

**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
April 1, 2025
10:00 A.M.**

I. CALL TO ORDER

Vice-Chair Chris Morris called the School Building Authority of West Virginia's (SBA) Quarterly Meeting to order on Tuesday, April 1, 2025 at 10:00 A.M. The following authority members were present: Chairman Curtis Capehart, Michele Blatt, Paul Hardesty, Don Bower, Gary Price, and Chris Morris, with Robert Dunlevy, Victor Gabriel, and Sandy Hamilton attending via phone. The following SBA staff were present: Executive Director Neptune, Shannon Driver, Dana Womack, Patrick Elliott, Mark Miller, Jordan Kirk, and Angie Bradley.

II. APPROVAL OF MINUTES

Upon a Motion by Paul Hardesty with a second by Michele Blatt, the Authority voted to approve the SBA's December 17, 2024 Quarterly Meeting Minutes. Upon a Motion by Gary Price with a second by Paul Hardesty, the Authority voted to approve the SBA's February 19, 2025 Special 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 of July 1, 2024 through February 28, 2025

B. Active Project Status Updates – (Information) – HANDOUT

The SBA Architectural Services Staff 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 March 24, 2025.

C. Appointment of Officers for 2025 – (Action)

In accordance with WV Code §18-9D-1(b), the Authority shall annually elect one of its public members to serve as Vice-Chair and shall appoint a Secretary, who need not be a member of the Authority and who shall keep records of its proceedings. As such, Executive Director Neptune respectfully requested the Authority fulfill this requirement and select officers for 2025.

Upon a Motion by Paul Hardesty with a second by Don Bower, the Authority voted to reappoint Chris Morris as Vice-Chair and reappoint Andy Neptune as Secretary.

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 February 28, 2025.
- B. SBA Grant Awards Report – (Information) – **ATTACHMENT C**
CFO Kirk presented the Grant Awards Report for all SBA Active Grants.

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. Tyler County Board of Education CEFP Amendment – (Action) – **ATTACHMENT E**
The Tyler County Board of Education requested approval to revise its 2020-2030 CEFP to include the closure and consolidation of Arthur I. Boreman Elementary School and Sistersville Elementary School into a new Tyler Consolidated Elementary School. These closures are not contingent on any other actions and are proposed to occur upon the projected completion of a new Tyler Consolidated Elementary School for the 2027-2028 school year.

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

- B. Monroe County Board of Education CEFP Amendment – (Action) – **ATTACHMENT F**
The Monroe County Board of Education requested approval to revise its project priority list to include upgrades to the HVAC system at James Monroe High School. The project is planned to be funded through local funds and a grant from the SBA.

Monroe 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 Sandy Hamilton with a second by Don Bower, the Authority voted to collectively approve Tyler County Board of Education and Monroe County Board of Education's CEFP Amendments.

VI.

NEW BUSINESS

- A. Roane-Jackson Technical Center Requests an Extension – (Action) – **ATTACHMENT G**
The Roane-Jackson Technical Center requested a grant extension regarding the Multi-County/Statewide Grant Award for the Electrical and HVAC/Plumbing Classroom Project. Following the receipt of bids and execution of the construction contract, the contractor's anticipated completion date extends beyond the current grant contract expiration date of July 1, 2025. To ensure the project

is fully completed and all grant requirements are met, Roane-Jackson Technical Center requests a twelve-month extension of the grant term, with a new expiration date of July 1, 2026.

Executive Director Neptune respectfully recommended that the Authority approve Roane-Jackson Technical Center's grant extension request.

Upon a Motion by Michele Blatt with a second by Gary Price, the Authority voted to approve Roane-Jackson Technical Center's CEFP Amendment.

- B. Calhoun-Gilmer Career Center Requests an Extension – (Action) – **ATTACHMENT H**
Calhoun-Gilmer Career Center requested a grant extension until September 1, 2025 regarding the Calhoun-Gilmer Career Center Welding Technology and Culinary Classroom Renovations. This request is due to an approved change order for the project.

Executive Director Neptune respectfully recommended that the Authority approve Calhoun-Gilmer Career Center's grant extension request.

Upon a Motion by Victor Gabriel with a second by Michele Blatt, the Authority voted to approve Calhoun-Gilmer Career Center's CEFP Amendment.

- C. Discussion of Public Charter Schools Funding – (Information) – **HANDOUT**
Executive Director Neptune discussed with the Authority the projects submitted for FY2025 public charter schools funding consideration. Chairman Capehart advised the SBA to follow up with the Attorney General's office and Auditor's office for further guidance since there is currently nothing regarding charter school funding in code, and to discuss again at a future meeting.

VII.

FUTURE MEETINGS

Executive Director Neptune advised the next SBA Quarterly Meeting will be held on June 23, 2025 at the WV Lottery Building.

VIII.

ADJOURNMENT

Upon a Motion by Sandy Hamilton with a second by Don Bower, the Authority voted to adjourn the April 1, 2025 quarterly meeting of the School Building Authority of WV.

Minutes Approved June 23, 2025



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