

APPROVED



Salem Academy Charter School

Minutes

HR Committee Meeting

Date and Time

Tuesday May 5, 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), Krissy Sgambellone (remote), Rick Winter (remote), Stephanie Callahan (remote)

Committee Members Absent

Edward Aroko

Committee Members who arrived after the meeting opened

Rick Winter

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 May 5, 2026 at 8:01 AM.

C. Approve Minutes

Beth O'Donnell made a motion to approve the minutes from HR Committee Meeting on 04-07-26.

Krissy Sgambellone seconded the motion.

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

II. Human Resources

A. HR Updates from School Leadership

Krissy Sgambellone provided benefits updates to the committee. HR Knowledge confirmed that the school is projected to come in at the lower end of the anticipated benefits increase range. The previously projected 13–14% increase is now expected to be under 4%, without any changes to the current plan design. Krissy noted that being able to maintain the current insurance carrier is also a significant benefit for staff continuity and stability. One remaining decision regarding additional benefits is still under review.

B. Employee Handbook

Rick Winter arrived at 8:10 AM.

Krissy reviewed the status of the Employee Handbook with the committee. Over the past several years, updates have been made to create a more “evergreen” document, including shifting references from specific holiday dates to broader holiday names.

Beth raised several questions regarding the handbook review process and areas of focus for the committee. Krissy clarified that updates from HR Knowledge beyond standard legal compliance reviews are considered additional services. Beth also asked school leadership to help identify sections of the handbook where committee feedback would be most valuable, particularly in areas where policies may be difficult to enforce or where employee confusion commonly arises.

The committee discussed PFML administration and confirmed that a third-party administrator is used. Krissy noted that the school’s general strategy is to align handbook language closely with state law, which has not created major enforcement challenges.

Krissy shared that the most common employee questions typically relate to:

- PTO usage and complaint/reporting procedures
- Banked time off, which may only be used for PFML-qualifying events
- Clarification around leave policies

The committee also reviewed recent updates to the bereavement policy and banked leave policies, which were expanded to provide employees with additional time and flexibility.

Krissy noted that because the majority of Salem Academy employees are 10-month staff, questions related to vacation time are less common. She also highlighted that the school maintains a relatively robust vacation policy.

Additional discussion included clarification around workday hours and schedules. Krissy explained that this issue was addressed through amendments to employee offer letters after it became a common question among staff.

Rick Winter suggested converting the handbook into a Word document format to allow committee members to provide comments directly.

The committee established a goal of reviewing the handbook and providing feedback by June 12.

C. 2026 Committee Priorities

The committee continued its discussion of the Edgility Compensation Study results and priorities moving forward. The committee discussed having Domina provide a high-level overview of the study and key takeaways at the next Board meeting.

The committee reflected that the initial priority in engaging Edgility was to ensure Salem Academy had a compensation framework and tools that are competitive, aligned, and sustainable moving forward. Members noted that the study largely reaffirmed the school's current salary practices, while also surfacing broader compensation and culture-related considerations that require additional time to review, reflect on, and prioritize.

The committee discussed the importance of aligning any future compensation philosophy updates with committee goals and operational realities. Beth emphasized the need to balance aspirational recommendations with the realities of budget fluctuations and financial constraints. Stephanie noted that Salem Academy already has a documented compensation philosophy, and that updating it in response to Edgility's recommendations would be a sensible first step.

Rick shared that he created a priority matrix identifying high- and low-priority recommendations based on analysis of the report and staff survey responses. The committee agreed that its role is to synthesize the report into a manageable set of priorities and next steps for both the Board and school leadership. While staff have already received communication regarding compensation adjustments, the committee wants to ensure that broader themes and recommendations from the study also receive follow-up attention.

The committee acknowledged that the Edgility report is dense and will require multiple follow-up discussions over time. Potential priorities identified included reviewing compensation philosophy for non-faculty staff and clarifying practices around determining relevant experience and advanced degree placement within salary structures. While Edgility provided guardrails and recommendations, the committee noted that many compensation decisions ultimately remain management judgments.

Rick recommended that the full Edgility report not be presented to the full Board, noting that much of the report functions as a management tool rather than a governance document. The committee agreed that the HR Committee should instead report out high-level findings, key takeaways, and proposed next steps to the Board.

Next Steps:

The committee will continue reviewing and digesting the Edgility materials, support school leadership in updating the compensation philosophy, and begin identifying potential HR Committee goals moving forward.

Priorities for the Remainder of the 2025–26 School Year:

- Provide input and feedback on the 2026–27 Employee Handbook
- Continue reviewing and discussing the Edgility Compensation Study results and next steps

III. Other Business

A. Development Update

Fallon Burke updated the committee on the 2026 REACH for College Gala. Preliminary totals indicate that the Gala raised over \$66,000, and the school has not only met its \$125,000 Annual Fund goal, but exceeded it, reaching nearly \$133,000.

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 8:40 AM.

Respectfully Submitted,
Fallon Burke

Documents used during the meeting

- Salem Academy - 2025-2026 Employee Handbook

- Edgility Compensation Study Report