

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

Held At:  
The West Virginia Lottery Building  
900 Pennsylvania Avenue  
10th Floor Conference Room  
Charleston, West Virginia 25302

Quarterly Meeting  
Tuesday, December 17, 2024  
10:00 A.M.

**I. CALL TO ORDER**

Chairman Brian Abraham called the School Building Authority of West Virginia's (SBA) Quarterly Meeting to order on Tuesday, December 17, 2024 at 10:00 A.M. The following authority members were present: Chairman Abraham, Michele Blatt, Victor Gabriel, Robert Dunlevy, Chris Morris, Don Bower, Gary Price, and Tom Minturn, with Sandy Hamilton attending via telephone. The following SBA staff were present: Executive Director Andy Neptune, Dana Womack, Jordan Kirk, Patrick Elliott, Joyce VanGilder, and Shannon Driver. Several superintendents, county board of education members, and county school staff members were also in attendance.

**II. APPROVAL OF MINUTES**

Upon a Motion by Victor Gabriel with a second by Chris Morris, the Authority voted to approve the SBA's November 18-19, 2024 Meeting Minutes.

**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 the FY2025 period July 1-November 30, 2024.

**IV. FINANCE REPORT**

- A. SBA Budget vs Actual Financial Report - (Information) – **ATTACHMENT B**  
CFO Kirk presented the SBA's Profit and Loss Statements for the FY2025 period ending November 30, 2024.
- B. SBA Grant Awards Report – (Information) – **ATTACHMENT C**  
CFO Kirk presented the Grant Awards Report for all SBA Active Grants.
- C. Audit Report Update – (Information)  
CFO Kirk provided a final audit report update.

V.

**CEFP AMENDMENTS**

The following amendments to County Comprehensive Educational Facilities Plans (CEFPs) have been reviewed and are recommended for approval by the SBA Staff. The State Board of Education has acted on these amendments. Approval of these amendments does not necessarily reflect support for funding of the projects within the Amendments; it means the counties followed the proper Amendment Process. The counties' complete Amendment submittals will be available upon request. The following Amendments were submitted for review and approval:

A. Clay County Board of Education CEFP Amendment – (Action) – **ATTACHMENT D**

The Clay County Board of Education requested approval to revise their 2020-2030 CEFP to include the closure and consolidation of Clay County Middle School into Clay Elementary School, Big Otter Elementary School, and Clay County High School. This closure is contingent upon SBA Funding for an addition to Clay County High School and is proposed to occur at the end of the 2026-2027 school year. Changes in a county's CEFP are for planning only, and any proposed closures are pending the completion and approval of the official closure procedures found in Policy 6204, School Closings or Consolidations.

Clay 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 Victor Gabriel with a second by Robert Dunlevy, the Authority voted to approve Clay County Board of Education's CEFP Amendment.

A. Wetzel County Board of Education CEFP Amendment – (Action) – **ATTACHMENT E**

The Wetzel County Board of Education requested approval to include the closure and consolidation of multiple schools within the county. It is proposed that Hundred High School be consolidated into Valley High School; and Paden City High School be consolidated into Magnolia High School (Grades 9-12) and New Martinsville School (Grades 7-8). These closures are proposed to occur at the end of the 2024-2025 school year. Changes in a county's CEFP are for planning only, and any proposed closures are pending the completion and approval of the official closure procedures found in Policy 6204, School Closings or Consolidations.

Wetzel 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 Michele Blatt, the Authority voted to approve Wetzel County Board of Education's CEFP Amendment.

B. Wood County Board of Education CEFP Amendment – (Action) – **ATTACHMENT F**

The Wood County Board of Education requested approval to approval to remove the consolidation of Fairplains Elementary School and Franklin Elementary School and replace that proposed action with the merger of Fairplains Elementary School into the existing Martin Elementary School. Changes in a county's CEFP are for planning only, and any proposed closures are pending the completion and approval of the official closure procedures found in Policy 6204, School Closings or Consolidations.

Wood 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 Gary Price with a second by Victor Gabriel, the Authority voted to approve Wood County Board of Education's CEFPP Amendment.

**VI.**

**NEW BUSINESS**

**A. Raleigh County Board of Education Requests an Extension – (Action) - ATTACHMENT G**

Raleigh County Board of Education requested a time extension regarding completion of the Park Middle School project. The original date for substantial completion was September 24, 2024, while the request completion date is June 30, 2025. This request is the result of local government delay in permitting, product delay by manufacturers, delay in bidding of Phase II and contractor's revised anticipated substantial completion date of spring 2024.

Executive Director Neptune respectfully recommended that the Authority approve Raleigh County Board of Education's extension request.

Upon a Motion by Tom Minturn with a second by Gary Price, the Authority voted to approve Raleigh County Board of Education's extension request.

**B. Cabell County Board of Education Requests an Extension – (Action) - ATTACHMENT H**

Cabell County Board of Education requested a time extension regarding the new Meadows Elementary School. Due to factors beyond the district's control, the Department of Environmental Protection ("DEP") delayed approving the site work application. The delay stemmed from concerns raised by citizens about the school's location, prompting the DEP to require a public hearing and waiting period. Due to these unforeseen challenges, Cabell County Board of Education requests an extension until December 31, 2025.

Executive Director Neptune respectfully recommended that the Authority approve Cabell County Board of Education's extension request.

Upon a Motion by Robert Dunlevy with a second by Victor Gabriel, the Authority voted to approve Cabell County Board of Education's extension request.

**C. Selection of Projects - (Action) - HANDOUT**

Governor Justice assumed his role as Chair and briefly spoke to the Authority regarding funding of the selected projects. Governor Justice then turned it over to Executive Director Neptune who presented to the Authority the rankings and recommendations regarding each of the projects submitted for FY2025 NEEDs funding consideration.

Based on the availability of funding, Executive Director Neptune respectfully recommended the Authority approve funding the projects listed in the Handout.

Upon a Motion by Chris Morris with a second by Tom Minturn, the Authority voted to approve the projects listed in the Handout.

VII.

**FUTURE MEETINGS**

Chairman Brian Abraham advised future SBA meetings are to be determined.

VIII.

**ADJOURNMENT**

Upon a Motion by Don Bower with a second by Victor Gabriel, the Authority voted to adjourn the December 17, 2024 quarterly meeting of the School Building Authority of WV.

Minutes Approved April 1, 2025



Curtis Capehart, Governor's Designee  
School Building Authority of West Virginia