APPROVED

Compass Charter Schools

Minutes

Personnel Committee Meeting

Date and Time
Monday October 23, 2017 at 3:00 PM

CCS Central Office: 850 Hampshire Road, Suite P, Thousand Oaks, CA 91361
3580 Wilshire Blvd., Suite 1130, Los Angeles, CA 90010
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, J. Vargas (remote)

Committee Members Absent
None

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 Monday Oct 23, 2017 at 3:09 PM.

B.

Record Attendance and Guests

II. CONSENT ITEMS

A. Consent Items

J. Cummings made a motion to approve consent items.
J. Vargas seconded the motion.
The committee **VOTED** unanimously to approve the motion.

Roll Call

J. Cummings	Aye
M. Aguilar	Absent
J. Vargas	Aye

B. Approval of the June 21, 2017 Regular Meeting Minutes

J. Cummings made a motion to approve minutes from the Personnel Committee Meeting on 06-21-17 Personnel Committee Meeting on 06-21-17.
J. Vargas seconded the motion.
The committee **VOTED** unanimously to approve the motion.

Roll Call

M. Aguilar	Absent
J. Vargas	Aye
J. Cummings	Aye

III. COMMUNICATIONS

A. Committee Member Communication

Mr. Cummings welcomed the committee back, as well as scholars, learning coaches and staff.
Mr. Vargas mentioned he is looking forward to being part of the Personnel Committee.

IV. REPORTS

A. Staff Report

Mr. Lewis shared that 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. We have also continued our quarterly Leadership Book Club series for our coordinators, managers and directors this. The first quarter book was *Start With Why by Simon Sinek;* the current book is *The Energy Bus* by Jon Gordon. We have also received a Public Records Request from a law firm, 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 are working with our legal counsel to respond and comply with the request.

Mr. Vargas asked how we promote our positions, EdJoin, Indeed, etc. Mr. Lewis shared that we use Bamboo HR, our HRIS system, which pushes the openings on Indeed and several other job boards. We also post opportunities to EdJoin.

Mr. Vargas also asked who our law firm was that we are working with for the PRA. Mr. Lewis mentioned we are working closely with YMC on this matter.

B. Recognize Presentation

Ms. Lisa Fishman, Director of Operations, shared a presentation on Recognize. Recognize is our new recognition and celebration platform that will roll out school-wide on Wednesday, November 1. It is meant to improve retention, promote behaviors, celebrate the staff. Staff will be able to earn badges with points, and cash points in for various items. The system will also push out anniversary and birthday announcements, as it links to Workplace. We will also be able to run our Employee of the Year program through the Recognize system.

V. PUBLIC COMMENT

A. Public Comment

No public comment.

VI. NEW BUSINESS

A. Review and Discussion of Committee Charge

Mr. Lewis reviewed the committee charge and opened the floor for discussion. This is the second year of operation for the Personnel Committee. Mr. Cummings noted this was a good start and was open to refinement as the year progressed. Mr. Vargas agreed that this was a good start.

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 3:38 PM.

Respectfully Submitted,
J. Lewis