



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.*