

APPROVED



Salem Academy Charter School

Minutes

Finance Committee Meeting

Date and Time

Wednesday September 17, 2025 at 8:00 AM

The Salem Academy Charter School Finance Committee via Zoom.

Zoom Link: <https://salemacademy.cs.zoom.us/meeting/register/twrM8EcjQQmV3xijmP4Mzw>

Committee Members Present

Bill Henning (remote), Krissy Sgambellone (remote), Rick Winter (remote), Stephanie Callahan (remote)

Committee Members Absent

Amy Stewart, Chris Graham

Guests Present

Cynthia Marie (remote), Fallon Burke (remote)

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

Stephanie Callahan called a meeting of the Finance Committee of Salem Academy Charter School to order on Wednesday Sep 17, 2025 at 8:07 AM.

C. Approve Minutes

Bill Henning made a motion to approve the minutes from Finance Committee Meeting on 06-11-25.

Rick Winter seconded the motion.

The committee **VOTED** unanimously to approve the motion.

D. Approve Minutes

Stephanie Callahan made a motion to approve the minutes from Finance Committee Meeting on 07-14-25.

Rick Winter seconded the motion.

The committee **VOTED** unanimously to approve the motion.

II. Finance

A. August Financials

Cynthia Marie provided an update on the FY25 year-end financials, reporting that total revenue came in just under \$12 million. While net income narrowed, the annual audit is still ongoing, and some pending items could lead to adjustments in the final year-end figures.

Cynthia also presented the August Financials. DESE tuition remains higher than originally budgeted, though she noted that tuition was similarly projected high in January last year and then dropped significantly in April. Entitlement grants continue to increase slightly each year, based on allocations communicated by the state. While the current entitlement projection is higher than last year, the June budget process requires estimating this figure before final allocations are confirmed. No funds have yet been transferred from the Foundation.

During the discussion, Bill inquired whether full staffing capacity would represent about \$470,000 per month in expenses. Cynthia will review when the prior year's accrual reversal occurred and confirm whether current figures accurately reflect payroll costs. She also noted that Chromebooks are being expensed rather than capitalized. For FY25, there were \$173,000 in leasehold improvements and a total of \$180,000 in equipment costs. Key financial ratios remain positive, even without including Foundation funds.

Bill recommended asking the bank for an increased line of credit, noting that the school's current loan has been paid off. Stephanie inquired about the current money market rate, reporting that we saw a slight reduction to 3.8%.

B. Capital Plan Updates

Krissy Sgambellone provided an update on the capital plan, noting that no vote was taken at this meeting. She reported receiving a new quote for the cafeteria sink project; because the plumbing work alone would exceed \$40,000, the plan is to move forward with updating only the countertops and cabinets at this time.

Krissy also shared that a recent flood occurred in the Albright building. Prime responded quickly by removing the water and setting up dryers. Next steps are being evaluated to determine any further remediation or repairs needed.

C. FY26 Budget

Stephanie reported that **Title I** funding for FY26 has been confirmed at **\$160,000**, which will continue to support key programming for Title I schools. This includes family engagement initiatives, foster care and homeless transportation needs, the provision of Chromebooks for students, and supplemental staffing—such as the Student Success Coordinator (who serves as the homeless liaison) and the BRYT Coordinator.

- Title II: \$18,000, designated for professional development opportunities.
- Title IV: \$10,000, which supports student programming.
- In addition, Salem Academy has received \$16,000 from the FY26 Civics Grant and is eligible for \$53,000 through the MTSS Continuation Grant.

Private Funding

- Mifflin: \$50,000
- Final \$75,000 installment from the Cummings Foundation grant cycle.
- Read Trust: \$756,800
- New applications have also been submitted, including to the Amelia Peabody Foundation, and a Letter of Intent has been submitted for the FY26 Cummings Foundation Grant Cycle.

D. Trustee Recruitment

We currently have 2 prospects and expect to be at 15 trustees in the new year. Looking for committee participation, especially with those who have HR and legal expertise.

III. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:04 AM.

Respectfully Submitted,
Fallon Burke