DRAFT

Compass Charter Schools

Minutes

Personnel Committee Meeting

Date and Time
Wednesday April 18, 2018 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

Guests Present
M. Aguilar

I. Opening Items

A. Call the Meeting to Order

J. Lewis called a meeting of the Personnel Committee of Compass Charter Schools to order on Wednesday Apr 18, 2018 at 3:03 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. Cummings Aye
J. Vargas Aye

B. Approval of the February 21, 2018 Regular Meeting Minutes

J. Vargas made a motion to approve minutes from the Personnel Committee Meeting on 02-21-18 Personnel Committee Meeting on 02-21-18.
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 3:05 pm.

IV. RECONVENE FROM CLOSED SESSION

A. Closed Session Report

The committee reconvened from closed session at 3:15 pm. The committee provided direction to the CEO during closed session.

V. COMMUNICATIONS

A. Committee Member Communication

No member communication.

VI. REPORTS

A. Staff Report

Mr. Lewis shared that we will be celebrating our staff throughout April and May for Administrative Professionals Day (April 25), Teacher Appreciation Week (May 7-11) and Classified School Employees Week (May 20-26). Mr. Lewis also shared that we are working on a Compensation Study, with results expected in early June.

Mr. Cummings asked about the Hiring Tracker. Mr. Lewis shared that with the restructuring, we opened several internal positions which are reflected on the tracker. We are also in need of, and in the middle of interviewing, another Special Education Instructor due to enrollment in March.

VII. PUBLIC COMMENT

A. Public Comment

No public comment.

VIII. NEW BUSINESS

A. Review and Approval of the 2018-19 Employee Handbook

Mr. Lewis shared an overview of the 2018-19 Employee Handbook, which was drafted with assistance from legal counsel. The newest addition to the handbook is the section Professional Boundaries: Staff/Scholar Interaction Policy, which will also be added to our Scholar Handbooks.

Mr. Cummings asked about an Arbitration Policy, which he did not see in the handbook. Asked staff to research with legal. Mr. Lewis stated that staff would inquire about such a policy.
J. Vargas made a motion to approve the 2018-19 Employee Handbook.
J. Cummings seconded the motion.
The committee **VOTED** unanimously to approve the motion.

Roll Call

J. Cummings	Aye
J. Vargas	Aye

IX. Closing Items

A. Upcoming Meeting

The next Personnel Committee Meeting will be on Wednesday, June 20 at 3:00 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 3:23 PM.

Respectfully Submitted,
M. Aguilar