tech.)
- E. Berkeley Medicine (Electrical Tech.)

6. Field Trip Approval:

- A. Steven Brown – March 3-6 HEAT Competition at Stonewall Jackson

7. Important Dates:

- Open House – March 6
- Prom – April 5
- Career Fair – April 10

8. Adjournment

Next Meeting:

Russell Penner is inviting you to a scheduled Zoom meeting.

Topic: Administrative Council Meeting

Time: Feb 6, 2025 08:00 AM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/85974306408>

Meeting ID: 859 7430 6408

One tap mobile

+13017158592,,85974306408# US (Washington DC)

+13052241968,,85974306408# US

**ADMINISTRATIVE COUNCIL
JAMES RUMSEY TECHNICAL INSTITUTE
MINUTES OF DECEMBER 6, 2024**

The regularly scheduled Administrative Council meeting for the James Rumsey Technical Institute was held December 6, 2024 at 8:00 a.m.

MEMBERS PRESENT

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

MEMBERS ABSENT

Ms. Veronica Barron

STAFF MEMBERS PRESENT

Dr. Carissa Tress
Mr. Andrew Albright
Mrs. Dianna Blake

WELCOME AND INTRODUCTIONS

Ms. Skinner welcomed all members and began the meeting at 8:00 a.m.

MINUTES

Ms. Skinner presented the minutes of the November 8, 2024 Administrative Council meeting for approval.

Dr. Saxe moved; seconded by Ms. Long to approve the November 8, 2024 minutes as presented; carried.

MOTION CARRIED

FINANCIAL

Ms. Skinner presented the Treasurer's Report for November, check approvals for November, and Budget Journal Entries for November for approval.

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

MOTION CARRIED

PERSONNEL APPROVAL

Mr. Penner requested permission from the Administrative Council to hire Sherri Messerli as Part Time/Hourly GED Test Instructor and Allen Rogers as the Law and Public Safety instructor.

Dr. Saxe moved; seconded by Mr. Rowland to allow Mr. Penner to hire Ms. Messerli and Mr. Rogers for the open positions; carried.

MOTION CARRIED

VOLUNTEERS

Mr. Penner pulled the request to add John Vanorsdale to the Volunteer List at this time.

WORK-BASED LEARNING

Mr. Penner requested permission to add Superior Construction and Hauling to the Work-Based Learning Site List.

Ms. Long moved; seconded by Dr. Saxe to add Superior Construction and Hauling to the Work-Based Learning Site List; carried.

MOTION CARRIED

IMPORTANT DATES

- December 19 – Finalized Acceptance Lists Sent to High Schools
- December 20 – Early Dismissal
- December 23 – January 2 – Holiday Break – No School for Students
- January 3 – PL Day for Staff
- January 6 – First Day Back for Students

The meeting adjourned at 8:17 a.m.

NEXT MEETING: The next meeting will be [REDACTED], 2025 at 8:00 a.m.

DATE OF APPROVAL

CHAIRMAN

SECRETARY

**BERKELEY COUNTY BOARD OF EDUCATION
TREASURER'S REPORT
MONTH ENDING DECEMBER 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
Berkeley County								
Fund 11	\$ 47,542,733.50	\$ 10,781,454.77	\$ 137,174,365.89	\$ 18,972,338.12	\$ 114,603,338.57	\$ 70,113,760.82		
Fund 61	\$ (1,359,687.30)	\$ 4,944,017.45	\$ 15,680,985.25	\$ 2,919,127.39	\$ 16,026,527.38	\$ (1,705,229.43)		
Fund 65	\$ 4,553,710.85	\$ -	\$ -	\$ -	\$ -	\$ 4,553,710.85		
Fund 71	\$ (2,578,445.11)	\$ -	\$ 2,591,617.93	\$ 56.49	\$ 328,645.27	\$ (315,472.45)		
James Rumsey								
Fund 13	\$ 1,639,335.58	\$ 208,609.77	\$ 1,780,502.42	\$ 288,840.33	\$ 1,440,060.73	\$ 1,979,777.27		
Fund 63	\$ 2,456,271.54	\$ 129,679.19	\$ 1,899,125.08	\$ 150,737.47	\$ 1,006,016.45	\$ 3,349,380.17		
Fund 66	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Fund 73	\$ -	\$ -	\$ 2,982.41	\$ -	\$ 2,982.41	\$ -		
General Fund - 51	\$ 20,438,911.25	\$ -	\$ 189,090.50	\$ 139,444.15	\$ 920,248.78	\$ 19,707,752.97		
Total Fund 65		\$ -	\$ -	\$ -	\$ -		\$ 4,553,710.85	
Total Fund 66		\$ -	\$ -	\$ -	\$ -		\$ -	
Totals-BOE	\$ 72,692,830.31	\$ 16,063,761.18	\$ 159,318,669.48	\$ 22,470,543.95	\$ 134,327,819.59	\$ 97,683,680.20	\$ 79,901,242.53	\$ 13,228,726.82
Debt Service	\$ 6,805,040.50	\$ 595,750.49	\$ 9,290,523.16	\$ 99,448.50	\$ 99,448.50	\$ 15,996,115.16	\$ -	\$ 15,996,115.16
Bond Construction	\$ 120,513,883.84	\$ 402,530.23	\$ 2,858,969.45	\$ 998,145.02	\$ 13,568,237.71	\$ 109,804,615.58	\$ 5,531,491.14	\$ 104,273,124.44
Totals	\$ 200,011,754.65	\$ 17,062,041.90	\$ 171,468,162.09	\$ 23,568,137.47	\$ 147,995,505.80	\$ 223,484,410.94	\$ 89,986,444.52	\$ 133,497,966.42
						Totals	\$ 89,986,444.52	\$ 133,497,966.42

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. Butts, Jr.

Date: 1/6/2025

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

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

	PO NUMBER	VENDOR	AMOUNT
CD Truck Repairs	701250350	Baltimore Mack Truck	6482.75
CD Truck Repairs	701250327	Martinsburg Service Center	1929.59
Fuel for School Vehicles	701250052	Wex Bank	47.14
Batteries	701250026	Battery Mart	128.95
Schoology Licenses	701250345	Powerschool	2,572.00
Simulated workplace uniforms	701250307	Initially Yours	1,254.00
Masonry supplies	701250269	Lowe's	344.16
JRTI tours for Martinsburg high students	701250360	Martinsburg High School	310.44
Propane	701250019	RM Roach	111.49
Diesel	701250011	RM Roach	1135.12
Snow removal supplies	701250347	Shade Equipment	185.75
Fleet Fuel	701250006	Voyager Fleet	273.98
Quarterly dues	701250008	WV BRIM	8,852.00
Simulated workplace uniforms	701250308	4Imprint	1171.65
Level set	701250151	Acme Electric Motor	2,958.00
HVAC repairs	701250233	Johnson & Johnson	25,415.00
HVAC repair – blower motor	701250311	Johnson & Johnson	2,321.87
Advertising	701250007	WV Radio	1,227.93
Travel reimbursement	n/a	Wayne Bennett	251.92
Travel reimbursement	n/a	Dianna Blake	75.04
Travel reimbursement	n/a	Lataya Thompson	334.52

12.04.24

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.

	PO NUMBER	VENDOR	AMOUNT
CD Truck Repairs	701250284	Baltimore Truck Center	513.84
Food Truck Supplies	701250119	Martin's	159.62
Robotics Supplies	701250355	VEX Robotics	250.14
Service on fire tools	701250267	Atlantic Emergency Solutions	850.00
Batteries	701250026	Battery Mart	99.95
2 nd Semester Electrical Books	701250365	Goodheart & Willcox	3,748.98
Lighting & Consumption	701250012	Potomac Edison	10,241.16
Diesel	701250011	RM Roach	348.74
Propane	701250019	RM Roach	583.61
Custodial Supplies	701250010	Weiss Bros	1,326.74
Maintenance on bobcat	701250294	Winchester Equipment	440.00
Maintenance supplies	701250022	Winchester Equipment	145.63
HVAC Maintenance	701250033	Johnson & Johnson	175.00
Teacher of Term & Teacher of Year awards	701250291	Brews Custom Awards	240.00
Travel reimbursement	n/a	Russell Penner	61.64

12.11.24

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.

	PO NUMBER	VENDOR	AMOUNT
CD Physicals	701250069	East Mountain Health	320.00
CD Road Test	701250065	Rodney Taylor	200.00
Repairs to fire truck	701250267	Atlantic Emergency Solutions	294.00
Fire Supplies	701250266	Fire Safety Equipment	546.00
Sprinkler repairs	701250320	Hub City Sprinklers	1216.00
Lighting & Consumption	701250012	Potomac Edison	19,977.99
Propane	701250019	Rm Roach	938.07
Gasses & Demurrage	701250009	Roberts Oxygen	596.06
Supplies to repair light	701250359	City Electric Supply	117.20
Diesel renovation project	701250346	Sandbar Architecture	1687.50

12.19.24

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.

	PO NUMBER	VENDOR	AMOUNT
Vending Machines	701250081	Nayax	23.85
CD Road Tests	701250065	Rodney Taylor	100.00
CD Physicals	701250069	East Mountain Health	1,110.00
Vehicle Fuel	701250052	WEX Bank	110.02
Masonry supplies	701250366	Cecil's Building Supply	1,266.70
MOS Practice License	701250356	Certiport	1,295.00
Lighting & consumption	701250012	Potomac Edison	16,310.72
Gasses & demurrage	701250009	Roberts Oxygen	632.46
Fleet Fuel	701250006	Voyager Fleet Systems	133.37
Custodial Supplies	701250010	Weiss Bros	1,078.57
MyVRSpots Accounts	701250368	MY VR Spot	799.00
Sp/2 License	701250204	U, Inc	1,821.00
CPR Class for phlebotomy students	701250343	EPIC	155.00
Alarm repairs/maintenance	701250031	Johnson Controls	2,061.11
Advertising	701250007	WV Radio	1,227.93
Travel reimbursement	n/a	Wayne Bennett	396.93
Travel reimbursement	n/a	Katelyn Penwell	26.80
Travel reimbursement	n/a	Dianna Blake	75.04
Travel reimbursement	n/a	Jessica Butcher	216.52

1.14.2025

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.

	PO NUMBER	VENDOR	AMOUNT
Battery	701250040	Napa	120.85
Robotics Supplies	701250385	VEX Robotics	363.36
Robotics Supplies	701250392	VEX Robotics	172.16
Vending Tax	701250066	State Tax Department	333.69
CD Drug Screen/Physicals	701250069	East Mountain Health	50.00
HVAC Exams	701250080	NCCER	60.75
Quarterly Inspection	701250319	Hub City Sprinklers	175.00
Lighting & Consumption	701250012	Potomac Edison	30,118.24
Diesel	701250011	RM Roach	420.91
Ventilation project	701250406	W Harley Miller	75,509.10
Ventilation Project	701250400	Helbing Lipp Recny Architects	2,640.00
Travel reimbursement	N/A	Rebecca Lockhart	28.00

1.23.25

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 - 1/10/25
 TIME - 13:43:00
 PROG - GNL.520

BERKELEY COUNTY SCHOOLS
 JOURNAL ENTRY LISTING

PAGE 1

BUDGET JOURNAL ENTRY

 LINE NO. ACCOUNT / DESCRIPTION DEBIT CREDIT

MONTH - DECEMBER NUMBER - 00700 ENTRY DATE 12/04/24
 TRANSFER - GRTAWD04022500000516 VOC ED STATE

0001	63.05517.31381.611.701.0000.0000.00	790.00	
	GENERAL SUPPLIES		
0002	63.05517.31391.535.701.0000.0000.00	905.00	
	LICENSE AND FEES		
0003	63.05517.31346.653.701.0000.0000.00		1,695.00
	TECHNOLOGY SOFTWARE		
	* J/E TOTALS	1,695.00	1,695.00

MONTH - DECEMBER NUMBER - 00701 ENTRY DATE 12/04/24
 TRANSFER - FUND 13

0001	13.00000.12791.511.701.0000.0000.00	5,000.00	
	STUDENT TRANSPORTATION		
0002	13.00000.31343.211.701.0000.0000.00		5,000.00
	GP INS-HEALTH/ACCIDENT		
	* J/E TOTALS	5,000.00	5,000.00

MONTH - DECEMBER NUMBER - 00702 ENTRY DATE 12/19/24
 TRANSFER - PROJECT 25202 SBA ROOF & HVAC

0001	63.25202.03311.009.000.0000.0000.00	215,788.16	
	REVENUE		
0002	63.25202.34711.451.701.0000.0000.00		215,788.16
	CONSTR SVC-TO CONTRACTORS		
	* J/E TOTALS	215,788.16	215,788.16
	** REPORT TOTALS	222,483.16	222,483.16

DATE - 1/28/25
 TIME - 9:56:43
 PROG - GNL.520

BERKELEY COUNTY SCHOOLS
 JOURNAL ENTRY LISTING

PAGE 1

BUDGET JOURNAL ENTRY

LINE NO.	ACCOUNT / DESCRIPTION	DEBIT	CREDIT
	MONTH - JANUARY	NUMBER - 00700	ENTRY DATE 1/03/25
	TRANSFER - GRTAWD04022500000516 JRTI VOC ED STATE		
0001	63.05517.31344.611.701.0000.0000.00 GENERAL SUPPLIES	1,443.80	
0002	63.05517.31333.611.701.0000.0000.00 GENERAL SUPPLIES		1,443.80
0003	63.05517.31391.611.701.0000.0000.00 GENERAL SUPPLIES	366.87	
0004	63.05517.31391.345.701.0000.0000.00 DRUG TESTING-STUDENTS		366.87
0005	63.05517.31346.653.701.0000.0000.00 TECHNOLOGY SOFTWARE	3,341.00	
0006	63.05517.31312.611.701.0000.0000.00 GENERAL SUPPLIES		1,779.78
0007	63.05517.31331.611.701.0000.0000.00 GENERAL SUPPLIES		1,424.61
0008	63.05517.31391.583.701.0000.0000.00 TRAVEL OUT OF STATE		136.61
	* J/E TOTALS	5,151.67	5,151.67

MONTH - JANUARY NUMBER - 00701 ENTRY DATE 1/16/25
 TRANSFER - PROJECT 62413 HEAPS FY24

0001	63.62413.01314.009.000.0000.0000.00 REVENUE	1,828.00	
0002	63.62413.61691.568.701.0000.0000.00 TUITION FOR OTHER INSTRUC		1,828.00
	* J/E TOTALS	1,828.00	1,828.00

MONTH - JANUARY NUMBER - 00702 ENTRY DATE 1/23/25
 TRANSFER - FUND 13

0001	13.00000.32621.341.701.0000.0000.00 OTHER PROFESSIONAL SVC	8,000.00	
0002	13.00000.32621.411.701.0000.0000.00 WATER/SEWAGE		4,736.28
0003	13.00000.32621.421.701.0000.0000.00 DISPOSAL SVC		520.00
0004	13.00000.32621.429.701.0000.0000.00 OTHER - CLEANING		.62
0005	13.00000.32621.432.701.0000.0000.00 REPAIR/MAINT SVC-TECH REL		2,888.68
0006	13.00000.32621.442.701.0000.0000.00 RENTAL OF EQUIP/VEHICLES		120.00

DATE - 1/28/25
 TIME - 9:56:43
 PROG - GNL.520

BERKELEY COUNTY SCHOOLS
 JOURNAL ENTRY LISTING

PAGE 2

BUDGET JOURNAL ENTRY

LINE NO.	ACCOUNT / DESCRIPTION	DEBIT	CREDIT
0007	13.00000.32621.611.701.0000.0000.00 GENERAL SUPPLIES		1,726.50
0008	13.00000.32621.612.701.0000.0000.00 CUSTODIAL SUPPLIES		2,600.00
0009	13.00000.32621.613.701.0000.0000.00 MAINTENANCE SUPPLIES		7,556.42
0010	13.00000.32621.619.701.0000.0000.00 SUPPLIES -OTHER		80.00
0011	13.00000.32621.622.701.0000.0000.00 ELECTRICITY		42,995.62
0012	13.00000.32621.623.701.0000.0000.00 BOTTLED GAS		8,423.00
0013	13.00000.32621.667.701.0000.0000.00 VEH PARTS		150.00
0014	13.00000.32621.691.701.0000.0000.00 CONTROL LEVEL MACHINERY		335.00
0015	13.00000.32621.693.701.0000.0000.00 FURNITURE & FIXTURES		573.02
0016	13.00000.32621.431.701.0000.0000.00 REPAIR/MAINT SVC-NON TECH	64,705.14	
	* J/E TOTALS	72,705.14	72,705.14

MONTH - JANUARY NUMBER - 00703 ENTRY DATE 1/27/25
 SUPPLEMENT - PROJECT 94510 JRTE EWVCF 3D MAKERSPAC

0001	63.94510.01922.009.000.0000.0000.00 NEW REVENUE		425.00
0002	63.94510.31391.691.701.0000.0000.00 NEW CONTROL LEVEL MACHINERY	425.00	
	* J/E TOTALS	425.00	425.00

MONTH - JANUARY NUMBER - 00704 ENTRY DATE 1/27/25
 SUPPLEMENT - PROJECT 94511 - JRTE EWVCF DIXON PITO

0001	63.94511.01922.009.000.0000.0000.00 NEW REVENUE		340.00
0002	63.94511.31391.691.701.0000.0000.00 NEW CONTROL LEVEL MACHINERY	340.00	
	* J/E TOTALS	340.00	340.00

MONTH - JANUARY NUMBER - 00705 ENTRY DATE 1/01/25
 SUPPLEMENT-GRTAWD04022500002901 PERKINS FIREFIGHT

DATE - 1/28/25
TIME - 9:56:43
PROG - GNL.520

BERKELEY COUNTY SCHOOLS
JOURNAL ENTRY LISTING

PAGE 3

BUDGET JOURNAL ENTRY

LINE NO.	ACCOUNT / DESCRIPTION	DEBIT	CREDIT
0001	63.50512.04511.009.000.0000.0000.00 NEW REVENUE		24,650.00
0002	63.50512.76191.911.701.0000.0000.00 NEW FUND TRANSFERS OUT	687.72	
0003	63.50512.31343.611.701.0000.0000.00 NEW GENERAL SUPPLIES	23,962.28	
	* J/E TOTALS	24,650.00	24,650.00
	** REPORT TOTALS	105,099.81	105,099.81

January 10, 2025

To: Russell Penner

James Rumsey Technical Institute

Mr. Penner,

I'd like to sincerely thank you for the opportunity to participate in the creation and implementation of the JRTI Entrepreneurship Program; it has been a great pleasure to contribute to the success of building capacity for small businesses in the Eastern Panhandle over the past three years.

It is with great regret that I am submitting my official letter of resignation effective January 24, 2025.

I wish you, the JRTI team and the Entrepreneurship program the greatest success in the future. Please do not hesitate to contact me if I can help with a transition team in the future as I truly believe this program is immensely beneficial to the students, graduates and the entire community.

Again, I sincerely thank you for the opportunity to contribute to this program.

Thoughtfully,

Betsy Heath

Brian Zeger

720 Spring Drive
Berkeley Springs, WV 25411
bzeger@k12.wv.us
(304)676-2940

December 11, 2024

Russel Penner
James Rumsey Technical Institute
3274 Hedgesville Road
Martinsburg, WV 25403

Dear Russell Penner,

I am writing to formally announce my retirement from my teaching position at James Rumsey Technical Institute, effective June 30, 2025. After 15 years of dedicated service, I have decided that it is time for me to embark on the next chapter of my life.

Teaching at JRTI has been one of the most rewarding experiences of my career. I have had the privilege of working with an incredible team of educators and staff, and I have cherished the opportunity to inspire and educate our wonderful students. The memories and relationships I have built here will always hold a special place in my heart.

I am grateful for the support and encouragement I have received from the administration, my colleagues, and the entire school community. Your guidance and collaboration have been instrumental in my professional growth and success. I am confident that the school will continue to thrive and achieve great things in the years to come.

As I prepare for my retirement, I am committed to ensuring a smooth transition. I am more than willing to assist in any way possible to help my successor acclimate to their new role. Please let me know how I can be of assistance during this period.

Thank you once again for the incredible journey and the countless memories. I will always look back on my time at JRTI with fondness and pride.

Sincerely,
Brian Zeger

Clifford J. Arntz

18 Franks Road
Inwood, WV 25428
carntz@k12.wv.us cliffarntz@gmail.com
(304)676-9121

January 16, 2025

Russell Penner
Director/Principal
James Rumsey Technical Institute
3274 Hedgesville Road
Martinsburg, WV 25403

Dear Mr. Penner,

I am writing to formally announce my retirement from my Instructor position at James Rumsey Technical Institute, effective June 30, 2025. After over 15 years of dedicated service, I have decided that it is time for me to retire from teaching.

Teaching at JRTI has been one of the most rewarding experiences of my career. I have had the privilege of working with an incredible team of educators and staff, and I have cherished the opportunity to inspire and educate our wonderful students. The memories and relationships I have built here will always hold a special place in my heart.

I am grateful for the support and encouragement I have received from the administration, my colleagues, and the entire school community. Your guidance and collaboration have been instrumental in my professional growth and success. I am confident that the school will continue to thrive and achieve great things in the years to come.

As I prepare for my retirement, I am committed to ensuring a smooth transition. I am more than willing to assist in any way possible to help my successor acclimate to their new role. Please let me know how I can be of assistance during this period.

Thank you once again for the incredible journey and the countless memories. I will always look back on my time at JRTI with fondness and pride.

Sincerely,
Clifford J. Arntz

A handwritten signature in black ink, appearing to read "Clifford J. Arntz", written in a cursive style.