

APPROVED



Salem Academy Charter School

Minutes

Facilities Committee Meeting

Date and Time

Thursday June 11, 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

Imelda Barnhurst (remote), Jeff Whitmore (remote), Krissy Sgambellone (remote), Robert Rogers (remote), Stephanie Callahan (remote)

Committee Members Absent

Ilene Vogel, 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 Jun 11, 2026 at 8:35 AM.

C. Approve Minutes

Jeff Whitmore made a motion to approve the minutes from Facilities Committee Meeting on 05-22-26.

Imelda Barnhurst seconded the motion.

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

II. Facilities

A. Facilities Updates

Krissy Sgambellone provided the committee with updates on summer facilities projects, capital improvements, and long-term planning. No formal action was taken.

Kitchen Renovation

Krissy reported that the City provided guidance on bringing the kitchen into compliance with current code requirements. Rather than replacing the entire sink system, the school may retain its existing sinks provided a three-bay configuration is installed. Planned improvements include replacing the countertops, updating the sink fixtures, and replacing existing cabinetry.

The committee discussed countertop and cabinet material options. Jeff recommended plastic laminate countertops as a more cost-effective alternative to stainless steel or solid surface materials. Krissy agreed to follow up with Massey regarding material recommendations and pricing. The committee also noted that installing stainless steel countertops could result in the kitchen being classified as a commercial kitchen, creating additional regulatory requirements.

Flooring and Summer Maintenance

Krissy reviewed the planned summer maintenance projects, including:

- Annual stripping and waxing of floors.
- Recoating the gymnasium floor.
- Replacing the front entrance stair treads using available VCC repair funds.
- Applying anti-slip treatment to the Albright Center lobby while contractors are on site.

The committee also discussed deteriorating carpet and subfloor conditions in the Learning Commons. The highest priority areas identified for replacement are the hallway and the area outside the Lower School bathrooms, where recurring flooding has contributed to damage. Imelda asked about the existing subfloor material, and Krissy will follow up with additional information.

General summer maintenance will also include painting and routine building repairs.

Ramp Repairs

Krissy shared that Prime Group will complete repairs to the accessibility ramp at Door 3. The scope of work is still being finalized.

Capital Plan Updates

Firewall Replacement

Krissy reported that the school's E-Rate funding request continues to cover only the primary firewall and not the required backup firewall. The anticipated E-Rate reimbursement is approximately \$15,000–\$18,000 toward an estimated \$50,000 project cost. Despite the limited reimbursement, the E-Rate discount will reduce the overall cost of the project by approximately \$30,000.

Public Address System

The committee discussed the proposed replacement of the school's public address system. Funding remains uncertain pending the outcome of the DHS Nonprofit Security Grant, with award announcements delayed following the federal government shutdown.

Financial Considerations

The committee discussed potential funding sources for upcoming facilities projects. Stephanie shared that the Finance Committee is currently forecasting an approximately \$100,000 FY26 operating surplus. She explained that the school budgets conservatively and, because tuition revenue exceeded projections, less Annual Fund revenue was needed to support operations, allowing more unrestricted funds to remain available.

The committee discussed several possible uses for these funds, including:

- Establishing a capital reserve for future facilities projects.
- Placing funds into a certificate of deposit (CD).
- Using surplus funds to directly support capital improvements.

DESE Capital Plan

The committee reviewed the school's DESE Capital Plan in preparation for inclusion in the Annual Report. Krissy noted that there have been no changes to the capital plan previously submitted to DESE. She clarified that routine upgrades and maintenance projects are tracked separately through the school's facilities needs assessment and are not included in the formal capital plan.

The committee discussed obtaining updated cost estimates for the public address system and incorporating any revised pricing into the capital planning documents. Robert asked whether projects funded through the operating budget would require Finance Committee approval. Krissy confirmed that she will update the capital plan with revised quotes and any additional project information before it is presented.

The updated capital plan will be presented to the Board for approval as part of the Annual Report at the July Board meeting.

Krissy will obtain updated quotes for the public address system, follow up on kitchen material recommendations and the Learning Commons subfloor, update the DESE Capital Plan as needed, and present the final plan for Board approval in July.

B. 2026 Committee Goals

The committee reviewed progress toward its FY26 Facilities Committee goals. No action was taken.

- **Goal 1 – Capital Planning:** The committee reviewed the updated DESE Capital Plan and discussed incorporating revised project estimates before it is presented to the Board for approval as part of the Annual Report.
- **Goal 2 – Sustainability:** The committee discussed the upcoming food service provider procurement process and noted that the open bid presents an opportunity to prioritize sustainability initiatives and expectations in the next vendor contract.
- **Goal 3 – Committee Recruitment:** Jeff encouraged committee members to continue leveraging their professional and community networks to recruit new committee members. The committee noted that one prospective member from Salem State University has expressed interest.

Recruitment efforts and sustainability priorities will continue as the committee plans for FY27.

C. Development Update

Fallon Burke provided a development update and shared preliminary year-end fundraising results. Preliminary FY26 totals indicate that Salem Academy has met and exceeded its FY26 Annual Fund goal of \$125,000. Fallon noted that final fundraising totals will be confirmed following year-end reconciliation of all gifts received before the close of the fiscal year.

No action was taken. No follow-up questions or requests were made by the committee.

D. Motion to Enter Executive Session

The committee did not motion to enter executive session.

E. Executive Session

The committee did not enter executive 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 9:29 AM.

Respectfully Submitted,
Fallon Burke

Documents used during the meeting

- 2025 Annual Report Capital Plan.pdf