

APPROVED



Salem Academy Charter School

Minutes

HR Committee Meeting

Date and Time

Tuesday April 7, 2026 at 8:00 AM

Location

Zoom: <https://salemacademy.zoom.us/join/2txiGeW2S2uRpPCclsJh3g>

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 Tuesday Apr 7, 2026 at 8:03 AM.

C. Approve Minutes

Beth O'Donnell made a motion to approve the minutes from HR Committee Meeting on 03-16-26.

Rick Winter seconded the motion.

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

II. Human Resources

A. HR Updates from School Leadership

Stephanie Callahan provided updates on staffing, recruitment, and retention. Edgility materials were shared with the committee following the previous meeting, with approximately 1.5 hours remaining in the current engagement. Stephanie recommended reserving that time until the committee has had an opportunity to further review the findings and identify priority areas for follow-up. The Salaries and Wages line will be presented as part of the draft FY27 budget at the March Board meeting, currently reflecting a 5% increase, alongside a projected 4% increase in tuition.

The committee discussed staffing adjustments and budget considerations. The school is exploring the elimination of the building substitute position and placing a freeze on a seventh Special Education teacher, with funding currently allocated for six positions next year. Staffing shifts include a mid-year departure of a PE teacher, with classes covered through stipends. Ben Petrides (7th Grade ELA) will transition into the PE role. Additionally, funding from the Read Trust will support a math interventionist position, with a current 7th grade math teacher moving into that role and a new hire filling the 7th grade math position.

The committee reviewed recruitment challenges, including a recent English candidate who declined an offer citing a shorter school day/year and higher salary elsewhere. The PhD salary lane was also noted as less competitive compared to Salem Public Schools. At present, the school anticipates eight open positions for next year, with four currently open, and three internal staff transitioning into new roles.

An update was also provided on the High School Principal search, with three candidates completing semifinalist interviews and two likely advancing. Additional late applicants are under consideration.

The committee discussed ongoing work related to diverse educator incentives and potential strategies to incentivize licensure in high-need areas. These efforts will be guided by the compensation framework developed with Edgility.

Krissy Sgambellone provided an update on benefits renewal. Current projections indicate a 7.7% increase in health insurance, with the potential to reduce this closer to 4% without changes to plan design. This is significantly lower than the 14% increase initially built into the draft budget. Dental, vision, disability, and life insurance are all projected at 0% increases, though there is consideration to increase life insurance coverage from \$50K to \$75K, which would result in imputed tax implications for employees. PFML costs are expected to increase, with additional details forthcoming, and the school plans to utilize a third-party administrator. Finally, the committee discussed plan utilization, noting that if utilization remains below 80%, a 4–7% increase in premiums would be considered reasonable.

B. 2026 Committee Priorities

The committee discussed and reviewed the results of the Edgility Compensation Study. Stephanie Callahan provided an overview of Edgility's final report, noting that the firm conducted an equity audit and did not identify systemic pay discrimination, though a few areas were flagged for potential adjustments.

Edgility provided several key tools, including a compensation manager toolkit, a final compensation framework, and a scenario planning tool. These tools allow all pay scales to be integrated into a centralized spreadsheet with automated calculations, supporting more consistent and transparent compensation decisions. The work also introduced clearer structures around job leveling, scope of work, and role placement, as well as guidance on how employees progress and become eligible for compensation increases.

The report includes key components such as organizational values, a summary of the work, recommendations for adoption, considerations for equity, compensation philosophy, and decision points related to step schedules versus salary ranges. The committee discussed how Salem Academy's position relative to Salem Public Schools, now at or above average in some areas, requires a shift in approach to remain competitive. The group also affirmed a commitment to avoid implementing a pay freeze, even in cases where certain roles may be identified as above market.

The committee noted that the report serves as a strong foundation for future compensation decisions and provides helpful anchor documents to guide this work moving forward.

Next steps include Stephanie will sharing the full Edgility report with the committee, and Krissy will distribute the current Employee Handbook. Beth requested that school leadership highlight specific areas where committee feedback would be most valuable. The committee will review the proposed next steps and timeline outlined in the Edgility presentation (slides 128–130) and work to align implementation with the school year.

III. Other Business

A.

Development Update

Fallon Burke reminded the committee that the REACH for College Gala is less than one month away, underscoring the importance of final outreach efforts and continued engagement.

IV. 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 8:56 AM.

Respectfully Submitted,
Fallon Burke

Documents used during the meeting

- Edgility Compensation Study Report