APPROVED

Excel Academy Rhode Island

Minutes

Board of Trustees - Building Committee Meeting

Date and Time
Wednesday September 2, 2026 at 5:30 PM

Location
Excel Academy Rhode Island High School
291 Westminster St., 5th Floor
Providence, RI 02903

Meeting notice posted publicly on 8/29/26.

Please note: All items listed on the agenda are subject to a possible vote by the Board of Trustees or its subcommittees.

Committee Members Present
A. Kaynor, C. Chhay, C. Heng, C. Reed, J. Greenthal, O. Stearns

Committee Members Absent
B. Smiley, J. Lewin, K. Ring

Guests Present
Y. Dubon

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

C. Heng called a meeting of the Building Committee of Excel Academy Rhode Island to order on Wednesday Sep 2, 2026 at 5:34 PM.

C. Public Comment

No members of the public provided comments at this meeting.

D. Approve Prior Building Committee Meeting Minutes

C. Chhay made a motion to approve the minutes from Board of Trustees - Building Committee Meeting on 06-30-26.
C. Heng seconded the motion.
The committee **VOTED** unanimously to approve the motion.

II. Real Estate

A. Update on current and prospective facilities

C. Reed provided an update on the opening of the new Excel Academy Rhode Island High School campus at 291 Westminster Street. C. Reed noted that the campus opened on August 25, 2026, with its first ninth-grade cohort and that the building was serving the school well. C. Reed explained that the team was addressing routine operational items associated with opening a new campus.

Committee members asked about current enrollment at the high school and the Woonasquatucket Avenue campus, which C. Reed reviewed. C. Reed also summarized HVAC investments at the Woonasquatucket Avenue facility.

C. Heng requested that the full Board receive additional context regarding the high school opening during the CEO report later that evening.

O. Stearns noted that the principal purpose of today's Building Committee meeting was to review and approve materials required for the RIDE School Building Authority process. A. Kaynor clarified that Design Development is the second design phase within Stage III of the SBA process.

B. Review of RIDE SBA Stage III Design Development (DD) Submission

C. Reed reviewed the Design Development memorandum and drawings provided to the Committee in advance of the meeting. C. Reed explained that the overall design remained substantially consistent with the Schematic Design previously approved by the Committee, while incorporating additional detail and changes resulting from the project team’s review with RIDE SBA.

C. Reed reviewed several changes made in response to RIDE SBA feedback and applicable school-facility requirements. These included relocating all classrooms to exterior spaces with windows to ensure that students have regular access to natural light. Staff offices and workrooms were moved to interior spaces to accommodate this change.

The project team also added exterior windows to the first-floor cafeteria and Media and Learning Center. Additional HVAC and ventilation changes included retrofitting classroom windows so that they can serve as a backup ventilation source and providing separate ventilation for the nurse's office. The nurse's office was also enlarged to include a separate space for students awaiting pickup.

C. Reed reviewed the updated project budget, which had increased from approximately $23.5 million to $24.3 million. C. Reed explained that most of the increase resulted from changes required through the RIDE SBA review process, along with updated furniture, fixtures, equipment, and technology estimates. Technology costs, including servers and Wi-Fi infrastructure, had increased from earlier estimates.

C. Reed noted that the project continued to maintain a healthy contingency. The Finance Team had reviewed the updated costs and confirmed that the project remained within the organization's affordability threshold for facility expenses.

O. Stearns emphasized that the project costs remained estimates until the project proceeds to bidding. C. Reed explained that the team had already obtained multiple independent estimates and planned to complete additional estimates before bidding. The project team also intended to solicit competitive bids to manage costs and identify potential savings.

A. Kaynor asked C. Reed to clarify the project's current position in the SBA review process. C. Reed confirmed that the project was in the Design Development phase of Stage III. Following Design Development, the project would advance through the remaining design and review requirements before entering Stage IV for construction.

J. Greenthal asked whether the window and daylighting requirements had been anticipated earlier in the design process. C. Reed explained that the requirements became clearer through the RIDE SBA review. C. Reed noted that the team would have preferred to incorporate the requirements earlier and was working with the architect to anticipate and address remaining Rhode Island regulatory requirements proactively.

Committee members discussed the cost impact of the required changes, the remaining contingency, the status of cost estimates, and the safeguards in place to maintain the project within the approved affordability framework.

Following its review, the Committee confirmed that the Design Development submission reflected the project's educational program and incorporated the principal design, systems, budget, and regulatory changes identified since Schematic Design.

C. Approval of Resolutions Related to DD Submission and RIDE Stage III Review

A. Kaynor reviewed the resolutions included in the meeting packet. A. Kaynor explained that the resolutions:

- Approve the Design Development submission, including the associated plans, specifications, budget, schedule, narratives, reports, and supporting documentation required for RIDE SBA review.
- Recommend approval of the Design Development submission by RIDE SBA and authorize its submission.
- Authorize representatives of the Building Committee, the School, and the project team to participate in the RIDE SBA review process and submit supplemental materials.
- Authorize non-material changes, technical corrections, clarifications, and revisions requested by RIDE SBA that are consistent with the Committee's approval.
- Require any material modification to the approved project scope, educational program, or budget framework to return to the Building Committee for further review and approval.
  Ratify prior actions taken in connection with the matters addressed by the resolutions.

C. Heng made a motion to approve the Design Development resolutions as presented and to authorize the Project Team to respond to RIDE and make non-material changes.
C. Chhay seconded the motion.
The committee **VOTED** unanimously to approve the motion.

III. Closing Items

A. Adjourn Meeting

C. Heng made a motion to adjourn the meeting, having completed the business of the Committee.
A. Kaynor seconded the motion.
The committee **VOTED** unanimously to approve the motion.
There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 5:55 PM.

Respectfully Submitted,
C. Heng
List of documents used in the meeting:

- Meeting agenda

- Prior Building Committee meeting minutes
- Design Development Review and Vote memorandum for 291 Westminster Street
- Design Development drawings for 291 Westminster Street
- Resolutions Approving Design Development Submission and Delegating Authority Related to RIDE Stage III Design Review

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