



People Division Report  
January 27, 2024

This report highlights for the Board of Directors, areas on which the People Division Team is working for the 2023-24 school year:

- The Human Resources team remains focused on 2023-24 school year staffing needs. We are currently working on filling the current vacancies and open eligibility pools:
  - **Open Positions:**
    - Educational Specialist - Mild/Moderate
    - Tutor
    - Online K-8 Supervising Teacher
  - **Eligibility Pools:**
    - Educational Specialist - Moderate/Severe
    - Educational Specialist - Mild/Moderate
- **Benefits Open Enrollment Update:** Open enrollment closed on Wednesday, November 29, 2023. The 2024 plans. Due to a company procurement our benefit enrollment platform has been transitioned from Ease to Employee Navigator.
  - Since our return from Winter Break the HR Team has been focused on a detailed review of all employee changes/ selections in the new enrollment platform. We have calculated and confirmed contribution amounts and manually updated employee selections and contributions into the HRIS.
    - Our CPO, Sophie Trivino, has been working closely with Lisa Fishman, Chief Operations Officer, to conduct an additional review of all employee contributions prior to the first payroll for the 2024 benefit period.
  - Compass contributes a maximum of \$11,400.00 per year to each benefits eligible employee who elects medical coverage, and \$2,400.00 per year for employees who waive medical but wish to elect dental, vision, or any of our supplemental plans.
    - Enrollment Data for the 2024 benefits enrollment period:
      - Total number of enrollments: 208
      - Medical Enrollees: 169
        - Anthem Plans: 91
        - Kaiser Plans: 78
      - Waived Medical: 39
- **Employee Handbook Policy Updates:** The HR Team is working on completing their draft of the 2024- Employee Handbook updates. Policy updates will apply to both the Employee Handbook and the Injury and Illness Prevention Program Handbook.

- Once this phase is completed, the draft will be shared with the leadership team for additional suggestions. Following that, the draft will be shared with legal for their review and recommendations, and finally, with our board of directors for their review and final approval.
- Our partnership with the Riverside County Office of Education’s Center for Teacher Innovation continues to move forward. So far all candidates are making progress on their program goals. We look forward to sharing more updates as the work between candidates and coaches continues.
- Staff growth and development plans for the 2023-24 school year are underway the next portion of milestone tracking will be the conclusion of Learning Cycle #2 on April 30th, 2024.
  - Upcoming Milestones:
    - April 30, 2024: Learning Cycle #2
    - May 24, 2023: Celebration of Learning
  - **Community of Practice - Classified Staff:** Our Training and Development Manager is working with Dr. Danielle Gamez, Director of Operations and the Learner Centered Collaborative (LCC) to assume responsibility for the delivery of this classified program. We are sharing in the content development so that Leadership learning is effectively cascaded to all staff, and we are delivering the sessions.
- **SDI Core Strengths:** Sessions have been delivered to six departments and the Cabinet. Scheduling for other teams and departments began in December, 2023. The Academic Directors team completed their first session in December, there are plans for a second session to further our use of the SDI Core Strengths. The Professional Learning vision is to until the SDI principles and practices into the culture, increasing understanding of the SDI and its applications to improve communication and collaboration.
- **Restorative Justice Practice and Trauma-Informed Care:** Program introduction came as an initiative from the DEI committee with an in-service day presentation in March 2023, staff certification began in October, and the final session concluded this Thursday, November 30th.
  - The Restorative Justice team of Compass employees has set aside bi-weekly meeting times to assure smooth and effective movement forward. The team is scheduling a planning circle with UCSD experts to create the most effective, collaborative plan for taking these concepts into the Compass community. Once completed with the results clarified, the RJ coaching team will submit a proposal to Executive Leadership for approval to begin delivery across the organization.
  - Before implementation, the Restorative Justice team realizes that the need to introduce the concepts in a positive, non-threatening way. To assure that knowledge sharing, the Professional Learning Committee has decided to deliver this valuable information through smaller professional learning sessions. The idea being that this will deformatize the process and provide the opportunity for questions and answers in a small, safe setting.
    - Upcoming Professional Learning dates:
      - January 24, 2024: 30 min- Restorative Justice Introduction
      - February 28, 2024: 30 min–Restorative Justice Circle Example
- **March In-Service Day:** The March In-service Day is currently being developed. The staff has been surveyed about their Professional Learning wants and needs; however, their response has been smaller than anticipated. There is an interest in better understanding and using AI, and a session is in development. Delving deeper into the SDI was most frequently requested, and sessions that support the rollout of Restorative Circles are necessary to pave the way for implementation of this initiative.

- Feedback indicated that staff would prefer a closing general session at the October In-Service Day. We are considering a flipped model for March, so that we can deliver the Keynote at the end as a kind of inspirational rallying of enthusiasm and a call to action as we work on closing out the 2023-24 school year.

Organizational changes have transpired since the last meeting. *Please see the enclosed worksheets titled CCS Additions Report (1-19-2024) and CCS Terminations Report (1-19-2024).*

As always, I appreciate the continuing effort and collaboration from within the People Division and throughout the organization as we work to support our amazing and dedicated staff in service of our scholars.

Respectfully Submitted,

Sophie Trivino  
Chief People Officer