



## Compass Charter Schools Personnel Committee Meeting

### Date and Time

Wednesday June 20, 2018 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

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### Agenda

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>3:00 PM</b>
<b>A.</b> Call the Meeting to Order		Joe Cummings	1 m
<b>B.</b> Record Attendance and Guests		Miguel Aguilar	1 m
<b>II. CONSENT ITEMS</b>			<b>3:02 PM</b>
<b>A.</b> Consent Items	Vote	Joe Cummings	1 m
<p>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.</p>			
<ul style="list-style-type: none"> <li>• Approval of June 20, 2018 Regular Meeting Agenda</li> <li>• Approval of April 18, 2018 Regular Meeting Minutes</li> </ul>			
<b>B.</b> Approval of the April 18, 2018 Regular Meeting Minutes	Approve Minutes	Joe Cummings	
Approve minutes for Personnel Committee Meeting on April 18, 2018			

**III. CLOSED SESSION 3:03 PM**

<b>A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION</b>	Discuss	Joe Cummings	20 m
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Title: President & CEO

**IV. RECONVENE FROM CLOSED SESSION 3:23 PM**

<b>A. Closed Session Report</b>	Discuss	Joe Cummings	5 m
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**V. COMMUNICATIONS 3:28 PM**

<b>A. Committee Member Communication</b>	FYI	Joe Cummings	10 m
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- John Vargas
- Joe Cummings

**VI. REPORTS 3:38 PM**

<b>A. Staff Report</b>	FYI	J.J. Lewis	5 m
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**VII. PUBLIC COMMENT 3:43 PM**

<b>A. Public Comment</b>	FYI	Joe Cummings	5 m
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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** to 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.

**VIII. UNFINISHED BUSINESS****IX. NEW BUSINESS 3:48 PM**

<b>A. Review and Discussion of the Edgility CMO Compensation Study Findings &amp; Recommendations Report</b>	Discuss	J.J. Lewis	20 m
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<b>B. Review and Approval of the At-Will Employment Draft Agreement Amendment for the President &amp; CEO</b>	Vote	J.J. Lewis	10 m
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**X. Closing Items**

**4:18 PM**

<b>A. Upcoming Meeting</b>	FYI	J.J. Lewis	1 m
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Annual Meeting of the Board of Directors  
Monday, June 25 at 5 pm

<b>B. Adjourn Meeting</b>	FYI	Joe Cummings	1 m
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# 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 April 18, 2018 Regular Meeting Minutes

**Section:** II. CONSENT ITEMS  
**Item:** B. Approval of the April 18, 2018 Regular Meeting Minutes  
**Purpose:** Approve Minutes  
**Submitted by:** Miguel Aguilar  
**Related Material:** Minutes for Personnel Committee Meeting on April 18, 2018

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

DRAFT



## Compass Charter Schools

# Minutes

## Personnel Committee Meeting

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### Date and Time

Wednesday April 18, 2018 at 3:00 PM

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3580 Wilshire Blvd., Suite 1130, Los Angeles, CA 90010  
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### Committee Members Present

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

### Committee Members Absent

*None*

### Guests Present

M. Aguilar

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## 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 Wednesday Apr 18, 2018 @ 3:03 PM.

### B. Record Attendance and Guests

## II. CONSENT ITEMS

### A. Consent Items

J. Vargas made a motion to approve the consent items.

J. Cummings seconded the motion.

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

#### Roll Call

J. Cummings Aye

J. Vargas Aye

### B. Approval of the February 21, 2018 Regular Meeting Minutes

J. Vargas made a motion to approve minutes from the Personnel Committee Meeting on 02-21-18.

J. Cummings seconded the motion.

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

#### Roll Call

J. Vargas Aye

J. Cummings Aye

## III. CLOSED SESSION

### A. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

The committee entered closed session at 3:05 pm.

## IV. RECONVENE FROM CLOSED SESSION

### A. Closed Session Report

The committee reconvened from closed session at 3:15 pm. The committee provided direction to the CEO during closed session.

## V. COMMUNICATIONS

### A. Committee Member Communication

No member communication.

## VI. REPORTS

### A. Staff Report

Mr. Lewis shared that we will be celebrating our staff throughout April and May for Administrative Professionals Day (April 25), Teacher Appreciation Week (May 7-11) and Classified School Employees Week (May 20-26). Mr. Lewis also shared that we are working on a Compensation Study, with results expected in early June.

Mr. Cummings asked about the Hiring Tracker. Mr. Lewis shared that with the restructuring, we opened several internal positions which are reflected on the tracker. We are also in need of, and in the middle of interviewing, another Special Education Instructor due to enrollment in March.

## VII. PUBLIC COMMENT

**A. Public Comment**

No public comment.

**VIII. NEW BUSINESS**

**A. Review and Approval of the 2018-19 Employee Handbook**

Mr. Lewis shared an overview of the 2018-19 Employee Handbook, which was drafted with assistance from legal counsel. The newest addition to the handbook is the section Professional Boundaries: Staff/Scholar Interaction Policy, which will also be added to our Scholar Handbooks.

Mr. Cummings asked about an Arbitration Policy, which he did not see in the handbook. Asked staff to research with legal. Mr. Lewis stated that staff would inquire about such a policy.

J. Vargas made a motion to approve the 2018-19 Employee Handbook.

J. Cummings seconded the motion.

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

**Roll Call**

J. Cummings Aye

J. Vargas Aye

**IX. Closing Items**

**A. Upcoming Meeting**

The next Personnel Committee Meeting will be on Wednesday, June 20 at 3:00 pm.

**B. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 3:23 PM.

Respectfully Submitted,  
M. Aguilar



# Cover Sheet

## Staff Report

**Section:** VI. REPORTS  
**Item:** A. Staff Report  
**Purpose:** FYI  
**Key Result:** CEO Support & Evaluation  
**Submitted by:** J.J. Lewis  
**Related Material:** A Staff Report - June.pdf  
B CCS - Hiring Tracker - 06-14-18.pdf

RECOMMENDATION:  
N/A - For Discussion Only



Staff Report  
June 20, 2018

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

403(b)

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 14.43% this year, with rates increasing each year. The 2018-19 match is 16.28%; 2020-21 match is 19.1%.) 20 staff (25.0%) are currently enrolled and 12 receive matching funds. The average match is 5.9 %. 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.

All-Staff Retreat

We will be hosting our annual in-person All-Staff Retreat at the DoubleTree by Hilton Hotel Golf Resort Palm Springs from Wednesday, August 8 through Saturday, August 11. The Retreat will focus on department, division, and committee collaboration and calibration for the upcoming school year, and is being planned by Lisa Fishman (logistics) and our new Professional Learning Sub-Committee (agenda).

Celebrations

At our Annual Meeting on Monday, June 25, we will present the Certificated Employee of the Year Award to Kelli McCaulley, Educational Facilitator, and Classified Employee of the Year Award to Vanessa Plascencia, Enrollment Coordinator. We will also present the Employee of the Year. Staff nominated their peers throughout May, and our 2017 honorees read through the nominations and selected our 2018 honorees and honorable mentions.

We will also present our inaugural Scholars' Choice Employee of the Year Award to Erin Thomson, Middle School Teacher. Scholars and learning coaches nominated staff throughout May, and our Parent Advisory Council and Scholar Leadership Council voted on the honoree. (This inaugural award was a request from scholars and learning coaches through our Virtual Suggestion Box earlier in the year.)

Compensation Study

We worked with Edgility to conduct a CMO Compensation Study, which included focus groups of our staff, a review of peer organizations, and ultimately lead to a salary structure and set of recommendations to consider. Allison Wyatt from Edgility Consulting will provide a formal presentation and review under New Business.

### 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.*



### 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 – Personalized Learning	3/19	-	1	1	1	1	5/3	7/1	
Educational Facilitator – Fresno (EP)	4/27	10	-	-	-	-			Eligibility Pool
Educational Facilitator – Los Angeles (EP)	4/27	35	-	-	-	-			Eligibility Pool
Educational Facilitator – San Diego (EP)	4/27	21	-	1	-	-			Eligibility Pool
Enrollment Specialist	3/19	-	2	2	2	1		7/1	
High School French Teacher	4/27	8	1	-	-	-			
High School Spanish Teacher	4/27	9	1	-	-	-			
Marketing Specialist	3/19	-	1	1	1	1	4/12	7/1	
Special Education Instructor	3/22	14	-	3	2	-			

# Cover Sheet

## Review and Approval of the At-Will Employment Draft Agreement Amendment for the President & CEO

**Section:** IX. NEW BUSINESS  
**Item:** B. Review and Approval of the At-Will Employment Draft Agreement Amendment for the President & CEO  
**Purpose:** Vote  
**Key Result:** CEO Support & Evaluation  
**Submitted by:**  
**Related Material:**  
Draft At-Will Administrator Employment Agreement Amendment 2018-2021.pdf

**AT-WILL EMPLOYMENT AGREEMENT AMENDMENT  
Between  
COMPASS CHARTER SCHOOLS AND J.J. LEWIS**

This Employment Agreement Amendment (“Amendment”) is entered into by and between the above-named employee (“Employee”) and the Governing Board (“Board”) of Compass Charter Schools (“Compass”). This Amendment does not constitute a new contract for employment; it only modifies the following:

**A. Term**

Board hereby employs Employee for a period of three (3) years, beginning July 1, 2018 and terminating on June 30, 2021.

**B. Duties**

Employee shall work in the position of Superintendent & CEO. Employee will perform such duties as Compass may reasonably assign and Employee will abide by all Compass’ policies and procedures as adopted and amended from time to time. Employee further agrees to abide by Compass’ charters.

**C. Compensation**

The annual compensation for this position shall be \$X, subject to all regular withholdings, which shall be paid in 24 bi-monthly installments of \$X. Employee’s compensation may be prorated depending on whether he/she remains employed, or in active work status, for the entire year. As an exempt employee, Employee shall not be eligible to earn overtime.

**D. ACCEPTANCE OF EMPLOYMENT**

By signing below, the Employee declares as follows:

1. I have read this Amendment and accept employment with Compass on the terms specified herein.
2. All information I have provided to Compass related to my employment is true and accurate.
3. This is the entire amendment between Compass and me regarding the terms and conditions of my employment. This is a final and complete amendment and there are no other agreements, oral or written, express or implied, concerning the subject matter of this Amendment.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Compass Approval:**

Date: \_\_\_\_\_

\_\_\_\_\_  
Matt Koblick, Board Chair