APPROVED

Compass Charter Schools

Minutes

Personnel Committee Meeting

Date and Time
Wednesday April 19, 2017 at 3:00 PM

CCS 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

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)

Committee Members Absent
None

Guests Present
L. Fishman, M. Aguilar

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 Apr 19, 2017 at 3:05 PM.

B. Record Attendance and Guests

II. CONSENT ITEMS

A. Consent Items

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
J. Cummings Aye

B. Approval of the February 15, 2017 Regular Meeting Minutes

K. Granger made a motion to approve minutes from the Personnel Committee Meeting on 02-15-17 Personnel Committee Meeting on 02-15-17.
J. Cummings seconded the motion.
The committee **VOTED** unanimously to approve the motion.

Roll Call

K. Granger Aye
J. Cummings Aye

III. COMMUNICATIONS

A. Committee Member Communication

No committee member communication.

IV. REPORTS

A. Staff Report

Mr. Lewis shared information on upcoming celebrations, including Administrative Professionals Day next Wednesday, April 26 (we have four (4) administrative professionals) and National Teacher Appreciation Week the week of May 7-13 (we have six (6) Educational Facilitators, ten (10) Elementary School Teachers, 21 High School Teachers, 11 Middle School Teachers, four (4) Special Education Instructors, and four (4) Virtual Learning Instructors). We are encouraging scholars and families to celebrate with us, and more information on how to do so is on both our website calendar and ParentSquare calendar. He also shared that staff completed their self-assessments through Bamboo HR in March.

V. PUBLIC COMMENT

A. Public Comment

No public comment.

VI. UNFINISHED BUSINESS

A. Review and Approval of the 2017-18 Employee Handbook

Mr. Lewis shared an overview of the draft 2017-18 Employee Handbook. 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.
J. Cummings made a motion to approve the 2017-18 Employee Handbook.
K. Granger seconded the motion.
The committee **VOTED** unanimously to approve the motion.

Roll Call

K. Granger	Aye
J. Cummings	Aye

VII. Closing Items

A. Upcoming Meeting

B. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 3:21 PM.

Respectfully Submitted,
M. Aguilar