

APPROVED



Salem Academy Charter School

Minutes

Facilities Committee Meeting

Date and Time

Thursday February 12, 2026 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), Imelda Barnhurst (remote), Jeff Whitmore (remote), Krissy Sgambellone (remote), Mark Meche (remote), Robert Rogers (remote), Stephanie Callahan (remote)

Committee Members Absent

None

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 Feb 12, 2026 at 8:35 AM.

C. Approve Minutes

Jeff Whitmore made a motion to approve the minutes from Facilities Committee Meeting on 12-18-25.

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. Over Winter Break, Prime completed repairs to the wall and conducted electrical work, as well as addressing the flood at the Albright. The school was charged for labor and materials related to the wall and electrical work, while Prime absorbed the cost of the flood repairs.

Regarding the kitchen project with Massey Construction, the contractor stands by the quote to replace the entire setup. The key question now is whether a three-basin sink configuration is required. The committee discussed the distinction between industrial and commercial kitchen requirements. If it is determined that a single-basin stainless steel sink with a pull-down nozzle is permissible, the scope and cost of the project could be reduced. Massey recommended reaching out to Seger to confirm what type of kitchen classification applies and what sink configuration is required. It was also noted that if plumbing is not modified, a grease trap would not need to be added. Mark and Jeff recommended contacting the Health Department directly for clarification. Currently, there are two quotes under consideration: one to replace only the countertop and another to remove and replace the three-basin sink entirely. The E2E grant process is live; however, the school will need to front the project costs and then seek reimbursement through the grant.

The committee also reviewed a Verkada quote to replace the video surveillance system. The three-year option is approximately \$125,000, and the five-year option is approximately \$140,000. The proposed system is cloud-based and includes cabling, licensing, hardware, installation, shipping, and 24/7 support (though not active monitoring). The five-year licensing cost is \$51,000. The system is fully movable, software upgrades are included, and hardware upgrades are not. The expected hardware lifespan is approximately 10 years, pending confirmation from Krissy. The hardware includes a full warranty in the event of failure.

Additionally, the SACS team applied for Department of Homeland Security Nonprofit Security Grants and has been in communication with elected officials regarding earmark funding opportunities. Stephanie Callahan also shared that she had a conversation with

the Lynch Foundation about their funding interests and inquired about support for a capital campaign in the future.

B. 2026 Committee Goals

The committee discussed priority areas for 2026, focusing on school safety, long-term facilities planning, sustainability initiatives, and trustee recruitment.

In the area of School Safety, the committee reaffirmed that the Capital Plan outlines specific safety initiatives, including upgrades to protective systems and infrastructure. These initiatives will guide implementation efforts throughout the year.

Under Sustainability, the committee reviewed updates on composting and lunch vendor transitions. Two compost vendor options have been identified, including Republic Services, the school's current trash and recycling provider, which has the capacity to implement composting and can pause service during school breaks. The committee acknowledged the need to develop a clear internal staffing and implementation plan to support composting efforts.

The committee also received an update on ROOT, the prospective new lunch vendor. ROOT has engaged in further planning discussions and is working to align fully with DESE nutritional guidelines. Krissy and the Food Services Coordinator are preparing to move forward with the bidding process, with a goal of having ROOT operational by August. While lunch packaging may remain similar, there may be opportunities to reduce breakfast packaging. ROOT composts materials onsite and already limits carbon footprint through localized delivery practices.

Regarding Greener Energy, the committee discussed exploring renewable or greener energy options at the time of contract renewals. Krissy will prepare a summary of available options and create a list of contracts with renewal dates, so the school can proactively negotiate sustainability priorities.

For Trustee Recruitment, the committee discussed identifying at least three prospective candidates for committee membership or trusteeship and broadening outreach efforts. In terms of Long-Term Facilities Planning, the committee discussed the importance of securing a written document outlining terms related to future school construction with Prime. The goal is to move toward a formal term sheet agreed upon by both parties.

Final 2026 Goals

- **Goal 1 – School Safety:**

- Implement the safety initiatives identified in the Capital Plan by December 31, 2026.

- **Goal 2 – Trustee Recruitment:**

Put forward one Trustee or voting committee member per quarter in 2026.

• **Goal 3 – Sustainability:**

Advance sustainability efforts through the lunch vendor transition, composting implementation, and review of utility contracts.

• **Goal 4 – Long-Term Facilities Planning:**

Secure some form of agreed-upon term sheet with Prime outlining key elements of future facilities planning.

Jeff Whitmore made a motion to to approve 2026 Faciltiies Committee goals as discussed.

Ilene Vogel seconded the motion.

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

C. Development Update

Fallon Burke reminded the committee about the Gala and shared ticket and sponsorship information.

D. Motion to Enter Executive Session

Jeff Whitmore made a motion to 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** unanimously to approve the motion.

Roll Call

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

E. Executive Session

Upon motion duly made, seconded and approved, the committee entered into Executive Session and will not reconvene its 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 9:30 AM.

Respectfully Submitted,
Fallon Burke

Documents used during the meeting

None