APPROVED

Academy of Arts & Sciences

Compass Charter Schools

Minutes

Personnel Committee Meeting

Date and Time
Wednesday December 21, 2016 at 9:00 AM

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

Please join my meeting from your computer, tablet or smartphone.
https://global.gotomeeting.com/join/156057949
You can also dial in using your phone: (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). Messages must contain speaker name, contact number or email, and subject matter and sent 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

Committee Members who arrived after the meeting opened
L. Fishman

I. Opening Items

A. Call the Meeting to Order

J. Cummings called a meeting of the Personnel Committee of Compass Charter Schools to order on Wednesday Dec 21, 2016 at 9:00 AM.

B. Record Attendance and Guests

II. CONSENT ITEMS

A. Approval of December 21, 2016 Regular Meeting Agenda

L. Fishman arrived.
K. Granger made a motion to approve the consent items.
J. Cummings seconded the motion.
The committee **VOTED** unanimously to approve the motion.

Roll Call

K. Granger	Aye
L. Fishman	Aye
J. Cummings	Aye

B. Approval of the October 19, 2016 Regular Meeting Minutes

K. Granger made a motion to approve minutes from the Personnel Committee Meeting on 10-19-16 Personnel Committee Meeting on 10-19-16.
J. Cummings seconded the motion.

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

Roll Call

K. Granger Aye
L. Fishman Aye
J. Cummings Aye

III. PUBLIC COMMENT

A. Public Comment

No public comment.

IV. REPORTS

A. Staff Report

Mr. Lewis shared that the AAS in-person All-Staff Retreat will take place Monday, July 31 through Friday, August 4, 2017 at Paradise Point in San Diego. The primary focus will be training on StrongMind systems for all staff, with the final schedule shared with staff by June, prior to summer break. We are also making two (2) changes to our hiring processes, to take effect immediately: We will post positions internally for one (1) week. If there is not a suitable internal candidate, we will open the position to external candidates and post the opportunity on both our website and EdJoin. Once confirming with legal, our goal is to only interview and hire candidates who reside within a county we serve. Our primary counties are Fresno, Los Angeles, San Diego, Sonoma and Ventura. We currently serve 25 counties across the state. He also went over the Hiring Tracker.

V. NEW BUSINESS

A. Review and Approval of a CEO Evaluation Tool

Mr. Lewis provided an overview of the BoardOnTrack CEO Evaluation System and the Performance Plan System currently utilized by AAS for all staff. The BoardOnTrack system is completely board-driven, and allows input from the CEO's direct reports, the CEO, and the Board. The internal performance plan system is employee-driven. Staff recommendation is to use the BoardOnTrack system for a more robust evaluation of the CEO.
K. Granger made a motion to approve the BoardOnTrack CEO Evaluation Tool.
L. Fishman seconded the motion.
The committee **VOTED** unanimously to approve the motion.

Roll Call

J. Cummings Aye
L. Fishman Aye
K. Granger Aye

B.

Review and Approval of the Injury and Illness Prevention Program

Mr. Lewis led the committee in a review of the proposed Injury and Illness Prevention Program.
K. Granger made a motion to approve the Injury and Illness Prevention Program.
L. Fishman seconded the motion.
The committee **VOTED** unanimously to approve the motion.

Roll Call

L. Fishman	Aye
J. Cummings	Aye
K. Granger	Aye

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 9:22 AM.

Respectfully Submitted,
M. Aguilar