

APPROVED



Salem Academy Charter School

Minutes

Facilities Committee Meeting

Date and Time

Thursday October 9, 2025 at 8:30 AM

The Salem Academy Charter School Facilities Committee will meet via Zoom.

Zoom Link: <https://salemacademyics.zoom.us/meeting/register/8KwDPqvLS1Cz5yhJYXZdSw>

Committee Members Present

Ilene Vogel (remote), Jeff Whitmore (remote), Krissy Sgambellone (remote), Mark Meche (remote), Robert Rogers (remote), Stephanie Callahan (remote)

Committee Members Absent

None

Committee Members who left before the meeting adjourned

Mark Meche

Guests Present

Bob Baldwin (remote), Fallon Burke (remote)

I. Opening Items

A. Record Attendance

B.

Call the Meeting to Order

Robert Rogers called a meeting of the Facilities Committee of Salem Academy Charter School to order on Thursday Oct 9, 2025 at 8:32 AM.

C. Approve Minutes

Jeff Whitmore made a motion to approve the minutes from Facilities Committee Meeting on 09-11-25.

Ilene Vogel seconded the motion.

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

II. Facilities

A. Facilities Updates

Krissy Sgambellone provided an update on current facilities work and pending items. There are no major long-term planning updates at this time, and the school is still awaiting an updated quote for the scaled-back kitchen renovation work.

Krissy also shared concerns regarding the condition of the walls in the corridor near Door 3. The walls show visible cracks and holes, and it appears that the studs behind the drywall may be shifting. Based on committee members' industry experience, the issue is likely tied to substandard construction, with failing tape joints along the seams. The wall dates back to the Staywell era, and Salem Academy has not made structural changes to it. One potential solution discussed was laminating the wall to reinforce its surface.

Additionally, there was a recent flood in the Albright building due to a toilet malfunction. Cleanup was completed promptly, and the vinyl base will be reinstalled. The committee briefly discussed questions related to moisture levels and whether insulation is present in the affected walls.

Capital Planning

Krissy noted that work is ongoing to finalize equipment models and eligibility for the E2E program, and progress is continuing.

B. Long-Term Facilities Plan

The committee discussed the timeline and strategy for Salem Academy's long-term facility needs, noting that the current lease is set to expire on **August 31, 2031**. At this point, key community partners, including NSCDC, are also awaiting more clarity before issuing letters of support. Jeff raised the question of whether Salem Academy should begin discussions about a lease extension now to ensure stability.

Bob Baldwin offered strategic guidance, suggesting that first, the committee confirm the status and structure of the Community Benefits Agreement (CBA) associated with the larger campus redevelopment. Stephanie shared that she is participating in the ongoing bi-weekly CBA meetings. The intent is for the CBA to formalize terms for non-profit tenants, particularly around fair lease rates and reasonable maintenance charges—ensuring organizations are not priced out as redevelopment progresses.

Next Steps:

- Ilene will reach out to the new Chief Development Officer following the September 30th CBA meeting to schedule a focused discussion on Salem Academy's facility needs.
- As an alternate pathway, the school may prepare a formal letter to outline its required terms and considerations.
- Salem Academy needs to clearly articulate its space and program needs to be considered in planning. Bob will share a template to support this process.
- The committee agreed that the school's position should be that space must remain affordable—likely at a cost higher than the current rate but still subsidized at least 30%—with the priority on stability rather than enhanced amenities.

The committee emphasized that communicating needs early and clearly is critical to ensuring Salem Academy can remain on campus and continue operating effectively through and beyond redevelopment.

Mark Meche left at 9:04 AM.

C. Progress Toward 2025 Goals & 2026 Goal Setting

The committee discussed setting a goal of formally documenting Salem Academy's programmatic and space needs as part of long-term facilities planning. Bob will provide a template to guide this process, which will include detailed specifications such as classroom size and configuration, cafeteria and common space needs, storage requirements (including replacement for current basement storage), and overall square footage necessary to support current enrollment. The plan will also outline needs related to outdoor space—with consideration for private versus shared/public use—as well as parking capacity for staff, visitors, and families. This document will serve as a foundational resource for lease negotiations and any future facilities planning discussions.

III. Other Business

A. Reach the Beach Update

Fallon Burke reported that the Reach the Beach campaign exceeded its goal, raising just over \$25,000.

IV. 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 9:38 AM.

Respectfully Submitted,
Fallon Burke