



Compass Charter Schools

Personnel Committee Meeting

Amended on October 18, 2017 at 2:19 PM PDT

Date and Time

Wednesday October 18, 2017 at 3:00 PM PDT

CCS Central Office: 850 Hampshire Road, Suite P, Thousand Oaks, CA 91361
3580 Wilshire Blvd., Suite 1130, Los Angeles, CA 90010
3625 Thousand Oaks Blvd., Suite 245 Westlake Village, CA 91362

Please join my meeting from your computer, tablet or smartphone.
<https://global.gotomeeting.com/join/156057949>
You can also dial in using your phone: (646) 749-3131; Access Code: 156-057-949

For questions or requests regarding accessibility, please call Miguel Aguilar at (805) 807-8199.

Agenda

	Purpose	Presenter	Duration
I. Opening Items			
A.	Call the Meeting to Order	Joe Cummings	1
B.	Record Attendance and Guests	Miguel Aguilar	1
II. CONSENT ITEMS			
A.	Consent Items	Vote Joe Cummings	1

Consent Items – Items under Consent Items will be voted on in one motion unless a member of the Committee requests that an item be removed and voted on separately, in which case, the Committee Chair will determine when it will be called and considered for action. Due to the set-up of BoardOnTrack, approval of any meeting minutes will be done through consent, unless removed and voted on separately as noted above, using the same vote count.

- Approval of October 18, 2017 Regular Meeting Agenda
- Approval of June 21, 2017 Regular Meeting Minutes

B. Approval of the June 21, 2017 Regular Meeting Minutes	Approve Minutes	Joe Cummings	
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III. COMMUNICATIONS

A. Committee Member Communication	FYI	Joe Cummings	10
<ul style="list-style-type: none"> • John Vargas • Joe Cummings 			

IV. REPORTS

A. Staff Report	FYI	J.J. Lewis	5
B. Recognize Presentation	FYI	Lisa Fishman	10

V. PUBLIC COMMENT

A. Public Comment	FYI	Joe Cummings	5
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Addressing the Committee – Committee meetings are meetings of the Board of Directors and will be held in a civil, orderly and respectful manner. All public comments or questions should be addressed to the Committee through the Chair of the Committee. To ensure an orderly meeting and an equal opportunity for each speaker, persons wishing to address the Committee must send a Speaker Request Message through the form of a text message or chat box message to Miguel Aguilar, Executive Assistant to the CEO (805-807-8199). Messages must contain speaker name, contact number or email, and subject matter and sent prior to the beginning of the Public Comment section of the meeting. Members of the public may address the Committee on any matter within the Committee’s jurisdiction and have **three (3) minutes each** do so. The total time of each subject will be fifteen (15) minutes, unless additional time is requested by a Committee Member and approved by the Committee.

The Committee may not deliberate or take action on items that are not on the agenda. However, the Committee may give direction to staff following a presentation. The Chair is in charge of the meeting and will maintain order, set the time limits for the speakers and the subject matter, and will have the prerogative to remove any person who is disruptive of the Committee meeting. The Personnel Committee may place limitations on the total time to be devoted to each topic if it finds that the numbers of speakers would impede the Committee’s ability to conduct its business in a timely manner. The Personnel Committee may also allow for additional public comment and questions after reports and presentations if it deems necessary.

VI. UNFINISHED BUSINESS

VII. NEW BUSINESS

A. Review and Discussion of Committee Charge	Discuss	J.J. Lewis	5
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VIII. Closing Items

A. Upcoming Meeting Board of Directors Meeting 6 pm - Monday, November 27 Personnel Committee Meeting	FYI	J.J. Lewis	1
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3 pm - Monday, December 20

B. Adjourn Meeting

FYI

Joe
Cummings

1

Cover Sheet

Approval of the June 21, 2017 Regular Meeting Minutes

Section: II. CONSENT ITEMS
Item: B. Approval of the June 21, 2017 Regular Meeting Minutes
Purpose: Approve Minutes
Submitted by:



Compass Charter Schools

Minutes

Personnel Committee Meeting

Date and Time

Wednesday June 21, 2017 at 2:00 PM

CCS Central Office: 850 Hampshire Road, Suite P, Thousand Oaks, CA 91361
3305 Buckman Springs Road, Pine Valley, CA 91962
3625 Thousand Oaks Blvd., Suite 245 Westlake Village, CA 91362

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Committee Members Present

J. Cummings (remote), J. Lewis, K. Granger (remote)

Committee Members Absent

None

Guests Present

L. Fishman (remote), M. Aguilar

I. Opening Items

A. Call the Meeting to Order

J. Cummings called a meeting of the Personnel committee of Compass Charter Schools to order on Wednesday Jun 21, 2017 @ 2:01 PM.

B. Record Attendance and Guests

II. CONSENT ITEMS

A. Consent Items

K. Granger made a motion to approve the consent items.

J. Cummings seconded the motion.

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

Roll Call

K. Granger Aye

J. Cummings Aye

B. Approval of the April 19, 2017 Regular Meeting Minutes

K. Granger made a motion to approve minutes from the Personnel Committee Meeting on 04-19-17.

J. Cummings seconded the motion.

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

Roll Call

J. Cummings Aye

K. Granger Aye

III. RECONVENE FROM CLOSED SESSION

A. Closed Session Report

The Board of Director's Personnel Committee was pleased to hear the positive feedback on the President & CEO from the CEO Evaluation. They are very satisfied with Mr. Lewis' performance as President & CEO and look forward to his leadership in the future.

IV. COMMUNICATIONS

A. Committee Member Communication

No member communication.

V. REPORTS

A. Staff Report

Mr. Lewis shared that Compass Charter Schools offers a 403(b) retirement plan to its staff. For those who are not credentialed, CCS offers up to a 10% match. (Those staff who are credentialed are enrolled in the California State Teachers Retirement System and receive a match of 12.58% this year, with rates increasing year. The 2017-18 match is 14.43%; 2020-21 match is 19.1%.) 23 staff (27.7%) are currently enrolled and 12 receiving matching funds. The average match is 6.7%. The next opportunity for staff to join and/or make changes to their plan is July 1 through July 15. They are able to join and/or make changes quarterly. He also shared that we will be hosting our annual in-person All-Staff Retreat at Paradise Point in San Diego from Monday, July 31 through Friday, August 4. Training will focus on the new StrongMind system, with some opportunity for department and division training. There are several evening social activities planned as well. We have also partnered with the American Red Cross to host a Blood Drive on-site for staff, guests and the community from 7-12 pm on Friday, August 4 as our way to give back to the community. Also, at our Annual Meeting on Monday, June 26, we will present the Certificated Employee of the Year Award to Kasey Bentley, Head High School Advisor, and Classified Employee of the Year Award to David Brasch, IT Coordinator. We will also

present the Employee of the Year. Staff nominated their peers throughout May, and our 2016 honorees read through the nominations and selected our 2017 honorees and honorable mentions. Mr. Lewis also mentioned briefly the website Transparency California, which provides salary information for public employees. He suggested the Personnel Committee review this topic at a future meeting to decide if we should participate prior to be asked for the public information, to continue our efforts of being fully transparent with our community.

VI. PUBLIC COMMENT

A. Public Comment

No public comment.

VII. NEW BUSINESS

A. Review and Approval of the At-Will Employment Draft Agreement for the President & CEO

Mr. Lewis shared background on the At-Will Employment Agreement, which was drafted by legal counsel to comply with Ed Code and IRS regulations. There was also mention of audit guidelines to ensure the process meets all legal standards. The Personnel Committee declined action, deferring to the full Board of Directors at their next regularly scheduled meeting on Monday, June 26.

VIII. Closing Items

A. Upcoming Meeting

B. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 2:44 PM.

Respectfully Submitted,
M. Aguilar

Cover Sheet

Staff Report

Section: IV. REPORTS
Item: A. Staff Report
Purpose: FYI
Key Result: CEO Support & Evaluation
Submitted by: J.J. Lewis
Related Material: A Staff Report - October.pdf
B CCS - Hiring Tracker - 10-13-17.pdf



Staff Report
October 18, 2017

This report is meant to provide updates to the Board of Directors Personnel Committee:

Hiring Update

We continue to update our tracking document, which helps us monitor our recruiting process. This tracks when a position is posted, how many applicants we receive, when we make an offer and when the new employee starts. *See attached.*

Law Room

We utilize Law Room for our mandatory training for staff. All staff completed Bloodborne Pathogens, Harassment Training (two hours), and Mandated State Reporting in August and September.

Leadership Book Club

We have a quarterly Leadership Book Club series for our coordinators, managers and directors. The first quarter book was *Start With Why Start With Why* by Simon Sinek; the current book is *The Energy Bus* by Jon Gordon.

Public Records Request

We have received a Public Records Request from a law firm, asking for records of every teacher employed. The types of records include employment contracts, lists of teacher's names and title, detail on each teacher's years of service, and a few other documents. We are working with our legal counsel to respond and comply with the request.

Recognize

CCS will be launching a new staff recognition program through Recognize on November 1st. With Recognize we can promote the CCS values through recognition, and reward and award staff for exhibiting these behaviors.



Hiring Tracker

Position	Post Date	Number of Applicants		Initial Interview Count	Second Round Interview Count	Final Round Interview Count	Offer Date	Start Date
		External	Internal					
Educational Facilitator	8/29/17	70	1	17	4	4	8/16/17	8/23/17
							8/28/17	9/1/17
							8/31/17	9/7/17
								9/15/17
Para Professional	8/25/17	14	0	3	2	2	9/5/17	9/12/17
Special Education Coordinator	6/24/2017	4	0	4	2	1	7/21/17	7/31/17
Special Education Instructor	7/17/17	19	0	13	3	1	8/25/17	9/1/17

Cover Sheet

Recognize Presentation

Section: IV. REPORTS
Item: B. Recognize Presentation
Purpose: FYI
Key Result: Teacher Satisfaction
Submitted by: Lisa Fishman
Related Material: Recognize Presentation.pdf



recognizeapp.com

Every Company Needs a Great Culture

What **Recognize** does

Shaping company culture through a value-driven social employee recognition and rewards platform.



Be the Workforce of Your Dreams

Recognize helpsto...

 **Improve retention**

 **Increase productivity**

 **Increase profits**

 **Revitalize the organization**



 **Promote behaviors**

 **Discover high-value staff**

Social & Private Recognition


Digital signage, mobile, web browser, email, and soon desktop notifications.





 Innovative
 Oscar Martinez

Way to pull together the Denver project!


Bob Martin *Planet* about 9 hours ago



 Like this recognition

 Thumbs Up
 Alex Grande
Human Resources

Great work on the Austin project!


Bob Martin *Planet* about 10 hours ago



 Like this recognition

 Thumbs Up
 Alex Grande

Great team work on the Tampa project.

Bob Martin *Planet* about 12 hours ago



 Like this recognition

 Innovative
 Peter P



Great work you are doing on the script, I have read that and I feel we are going on right track.

Joanna Anistown *Planet* about 18 hours ago



+1 Bob Martin

 Innovative
 Johndoe



I recognize you for your valuable session today, thanks for listening to us

 Power of You
 Johndoe

The authority sincerely acknowledges for

 On time
 Oscar Martinez

Great work on the after sales survey, we have all the results. Will start working on

 Innovative
 Bob Martin

I recognize you for

Above & Beyond Nominations

Give the power to your workforce to choose the employee of the year.

Company Dashboard

Stream Recognize Users Badges Fame Rewards **DUNDER MIFFLIN** Peter P May Points 15 Menu









Nominations

Filter by badge ▾

MONTH QUARTER **YEAR** CUSTOM

2016

CURRENT ARCHIVED

Badge	Date	Nominees	Archive
 Employee of the Year	2016	 3 votes  1 vote  1 vote	Archive View
 Innovation nomination	Q2 2016	 1 vote  1 vote  1 vote	Archive View

Powered by BoardOnTrack

Award Certificates

Bring the digital to the physical with a wall of recognitions at HQ.



Rewards

Who doesn't love a day off or an Amazon gift card?

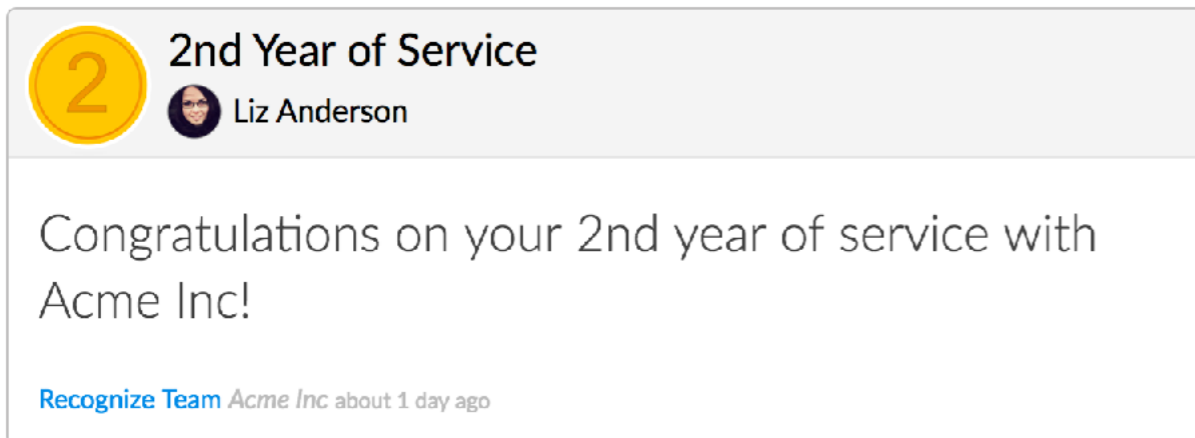
The screenshot displays the Dunder Mifflin Rewards app interface. At the top, a navigation bar includes icons for Stream, Recognize, Stats, Users, Badges, Fame, and Rewards, along with the Dunder Mifflin logo and user information for Joanna Anistown (January Points 19). Below the navigation bar, three reward cards are visible:

- Card 1:** Requires 606 points. Features an image of a smartwatch. Text includes "A Day Off", "1 Left", and "After lunch go home - no questions asked! We'll let your manager know!". Redeemable for 500 points. You need 106 points.
- Card 2:** Requires 506 points. Features an image of basketball players. Text includes "A Day Off", "1 Left", and "After lunch go home - no questions asked! We'll let your manager know!". Redeemable for 500 points. You need 106 points.
- Card 3:** Requires 356 points. Features an image of an Amazon gift card. Text includes "\$50 Amazon gift card" and "Go to amazon to buy something great.". Redeemable for 500 points. You need 106 points.

A smartphone in the foreground shows a zoomed-in view of the "A Day Off" reward card, highlighting the "1 Left" indicator and the redemption details.

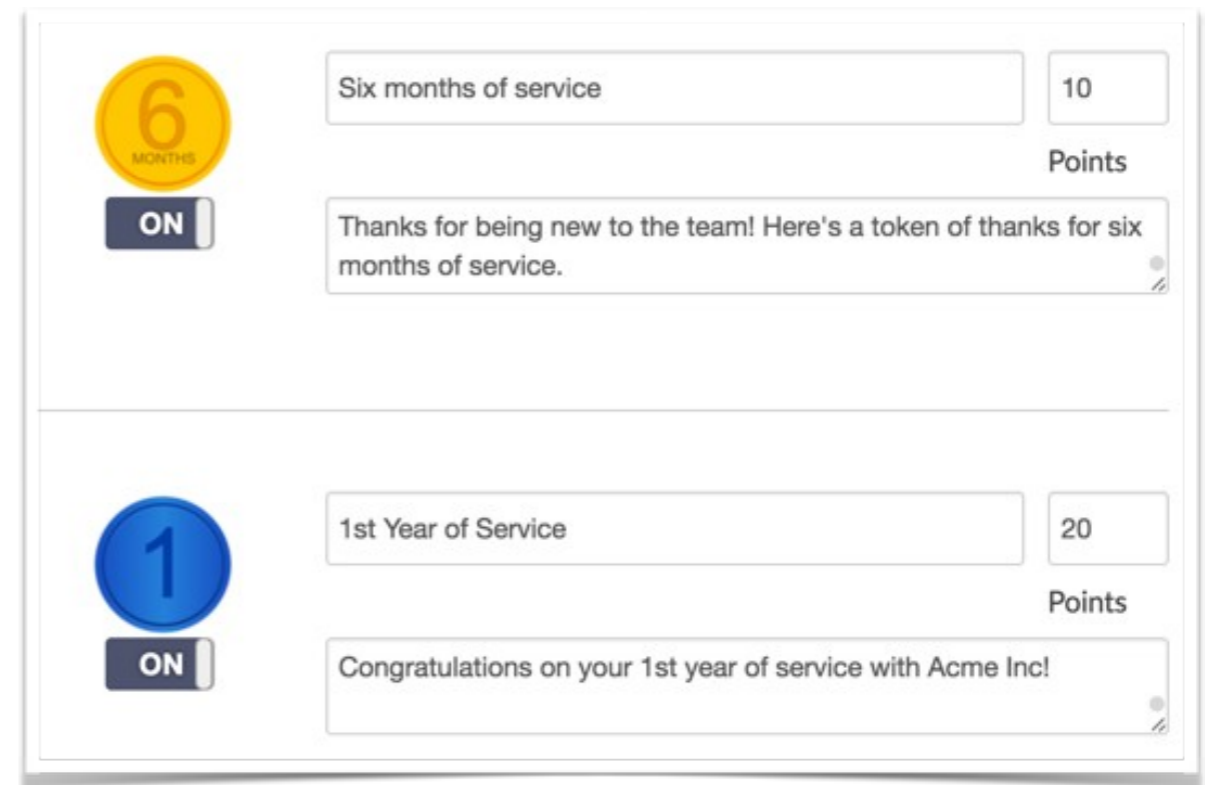
Powered by BoardOnTrack

Anniversaries



A screenshot of a recognition card for a 2nd Year of Service. The card has a grey header with a yellow circle containing the number '2' and the text '2nd Year of Service' and 'Liz Anderson'. The main body is white with the text 'Congratulations on your 2nd year of service with Acme Inc!' and a blue link 'Recognize Team Acme Inc about 1 day ago'.

Automatic recognition and admin notification



A screenshot of a recognition card for 6 Months of Service. The card features a yellow circle with '6 MONTHS' and a 'Points' box with '10'. The message reads: 'Thanks for being new to the team! Here's a token of thanks for six months of service.' Below it is a card for 1st Year of Service with a blue circle with '1' and a 'Points' box with '20'. The message reads: 'Congratulations on your 1st year of service with Acme Inc!'.

Enabling and setup is a piece of cake

Customizations

Badges, rewards, theme, certificates, end-user guides, language, and functionality.


Create Badges

200px by 200px transparent PNG
Crop image to badge

 No file chosen

+ Upload new badge View disabled badges

Active Badges



Enable

Description

They have shown the ability to think out of box solutions to unique problems.
Sent by managers once a month.

Additional details

Shows on the badge page

OFF Nomination badge

Points

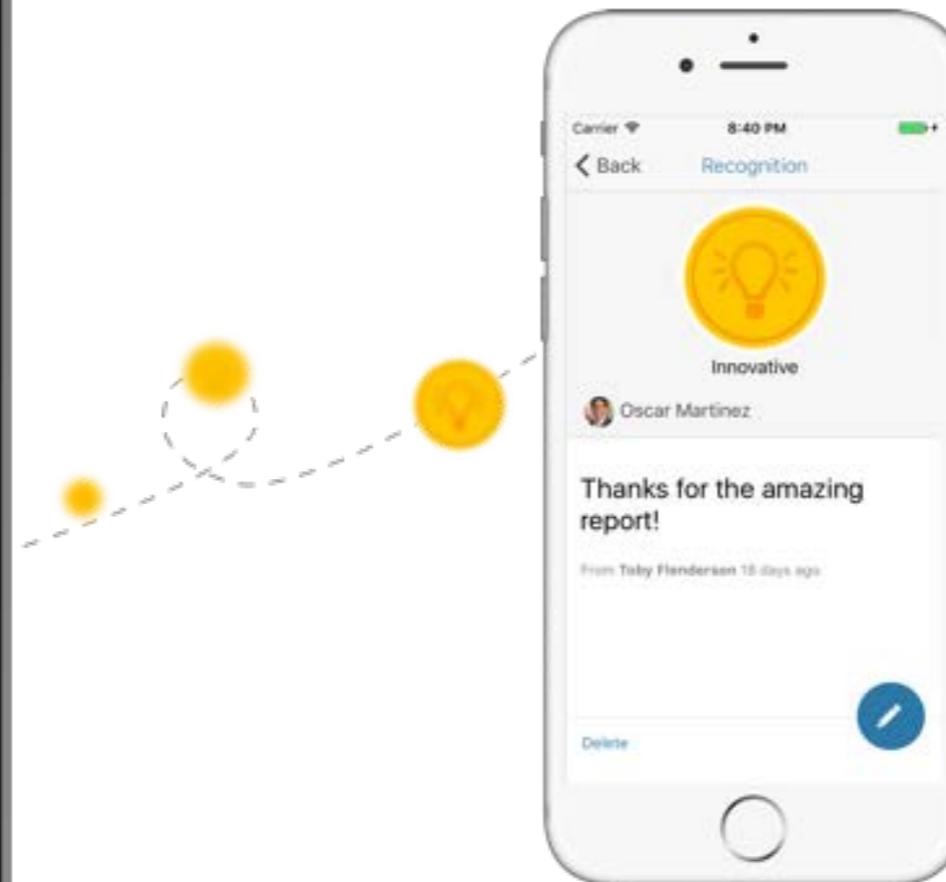
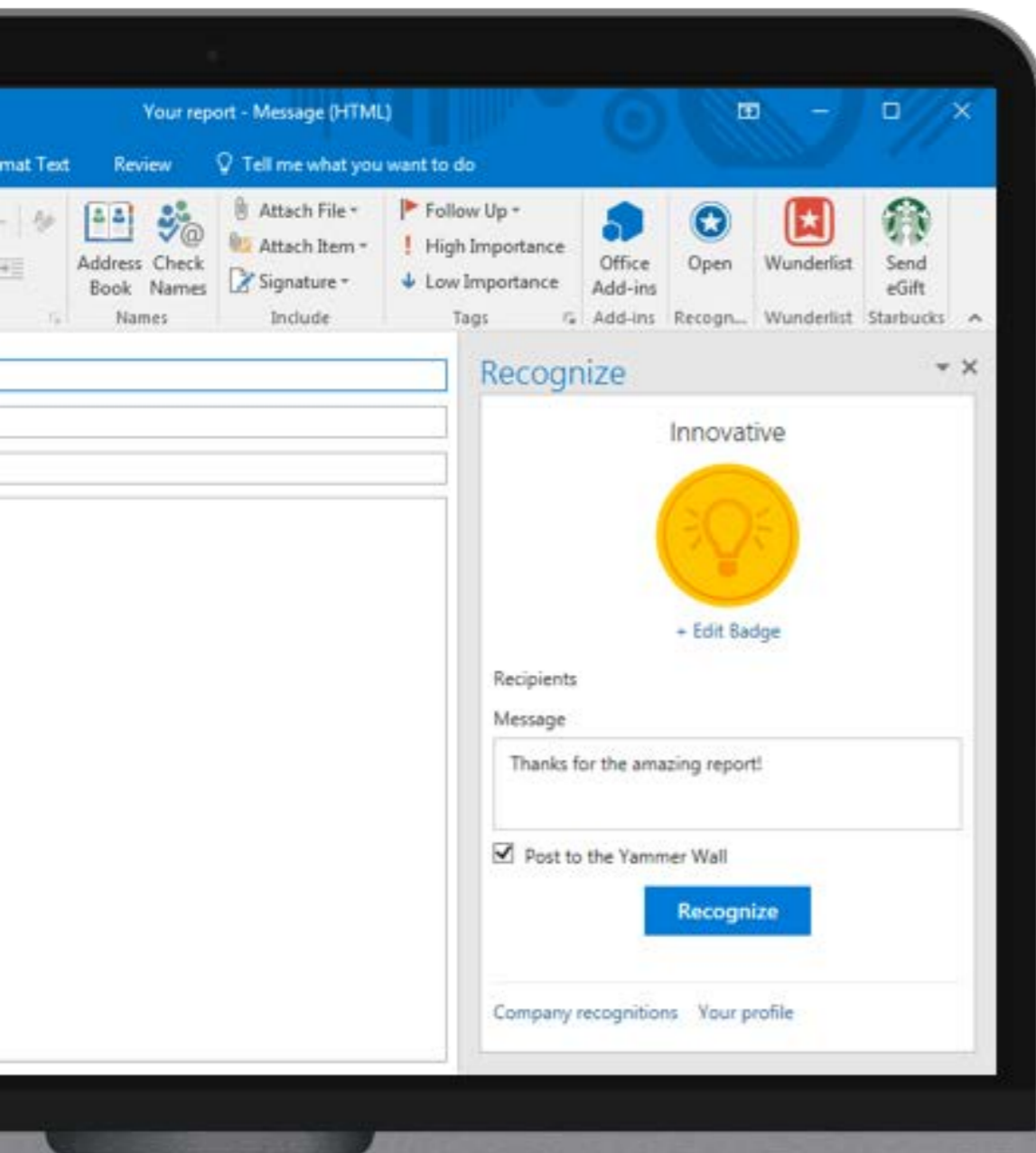
300

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20 of 28

Recognition Integrated

From Outlook to mobile to Facebook Workplace we are one click away.



Business Intelligence

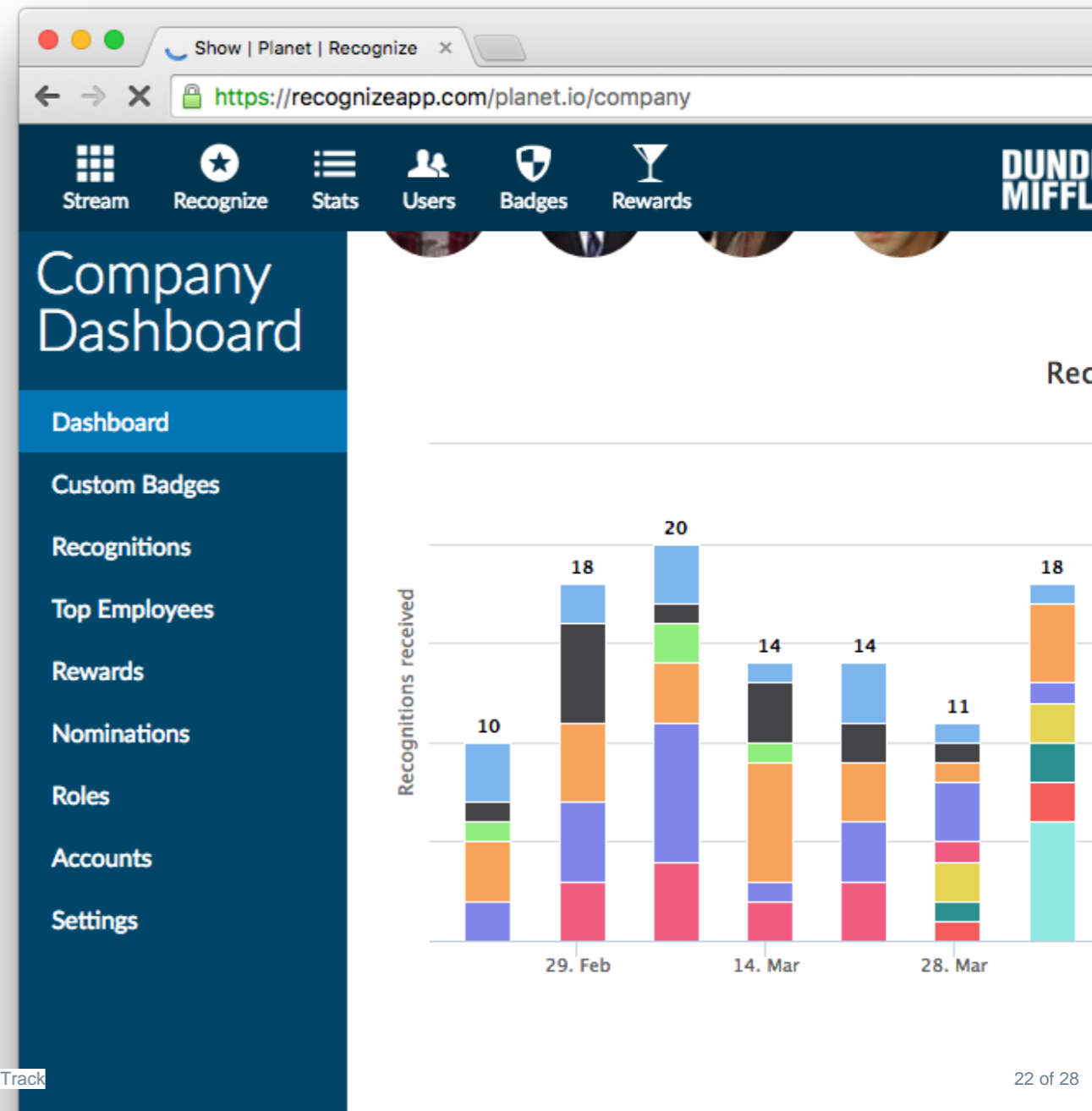
Discover high-value employees across attributes, teams, and time.

Top badges

Thumbs Up 54 No Notice, No Problem 29 Problem Solver 21 Rock Star 15 Pick Me Up 13



Problem Solver 21



Recognize Companies





Recognize

sales@recognizeapp.com

recognizeapp.com/resources

for meaningful contributions and behaviors, helping to build a culture of appreciation and gratitude.

roduction Contact us Help Invite a colleague Welcome checklist

Kiosk Latest Popular

- Teams
- Human Resources
- IT
- Marketing
- Operations
- Sales

hined

Charter Schools 4 days ago

sador
ishman

leadership in starting recognition.

imize 15 days ago

Cover Sheet

Review and Discussion of Committee Charge

Section: VII. NEW BUSINESS
Item: A. Review and Discussion of Committee Charge
Purpose: Discuss
Key Result: Committee Attendance
Submitted by: J.J. Lewis
Related Material: Personnel Committee.doc



Personnel Committee Board of Directors

Purpose

The Personnel Committee assists the Board in responsibilities relating to compensation, benefits, and legal compliance at Compass Charter Schools to ensure that they are consistent with its Mission, Vision, Values, and Strategic Plan.

Structure and Operations

Members: The Committee shall be comprised of three (3) members; two (2) members of the Board and one (1) member of the Senior Management Team. The members of the Committee shall be appointed annually by the board upon the recommendation of the Governance Committee.

Chair: The Chairperson of the Committee shall be appointed by the Board upon the recommendation of the Governance Committee.

Appointment and Removal: The members of the Committee may be removed or replaced, and any vacancies on the Committee shall be filled by the Board upon the recommendation of the Governance Committee.

Meetings

The Personnel Committee shall meet at least four (4) times annually, or more frequently as circumstance dictate. Any director of the Board who is not a member of the Personnel Committee may attend meetings; provided, however, that any director who is not a member may not vote on any matter coming before the Personnel Committee for a vote. The Personnel Committee also may invite to its meetings any director of the Board and such other persons as it deems appropriate in order to carry out its responsibilities. The Personnel Committee may meet in executive session as necessary or appropriate.

Responsibilities

- i. In consultation with senior management, establish and periodically review the general compensation policies applicable to Compass Charter Schools' employees, and oversee the development and implementation of compensation programs.
- ii. Guides development, review and authorization of personnel policies and procedures.
- iii. Any other duties or responsibilities expressly delegated to the Committee by the Board from time to time relating to Compass Charter Schools compensation programs.

Management Staff –

- Lisa Fishman, Director of Operations