



Compass Charter Schools Personnel Committee Meeting

Date and Time

Wednesday December 20, 2017 at 3:00 PM PST

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 m
B. Record Attendance and Guests		J.J. Lewis	1 m
II. CONSENT ITEMS			
A. Consent Items	Vote	Joe Cummings	1 m
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.			
<ul style="list-style-type: none">• Approval of December 20, 2017 Regular Meeting Agenda• Approval of October 18, 2017 Regular Meeting Minutes			
B. Approval of the October 23, 2017 Regular Meeting Minutes	Approve Minutes	Joe Cummings	
Approve minutes for Personnel Committee Meeting on October 23, 2017			

III. COMMUNICATIONS

- A. Committee Member Communication** FYI Joe Cummings 10 m
 - John Vargas
 - Joe Cummings

IV. REPORTS

- A. Staff Report** FYI J.J. Lewis 5 m

V. PUBLIC COMMENT

- A. Public Comment** FYI Joe Cummings 5 m

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 on 2017 All-Staff Morale Survey** Discuss J.J. Lewis 5 m

VIII. Closing Items

- A. Upcoming Meeting** FYI J.J. Lewis 1 m
 - Board of Directors Meeting
6 pm - Monday, January 29
 - Personnel Committee Meeting
3 pm - Monday, February 21
- B. Adjourn Meeting** FYI Joe Cummings 1 m

Cover Sheet

Consent Items

Section: II. CONSENT ITEMS
Item: A. Consent Items
Purpose: Vote
Key Result: Committee Attendance
Submitted by: J.J. Lewis

RECOMMENDATION:
A motion to approve the consent items.

Cover Sheet

Approval of the October 23, 2017 Regular Meeting Minutes

Section: II. CONSENT ITEMS
Item: B. Approval of the October 23, 2017 Regular Meeting Minutes
Purpose: Approve Minutes
Submitted by: Miguel Aguilar
Related Material: Minutes for Personnel Committee Meeting on October 23, 2017

RECOMMENDATION:
N/A - motion covered through consent items motion.

DRAFT



Compass Charter Schools

Minutes

Personnel Committee Meeting

Date and Time

Monday October 23, 2017 at 3:00 PM

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

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Committee Members Present

J. Cummings (remote), J. Lewis, J. Vargas (remote)

Committee Members Absent

None

I. Opening Items

A. Call the Meeting to Order

J. Lewis called a meeting of the Personnel committee of Compass Charter Schools to order on Monday Oct 23, 2017 @ 3:09 PM.

B. Record Attendance and Guests

II. CONSENT ITEMS

A. Consent Items

J. Cummings made a motion to approve consent items.
J. Vargas seconded the motion.
The committee **VOTED** unanimously to approve the motion.

Roll Call

J. Cummings Aye
M. Aguilar Absent
J. Vargas Aye

B. Approval of the June 21, 2017 Regular Meeting Minutes

J. Cummings made a motion to approve minutes from the Personnel Committee Meeting on 06-21-17.
J. Vargas seconded the motion.
The committee **VOTED** unanimously to approve the motion.

Roll Call

J. Cummings Aye
M. Aguilar Absent
J. Vargas Aye

III. COMMUNICATIONS

A. Committee Member Communication

Mr. Cummings welcomed the committee back, as well as scholars, learning coaches and staff.
Mr. Vargas mentioned he is looking forward to being part of the Personnel Committee.

IV. REPORTS

A. Staff Report

Mr. Lewis shared that 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. We have also continued our quarterly Leadership Book Club series for our coordinators, managers and directors this. The first quarter book was *Start With Why* by Simon Sinek the current book is *The Energy Bus* by Jon Gordon. We have also 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.

Mr. Vargas asked how we promote our positions, EdJoin, Indeed, etc. Mr. Lewis shared that we use Bamboo HR, our HRIS system, which pushes the openings on Indeed and several other job boards. We also post opportunities to EdJoin.

Mr. Vargas also asked who our law firm was that we are working with for the PRA. Mr. Lewis mentioned we are working closely with YMC on this matter.

B. Recognize Presentation

Ms. Lisa Fishman, Director of Operations, shared a presentation on Recognize. Recognize is our new recognition and celebration platform that will roll out school-wide on Wednesday, November 1. It is meant to improve retention, promote behaviors, celebrate the staff. Staff will be able to earn badges with points, and cash points in for various items. The system will also push out

anniversary and birthday announcements, as it links to Workplace. We will also be able to run our Employee of the Year program through the Recognize system.

V. PUBLIC COMMENT

A. Public Comment

No public comment.

VI. NEW BUSINESS

A. Review and Discussion of Committee Charge

Mr. Lewis reviewed the committee charge and opened the floor for discussion.

This is the second year of operation for the Personnel Committee. Mr. Cummings noted this was a good start and was open to refinement as the year progressed.

Mr. Vargas agreed that this was a good start.

VII. 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 3:38 PM.

Respectfully Submitted,
J. Lewis

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 - December.pdf
B CCS - Hiring Tracker - 12-13-17.pdf
C Recognize - Top Employees.pdf
D Recognize Rewards Catalog.pdf

RECOMMENDATION:
N/A - For Discussion Only



Staff Report
December 20, 2017

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

CalSTRS Audit

We have been selected to participate in an audit of CalSTRS by their external auditor, CROWE. Lisa Fishman, Director of Operations, participated in a webinar on the process on December 5th. Our information is due to CROWE by December 31 and our goal is to submit before closing for Winter Break.

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.*

Leadership Book Club

We have a quarterly Leadership Book Club series for our coordinators, managers and directors. The current book is *The Energy Bus* by Jon Gordon.

Public Records Request

We received a Public Records Request from a law firm in October, 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 worked with our legal counsel to respond and comply with the request, and produced the requested items on November 20.

We also received a Public Records Request from Transparent California in November, asking for records of every employee. The types of information requested include employee name, position, total regular pay, and total retirement and health cost, for the 2016-17 year. We are working with our legal counsel to respond and comply with the request.

Recognize

We launched phase 2 of Recognize on December 1. Phase 2 is where staff receive points for a number of opportunities, such as chaperoning a scholar field trip, serving as a club advisor, etc. They have the ability to cash the points in for rewards, such as gift cards. *See attached.*



Hiring Tracker

Position	Post Date	Number of Applicants		Initial Interview Count	Second Round Interview Count	Final Round Interview Count	Offer Date	Start Date	Notes
		External	Internal						
Administrative Assistant	12/11/17	32		2	1	-			Pending

Rank	User	Number of points
1	Andrea Lomeli	1745
1	Vikki Shumaker	1745
2	Kimberly Love	1725
3	Kari Watt	1630
4	J.J.	1340
5	Susan De La Pena	1335
6	Roxi Slakey	1265
7	Morgan Kohler	1220
8	Stacy Burns	1185
9	Carrie Talcott	1055
10	Melissa Collier	1045
11	Kristy Smith	955
12	Dario Eminente	950
13	Danielle Del Negro	945
14	Sharlie Walker	925
15	Wendy Sottile	845
16	Mrs. Tatum	840
17	Ashley Daugherty	785
18	Kim Noller	735
18	Michelle Kenbeek	735
19	Melissa Blitzstein	730
20	Hermogenes Vazquez	725
21	Jessica	720
21	Janae Smith	720
22	Katie	650
23	Kassandra Wingate	640
24	Kelli McCaulley	635
25	Sophie	612
26	Michelle Vreeman	610
27	Amy Wormald	570
28	Lindsey Chalco-Paz	545
29	Benjamin Caudillo	520
29	Erica Angelo	520
30	Steven Thompson	425
31	Jennifer Jennings	400
31	Julia Frost	400
32	David Spink	345
32	Jordan Harnish	345
33	Monique Grimes	335
33	Karen Lewers	335
34	Miguel Aguilar	325
34	Derek Yip	325
35	Gabrielle Golan	320
36	Tracy Shields	300
36	Kristen Winter	300
37	Erin Smith	220

38 Kristin Beasley	210
38 David Brasch	210
38 Rebecca MacAlpine	210
39 Karle Roberts	205
39 Jessica Franco	205
40 GG	200
40 Matt Gibb	200
41 Meghan Fisher	155
42 Eli	145
42 Erin Whitehead	145
42 Heather Hardy	145
42 Alissa Beamish	145
42 Tricia Gallagher	145
42 Linda Eddy	145
43 Adam Ramirez	135
44 Erin Thomson	125
44 Edith Cruz	125
45 Danielle Hodge	110
46 Jennifer Hobson	100
47 Beth Sneyd	60
47 Mae Van Vooren	60
48 Donnell Tyler	30
49 Sarah Eagleton	25
50 Lisa Fishman	24
51 Linda Larson	20
51 Lori Greenwell	20
51 Vanessa Plascencia	20
51 Debra Stephan	20
51 Rayna	20
51 Rachel McKee	20
51 Lynn Woodley	20
51 Joyce Popelar	20
52 Mark Holtebeck	10
52 Jason Bee	10
52 Glen Johnson	10
52 Cami Humpherys	10
52 Nora	10
52 Gabriela Ayala	10
52 Karla Gonzalez	10
52 Crystal Villegas	10
52 Silvia Neri	10

Id	Title	Image	Value	Points
1423	Spafinder Gift Card		\$100.00	10000
1422	Dining Out Gift Card		\$100.00	10000
1421	Shell Gas Gift Card		\$50.00, \$100.00	5000, 10000
1420	Micheal's Gift Card		\$50.00, \$75.00, \$100.00	5000, 7500, 10000
1419	CCS Spirit Store Gift Card		\$50.00, \$75.00, \$100.00	5000, 7500, 10000
1399	Whole Foods Gift Card		\$50.00	5000
1398	Regal Cinemas		\$25.00, \$50.00	2500, 5000
1352	GROUPON		\$50.00	5000
1351	Cost Plus World Market		\$25.00, \$50.00	2500, 5000
1350	DSW Gift Card		\$25.00, \$50.00, \$100.00	2500, 5000, 10000
1349	AMC Theatre		\$25.00, \$50.00	2500, 5000
1348	Sur La Table gift card		\$50.00	5000
1347	Coffee & Conversation with the CEO		\$25.00	2500
1234	Target Gift card		\$25.00, \$50.00, \$100.00, \$500.00	2500, 5000, 10000, 50000

Cover Sheet

Review and Discussion on 2017 All-Staff Morale Survey

Section: VII. NEW BUSINESS
Item: A. Review and Discussion on 2017 All-Staff Morale Survey
Purpose: Discuss
Key Result: Teacher Satisfaction
Submitted by: J.J. Lewis
Related Material: 2017 All-Staff Morale Survey Results.pdf

RECOMMENDATION:
N/A - For Discussion Only



COMPASS

CHARTER SCHOOLS

2017 All-Staff Morale Survey Results

(855) 937- 4227

CompassCharters.org



Our Mission and Vision

MISSION STATEMENT

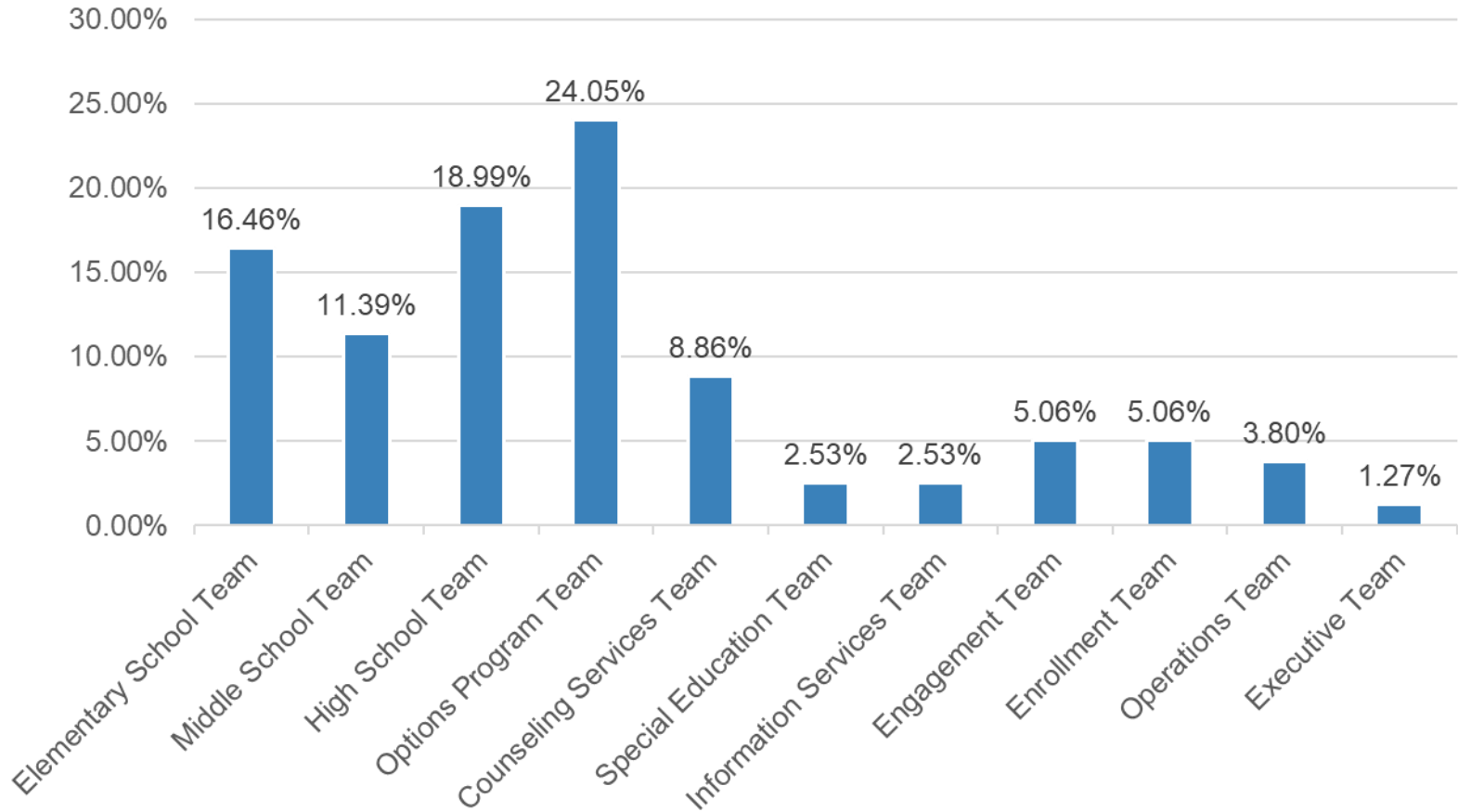
Our mission is to inspire and develop innovative, creative, self-directed learners, one scholar at a time.

VISION STATEMENT

Our vision is to create a collaborative virtual learning community, inspiring scholars to appreciate the ways in which arts and sciences nurture a curiosity for life-long learning, and prepare scholars to take responsibility for their future success.



Participant Profile

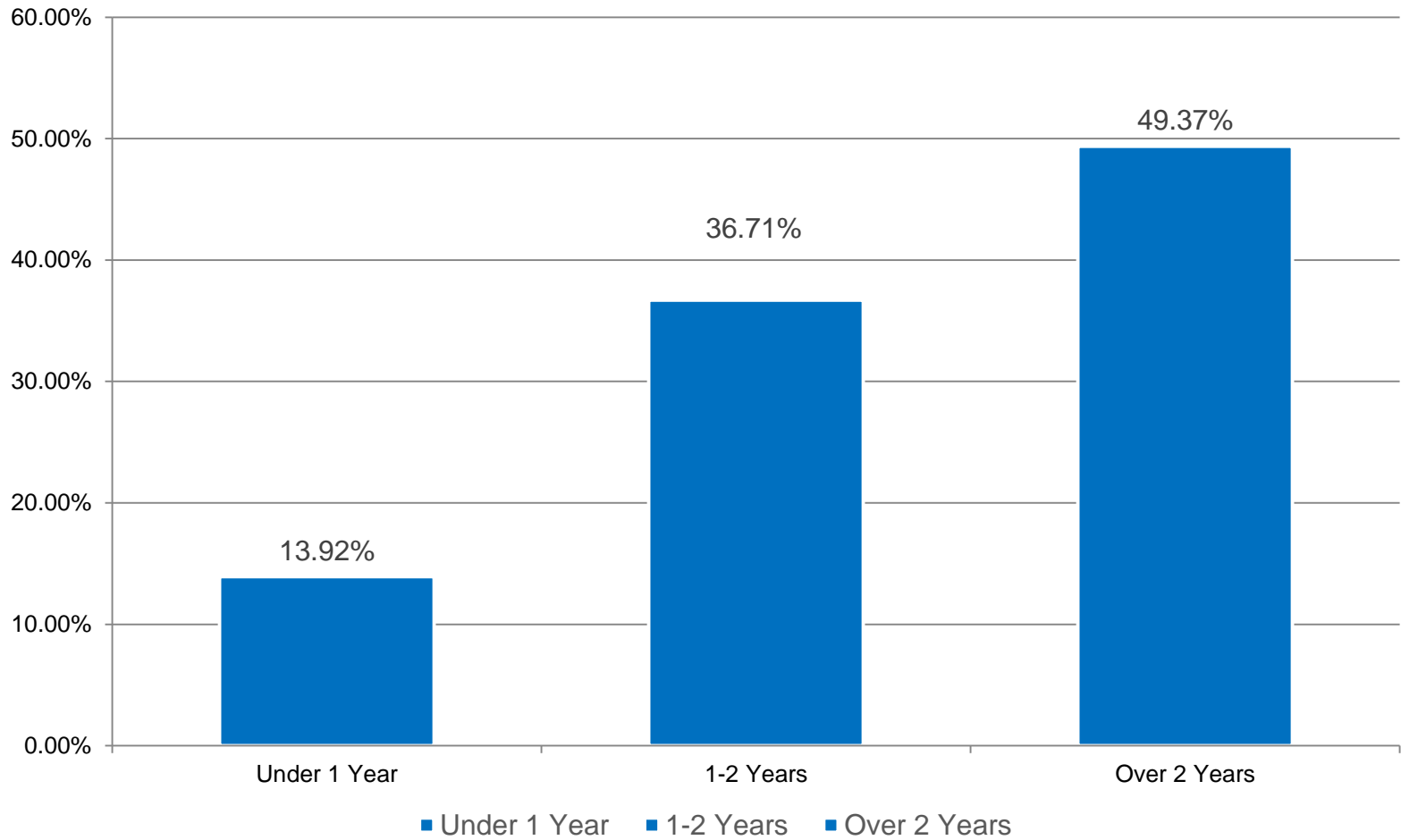


■ Priorities Ranking



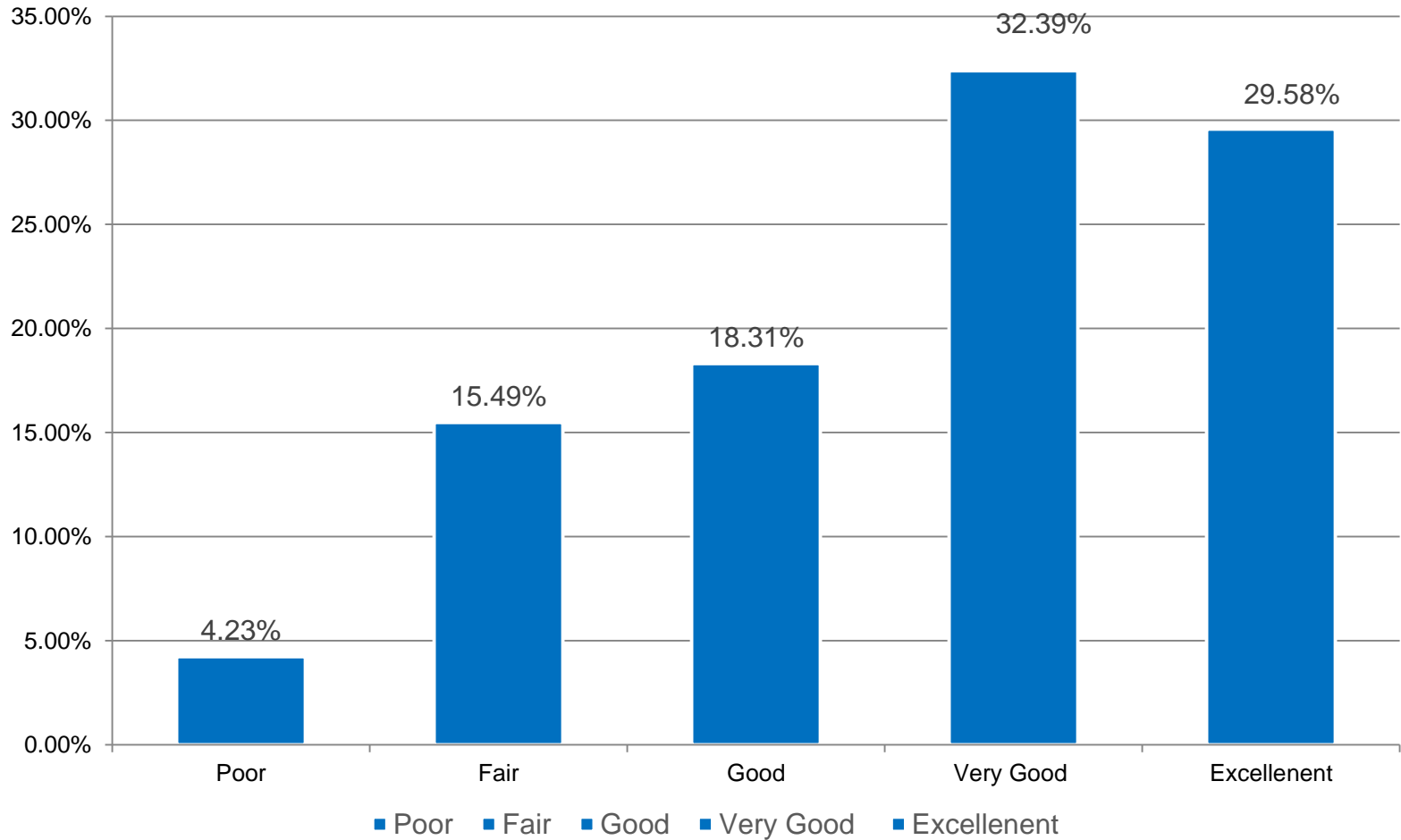


Length of CCS Employment



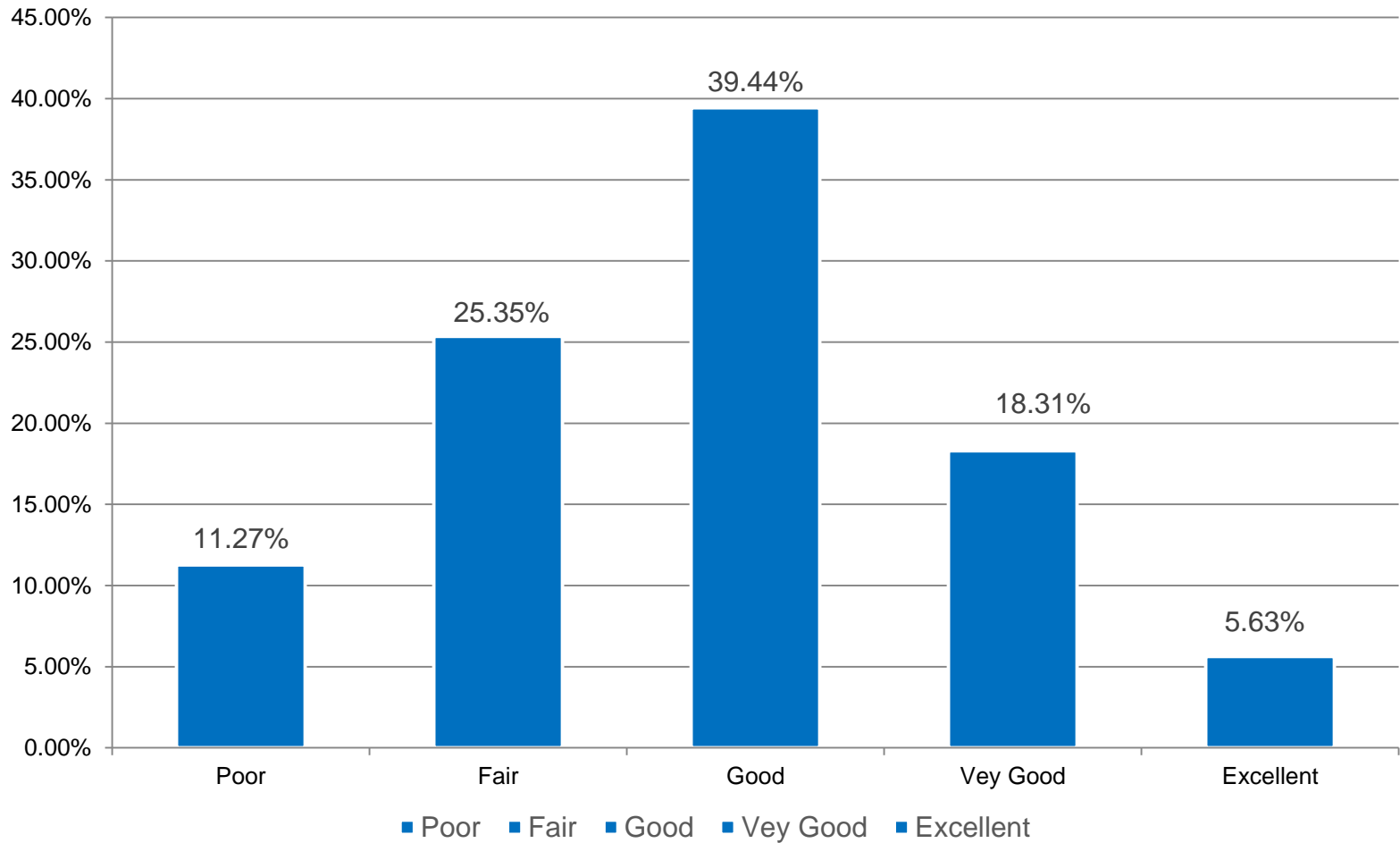


Overall Department Morale





Overall Staff Morale





Questions?



Contact:

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