

APPROVED



Salem Academy Charter School

Minutes

Facilities Committee Meeting

Date and Time

Thursday December 18, 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

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 Dec 18, 2025 at 8:35 AM.

C. Approve Minutes

Jeff Whitmore made a motion to approve the minutes from Facilities Committee Meeting on 11-13-25.

Ilene Vogel seconded the motion.

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

II. Facilities

A. Facilities Updates

Krissy Sgambellone provided facilities updates to the committee. The Board of Health (BOH) flagged the kitchen countertop and determined that it must be repaired. Krissy is in communication with Massey to initiate the work, and the proposed countertop material has been approved by BOH. The committee discussed the possibility of switching to stainless steel sinks, which are standard in industrial kitchens. While the long-term goal is to move toward an industrial kitchen setup with a three-basin sink as best practice, the immediate requirement is to replace the broken countertop. If stainless steel cannot be installed at an economical cost, the school will proceed with updating the countertop only. Updates on the Albright floor repairs are still pending.

Regarding the wall near Door 3, Krissy has not yet received confirmation from Prime about whether they will be on campus during winter break and will follow up for clarity. Winter break priorities include addressing blown electrical outlets, wall repairs, and basic maintenance, with countertop repairs likely occurring during February or April break. On security, Verkada conducted an initial walkthrough of the campus for camera upgrades and will return to gather additional information. The E2E grant process is still underway, and the committee is determining whether funding will take effect in the current fiscal year or the next.

B. 2026 Goal Setting

The committee discussed several facilities-related goals across sustainability, safety, and long-term planning. In the area of composting, the committee reviewed information from Republic Services, which currently manages the school's trash and recycling and offers a composting plan at a cost comparable to other vendors previously explored. It was noted that schools will likely be required to implement food waste systems in the coming years. The committee discussed drafting a goal focused on developing a clear and feasible implementation plan for composting. The committee also revisited the possibility of working with a greener food vendor and discussed recent conversations with ROOT to explore partnership opportunities. A full bidding/RFP process will be required, and if initiated in January, it may be feasible to implement before the end of the school year. Krissy will confirm the public procurement list, and a DESE representative will support the

school through the bidding process. The committee also discussed greener energy options and agreed to continue conversations with potential vendors to explore sustainable energy opportunities.

School safety was identified as a major priority, with focus areas including door upgrades (particularly at 156), the vestibule at Door 1 (main office), and the camera system. These priorities will be addressed through the capital plan, with the PA system identified as the top priority. The committee noted that E2E funding may support wiring and cabling for the PA system. Additional capital priorities include the main office vestibule, remaining door replacements, cameras, and better coordination among protective systems (such as cameras, door access, and the Raptor system). A broader safety assessment will focus on system integration, while an emergency generator was identified as a longer-term consideration but not an immediate priority.

Finally, the committee discussed long-term facilities planning goals. The Executive Director identified the need to document programming needs in a clear spreadsheet to inform future building plans, including classroom sizes, storage, and specialized spaces. The committee also emphasized the importance of working with the Finance Committee to develop projections for future capital needs, particularly given the absence of a formal capital reserve. The group discussed the need to understand what would be required to outfit new spaces and whether amortization could be a viable strategy for long-term facilities investments.

C. Development Update

Fallon Burke provided an update on GivingTuesday and the December Appeal.

D. Executive Session

The committee did not convene in Executive Session.

III. Other Business

A. CBA Meeting

Stephanie Callahan attended the recent Community Benefits Agreement (CBA) meeting and advocated for ensuring that Salem Academy's future facilities remain affordable and that any changes do not negatively impact student programming. These priorities were added to the CBA list for consideration. Stephanie also raised questions around access to green space, specifically whether outdoor spaces would be designated for Salem Academy's use or shared with the broader community. The committee will revisit the CBA discussion and next steps at the January meeting.

B. Reconfiguration of SPS Elementary Schools

The Salem School Committee voted to merge Carlton and Saltonstall, with Saltonstall students relocating to Carlton. At this time, there is still no concrete information available regarding future plans for the Carlton building.

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

Documents used during the meeting

None