

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

**Held At:**

**The West Virginia Lottery  
900 Pennsylvania Avenue  
10th Floor Conference Room  
Charleston, WV**

**Quarterly Meeting  
Monday, June 23, 2025  
10:00 A.M.**

**I. CALL TO ORDER**

Chairman Capehart called the School Building Authority of West Virginia's (SBA) Quarterly Meeting to order on Monday, June 23, 2025 at 10:00 A.M. The following authority members were present: Chairman Curtis Capehart, Michele Blatt, Victor Gabriel, Robert Dunlevy, Chris Morris, Don Bower, and Gary Price, with Sandra Hamilton attending via phone. The following SBA staff were present: Executive Director Andy Neptune, Shannon Driver, Dana Womack, Patrick Elliott, Mark Miller, Jordan Kirk, and Angie Bradley.

**II. APPROVAL OF MINUTES**

Upon a Motion by Chris Morris with a second by Victor Gabriel, the Authority voted to approve the SBA's April 1, 2025 Quarterly 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 FY2025 July 1, 2024 through May 31, 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 provides a detailed update as of June 23, 2025.

**IV. FINANCE REPORT – CFO Jordan Kirk**

**A. SBA Budget vs Actual Financial Report - (Information) – ATTACHMENT B**

CFO Kirk presented the SBA's Profit and Loss Statement for the FY2025 period ending May 31, 2025.

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

**V. CEFP AMENDMENTS – Executive Director Neptune**

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 review and approval:

- A. South Branch Career and Technical Center's CEFP Amendment – (Action) – ATTACHMENT D  
The South Branch Career & Technical Center requested approval to revise its project priority list to modify the previous project list and add new priorities for the center to include interior doors in Building C with card access and door replacement. Additionally, cost increase adjustments were made for the welding building replacement, carpentry maintenance dust collection system, sprinkler upgrades, and canopy replacement. Additional needs were identified with the addition of a restroom in the middle school and asphalt replacement in the work yards.

South Branch Career and Technical Center has complied with the SBA CEFP Amendment Process, and as such, Executive Director Neptune respectfully recommended approval of this amendment.

- B. Raleigh County Board of Education's CEFP Amendment – (Action) – ATTACHMENT E  
The Raleigh County Board of Education requested approval to revise its project priority list to include HVAC replacement to the Academy of Careers and Technology.

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

- C. Fred Eberle Technical Center's CEFP Amendment – (Action) ATTACHMENT F  
The Fred Eberle Technical Center requested approval to revise its project priority list to include a multi-phase classroom addition, select HVAC replacements, electrical upgrades, and other miscellaneous improvements.

Fred Eberle Technical Center has complied with the SBA CEFP Amendment Process, and as such, Executive Director Neptune respectfully recommended approval of this amendment.

- D. Wayne County Board of Education's CEFP Amendment – (Action) – ATTACHMENT G  
The Wayne County Board of Education requested approval to revise its project priority list to make safe school entrances at Vinson Middle School, Spring Valley High School, and Tolsia High School the top priority and include Kellogg Elementary's safe school entrance in the school safety section.

Wayne 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 Gary Price, the Authority voted to collectively approve all CEFPA Amendments.

## **VI. NEW BUSINESS**

A. James Rumsey Technical Institute Requests an Extension – (Action) – **ATTACHMENT H**

James Rumsey Technical Institute requested a time extension until December 1, 2025 for the renovation to their Commercial Driving and Diesel Facility. This extension will allow time for the delay in construction due to wet weather they are experiencing in the Eastern Panhandle, as well as completion of all required documentation to be correctly submitted.

Executive Director Neptune respectfully recommended that the Authority approve James Rumsey Technical Center's grant extension request.

B. Barbour County Board of Education Requests an Extension – (Action) – **ATTACHMENT I**

Barbour County Board of Education requested a time extension until August 7, 2026 for the completion of Philip Barbour High School Career Center's classroom addition and renovations. The extension is due to several factors that have impacted their timeline, including multiple design changes, funding challenges related to the nature and complexity of the renovations, and exploring alternate sources of funding for the restroom/changing room component of the project. Additional local funding has been secured, which has now been officially dedicated to the project and is helping it move forward. The project is currently under construction and progressing.

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

C. Calhoun County Board of Education Requests an Extension – (Action) – **ATTACHMENT J**

Calhoun County Board of Education requested a time extension until October 7, 2025 for the Calhoun Middle School project. Based on the information from their last meeting, they are still waiting on doors that are still on back order and have not arrived yet.

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

D. Mason County Board of Education Requests an Extension – (Action) – **ATTACHMENT K**

Mason County Board of Education requested a time extension until October 6, 2025 for four safe school entrances. This extension request is due to issues receiving materials, especially glass for the entrances. Additional time is needed to fully implement the security measures intended under this grant.

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

E. Raleigh County Board of Education Requests an Extension – (Action) – **ATTACHMENT L**

Raleigh County Board of Education requested a time extension until June 30, 2026 for the completion of the Park Middle School Project. This request is due to the corrections to the contractor's work, delays working with utility companies, students being present during construction, and revisions to the project during construction.

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

Upon a Motion by Robert Dunlevy with a second by Victor Gabriel, the Authority voted to collectively approve all extension requests.

F. Charter Schools Funding Discussion – (Information/Action) - **HANDOUT**

Executive Director Neptune provided the Authority with an update regarding public charter schools funding that was requested at the previous meeting.

Upon a Motion by Victor Gabriel with a second by Robert Dunlevy, the Authority voted to have Executive Session, as provided in W. Va. Code §6-9A-4, to discuss Charter School Funding.

Following Executive Session, Executive Director Neptune respectfully recommended approving \$3 Million in Charter School Funding to WV Academy.

Upon a Motion by Michele Blatt with a second by Chris Morris, the Authority voted to approve awarding \$3 million to WV Academy.

G. Legislative Changes Regarding Construction Manager at Risk – (Information)

Director of Architectural Services, Dana Womack, discussed Senate Bill 587 with the Authority, which completed legislative action and was approved by the Governor on April 24, 2025. These changes relate to government contracting, increasing the minimum competitive bid threshold from \$25,000 to \$50,000, providing for a bid validity period, clarifying factors for considering when bids exceed budgeted amount, and enacting the Government Construction Management At-Risk Contracts Act.

H. Square Footage Cost Allowance Update – (Information)

Executive Director Neptune discussed the square footage cost allowance update with the Authority. Per the requirements of the SBA's legislative rules, the SBA has reviewed the construction square footage cost for new construction projects. The Authority previously increased the square footage cost allowance during a special meeting on October 30, 2023. Therefore, Executive Director Neptune recommended no changes to the square footage cost allowance at this time. The SBA staff will continue monitoring the square footage cost as bids are received.

**VII. SELECTION OF PROJECTS** – Executive Director Neptune

A. Selection of Multi-County / Statewide Funding Projects – (Action) – **HANDOUT**

Executive Director Neptune presented to the Authority the SBA Staff's rankings and recommendations regarding each of the Multi-County/Statewide Funding projects submitted for FY2026 funding consideration. Grant applications were thoroughly reviewed by the staff, and on-site inspections were performed at each project location to verify the severity of need. The information provided in the Handout represents the SBA staff's full and thorough evaluation of each Multi-County Center's proposed project.

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 Victor Gabriel, the Authority voted to approve the Multi-County / Statewide Funding projects as recommended by Executive Director Neptune.

**B. Selection of MIP Projects - (Action) - HANDOUT**

Executive Director Neptune presented to the Authority the rankings and recommendations regarding each of the projects submitted for FY2026 MIP 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 Sandra Hamilton with a second by Gary Price, the Authority voted to go approve the MIP Funding projects as recommended by Executive Director Neptune.

**VIII. FUTURE MEETINGS**

Chairman Capehart advised the future SBA meeting dates are as follows:

September 15, 2025 – Quarterly meeting held at the SBA


November 3-4, 2025 - Superintendent Interviews – held at the SBA

December 15, 2025 - Quarterly meeting – location to be determined

**IX. ADJOURNMENT – (Action)**

Upon a Motion by Robert Dunlevy with a second by Victor Gabriel, the Authority voted to adjourn the June 23, 2025 quarterly meeting of the School Building Authority of WV.

Minutes Approved September 15, 2025

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