

APPROVED



Salem Academy Charter School

Minutes

Facilities Committee Meeting

Date and Time

Thursday November 13, 2025 at 8:30 AM

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

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

Committee Members Present

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

Committee Members Absent

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 Nov 13, 2025 at 8:35 AM.

C. Approve Minutes

Jeff Whitmore made a motion to approve the minutes from Facilities Committee Meeting on 10-09-25.

Ilene Vogel seconded the motion.

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

II. Facilities

A. Facilities Updates

Krissy provided several updates on current facilities projects. Prime will repair the damaged wall near Door 3 over Winter Break. The scaled-down kitchen renovation quote came in at \$9,300, which includes countertop replacement, demo and removal, painting and patching of the existing wall, cabinet work to preserve existing plumbing, and disposal of materials. The E2E project is approximately 80% complete, with planned upgrades including a new SonicWall, updated Ruckus wireless access points and switches, and replacement of out-of-date access points. In addition, approximately 28,000 feet of cabling will be required for the new PA system. The next step is to move the project out to bid, a process managed by the external vendor; once bids are vetted and awarded, Steve London will take the lead on implementation.

B. 2026 Goal Setting

Robert Rogers provided a recap of the 2025 Facilities Committee goals. The committee made progress on space planning (Goal 1), advanced several critical safety initiatives such as the PA system, door replacements, security screens, and the Raptor visitor system (Goal 2), continued trustee recruitment efforts (Goal 3), and identified several sustainability opportunities including greener energy options and more recyclable lunch materials (Goal 4).

Looking ahead, the committee began outlining its 2026 goals. Stephanie proposed keeping a Capital Plan—focused goal to prioritize projects and develop a contingency plan for phased implementation if grant funding does not materialize. Priority areas include the PA system and door replacements—particularly the vestibule at the main entrance and the rear door of Room 156. The committee also discussed camera system planning; while the current Hikvision cameras remain functional, any new installations would likely require a different system. With roughly 72 cameras on campus, the committee agreed it would be worthwhile to request an estimate from the preferred vendor, provided there is no cost for the quote.

Trustee recruitment remains a priority, with an emphasis on identifying candidates with HR or legal expertise and a target of generating three new prospects. Sustainability

efforts will continue, including a review of electric and gas usage, revisiting conversations about lunch vendor partnerships (including ROOT), and identifying opportunities to incorporate more sustainable practices wherever feasible. Composting remains philosophically aligned with committee values but presents logistical and staffing challenges; the committee will revisit progress on sustainability initiatives at the next meeting.

C. Development Update

Fallon Burke provided an update on development activities. The Emergency Fund has successfully raised over \$2,000 to support members of the Salem Academy community in times of need. Looking ahead, the team is preparing for GivingTuesday on December 2, 2025.

D. Motion to Enter Executive Session

Jeff Whitmore made a motion to go into Executive Session pursuant to G.L. c. 30A, § 21(a)(6) ['Purpose 6'] to consider the lease, exchange, or value of real property — specifically space for Salem Academy with Prime Group (Shetland Park) — because an open meeting may have a detrimental effect on the negotiating position of the public body. The Board will not reconvene in open session after Executive Session.

Ilene Vogel seconded the motion.

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

Roll Call

Robert Rogers	Aye
Mark Meche	Absent
Ilene Vogel	Aye
Jeff Whitmore	Aye
Krissy Sgambellone	Aye
Stephanie Callahan	Aye

E. Executive Session

Upon motion duly made, seconded and approved, the committee entered into Executive Session and will not reconvene in open session.

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 9:17 AM.

Respectfully Submitted,
Fallon Burke

Documents used during the meeting

None