Chair, Mia Veal, has called a special meeting of the Personnel Committee on Friday, September 7th, 2018 at 12:00pm-2:00pm in Delmy Rodriguez T-152 in the Cesar Chavez Student Center.

I. Call to Order
Meeting called to order at 12:06pm

II. Roll Call
VP of Internal Affairs- Present
VP of Facilities & Services- Present (via phone call)
Science & Engineering Rep- Present (via phone call)
VP of Finance- Present
President- Present

III. Approval of Agenda
Motion to approve the agenda for September 7th, 2018
Moved by President, seconded by VP of Finance.
No opposed. No abstentions. Motion passed.

IV. Approval of Minutes
Motion to approve the Minutes for April 21st, 2017, August 31, 2017, November 9th, 2017, February 8th, 2018, March 8th, 2018, March 29th, 2018
Moved by Science & Engineering Rep, seconded by President.
No opposed. No abstentions. Motion passed.

V. Announcements (2 minutes each). Please submit literature to Chair when meeting begins.
No announcements.

VI. Public Comment (2 minutes each). Must pertain to jurisdiction of Board. Please observe proper decorum. The board is not required to respond.
No public comment.

VII. Closed Session Pursuant to Education Code 89307 of the California Code for the purpose of to consider the appointment, employment, and evaluation of performance, discipline, or dismissal of an employee.
No Closed Session

VIII. Old Business
No Old Business.

IX. New Business
a. HT Positions
The committee will look at the current 10 positions and the organizational need for them to now be 11 months.

Erica Almaguer, Director of ECLC, presented a draft letter written in March addressed to her head teachers, to share why she is recommending moving 10-month positions to 11-month positions. She had originally started the conversation then with Assistant Executive Director, Human Resources Ali, Assistant Executive Director, Human Resources and Horace Montgomery, Interim Executive Director, who had given her approval to move
forward, but asked her to bring it to Personnel.

Head teachers currently work August 1st until the end of May, so ECEC are missing teachers from the months of June to July while ECEC still has a 10 week session to run. What Director of ECEC currently does is to meet this need is hire student teachers that have their 12 core units in Childhood and Adolescent Development (CAD). which according to licensing allows them to independently supervise a classroom, to act as head teachers during the summer. Over the last 5 years, the pool of applicants has dwindled to the point that they have to pay extra to hire a head teacher for the Summer. Over the last three summers, Director of ECEC has found that many of the qualified student teachers do not have the adequate experience, so the quality of care provided is lower than when head teachers are there during regular semesters. She spoke with Assistant Executive Director, Human Resources prior to the salary comparability analysis, and suggested giving head teachers an $8000 increase, on the condition that they become 11 month employees. Last two summers, the ECEC had licensing violations when a TA left a child outside for two minutes. She believes this could have been avoided if there was a head teacher that knew headcount protocols. As far as she knows this would be no additional cost to AS, as they are paid the same salary and given the same benefits over the summer. President asked if this meant their monthly check would decrease. Director of ECEC replied that yes, their monthly checks would decrease. When she originally spoke to Assistant Executive Director, Human Resources about the extra month, it was before the percentage increase was being offered to teachers, which would have been easier for them to handle if they had both at the same time. President asked if Director of ECEC has talked to the teachers about this. Director of ECEC stated that she had brought this to the head teachers' attention prior to the salary increase, and they were not pleased as they prefer to have their summer off. ECEC has nine head teachers, and only operate four or five classrooms a semester, so teachers would only work one out of two months in the summer, in either June or July. VP of Finance asked if they would still receive benefits for both months even if working one? Director of ECEC said that their benefits would not change at all. President and VP of Internal Affairs agreed with the draft. VP of Internal Affairs suggested bringing this matter to the board with a presentation from Director of ECEC. Director of ECEC mentioned that CAD is a new degree, and they are pushing new teachers to get the CAD degree while also pushing for the school to have CAD classes in evenings so students can work as well. While unable to get classes, many have followed PATH CAD and sought outside work as AS cannot provide more than 20 hours and benefits of full time work. President asked whether the lack of interest has caused their pool of applicants to dwindle. Director of ECEC responded that many students are actually finding jobs outside of AS and through PATH CAD that allows them to work 40 hours a week as part of their program. Up to 2-3 years ago, directors retained staff after they graduated. 2 years ago AS said ECEC could no longer retain people who are no longer students. Director of ECEC has now been given permission to retain them for one year after graduation due to the need, but the students are aware that it will not last. She prioritizes her applicants by major, and currently has staff who are non-CAD majors. and thus they do not have the 12 core courses of the CAD major that are required to allow them to supervise children independently. Head teachers are required to have a Bachelor's Degree, which qualifies them for Child Development permits from the California Commission on Teacher Credentialing. All head teachers also qualify for the site supervisor permit as well, so the permits can be brought up when reaching out for state funding. VP of Internal Affairs said she will bring it up in the next board meeting, and invited Director of ECEC to attend.

X. Adjournment

Motion to adjourn meeting at 12:20pm
Moved by President, seconded by VP of Finance.
No opposed. No abstentions. Motion passed.

Approved by: Mia Veal

Respectfully submitted by: Natalie Ngu

1650 HOLLOWAY AVENUE, CCSC M102
SAN FRANCISCO, CA 94132-1722
(415) 338-2321  FAX (415) 338-0522