

APPROVED



## Compass Charter Schools

### Minutes

#### Personnel Committee Meeting

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**Date and Time**

Wednesday February 21, 2018 at 3:00 PM

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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>

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For questions or requests regarding accessibility, please call Miguel Aguilar at (805) 807-8199.

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**Committee Members Present**

J. Cummings (remote), J. Lewis, J. Vargas (remote)

**Committee Members Absent**

*None*

**Guests Present**

M. Aguilar

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**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 21, 2018 at 3:07 PM.

**B. Record Attendance and Guests**

**II. CONSENT ITEMS**

**A. Consent Items**

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

**Roll Call**

J. Vargas Aye  
J. Cummings Aye

**B. Approval of the December 20, 2017 Regular Meeting Minutes**

J. Vargas made a motion to approve minutes from the Personnel Committee Meeting on 12-20-17 Personnel Committee Meeting on 12-20-17.  
J. Cummings seconded the motion.  
The committee **VOTED** unanimously to approve the motion.

**Roll Call**

J. Vargas Aye  
J. Cummings Aye

**III. CLOSED SESSION**

**A. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE**

The committee entered closed session at 3:10 p.m.

**IV. RECONVENE FROM CLOSED SESSION**

**A. Closed Session Report**

Mr. Cummings reconvened the Personnel Committee from closed session at 3:47 p.m.  
The Committee provided direction to the CEO.

**V. COMMUNICATIONS**

**A. Committee Member Communication**

No personnel committee communications.

**VI. REPORTS**

**A.**

### **Staff Report**

Mr. Lewis shared that we were selected to participate in a CalSTRS audit by CROWE, an external auditor. We submitted all of our information in advance of the December 31, 2017 deadline. Mr. Lewis also shared that in addition to tracking credentials for our staff, mandatory training, and leave balances (they also request leave from the system), we also use Bamboo HR for our Performance Management system. From February 21 through March 7, our Self-Review will be released for for all staff .

## **VII. PUBLIC COMMENT**

### **A. Public Comment**

No public comment.

## **VIII. NEW BUSINESS**

### **A. Review and Discussion of the 2018-19 Employee Handbook**

Mr. Lewis led the committee in a review of the draft 2018-19 Employee Handbook. Final Committee action will take place at the April meeting.

## **IX. Closing Items**

### **A. Upcoming Meeting**

The next meeting of the Personnel Committee will be Wednesday, April 18 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 3:58 PM.

Respectfully Submitted,  
M. Aguilar