

ADMINISTRATIVE COUNCIL AGENDA  
December 6, 2024 at 8:00 AM

1. Welcome and Introductions
2. Approval of November 8, 2024 Minutes
3. Financial Approval
  - A. Treasurer's Report for November
  - B. Check approvals for November
  - C. Budget Journal Entries
4. Personnel Approval
  - A. Employ Sherri Messerli – Part Time/Hourly GED Test Instructor
  - B. Employ Allen Rogers – Law and Public Safety Instructor
5. Volunteers
  - A. Add John Vanorsdale to Volunteer List
6. Work-Based Learning
  - A. Approve Superior Construction and Hauling to be added to the Work-Based Learning Site List
7. 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
8. Adjournment

Next Meeting:

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

Topic: Administrative Council 12.6.24

Time: Dec 6, 2024 08:00 AM Eastern Time (US and Canada)

**Join Zoom Meeting**

<https://us06web.zoom.us/j/82694780912>

Meeting ID: 826 9478 0912

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**One tap mobile**

+16469313860,,82694780912# US

+19292056099,,82694780912# US (New York)

Meeting ID: 826 9478 0912

**ADMINISTRATIVE COUNCIL  
JAMES RUMSEY TECHNICAL INSTITUTE  
MINUTES OF NOVEMBER 8, 2024**

The regularly scheduled Administrative Council meeting for the James Rumsey Technical Institute was held November 8, 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**

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

**GUESTS PRESENT**

Dr. Justin Schooley

**WELCOME AND INTRODUCTIONS**

Ms. Skinner welcomed all members and began the meeting at 8:30 a.m.

**MINUTES**

Ms. Skinner presented the minutes of the October 18, 2024 Administrative Council meeting for approval.

Ms. Long moved; seconded by Mr. Banks to approve the October 18, 2024 minutes as presented; carried.

**MOTION CARRIED**

**FINANCIAL**

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

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

MOTION CARRIED

## **PERSONNEL APPROVAL**

Mr. Penner requested permission from the Administrative Council to accept resignations, post for open positions and hire pending Administrative Council approval. This would help move the hiring process along while waiting for the next Council meeting.

Mr. Penner reported there are a couple applicants for the Law and Public Safety position. References are being called to help ensure the right candidate is hired. The program has not been very stable over the last four years, so hiring the right person is important for the students.

There are no applicants for the part-time Learning Center position. Mr. Penner feels it's the part-time aspect that turns candidates away, but the Learning Center does not have the budget for a full-time position.

After some discussion, the Council decided to allow Mr. Penner to accept resignations and post positions. Hiring would be done with an anticipated start date until the Council meets and gives approval of the resignation and hiring. The Council would be willing to meet if a position needs to be filled immediately.

Ms. Long moved; seconded by Mr. Banks to allow Mr. Penner to accept resignations and post anticipated start dates for open positions; carried.

MOTION CARRIED

The posting for an Assistant Director was tabled from the October 14<sup>th</sup> Council meeting. Dr. Schooley and Mr. Penner have been working on the posting.

Dr. Schooley explained when there is an increase in duties, responsibilities, working days and increase in pay the position should be posted according to WV Code. Ideally, the posting would be done in January with hiring in February and an anticipated start date of July 1, 2025, with Council approval.

Mr. Banks moved; seconded by Ms. Long, to approve the creation and posting of an Assistant Director at 261 days for the 2025 – 2026 school year; carried.

MOTION CARRIED

## **CIVIL RIGHT AUDIT**

Mr. Penner reported part 1, 2, and 3 have been completed.  
The next step will be staff and student interviews. Mr. Penner has been in contact with

Mr. Elliott, WV Department of Education, to clarify if he will be doing the student/staff interviews or would he like the administrative staff to do those.

Braille signs at a cost of \$3100.00 have been ordered. Printing Impressions will be making the signs. The signs will be in place soon to comply with the Civil Rights Audit.

The Civil Rights Audit soon be completed prior to the May deadline.

### **EXECUTIVE SESSION**

Pursuant to West Virginia State Code 6-9a-4, the Council went into executive session at 8:53 a.m. on a motion by Ms. Long, seconded by Mr. Banks.

Ms. Long moved, seconded by Dr. Saxe to come out of executive session at 9:00 a.m.

### **IMPORTANT DATES**

November 11 – No School – Veteran’s Day

November 21 and 22 – Director’s New Commissioner Orientation – COE

November 25-29 – No School – Thanksgiving Break

The meeting adjourned at 9:08 a.m.

NEXT MEETING: The next meeting will be December 6, 2024 at 8:00 a.m.

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**DATE OF APPROVAL**

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**CHAIRMAN**

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**SECRETARY**

**BERKELEY COUNTY BOARD OF EDUCATION  
TREASURER'S REPORT  
MONTH ENDING NOVEMBER 30, 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	\$ 22,570,102.11	\$ 126,392,911.12	\$ 35,123,707.74	\$ 95,631,000.45	\$ 78,304,644.17		
Fund 61	\$ (1,359,687.30)	\$ 2,517,530.27	\$ 10,736,967.80	\$ 5,186,576.02	\$ 13,107,399.99	\$ (3,730,119.49)		
Fund 65	\$ 4,553,710.85	\$ -	\$ -	\$ -	\$ -	\$ 4,553,710.85		
Fund 71	\$ (2,578,445.11)	\$ 13,033.88	\$ 2,591,617.93	\$ 153,315.24	\$ 328,588.78	\$ (315,415.96)		
<b>James Rumsey</b>								
Fund 13	\$ 1,639,335.58	\$ 695,811.20	\$ 1,571,892.65	\$ 375,736.67	\$ 1,151,220.40	\$ 2,060,007.83		
Fund 63	\$ 2,456,271.54	\$ 637,924.25	\$ 1,769,445.89	\$ 129,801.91	\$ 855,278.98	\$ 3,370,438.45		
Fund 66	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Fund 73	\$ -	\$ 2,982.41	\$ 2,982.41	\$ -	\$ 2,982.41	\$ -		
General Fund - 51	\$ 20,438,911.25	\$ -	\$ 189,090.50	\$ 40,875.17	\$ 780,804.63	\$ 19,847,197.12		
<b>Total Fund 65</b>		\$ -	\$ -	\$ -	\$ -		\$ 4,553,710.85	
<b>Total Fund 66</b>		\$ -	\$ -	\$ -	\$ -		\$ -	
<b>Totals-BOE</b>	<b>\$ 72,692,830.31</b>	<b>\$ 26,437,384.12</b>	<b>\$ 143,254,908.30</b>	<b>\$ 41,010,012.75</b>	<b>\$ 111,857,275.64</b>	<b>\$ 104,090,462.97</b>	<b>\$ 73,849,435.07</b>	<b>\$ 25,687,317.05</b>
<b>Debt Service</b>	\$ 6,805,040.50	\$ 1,707,950.88	\$ 8,694,772.67	\$ -	\$ -	\$ 15,499,813.17	\$ -	\$ 15,499,813.17
<b>Bond Construction</b>	\$ 120,513,883.84	\$ 443,457.10	\$ 2,456,439.22	\$ 1,454,798.11	\$ 12,570,092.69	\$ 110,400,230.37	\$ 1,529,636.16	\$ 108,870,594.21
<b>Totals</b>	<b>\$ 200,011,754.65</b>	<b>\$ 28,588,792.10</b>	<b>\$ 154,406,120.19</b>	<b>\$ 42,464,810.86</b>	<b>\$ 124,427,368.33</b>	<b>\$ 229,990,506.51</b>	<b>\$ 79,932,782.08</b>	<b>\$ 150,057,724.43</b>
						<b>Totals</b>	<b>\$ 79,932,782.08</b>	<b>\$ 150,057,724.43</b>

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: 12/4/2024

**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>
HVAC Classroom Supplies	701250337	United Refrigeration	12.84
Truck Repairs	701250327	Martinsburg Service Center	2,142.27
CD Physicals	701250069	East Mountain Health	270.00
Robotic Supplies	701250326	VEX Robotics	725.48
Food Truck Supplies	701250328	FoodPro	1,721.70
HVAC Student Testing	701250080	NCCER	168.75
Batteries	701250026	Battery Mart	181.20
Equipment repair	701250278	Johnson Controls	1,256.40
Lighting & consumption	701250012	Potomac Edison	18,728.98
Diesel	701250011	RM Roach	536.32
Gasses & demurrage	701250009	Robert's Oxygen	596.06
Fleet fuel cards	701250006	Voyager Fleet Systems	8.00
Custodial supplies	701250010	Weiss Bros of Hagerstown	934.50
Gas exchange	701250110	United Refrigeration	206.39
Cylinder valve	701250322	Delray Industries	108.00
Diesel renovation project	701250346	Sandbar Architects	1,875.00
Advertising	701250007	WV Radio	1,227.93
Travel reimbursement	n/a	Bonnie Brown	386.01
Travel reimbursement	n/a	Bradley Butler	407.65
Travel reimbursement	n/a	Dianna Bake	117.92
Travel reimbursement	n/a	Russell Penner	168.84
Travel reimbursement	n/a	Wayne Bennett	395.30
Vehicle parts	701250179	Baltimore Truck Center	105.64
Diagnosis on kitchen fryer	701250144	Commercial Services	172.50
Repairs to kitchen fryer	701250293	Commercial Services	486.51

11.21.24

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>
CD Truck Repair	701250284	Baltimore Mack Trucks	584.00
Food Truck Supplies	701250119	Martin's Food Market	146.15
Truck Repair	701250309	NAPA	76.49
Sheet Metal/Copper Roll – HVAC	701250303	R.E. Michel	1251.11
Postage for Meter	701250067	Quadient Finance	1003.00
Food Truck Supplies	701250275	FoodPro	2312.90
Fuel for School Vehicles	701250052	Wex Bank	655.62

11.08.2024

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 - 11/22/24  
TIME - 12:09:42  
PROG - GNL.520

BERKELEY COUNTY SCHOOLS  
JOURNAL ENTRY LISTING

PAGE 1

BUDGET JOURNAL ENTRY

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LINE NO.                    ACCOUNT / DESCRIPTION                    DEBIT                    CREDIT  
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MONTH - NOVEMBER      NUMBER - 00700      ENTRY DATE 11/01/24  
SUPPLEMENT-GRTAWD04022500000725 CTE EQUIPMENT RPLC

0001	63.05531.03211.009.000.0000.0000.00		26,463.00
	REVENUE		
0002	63.05531.31391.611.701.0000.0000.00 NEW	26,463.00	
	GENERAL SUPPLIES		
	* J/E TOTALS	26,463.00	26,463.00

MONTH - NOVEMBER      NUMBER - 00701      ENTRY DATE 11/01/24  
SUPPLEMENT-GRTAWD04022400004490 SIMULATED WORKPLAC

0001	63.28405.03211.009.000.0000.0000.00		1,000.00
	REVENUE		
0002	63.28405.61691.611.701.0000.0000.00 NEW	1,000.00	
	GENERAL SUPPLIES		
	* J/E TOTALS	1,000.00	1,000.00

MONTH - NOVEMBER      NUMBER - 00702      ENTRY DATE 11/01/24  
SUPPLEMENT-GRTAWD04022500000546 ACE BLOCK

0001	63.62512.03211.009.000.0000.0000.00		55,000.00
	REVENUE		
0002	63.62512.61691.611.701.0000.0000.00 NEW	55,000.00	
	GENERAL SUPPLIES		
	* J/E TOTALS	55,000.00	55,000.00

MONTH - NOVEMBER      NUMBER - 00703      ENTRY DATE 11/01/24  
SUPPLEMENT-PROJECT 62513 HEAPS

0001	63.62513.01314.009.000.0000.0000.00		1,828.00
	REVENUE		
0002	63.62513.61691.568.701.0000.0000.00 NEW	1,828.00	
	TUITION FOR OTHER INSTRUC		
	* J/E TOTALS	1,828.00	1,828.00

MONTH - NOVEMBER      NUMBER - 00704      ENTRY DATE 11/18/24  
TRANSFER - FUND 13

DATE - 11/22/24  
 TIME - 12:09:42  
 PROG - GNL.520

BERKELEY COUNTY SCHOOLS  
 JOURNAL ENTRY LISTING

BUDGET JOURNAL ENTRY

LINE NO.	ACCOUNT / DESCRIPTION	DEBIT	CREDIT
0001	13.00000.32621.691.701.0000.0000.00 CONTROL LEVEL MACHINERY	7,146.00	
0002	13.00000.32621.611.701.0000.0000.00 GENERAL SUPPLIES	5,030.00	
0003	13.00000.32621.431.701.0000.0000.00 REPAIR/MAINT SVC-NON TECH		7,146.00
0004	13.00000.32621.532.701.0000.0000.00 TELEPHONE/VOICE SERVICES		5,030.00
	* J/E TOTALS	12,176.00	12,176.00

MONTH - NOVEMBER NUMBER - 00705 ENTRY DATE 11/01/24  
 SUPPLEMENT-GRTAWD04022400004346 ADULT ED JRTE

0001	63.61511.03211.009.000.0000.0000.00 REVENUE		160.00
0002	63.61511.61691.119.701.0000.0000.00 SALARY-P/I-HOUSING ALLOW	1,500.00	
0003	63.61511.61691.129.701.0000.0000.00 SALARY-SVC-HOUSING ALLOW	2,050.00	
0004	63.61511.61691.111.701.0000.0000.00 SALARY P/I		3,390.00
	* J/E TOTALS	3,550.00	3,550.00

MONTH - NOVEMBER NUMBER - 00706 ENTRY DATE 11/01/24  
 SUPPLEMENT-GRTAWD04022500000545 ACE

0001	63.62514.03211.009.000.0000.0000.00 REVENUE	369,490.00	
0002	63.62514.61631.119.701.0000.0000.00 SALARY-P/I-HOUSING ALLOW	1,250.00	
0003	63.62514.61631.121.701.0000.0000.00 SALARY-SVC-REGULAR	39,071.00	
0004	63.62514.61631.134.701.0000.0000.00 SALARY-P/I-SUB-PERS LV-SI	485.08	
0005	63.62514.61631.211.701.0000.0000.00 GP INS-HEALTH/ACCIDENT	10,343.59	
0006	63.62514.61631.111.701.0000.0000.00 SALARY P/I		11,300.00
0007	63.62514.61631.212.701.0000.0000.00 GP INS-DENTAL		2,480.00
0008	63.62514.61631.218.701.0000.0000.00 PEIA OPEB		1,568.00
0009	63.62514.61631.221.701.0000.0000.00 SOCIAL SECURITY	3,000.00	
0010	63.62514.61631.233.701.0000.0000.00 RET-SUPP PLAN PREMIUM	2,500.00	

DATE - 11/22/24  
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BERKELEY COUNTY SCHOOLS  
 JOURNAL ENTRY LISTING

BUDGET JOURNAL ENTRY

LINE NO.	ACCOUNT / DESCRIPTION	DEBIT	CREDIT
0011	63.62514.61631.261.701.0000.0000.00 WORKERS COMP	20.00	
0012	63.62514.61646.111.701.0000.0000.00 SALARY P/I		112,600.00
0013	63.62514.61646.119.701.0000.0000.00 SALARY-P/I-HOUSING ALLOW	2,050.00	
0014	63.62514.61646.121.701.0000.0000.00 SALARY-SVC-REGULAR		39,000.00
0015	63.62514.61646.129.701.0000.0000.00 SALARY-SVC-HOUSING ALLOW		900.00
0016	63.62514.61646.211.701.0000.0000.00 GP INS-HEALTH/ACCIDENT		18,800.00
0017	63.62514.61646.212.701.0000.0000.00 GP INS-DENTAL		4,100.00
0018	63.62514.61646.218.701.0000.0000.00 PEIA OPEB		4,700.00
0019	63.62514.61646.221.701.0000.0000.00 SOCIAL SECURITY		10,000.00
0020	63.62514.61646.233.701.0000.0000.00 RET-SUPP PLAN PREMIUM		12,000.00
0021	63.62514.61646.522.701.0000.0000.00 INSURANCE-VEHICLE	30,339.00	
0022	63.62514.61646.641.701.0000.0000.00 TEXTBOOKS AND REBINDING	2,606.00	
0023	63.62514.61681.111.701.0000.0000.00 SALARY P/I	43,000.00	
0024	63.62514.61646.661.701.0000.0000.00 VEH. FUEL-DIESEL	22,000.00	
0025	63.62514.61681.117.701.0000.0000.00 SALARY-P/I-SICK LEAVE BNS	500.00	
0026	63.62514.61681.119.701.0000.0000.00 SALARY-P/I-HOUSING ALLOW	5,700.00	
0027	63.62514.61681.211.701.0000.0000.00 GP INS-HEALTH/ACCIDENT		1,000.00
0028	63.62514.61681.212.701.0000.0000.00 GP INS-DENTAL		800.00
0029	63.62514.61681.218.701.0000.0000.00 PEIA OPEB		2,300.00
0030	63.62514.61681.221.701.0000.0000.00 SOCIAL SECURITY	4,400.00	
0031	63.62514.61681.233.701.0000.0000.00 RET-SUPP PLAN PREMIUM	3,200.00	
0032	63.62514.61681.261.701.0000.0000.00 WORKERS COMP	35.00	
0033	63.62514.61691.111.701.0000.0000.00 SALARY P/I	25,750.00	
0034	63.62514.61691.119.701.0000.0000.00 SALARY-P/I-HOUSING ALLOW	4,550.00	
0035	63.62514.61691.211.701.0000.0000.00 GP INS-HEALTH/ACCIDENT	8,500.00	
0036	63.62514.61691.233.701.0000.0000.00 RET-SUPP PLAN PREMIUM		1,800.00

DATE - 11/22/24  
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BERKELEY COUNTY SCHOOLS  
JOURNAL ENTRY LISTING

PAGE 4

BUDGET JOURNAL ENTRY

LINE NO.	ACCOUNT / DESCRIPTION	DEBIT	CREDIT
0037	63.62514.61691.241.701.0000.0000.00 TUITION REIMBURS	4,700.00	
0038	63.62514.61691.582.701.0000.0000.00 TRAVEL - OUT OF COUNTY	600.00	
0039	63.62514.61691.622.701.0000.0000.00 ELECTRICITY	68,000.00	
0040	63.62514.62110.119.701.0000.0000.00 SALARY-P/I-HOUSING ALLOW	625.00	
0041	63.62514.62411.129.701.0000.0000.00 SALARY-SVC-HOUSING ALLOW	1,150.00	
0042	63.62514.62611.129.701.0000.0000.00 SALARY-SVC-HOUSING ALLOW	1,250.00	
0043	63.62514.61691.611.701.0000.0000.00 GENERAL SUPPLIES		431,766.67
	* J/E TOTALS	655,114.67	655,114.67
	** REPORT TOTALS	755,131.67	755,131.67