APPROVED

Compass Charter Schools

Minutes

Personnel Committee Meeting

Date and Time
Wednesday December 20, 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.
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For questions or requests regarding accessibility, please call Miguel Aguilar at (805) 807-8199.

Committee Members Present
J. Cummings, J. Lewis, J. Vargas

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 Wednesday Dec 20, 2017 at 3:07 PM.

B.

Record Attendance and Guests

II. CONSENT ITEMS

A. Consent Items

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

Roll Call

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

B. Approval of the October 23, 2017 Regular Meeting Minutes

J. Vargas made a motion to approve minutes from the Personnel Committee Meeting on 10-23-17 Personnel Committee Meeting on 10-23-17.
J. Cummings seconded the motion.
The committee **VOTED** unanimously to approve the motion.

Roll Call

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

III. COMMUNICATIONS

A. Committee Member Communication

Mr. Vargas wished everyone a good winter holiday break.
Mr. Cummings wished everyone a great break and hopes next year is just as good or better as this year.

IV. REPORTS

A. Staff Report

Mr. Lewis shared that Compass has been selected to participated in an audit of CalSTRS. The deadline to submit our data is December 31; Lisa Fishman, Director of Operations, is working on the project and will have it completed before we head off for winter break this Friday, December 22. He also shared that we worked with our legal counsel to respond and comply with two public records requests, one from a law firm in LA and another from Transparent California. We have also completed time studies for various departments, looking at direct and indirect scholar support, management time, and more, and will be analyzing the results and seeing where adjustments can be made

to better support staff support our scholars. We are also reviewing our exempt and non-exempt positions to ensure they are complaint with applicable labor codes.

Mr. Vargas asked about Recognize and the ranking of employees, and how points are earned. Mr. Lewis shared that rankings are not visible to staff and that points are currently earned for chaperoning field trips, helping with marketing events, and more. Mr. Vargas also asked for clarification from our auditor on the use of gift cards for the rewards. Mr. Lewis will asked for a written opinion to be shared with the Committee. Mr. Cummings agreed with the concerns of the rankings report.

V. PUBLIC COMMENT

A. Public Comment

No public comment.

VI. NEW BUSINESS

A. Review and Discussion on 2017 All-Staff Morale Survey

Mr. Lewis reviewed the results of the 2017 All-Staff Morale Survey, which was conducted by the Staff Advisory Committee. Results have been shared with the Staff Advisory Committee, who are looking at short and long term solutions to the feedback in the survey, as well as department heads who are looking at short and long term department-specific solutions. This is the first time we have conducted a morale survey, and plan on conducting a second survey in late spring.

Mr. Cummings asked if the responses are confidential. Mr. Lewis shared that no staff data, other than department and length of employment, are visible as those are questions asked in the survey.

Mr. Vargas asked about the difference between overall department morale and overall staff morale. Mr. Lewis mentioned that overall department morale is how staff view the morale of their specific department, whereas overall staff morale is how they view the morale of the entire organization.

VII. Closing Items

A. Upcoming Meeting

The next meeting of the Board of Directors will be Monday, January 29 at 6 pm, and the next meeting of the Personnel Committee will be Monday, February 21 at 3 pm.

B. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 3:34 PM.

Respectfully Submitted,
J. Lewis