

APPROVED



Academy of Arts & Sciences

Compass Charter Schools

Minutes

Personnel Committee Meeting

Date and Time

Wednesday October 19, 2016 at 9:00 AM

Board of Directors Academic Affairs Committee Regular Meeting Notice

Wednesday, October 19, 2016

9:00 AM PST

Go to Meeting

<https://global.gotomeeting.com/join/156057949>

Locations:

AAS Central Office: 850 Hampshire Road, Suite P, Thousand Oaks, CA 91361

3305 Buckman Springs Road, Pine Valley, CA 91962

3625 Thousand Oaks Blvd., Suite 245 Westlake Village, CA 91362

Academic Affairs Committee Meeting

Wednesday, October 19, 2016 9:00 AM - 10:00 AM Pacific Daylight Time

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/156057949>

You can also dial in using your phone.

United States: (646) 749-3131

Access Code: 156-057-949

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). Messaging is available through the conference service provider, GoToMeeting. Messages must contain speaker name, contact number or email, and subject matter and sent to the Executive Assistant to the CEO 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.

For questions or requests regarding accessibility, please call Miguel Aguilar at (805) 807-8199.

Committee Members Present

J. Cummings (remote), J. Lewis, K. Granger (remote), L. Fishman, M. Aguilar

Committee Members Absent

None

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

J. Cummings called a meeting of the Personnel Committee of Compass Charter Schools to order on Wednesday Oct 19, 2016 at 9:01 AM.

II. CONSENT ITEMS

A. Approval of October 19, 2016 Regular Meeting Agenda

K. Granger made a motion to approve consent items.

J. Cummings seconded the motion.

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

Roll Call

K. Granger Aye

Roll Call

J. Cummings Aye

L. Fishman Aye

III. PUBLIC COMMENT

A. Public Comment

No public comment.

IV. REPORTS

A. Staff Report

Lewis reported that AAS shared the mandatory City of San Diego Earned Sick Leave and Minimum Wage Employee Notification Form with our employees who live in the City of San Diego, per their new city ordinance. We submitted an Intent to Apply for the Classified School Employee Teacher Credentialing Program. If selected, we would be eligible for \$4,000 per employee who is not yet credentialed and is looking to be credentialed. We are reaching out to authorizers to look into creating a consortium and applying together as a consortium. With the change in the Department of Labor's FLSA Overtime Exemption Rule, which was released on May 18, 2016, we have moved our Enrollment Specialists (three) to Hourly Non-exempt. We will move our Advisors to Hourly Non-Exempt by December 1. The rule change affects those employees who earn less than \$47,476 annually (old rule was \$23,660 annually). The threshold will be updated every three years to keep up with inflation, and based on current projections, would rise to \$51,000 on January 1, 2020. We have also started a quarterly Leadership Book Club series for our coordinators, managers and directors. The first book is *Strengths Finder 2.0* by Tom Rath.

V. NEW BUSINESS

A. Review and Discussion of Committee Charge

Lewis reviewed the Personnel Committee charge, which was approved at the May 10, 2016 Special Board Meeting, with the committee.

B. Review and Discussion on Hiring Tracker

Lewis reviewed the Hiring Tracker with the committee. This is a new internal document meant to help track the time between posting a position, interviewing, making an offer and when a candidate officially starts with AAS.

VI. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:25 AM.

Respectfully Submitted,
M. Aguilar