



Compass Charter Schools

People Division Introduction and Overview

May 20, 2023

Agenda

- Mission and Vision
- Values
- The People Division
- Human Resources
- Training & Development
- Q & A



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.



Our Values


COMPASS CHARTERS

 **A**chievement: Engage in and take charge of your learning.

 **R**espect: Be respectful in all interactions with fellow scholars, learning coaches, faculty, and staff.

 **T**eamwork: Work cooperatively with all persons involved in your education. *Teamwork makes the Dreamwork*

 **I**ntegrity: Behave following strong ethical principles, values, and academic honesty.

 **C**ommunication: Frequently and proactively communicate with all persons involved in your education.



The People Division



Meet the Team: Human Resources

Jesse Zamora

Human Resources Manager



Our Human Resources Manager has been a successful addition to the Human Resources department. In his role, our Human Resources Manager has focused on:

- Maintaining positive employee relations.
- Employee retention efforts and initiatives.
- Maintaining personnel records, maintenance and monitoring of the human resources information system and related programs.
- Benefits administration, changes, and qualifying events.
- Strategic implementation of human resources policies, procedures, and best practices.
- Incident investigations and reporting.
- Assists with employee exits and surveys
- Collaborates with department and division leads to recruit highly qualified talent.
- Hiring, Competency-based inventory (candidate assessments)
 - New Hire Orientation
 - New Hire Check-ins and Follow-Up
- Verifications of Employment.



Human Resources

Department Overview & 2022-23 Updates

- Recruitment, Job Descriptions & CBI Assessments
 - Collaborated with the LCC to review and revise all job descriptions to assure alignment with the Framework for the Future and Growth & Development plans
 - Reviews and updates competency-based inventory assessments on an ongoing basis
- Annual Employee Handbook Updates
 - Reviews employee handbooks
 - Provides recommendations based on legal updates, mandates, etc.
- HRIS Updates
 - Reviewed HRIS platforms and provided a recommendation based on research
 - Implementing a new system for the upcoming school year based on employee feedback with the goal of improving the employee experience
- Benefits Administration & Updates
 - Reviewed platform changes for upcoming change to the HRIS and ensuring alignment with our benefits broker and insurance providers
- Guidesite Updates
- Cross-division collaboration to develop a comprehensive new hire training schedule
 - “Living” reference document on CCS processes and training resources
 - Customizable
 - Varies by department and role



Meet the Team: Training & Development

Debra LaCroix

Training & Development Manager



Our Training & Development Manager has been a wonderful addition to the People Division. Debra has brought a wealth of knowledge in the field of training and development to staff, we're hoping this is something that we can expand to learning coaches and scholars through collaboration.

- Analyzes, recommends, develops, and improves the quality of staff support.
- Creates multiple professional learning programs based on cross division/department collaborative communications and feedback.
 - Collaborates regularly with the LCC to implement the Framework for the Future, to support learning pathways
- Provides group and 1:1 training, coaching, and mentoring.
- Manages staff training and tracking certification programs
- Focuses on staff development, staff engagement, and retention
 - Leads new hire orientation(s)
 - New Hire Check-in's



Training & Development

Department Overview & 2022-23 Updates

- A Professional Learning Plan for the 2022-23 Year
 - Synchronous sessions
 - Asynchronous Sessions
 - Utilization of staff feedback & ratings
 - Introduced bite-sized Ted Talk like style asynchronous sessions
 - Cross-division collaborative work used to develop session
- Implementation of the DEI initiative and Restorative Justice for the All-Staff Retreat and through the upcoming school year
- Leading SDI Core Strengths
 - Introduced, implemented, and supports SDI Core Strengths with Leadership
 - Integrating SDI with the Leadership learning pathway
 - Provides 1:1 SDI Coaching
 - Preparing an SDI General Session for the All-Staff Retreat, subsequent activities for all staff, and support throughout the 2023-24 school year
- Comprehensive research underway for PL in 2023-24 school year with a focus on:
 - Organizational Trust
 - Empathy
 - Continued Team Building with trust
 - Keeping the Happiness Advantage real and operating
 - Generational differences for understanding of staff and scholars



Meet the Team



Sophie Trivino
Chief People Officer

Our Chief People Officer leads the Human Resources and Training and Development Teams.

- Cabinet and leadership level collaboration
 - Reviews, develops, implements and supports organization-wide initiatives.
 - Promotes Core Values, the Framework for the Future, and Employee Growth & Development plans.
- Optimizes people-centered initiatives throughout the organization.
 - Coaches and collaborates on department alignment, goals, initiatives and progress.
 - Reviews policies and procedures to ensure strategic implementation of division WIG's.
- Establishes and maintains collaborative relationships with educational partners (i.e. benefits providers, vendors, etc.).
 - Performs contract reviews and recommendations.
- Directs annual handbook and policy review and revisions.
- Performs Incident investigation reviews and formal recommendations.
- Fosters and encourages a positive organizational culture.



Questions?



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