

ADMINISTRATIVE COUNCIL AGENDA
July 26, 2024 at 8:30 AM

1. Welcome and Introductions
2. Election of Officers
3. Approval of June 7, 2024 Minutes
4. Financial Approval
 - A. Treasurer's Report for May and June, 2023
 - B. Record of previous electronic check approvals for 6/10/24, 6/18/24, 6/28/24
 - C. Budget Journal Entries June and July 2024
5. Personnel Approval

Hire:

 - Melissa Vadasz – Secretary II – Adult Learning Center
 - Lauren Cunningham – Part-Time Therapeutic Services Instructor
 - Rebecca Lockhart – Part-Time Therapeutic Services Instructor
6. Transition Update
 - A. Russell
 - i. Working with Jim Butts monthly
 - ii. Working with Donna on an as if/needed basis
 - iii. Working with Dave Banks monthly
 - B. Office Staff
 - i. Very positive
 - ii. Carissa and Chrystal have been working together on scheduling
 - iii. Dianna and Sarah have been working collaboratively
7. Instructional update and approvals
 - A. High School Update
 - i. Projected enrollment FY24 -580
 - ii. Other updates
 - B. ACE
 - i. Projected enrollment FY24 - 236
 - ii. Other Updates
 - C. Adult Education Update
 - i. Site losing 1 FTE position due to lack of funding
 - ii. Position was not funded for this year as it was an MRC promised fund that did not come to fruition
8. JRTI Company Lab Entrepreneurship Site Update

- A. Region 9 Feasibility Study Grant - \$49,483
 - i. Middle of Grant to Lead to Rise Grant
 - ii. Looking at a RISE Grant – Program for Economic Impact
 - iii. Trying to determine the direction we are going towards

9. Office of Regional Innovation and Implementation

10. Business and Industry update

11. Career Technical Student Youth Organization update

- A. Hosted NASA Camp
- B. Summer Career Academy
- C. Skills USA Nations Statistics

12. Facilities Update

- A. Ventilation grant
- B. Commercial Driving/Diesel Campus Upgrades (SBA)

13. Counseling for Careers

- A. Middle/High School
- B. ACE (postsecondary)

14. School Culture update

- A. Orientation on August 14 from 5:30-7:30
- B. New Teacher Academy – 8th and 9th with Mentors

15. Approval of Trips

- A. AC Aerospace Engineering – November 8, 2024 – 20 Students

16. Executive Session

17. Important Dates:

- July 5 – August 12 – Staggered start dates for ACE
- August 12, 2024 – First day back for all instructors
 - Monday – Faculty Senate and Committee Meetings
 - Tuesday – Faculty Meetings
 - Wednesday – Round Robin Session
 - Thursday – Professional Development
 - Friday – First Aid/CPR/AED Training
- August 19 – First day back for high school students

June 26, 2024 Administrative Council Meeting

Time

Jul 26, 2024 08:30 AM Eastern Time (US and Canada)

Meeting ID

487 549 3726

Checked Require authentication to join: Sign in to Zoom

Invite Link

Invite Link <https://us06web.zoom.us/j/4875493726?omn=89598518930>

<https://us06web.zoom.us/j/4875493726?omn=89598518930>

Next Meeting:

**ADMINISTRATIVE COUNCIL
JAMES RUMSEY TECHNICAL INSTITUTE
MINUTES OF JUNE 7, 2024**

An Administrative Council meeting for the James Rumsey Technical Institute was held June 7, 2024 at 8:30 a.m.

MEMBERS PRESENT

Ms. Veronica Barron
Mr. Pete Gordon
Ms. Jacqueline Long
Ms. Kathy Skinner
Mr. Ron Stephens, Superintendent, Berkeley County Schools
Dr. Chuck Bishop, Superintendent, Jefferson County Schools
Mrs. Kristen Tuttle, Superintendent, Morgan County Schools
Mrs. Donna Van Metre, Secretary

STAFF MEMBERS PRESENT

Mr. Andrew Albright
Ms. Carla Cაცია
Mrs. Peggy Ilnicki
Mrs. Dianna Blake
Mr. Ron Odom
Mr. Russell Penner

GUESTS PRESENT

Jim Butts

WELCOME AND INTRODUCTIONS

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

MINUTES

Kathy Skinner presented the minutes of the April 17, 2024 and May 8, 2024 Administrative Council meetings for approval.

Jackee Long moved, seconded by Pete Gordon to approve the April 17, 2024 and May 8, 2024 minutes as presented; carried.

MOTION CARRIED

Mr. Albright reported the SBA Grant for HVAC work on the Commercial Driving/Diesel Campus is going well. There are some cost issues with the Ventilation Grant – prices and supply chain. The electrical work should begin soon. The campus power upgrade is part of the SBA Grant.

Mrs. Van Metre stated the electrical storm over Memorial Day weekend struck a pole and took out on of the phases. Several HVAC units, a small freezer and automotive lift were impacted. Mrs. Van Metre is working through BRIM to address the damage and repair.

COUNSELING FOR CAREERS

Mrs. Van Metre thanked the three counties for supporting and providing bus transportation for the three-day Summer Career Academy. There were 60 – 65 students each day who completed 11 modules. Students were great and enjoyed the experience.

Tours and visits for 10th graders have been scheduled for next year. Mrs. Van Metre suggested having help encouraging the home high schools to send all 10th graders so the students can consider all their career options.

EXECUTIVE SESSION

Pursuant to West Virginia State Code 6-9a-4, the Council went into executive session at 8:50 a.m. on a motion by Kathy Skinner, seconded by Kristen Tuttle.

Jackee Long moved, seconded by Kristen Tuttle to come out of executive session at 9:15 a.m.

MOTION CARRIED

NEXT MEETING: July 26, 2024 at 8:30

DATE OF APPROVAL

CHAIR



SECRETARY

DRAFT

**BERKELEY COUNTY BOARD OF EDUCATION
TREASURER'S REPORT
MONTH ENDING JUNE 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
Berkeley County								
Fund 11	\$ 38,219,739.38	\$ 24,078,674.24	\$ 267,135,544.88	\$ 41,464,238.48	\$ 251,637,564.78	\$ 53,717,719.48		
Fund 61	\$ (2,063,941.10)	\$ 3,395,582.18	\$ 37,469,747.72	\$ 5,981,503.67	\$ 37,845,232.96	\$ (2,439,426.34)		
Fund 65	\$ 4,528,400.51	\$ -	\$ -	\$ -	\$ -	\$ 4,528,400.51		
Fund 71	\$ (3,503,629.28)	\$ 2,432,148.79	\$ 18,027,017.53	\$ 3,211,770.84	\$ 16,645,810.14	\$ (2,122,421.89)		
James Rumsey								
Fund 13	\$ 1,334,632.90	\$ 314,984.90	\$ 4,277,173.26	\$ 641,827.53	\$ 4,005,926.14	\$ 1,605,880.02		
Fund 63	\$ 1,841,927.20	\$ 41,543.28	\$ 3,985,748.52	\$ 586,009.09	\$ 3,330,143.73	\$ 2,497,531.99		
Fund 66	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Fund 73	\$ (10,077.44)	\$ -	\$ 52,212.11	\$ -	\$ 30,911.16	\$ 11,223.51		
General Fund - 51	\$ 8,172,638.96	\$ 39,454.78	\$ 10,081,484.22	\$ 54,920.00	\$ 1,315,211.93	\$ 16,938,911.25		
Total Fund 65		\$ -	\$ -	\$ -	\$ -		\$ 4,528,400.51	
Total Fund 66		\$ -	\$ -	\$ -	\$ -		\$ -	
Totals-BOE	\$ 48,519,691.13	\$ 30,302,388.17	\$ 341,028,928.24	\$ 51,940,269.61	\$ 314,810,800.84	\$ 74,737,818.53	\$ 11,287,951.06	\$ 58,921,466.96
Debt Service	\$ 3,568,689.01	\$ 328,809.55	\$ 17,191,927.32	\$ 7,203,050.00	\$ 13,955,575.83	\$ 6,805,040.50	\$ -	\$ 6,805,040.50
Bond Construction	\$ 130,457,066.78	\$ 1,408,390.58	\$ 15,229,361.68	\$ 4,947,610.77	\$ 25,172,544.62	\$ 120,513,883.84	\$ 4,520,490.18	\$ 115,993,393.66
Totals	\$ 182,545,446.92	\$ 32,039,588.30	\$ 373,450,217.24	\$ 64,090,930.38	\$ 353,938,921.29	\$ 202,056,742.87	\$ 20,336,841.75	\$ 181,719,901.12
						Totals	\$ 20,336,841.75	\$ 181,719,901.12

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



Date:

7/21/2024

**James Rumsey Technical Institute
2023-2024 Check Approval Spreadsheet**

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

	PO NUMBER	VENDOR	AMOUNT
Tiny House Supplies	701240823	Lowe's	550.30
HVAC Supplies	701240838	Lowe's	425.65
Tiny House Supplies	701240854	Lowe's	275.33
HVAC Supplies	701240853	Lowe's	53.62
Electrical Supplies	701240875	Lowe's	162.36
Mulch	701240887	Lowe's	30.24
Tiny House Supplies	701240888	Lowe's	301.14
Mulch	701240905	Lowe's	7.56
Surge Suppressor	701240916	Lowe's	62.68
Robotics Honor Society Supplies	701240723	Grad Recognition Services	96.00
Flooring in Early Childcare	701240964	Carpet World	12,195.51
CDL Supplies	701240518	Bergey's/Cumberland Truck	36.25
PS Auto Supplies	701240045	Advance Auto	174.55
Maintenance supplies	701240969	Hedgesville Auto Parts	58.50
HVAC repairs	701240004	Johnson & Johnson	2058.30
Alarm repairs	701240002	Johnson Controls	989.22
Maintenance supplies	701240018	Lowe's	33.09
Summer Career Academy supplies	701240821	Lowe's	190.40
Supplies for sign project	701240707	Lowe's	1018.05
Plumbing repairs	701240010	Moreland's Plumbing	774.60
Lighting & Consumption	701240026	Potomac Edison	4710.93
Letterhead	701240958	Printing Impressions	256.02
Welding supplies	701240896	Robert's Oxygen	15,552.00
Custodial supplies	701240031	Weiss Bros	959.55
Summer career academy	701240953	Marcus Allen	288.00
Summer career academy	701240940	Logan Hunt	288.00
Summer career academy	701240949	Ashlyn Gardner	288.00

06.10.24

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
2023-2024 Check Approval Spreadsheet**

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

Summer career academy	701240968	Marie Martin	288.00
Food truck maintenance	701240862	Cumberland Truck Equipment	101.98
Summer career academy	701240941	Chase Bernhard	288.00
Summer career academy	701240934	Cameron Houck	288.00
Summer career academy	701240945	Ryan Kittelstad	96.00
Summer career academy	701240947	Madelyn Barrett	288.00
Summer career academy	701240954	Kirsten Beverly-Twigg	288.00
Summer career academy	701240943	Daniel Clark	288.00
Summer career academy	701240935	Arden Brown	288.00
Summer career academy	701240955	Sarah Brown	288.00
Summer career academy	701240948	Alexandra Mcwilliams	288.00
Summer career academy	701240946	Keaton Feaster	288.00
Summer career academy	701240952	William Bottomley	288.00
Diesel renovations	701240640	Helbing Lipp Recny	3115.58
Summer career academy	701240936	Peyton Delridge	288.00
Summer career academy	701240939	Adiel Rodriguez	288.00
Summer career academy	701240951	Audrey Wetzel	288.00
Summer career academy	701240944	Isaac Crumley	288.00
Summer career academy	701240942	Isabell Peterson	288.00
Fire Tech Textbooks	701240804	EPIC	3379.00
Advertising	701240035	WV Radio	1099.89

06.10.24

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
2023-2024 Check Approval Spreadsheet**

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

	PO NUMBER	VENDOR	AMOUNT
FIRE GEAR	701240820	ATLANTIC SECURITY SOLUTIONS	43,282.05
LEGAL FEES	701240406	BOWLES RICE LLC	2,586.13
SHREDDING	701240001	DATA IMAGE GROUP	68.25
PEST CONTROL – MAIN BUILDINGS	701240577	JC ERLICH	233.33
PEST CONTROL – DORMS	701240044	JC ERLICH	76.26
BANNERS	701240927	PRINTING IMPRESSIONS	640.00
MONTHLY HOTSPOT RATES	701240030	US CELLULAR	211.20
DISPOSAL SERVICES	701240023	WASTE MANAGEMENT	1,209.94
HVAC TEXTBOOKS	701240843	CENGAGE LEARNING	9,692.64
TURNKEY PACKAGE	701240972	CEV MULTIMEDIA	1,500.00
TEACHER PLAQUES	701240046	BREWS CUSTOM AWARDS	210.00
TRAVEL REIMBUREMENT	N/A	MARGARET ILNICKI	38.62
TRAVEL REIMBURSEMENT	N/A	KATELYN PENWELL	64.32

06.28.24

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
 3274 Hedgesville Road, Martinsburg, WV 25403
 Phone: 304.754.7925 Fax: 304.754.7933

Budget Journal Entries
 June through July 22, 2024

0 through July 22, 2024

JE Month	JE Number	JE Line	JE Acct/Title	JE Desc	JE Obj Desc	JE Amount
6	726	1.000	13.00733.76271.911.701.0000.0000.00 TRANSFER - PROJECT 00733 CRIMINAL JUSTICE		FUND TRANSFERS OUT	\$ 65.00
6	726	2.000	13.00733.31343.611.701.0000.0000.00 TRANSFER - PROJECT 00733 CRIMINAL JUSTICE		GENERAL SUPPLIES	\$- 65.00

Expenditures

JE Month	JE Number	JE Line	JE Acct/Title	JE Desc	JE Obj Desc	JE Amount
6	725	2.000	13.00716.61691.611.701.0000.0000.00 SUPPLEMENT - PROJECT 00716 ED TO GO		GENERAL SUPPLIES	\$ 764.00

Revenue

JE Month	JE Number	JE Line	JE Acct/Title	JE Desc	JE Obj Desc	JE Amount
6	725	1.000	13.00716.01989.009.000.0000.0000.00 SUPPLEMENT - PROJECT 00716 ED TO GO		REVENUE	\$- 764.00

Expenditures

JE Month	JE Number	JE Line	JE Acct/Title	JE Desc	JE Obj Desc	JE Amount
6	724	1.000	13.00715.61691.114.701.0000.0000.00 TRANSFER - PROJECT 00715 BUSINESS AND INDUSTRY		SALARY-PI/ STIPENDS	\$ 4,698.60
6	724	2.000	13.00715.61691.151.701.0000.0000.00 TRANSFER - PROJECT 00715 BUSINESS AND INDUSTRY		SALARY-TEMP/PT PROF	\$ 2,565.00
6	724	3.000	13.00715.61691.221.701.0000.0000.00 TRANSFER - PROJECT 00715 BUSINESS AND INDUSTRY		SOCIAL SECURITY	\$ 554.71
6	724	4.000	13.00715.61691.233.701.0000.0000.00 TRANSFER - PROJECT 00715 BUSINESS AND INDUSTRY		RET-SUPP PLAN PREMIUM	\$ 433.39
6	724	5.000	13.00715.61691.261.701.0000.0000.00 TRANSFER - PROJECT 00715 BUSINESS AND INDUSTRY		WORKERS COMP	\$ 8.01
6	724	6.000	13.00715.61691.611.701.0000.0000.00 TRANSFER - PROJECT 00715 BUSINESS AND INDUSTRY		GENERAL SUPPLIES	\$- 8,259.71

Revenue

JE Month	JE Number	JE Line	JE Acct/Title	JE Desc	JE Obj Desc	JE Amount
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Expenditures

JE Month	JE Number	JE Line	JE Acct/Title	JE Desc	JE Obj Desc	JE Amount
6	723	2.000	13.00710.31333.151.701.0000.0000.00 SUPPLEMENT - PROJECT 00710 FOOD TRUCK		SALARY-TEMP/PT PROF	\$ 60.00
6	723	3.000	13.00710.31333.221.701.0000.0000.00 SUPPLEMENT - PROJECT 00710 FOOD TRUCK		SOCIAL SECURITY	\$ 4.59
6	723	4.000	13.00710.31333.261.701.0000.0000.00 SUPPLEMENT - PROJECT 00710 FOOD TRUCK		WORKERS COMP	\$ 0.07
6	723	5.000	13.00710.31333.611.701.0000.0000.00 SUPPLEMENT - PROJECT 00710 FOOD TRUCK		GENERAL SUPPLIES	\$ 124.34

James Rumsey Technical Institute
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Revenue

JE Month	JE Number	JE Line	JE Acct/Title	JE Desc	JE Obj Desc	JE Amount
6	723	1.000	13.00710.01989.009.000.0000.0000.00 SUPPLEMENT - PROJECT 00710 FOOD TRUCK		REVENUE	\$- 189.00

Expenditures

JE Month	JE Number	JE Line	JE Acct/Title	JE Desc	JE Obj Desc	JE Amount
6	722	2.000	13.00708.31391.611.701.0000.0000.00 SUPPLEMENT - PROJECT 00708 YEARBOOK		GENERAL SUPPLIES	\$ 22.80

Revenue

JE Month	JE Number	JE Line	JE Acct/Title	JE Desc	JE Obj Desc	JE Amount
6	722	1.000	13.00708.01921.009.000.0000.0000.00 SUPPLEMENT - PROJECT 00708 YEARBOOK		REVENUE	\$- 22.80

Expenditures

JE Month	JE Number	JE Line	JE Acct/Title	JE Desc	JE Obj Desc	JE Amount
6	721	2.000	13.00705.61691.611.701.0000.0000.00 SUPPLEMENT - PROJECT 00705 PROF HEALTH CARE		GENERAL SUPPLIES	\$ 26.00

Revenue

JE Month	JE Number	JE Line	JE Acct/Title	JE Desc	JE Obj Desc	JE Amount
6	721	1.000	13.00705.01989.009.000.0000.0000.00 SUPPLEMENT - PROJECT 00705 PROF HEALTH CARE		REVENUE	\$- 26.0

Expenditures

JE Month	JE Number	JE Line	JE Acct/Title	JE Desc	JE Obj Desc	JE Amount
6	720	5.000	13.00701.61691.114.701.0000.0000.00 TRANSFER - PROJECT 00701 DORM RENTAL		SALARY-P/I-STIPENDS	\$ 1,675.00
6	720	6.000	13.00701.61691.221.701.0000.0000.00 TRANSFER - PROJECT 00701 DORM RENTAL		SOCIAL SECURITY	\$ 128.14
6	720	7.000	13.00701.61691.233.701.0000.0000.00 TRANSFER - PROJECT 00701 DORM RENTAL		RET-SUPP PLAN PREMIUM	\$ 125.63
6	720	8.000	13.00701.61691.261.701.0000.0000.00 TRANSFER - PROJECT 00701 DORM RENTAL		WORKERS COMP	\$ 1.84
6	720	9.000	13.00701.61691.611.701.0000.0000.00 TRANSFER - PROJECT 00701 DORM RENTAL		GENERAL SUPPLIES	\$- 2,730.61

Revenue

JE Month	JE Number	JE Line	JE Acct/Title	JE Desc	JE Obj Desc	JE Amount
6	720	1.000	13.00701.01989.009.000.0000.8230.00 TRANSFER - PROJECT 00701 DORM RENTAL		REVENUE	\$ 200.00
6	720	2.000	13.00701.01989.009.000.0000.8325.00 TRANSFER - PROJECT 00701 DORM RENTAL		REVENUE	\$ 200.00
6	720	3.000	13.00701.01989.009.000.0000.8329.00 TRANSFER - PROJECT 00701 DORM RENTAL		REVENUE	\$ 200.00
6	720	4.000	13.00701.01989.009.000.0000.8404.00 TRANSFER - PROJECT 00701 DORM RENTAL		REVENUE	\$ 200.00

James Rumsey Technical Institute
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Expenditures

JE Month	JE Number	JE Line	JE Acct/Title	JE Desc	JE Obj Desc	JE Amount
6	79	1.000	61.28403.11111.611.503.0000.0000.00 NEW SUPPLEMENT-GRTAWD04022400004313 AP TEST FEES		GENERAL SUPPLIES	\$ 2,014.00
6	79	2.000	61.28403.11111.611.501.0000.0000.00 NEW SUPPLEMENT-GRTAWD04022400004313 AP TEST FEES		GENERAL SUPPLIES	\$ 477.00
6	79	3.000	61.28403.11111.611.504.0000.0000.00 NEW SUPPLEMENT-GRTAWD04022400004313 AP TEST FEES		GENERAL SUPPLIES	\$ 1,431.00
6	79	4.000	61.28403.11111.611.502.0000.0000.00 NEW SUPPLEMENT-GRTAWD04022400004313 AP TEST FEES		GENERAL SUPPLIES	\$ 1,060.00

Revenue

JE Month	JE Number	JE Line	JE Acct/Title	JE Desc	JE Obj Desc	JE Amount
6	79	5.000	61.28403.03211.009.000.0000.0000.00 NEW SUPPLEMENT-GRTAWD04022400004313 AP TEST FEES		REVENUE	\$- 4,982.00

Expenditures

JE Month	JE Number	JE Line	JE Acct/Title	JE Desc	JE Obj Desc	JE Amount
6	78	1.000	61.59401.76191.911.001.0000.0000 .00 NEW SUPPLEMENT-GRTAWD04022400004385 ELA		FUND TRANSFERS OUT	\$ 249.61
6	78	2.000	61.59401.41411.611.001.0000.0000 .00 NEW SUPPLEMENT-GRTAWD04022400004385 ELA		GENERAL SUPPLIES	\$ 9,750.39

Revenue

JE Month	JE Number	JE Line	JE Acct/Title	JE Desc	JE Obj Desc	JE Amount
6	78	3.000	61.59401.04511.009.000.0000.0000 .00 NEW SUPPLEMENT-GRTAWD04022400004385 ELA		REVENUE	\$- 10,000.00

Expenditures

JE Month	JE Number	JE Line	JE Acct/Title	JE Desc	JE Obj Desc	JE Amount
6	77	1.000	61.02431.21210.582.001.0000.000 0.00 NEW SUPPLEMENT-GRTAWD04022400004168 WV CASE MENTORSHIP		TRAVEL - OUT OF COUNTY	\$ 1,500.00

Revenue

JE Month	JE Number	JE Line	JE Acct/Title	JE Desc	JE Obj Desc	JE Amount
6	77	2.000	61.02431.03211.009.000.0000.000 0.00 NEW SUPPLEMENT-GRTAWD04022400004168 WV CASE MENTORSHIP		REVENUE	\$- 1,500.00

Expenditures

JE Month	JE Number	JE Line	JE Acct/Title	JE Desc	JE Obj Desc	JE Amount
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James Rumsey Technical Institute
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6	76	1.000	61.02460.21210.611.001.0000.0000.0 0 NEW SUPPLEMENT- GRTAWD04022400004362 SPED REIMBURSEMENT	GENERAL L SUPPLIE S	\$ 18,694.00
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Revenue

JE Month	JE Number	JE Line	JE Acct/Title	JE Desc	JE Obj Desc	JE Amount
6	76	2.000	61.02460.03211.009.000.0000.0000.0 0 NEW SUPPLEMENT- GRTAWD04022400004362 SPED REIMBURSEMENT		REVENUE	\$- 18,694.00

Expenditures

JE Month	JE Number	JE Line	JE Acct/Title	JE Desc	JE Obj Desc	JE Amount
6	75	1.000	61.88416.13191.691.001.0000.0000.00 NEW SUPPLEMENT- GRTAWD04022400004289 CN STATE REV MATCH		CONTROL LEVEL MACHINERY	\$ 4,800.00

Revenue

JE Month	JE Number	JE Line	JE Acct/Title	JE Desc	JE Obj Desc	JE Amount
6	75	2.000	61.88416.03211.009.000.0000.0000.00 NEW SUPPLEMENT- GRTAWD04022400004289 CN STATE REV MATCH		REVENUE	\$- 4,800.00

James Rumsey Technical Institute
Activity Request Form

Name of Class or Organization AC Aerospace Engineering Date 5/3/24

Type of Activity Field trip to Aviation Education Expo at Leesburg Executive Airport.

Date of Activity 11/8/24 Alternate Date _____

Purpose of Activity Scholarship and industry opportunities for students.

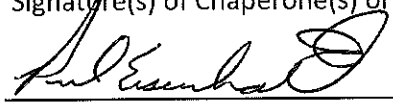
Where Activity will be held Leesburg Executive Airport, 957 Sycolin Rd, Leesburg, VA

Price(s) for Activity \$ 950.00 for a charter bus

Account code for funds - Expenditures _____
Account code for funds - Deposits _____

Persons listed below are Responsible for Supervision

Signature(s) of Chaperone(s) or Instructor(s)

 _____

Administrative Action
(Office Use Only)

Comments: _____

Approved by: 

Date: 7/11/24



Friday, November 8th, 2024

Leesburg Executive Airport -957 Sycolin Rd.- Leesburg, VA 20175

703.889.8558 expo@projetaviation.com

Dear Participating Schools/Educators:

The registration you have been waiting for! You are invited to attend the 18th Annual Aviation Education & Career Expo “**Love at First Flight**”, hosted by ProJet Aviation, in Leesburg, VA. Date: Friday, November 8th, 2024 (9 am – 2 pm). This event is geared toward high school and college level students (averaging ages 16-22).

This event is packed with industry leaders, vendors, aircraft displays, guest speakers, demonstrations, internships, and scholarships!

We have distributed over **\$1.6 Million Dollars** in aviation education and flight training awards!

Some of the vendors and careers represented:

Aerospace * Pilots * Flight Attendants * Medevac Flight Nurses * Avionics Companies * Coast Guard Search & Rescue * Maintenance Mechanics * Air Charter Operators * Homeland Security * Accident Investigation * Air Traffic Controllers * FAA * Military * Aircraft Sales * Aviation Marketing * Hospitality * Transportation Security * Unmanned Aircraft * Flight Instruction * Aviation Fuel * Aerial Mapping * Corporate Flight Departments * In-Flight Catering * K-9 Law Enforcement *

The entire day is FREE of charge and includes lunch! *Free lunch consists of cheese pizza, a cookie and bottled water. If your child/te have dietary restrictions, please bring a bagged lunch.* Space is extremely limited, and over 100 schools have been invited to **hand-select 10-20 students** to attend. We ask that you select students that have a sincere interest in this opportunity. Reserved space will be on a first come first serve basis. **Once we have reached max capacity, schools/individuals will be placed on a wait list.**

Scholarship essay application packets will be available at www.projetaviation.com click on “Aviation Expo!” We will provide helpful hints, guidance, and tips to be successful throughout the application process. Please encourage your registered students to work on their scholarship applications over the summer and perhaps even make their essays a class project, in the new school year! Scholarships will be awarded during the event and winners must be present!

Sincerely,

Julie O’Brien, Event Coordinator