



Personnel Committee Report  
June 26, 2017

The Personnel Committee met on Wednesday, April 19 at 3 pm and Wednesday, June 21 at 2 pm. Members of the committee consist of Mr. Joe Cummings (Committee Chair) and Dr. Kathy Granger, both of whom were present at each meeting. Mr. J.J. Lewis, President & CEO, serves as an ex-officio member and Mr. Miguel Aguilar, Executive Assistant to the CEO, serves as secretary; both were present at each meeting. Lisa Fishman, Director of Operations was also present at each meeting.

Mr. Lewis provided highlights from the Staff Report (the entire Staff Report can be found online, in our April and June Personnel Committee Meeting Packets):

Celebrations

April 26<sup>th</sup> – Administrative Professionals Day

- CCS has four (4) administrative professionals

May 7<sup>th</sup> – 13<sup>th</sup> – Teacher Appreciation Week

- CCS has the following groups of teachers:
  - Six (6) Educational Facilitators
  - Ten (10) Elementary School Teachers
  - 21 High School Teachers
  - 11 Middle School Teachers
  - Four (4) Special Education Instructors
  - Four (4) Virtual Learning Instructors

Self-Assessments

Staff completed their self-assessments through Bamboo HR in March. Questions included:

- How well does Compass Charter Schools recognize my value?
- What would have the greatest impact on my ability to do my best work more often?
- What are some things I do well?
- How could I improve?
- What professional development activities were helpful to you in the past year?
- Is it your intention to return to Compass Charter Schools for the 2017-18 academic year? Why or why not?

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 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.

### All-Staff Retreat

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.

### Celebrations

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 shared an overview of the draft 2017-18 Employee Handbook at the April meeting. He walked the committee through various highlights and key updates that ensure legal compliance. Once approved by the Personnel Committee, a final vote to approve the handbook will take place by the full Board of Directors at their June 26 Annual Meeting.

*The Personnel Committee voted unanimously to recommend approval to the full Board of Directors the 2017-18 Employee Handbook.*

The Personnel Committee went into Closed Session at its June meeting, to review the Performance Evaluation of the President & CEO. The 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.

Mr. Lewis shared background on the At-Will Employment Agreement at the June meeting, 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.

The Personnel Committee will reconvene at the start of the 2017-18 school year.

Respectfully Submitted,

Mr. Joe Cummings  
Board Member &  
Personnel Committee Chair