

**QUARTERLY MEETING MINUTES  
SCHOOL BUILDING AUTHORITY OF WEST VIRGINIA**

**Held At:  
School Building Authority of WV  
2300 Kanawha Boulevard, East  
Charleston, WV 25311**

**Quarterly Meeting  
September 18, 2023  
9:30 AM**

**I. CALL TO ORDER**

Chairman Brian Abraham called the School Building Authority of West Virginia's (SBA) Quarterly Meeting to order at 9:30 A.M. on Monday, September 18, 2023. The following authority members were present Chairman Brian Abraham, Vice-Chair Chris Morris, Superintendent Michele Blatt, Paul Hardesty, and Don Bower, with Nancy White, Sandra Hamilton, and Dr. Daniel Snavelly attending via telephone. The following SBA staff were present: Executive Director Neptune, Dana Womack, Director of Architectural Services, Joyce VanGilder, Tommy Young, CFO Jordan Kirk, Angie Bradley, and Shannon Driver. The following individuals were also present: Greg Martin of Williamson Shriver Architects, Pat McDonald of the Contractors Association, and Ernie Dellatorre with McKinley Architecture.

**II. APPROVAL OF MINUTES**

Upon a Motion by Don Bower with a second by Chris Morris, the Authority voted to collectively approve the SBA's Quarterly Meeting Minutes from June 12, 2023 (Attachment A) and the SBA's Special Meeting Minutes from August 16, 2023 (Attachment B).

**III. EXECUTIVE DIRECTOR'S REPORTS**

- A. P-Card Review – (Information) – **HANDOUT**  
One of the requirements of the P-Card Program is for the Authority to review all purchases made by the SBA staff. As such, the Handout provided an itemized list of the SBA's card usage for FY2023 July 1 through August 31, 2023.
- B. Active Project Status Updates – (Information) – **HANDOUT**  
The SBA Architectural Services Staff has provided a status update for each active project that was funded by the School Building Authority. The information in the Handout provided a detailed update as of September 18, 2023. Project questions from the Authority were addressed by the SBA staff.
- C. NEEDs Projects and County Visits Update – (Information) – **HANDOUT**  
Executive Director Neptune provided the Authority updates regarding NEEDs projects and SBA county site visits.
- D. Review of SBA Committees – (Information/Action)  
Executive Director Neptune reviewed current SBA committee vacancies with the Authority. Chairman Abraham appointed Paul Hardesty to fill the vacancy on the Construction Committee and Don Bower to fill the vacancy on the Personnel Committee.

IV.

**FINANCE REPORT**

- A. SBA Budget vs Actual Financial Report - (Information) – **ATTACHMENT C**  
CFO Kirk presented the SBA's Profit and Loss Statement for the FY2023 period ending June 30, 2023, and for the FY2024 period ending August 31, 2023.
- B. SBA Grant Awards Report – (Information) – **ATTACHMENT D**  
CFO Kirk presented the Grant Awards Report for all SBA Active Grants.
- C. Overview of Draft Financial Statements – (Information)  
CFO Kirk provided an update regarding draft financial statements.

V.

**CEFP AMENDMENTS**

The following amendment to County Comprehensive Educational Facilities Plans (CEFPs) has been reviewed and is recommended for approval by the SBA Staff. The State Board of Education has acted on this amendment. Approval of this amendment does not necessarily reflect support for funding of the project within the Amendment; it means the county followed the proper Amendment Process. The county's complete Amendment submittal is available upon request. The following Amendment was submitted for review and approval:

Kanawha County Board of Education CEFP Amendment – (Action) – **ATTACHMENT E**

The Kanawha County Board of Education requested approval to revise their 2020-2030 CEFP to include a change in their project priority list and the following closures and consolidations. 1) Marmet Elementary School is proposed for closure and consolidation into the existing Chesapeake Elementary School. 2) Grandview Elementary School is proposed for closure and consolidation into Edgewood Elementary School and Mary C. Snow West Side Elementary School. 3) George C. Weimer Elementary School is proposed for closure and consolidation into Alban Elementary School and Bridgeview Elementary School. These closures and consolidations were approved by the Kanawha County Board of Education and are proposed to occur at the end of the 2023-2024 school year.

Kanawha County Board of Education has complied with the SBA CEFP Amendment Process, and as such, Executive Director Neptune respectfully recommended approval of this amendment.

Upon a Motion by Chris Morris with a second by Paul Hardesty, the Authority voted to approve Kanawha County Board of Education's CEFP Amendment.

VI.

**NEW BUSINESS**

- A. Supplemental Funding – Jefferson County Board of Education - (Action) - **ATTACHMENT F**  
Executive Director Neptune respectfully recommended that the Authority approve supplementing funds to Jefferson County Board of Education in the amount of \$2.5 Million for the new Shepherdstown Elementary School project, per the SBA's Temporary Administrative Guidelines.

Upon a Motion by Paul Hardesty with a second by Nancy White, the Authority voted to approve supplementing funds to Jefferson County Board of Education in the amount of \$2.5 Million for the new Shepherdstown Elementary School project, per the SBA's Temporary Administrative Guidelines.

B. Square Footage Cost Allowance – (Information) – **HANDOUT**

Executive Director Neptune, Architectural Services Director Womack, and Mr. Win Strock discussed square footage cost allowance. A Construction Committee meeting will be scheduled in October to further discuss the matter.

**VII.**

**FUTURE MEETINGS**

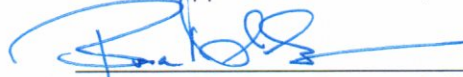
Chairman Abraham advised that the next SBA quarterly meetings are scheduled for November 13-14 at the School Building Authority and December 11, 2023 at a location to be determined.

**VIII.**

**ADJOURNMENT**

Upon a Motion by Chris Morris with a second by Don Bower, the Authority voted to adjourn the September 18, 2023 meeting of the School Building Authority of West Virginia.

Minutes Approved October 30, 2023



Mr. Brian Abraham, Governor's Designee  
School Building Authority of West Virginia