APPROVED

Salem Academy Charter School

Minutes

Facilities Committee Meeting

Date and Time
Thursday July 9, 2026 at 8:30 AM

Location
Zoom: https://salemacademycs.zoom.us/meeting/register/8KwDPqvLS1Cz5yhJYXZdSw

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), Mark Meche (remote), Robert Rogers (remote)

Committee Members Absent
Imelda Barnhurst

Committee Members who left before the meeting adjourned
Ilene Vogel, Mark Meche

Guests Present
Fallon Burke (remote), Krissy Sgambellone (remote), Stephanie Callahan (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 Jul 9, 2026 at 8:34 AM.

C. Approve Minutes

Jeff Whitmore made a motion to approve the minutes from Facilities Committee Meeting on 06-11-26.
Ilene Vogel seconded the motion.
The committee **VOTED** unanimously to approve the motion.

II. Facilities

A. Capital Plan

The committee reviewed and discussed the updated FY27 Capital Plan, including project priorities, potential funding sources, and the timeline for Board approval. The review provided committee members with an opportunity to ask clarifying questions, offer feedback, and discuss the proposed plan prior to taking a vote.

The committee discussed the proposed funding strategy, noting that capital projects are expected to be supported through a combination of operating funds, grant funding, and other available resources. Stephanie Callahan also shared that Salem Academy received notice of a $20,000 state budget earmark secured through Senator Joan Lovely.

Members discussed the possibility of borrowing to fund future capital projects if necessary. The committee agreed that the Finance Committee should explore available financing options, including borrowing rates and credit considerations, should pending grant applications not be awarded.

The committee reaffirmed that installing a new public address (PA) system remains the school's highest capital priority. Members agreed to await decisions on pending grant opportunities, including the DHS Nonprofit Security Grant, before determining whether additional financing will be required. Robert agreed that the PA system should remain the committee's primary focus.

Lastly, the committee discussed the version of the Capital Plan that will be included in the DESE Annual Report. Consistent with DESE guidance, the submitted plan will include only capital improvement projects, while routine repair, maintenance, and replacement work will remain part of the school's internal facilities needs assessment.
Ilene Vogel left at 9:01 AM.

Jeff Whitmore made a motion to approve the FY27 Capital Plan, with the understanding that updated project costs and funding information will be incorporated as they become available.
Mark Meche seconded the motion.
The committee **VOTED** unanimously to approve the motion.

B. Facilities Updates

Krissy Sgambellone provided the committee with updates on ongoing facilities projects and summer maintenance. The update gave committee members an opportunity to ask clarifying questions, provide recommendations, and offer feedback.

Kitchen Sink Project

Krissy shared an updated project estimate of $24,362 for the kitchen sink replacement, not including approximately $7,500 in plumbing costs. The committee discussed countertop materials, with Mark noting that while Corian is a good option, another solid surface material would also be appropriate and recommending a white finish.

Flooring and Summer Maintenance

Krissy reported that the school is proceeding with the purchase of new 7-foot stair treads for the front entrance. She also shared that approximately $1,400 in VCT tile repairs will be completed this summer to replace cracked floor tiles, with much of the VCT work concentrated in the gymnasium, lobby, and bathrooms.

Additional summer flooring work will include stripping and waxing floors throughout the building.

The committee also reviewed a preliminary estimate of approximately $1,400 to replace damaged carpet in the Learning Commons with carpet tiles. The estimate does not include repairs to the deteriorated subfloor beneath the carpet. Jeff commented that the carpet replacement estimate appeared reasonable and recommended requesting a square-foot repair cost for any required subfloor work. Mark suggested including a contingency allowance for floor preparation. Krissy agreed to obtain additional product information and updated pricing to share with the committee.

Door 3 Accessibility Ramp

Krissy reported that Prime Group has not yet provided additional information regarding planned repairs to the accessibility ramp at Door 3. She will follow up with the contractor to obtain an updated project timeline and scope of work.

E-Rate Firewall Project

Krissy updated the committee on the E-Rate application, noting that discussions with the program continue regarding funding for the school's firewall replacement. Negotiations

remain ongoing because the school's system includes both a primary and backup firewall within the same unit.

The committee received the facilities update and provided feedback and recommendations on several projects. No action was taken**.** Krissy Sgambellone will follow up on the Door 3 ramp project, obtain additional information and pricing for the Learning Commons flooring project, and continue discussions regarding E-Rate funding for the firewall replacement.

C. 2026 Committee Goals

The committee discussed progress toward its FY26 Facilities Committee goals. The discussion was informational and focused on updates since the previous meeting. No action was taken.

Goal 1 – Capital Planning
The committee discussed continued progress on the FY27 Capital Plan, including ongoing refinement of project priorities and funding strategies in preparation for Board review.

Goal 2 – Sustainability
The committee reviewed sustainability considerations related to the school's food service procurement process. Krissy Sgambellone shared that the Request for Proposals (RFP) has been issued and bids have been received. Members discussed concerns that one prospective vendor may not have all of the permits required to operate the program. As a potential alternative, the committee discussed the possibility of entering into a one-year contract and reopening the procurement process the following year if necessary.

The committee also discussed composting opportunities. One prospective vendor had proposed implementing composting services if selected. Members also considered reestablishing partnerships with Republic Services and Black Earth Compost to expand composting efforts beyond kitchen food preparation waste to include student and staff food waste.

Goal 3 – Long-Term Facilities Planning
The committee received an update on long-term facilities planning following a walkthrough with Prime Group. The walkthrough highlighted the school's current space limitations.

Stephanie Callahan shared that the next likely step is to pursue a lease extension. The committee discussed the importance of securing a five-year lease extension at a reasonable cost to support long-term planning. Members also discussed the importance of a contingency plan.

Mark Meche left at 9:32 AM.

D. Development Update

The committee received a development update from Fallon Burke. Fallon reported that Salem Academy met and exceeded its FY26 Annual Fund goal. She also shared that the school received notice of a state budget earmark to support school priorities.

Additionally, Fallon announced that Salem Academy was awarded its FY27 Norman H. Read Trust grant, including an additional $50,000 beyond the original request. Of the supplemental funding, $25,000 will support instructional technology for STEM classrooms, including the purchase of interactive whiteboards.

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 9:45 AM.

Respectfully Submitted,
Fallon Burke

Documents used during the meeting

- Capital Plan FY27 (DRAFT).pdf