APPROVED

Academy of Arts & Sciences

Compass Charter Schools

Minutes

Personnel Committee Meeting

Date and Time
Wednesday February 15, 2017 at 2:00 PM

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 (remote), K. Granger (remote)

Committee Members Absent
None

Guests Present
L. Fishman (remote), M. Aguilar (remote)

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 Feb 15, 2017 at 2:00 PM.

B. Record Attendance and Guests

II. CONSENT ITEMS

A. Approval of February 15, 2017 Regular Meeting Agenda

J. Cummings made a motion to approve the February 25, 2017 Regular Meeting Agenda.
K. Granger seconded the motion.
The committee **VOTED** unanimously to approve the motion.

Roll Call

K. Granger	Aye
J. Cummings	Aye

B. Approval of the December 21, 2016 Regular Meeting Minutes

J. Cummings made a motion to approve minutes from the Personnel Committee Meeting on 12-21-16 Personnel Committee Meeting on 12-21-16.
K. Granger seconded the motion.
The committee **VOTED** unanimously to approve the motion.

Roll Call

J. Cummings Aye

K. Granger Aye

III. PUBLIC COMMENT

A. Public Comment

No public comment.

IV. REPORTS

A. Staff Report

Mr. Lewis shared we have expanded BambooHR, which is our HRIS system. In addition to tracking credentials for our staff, mandatory training, and leave balances (they also request leave from the system), we have expanded it to include our Performance Planning system. In March, our Self Review will be released for staff through Bamboo. Starting in 2017-18, our entire performance planning process will also run through the system. We are working with the County of Ventura, Workforce Investment Board (part of America's Job Center) to recruit and hire potential job seekers in Ventura County. The On-the-Job-Training program is designed to make it more affordable for hiring and training individuals. The program reimburses directly to AAS, up to 50 percent of a trainee's gross wages, for the duration of the training period.

B. BoardOnTrack CEO Evaluation Presentation

David Britton, Chief Customer Officer for BoardOnTrack, presented an overview of the CEO Evaluation Tool in BoardOnTrack. He walked the committee through the various stages of the evaluation and the reporting functions of the evaluation tool.

V. RECONVENE FROM CLOSED SESSION

A. Closed Session Report

Nothing to report.

VI. NEW BUSINESS

A. Review and Discussion on the 2017-18 Employee Handbook

Mr. Lewis led the committee through the draft 2017-18 Staff Handbook, which was prepared with the assistance of legal counsel. A final vote to approve will take place at the next Personnel Committee, followed by the full Board of Directors.

VII. Closing Items

A.

Upcoming Meeting

The committee changed the time of their next meeting from 2 pm to 3 pm on Wednesday, April 19.

B. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 2:47 PM.

Respectfully Submitted,
M. Aguilar