

APPROVED



Salem Academy Charter School

Minutes

Human Resources Committee Meeting

Date and Time

Wednesday February 11, 2026 at 8:00 AM

Location

Zoom: <https://salemacademycs.zoom.us/meeting/register/TBKLT6u4QkuV1VIM-vS6cQ>

The Salem Academy Charter School Human Resources Committee will meet via Zoom.

Committee Members Present

Beth O'Donnell (remote), Domina DiBiase (remote), Edward Aroko (remote), Krissy Sgambellone (remote), Rick Winter (remote), Stephanie Callahan (remote)

Committee Members Absent

None

Guests Present

Fallon Burke (remote)

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

Domina DiBiase called a meeting of the Human Resources Committee of Salem Academy Charter School to order on Wednesday Feb 11, 2026 at 8:05 AM.

II. Human Resources

A. Introductions

The committee members introduced themselves and shared their roles and backgrounds. The committee then reviewed the current HR context at Salem Academy.

The school is currently wrapping up a compensation study with Edgility, which has focused primarily on teacher compensation. The study also considers a number of unique roles within the organization that do not always have clear district or market comparisons. Edgility, which began as a talent recruitment agency, now also specializes in equity and compensation analysis for organizations.

In addition, the committee discussed benefits and rising health care costs as an ongoing consideration for the school. Finally, the Employee Handbook will be reviewed and approved by the HR Committee and will be implemented beginning July 1.

B. Review of Committee Responsibilities & Annual Calendar

Stephanie Callahan reviewed the committee's annual responsibilities and calendar, beginning with a discussion of the Board of Trustees' role in key budgeting and personnel processes throughout the year.

In December and January, the school receives the Q2 tuition projection from DESE, which provides an updated estimate of tuition revenue for the fiscal year.

In February, the leadership team begins drafting the preliminary budget, reviewing all projected expenses beyond salaries, including items such as rent, which will increase as the school enters the final five-year period of the current lease. During this process, the team reconciles information from the Edgility compensation study, projected revenue, and guidance from the school's accountants regarding anticipated expenses. This analysis informs the salary line in the budget so that it can be presented to the Board of Trustees in March.

Once approved, employee award letters can be distributed before April Break. During this same period, the school begins reviewing benefits and healthcare cost information. While the full benefits package may not be finalized in March, a placeholder is included in the budget until details are confirmed. The Employee Handbook will also be brought before the Board for approval during this timeframe.

C. HR Overview from School Leadership

Stephanie Callahan provided an overview of the school's organizational structure. The Executive Director (ED) reports directly to the Board of Trustees. The Senior Director of Academics reports to the ED and oversees the academic program, with the majority of school staff falling under this role.

Due to the recent departure of the Managing Director of Student Services, those responsibilities are currently being shared between the Executive Director and the Senior Director of Academics. The Managing Director of Operations & HR also reports to the ED and oversees the operations team. The Development & External Affairs Manager reports to the ED, as does the school nurse, and the accounting firm is overseen by the Executive Director as well. Leadership continues to assess the most effective way to structure positions given the school's limited resources.

Stephanie also reviewed several current and anticipated vacancies. The Managing Director of Student Services role is currently posted as an Interim Special Education Director. There are currently four Special Education teacher vacancies, although all paraprofessional roles have recently been filled. The former Director of Special Education is providing short-term support during this transition. Physical Education classes are currently being staffed by teachers who have taken on additional sections. Additional expected vacancies include the Upper School Principal and Upper School English positions. The school is also exploring ways to incentivize staff to obtain additional licenses to help address staffing needs.

The committee also discussed compensation and benefits as part of the broader HR overview.

D. Meeting Schedule & Committee Priorities

The committee reviewed its meeting schedule and key priorities. The HR Committee will meet on a monthly cadence, with meetings scheduled for the first Tuesday of each month.

The committee's work is closely connected to Goals 3 and 4 of the 2025–2030 Strategic Plan. Goal 3 is particularly aligned with the HR Committee's responsibilities: "Continue to invest in creating a cohesive, diverse, and high-performing faculty and staff team."

The committee discussed compensation as a major priority area. The ongoing Edgility Compensation Study is expected to produce recommendations that align closely with Salem Academy's current processes and structures. A deeper discussion of salary recommendations will take place at the next meeting once the final analysis is available. The committee also began reviewing benefits, which will continue to be discussed as part of the broader compensation and retention strategy.

E. DESE Site Visit - ED Succession Plan

The committee reviewed the current succession plan for the Executive Director role. In the event of a leadership transition or absence, the Senior Director of Academics would be appointed as Interim Executive Director. During that time, the responsibilities of the Senior Director of Academics would be distributed among other members of the leadership team to ensure continuity of academic leadership and school operations.

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