

APPROVED



Salem Academy Charter School

Minutes

Facilities Committee Meeting

Date and Time

Friday May 22, 2026 at 8:30 AM

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

Zoom Link: <https://salemacademy.cs.zoom.us/j/8KwDPqvLS1Cz5yhJYXZdSw>

Committee Members Present

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

Committee Members Absent

Imelda Barnhurst, Jeff Whitmore

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 Friday May 22, 2026 at 8:35 AM.

C. Approve Minutes

Ilene Vogel made a motion to approve the minutes from Facilities Committee Meeting on 04-09-26.

Robert Rogers seconded the motion.

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

II. Facilities

A. Facilities Updates

Krissy Sgambellone provided facilities updates to the committee. Several maintenance projects have been completed or are underway. The awnings damaged during the winter storms have been replaced by Prime Group, and the white vinyl fence has been assessed and will also be repaired by Prime. The school continues to evaluate the positioning of the concrete parking barriers. Additionally, the door to the Operations Annex (Building 4) has been repaired and is now closing properly.

Krissy shared that a recent campus power outage provided an opportunity to review emergency procedures and assess the functionality of emergency lighting throughout the building.

The committee also received an update on the cafeteria kitchen sink project. Following a recent inspection, it was determined that the existing sink wells are not deep enough to meet requirements. Dave Greenbaum is scheduled to visit the campus next week to determine the specific sink configuration needed, though it has been confirmed that a three-bay sink will be required. Following that visit, the school will obtain an updated quote to determine whether the sink replacement can be completed without modifying existing plumbing. An alternative option would be installing an industrial dishwasher, though that would likely be more expensive. Krissy plans to have a contractor visit immediately following the assessment, with the goal of completing the work over the summer.

The committee also discussed upcoming facility repair needs, including replacing the treads on the main entrance stairs and addressing deterioration in the subfloor beneath the carpeting in the Learning Center hallway.

Capital Plan

Krissy reviewed the timeline for the school's Capital Plan. The plan must be finalized in June to support the DESE Annual Report process. The school maintains a comprehensive master capital plan and extracts annual priorities from that document.

The Capital Plan will be incorporated into the FY27 budget discussion and will be formally presented as part of the Annual Report for Board approval in July.

B. 2026 Committee Goals

Capital Plan

The committee reviewed progress toward the Capital Plan goal. Krissy Sgambellone will review and update the plan to ensure that projected costs reflect the most current quotes and estimates.

The committee also discussed the status of the E2E grant. E2E has indicated that it is only interested in funding a portion of the firewall costs, and school staff are working with the program to clarify requirements and determine how best to address the funding gap.

Sustainability

The committee reviewed progress on sustainability initiatives. The school continues to move forward with plans to partner with Root as its food service provider. School staff recently shadowed the Root program on-site to better understand operations, and the next step will be issuing the official bid.

The committee discussed Root's approach to reducing waste, including eliminating most single-use meal packaging and replacing it with reusable transport containers. Root would also manage leftover food by either donating or composting unused portions, supporting the school's broader sustainability goals.

C. Development Update

Fallon Burke updated the committee on the 2026 REACH for College Gala. Preliminary totals indicate that the Gala raised over \$66,000, and the school has not only met its \$125,000 Annual Fund goal, but exceeded it, reaching nearly \$133,000.

D. Motion to Enter Executive Session

Ilene Vogel 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.

Mark Meche seconded the motion.

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

Roll Call

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

Roll Call

Imelda Barnhurst Absent

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 9:00 AM.

Respectfully Submitted,
Fallon Burke

Documents used during the meeting

None