

1 [Administrative Code - Establishing the Duties of the Office of Early Care and Education and
2 Creating the Office of Early Care and Education Citizens' Advisory Committee]

3 **Ordinance amending the Administrative Code to establish the duties of the Office of**
4 **Early Care and Education and to create the Office of Early Care and Education Citizens'**
5 **Advisory Committee.**

6 NOTE: **Unchanged Code text and uncodified text** are in plain Arial font.
7 **Additions to Codes** are in *single-underline italics Times New Roman font*.
8 **Deletions to Codes** are in *strikethrough italics Times New Roman font*.
9 **Board amendment additions** are in double-underlined Arial font.
10 **Board amendment deletions** are in ~~strikethrough Arial font~~.
11 **Asterisks (* * * *)** indicate the omission of unchanged Code
12 subsections or parts of tables.

13 Be it ordained by the People of the City and County of San Francisco:

14 Section 1. The Administrative Code is hereby amended by adding Chapter 2A, Article
15 XIII, consisting of Section 2A.310, to read as follows:

16 **SEC. 2A.310. OFFICE OF EARLY CARE AND EDUCATION.**

17 (a) Office of Early Care and Education; Director. The Mayor shall appoint a Director who
18 shall serve as the Department head for the Office of Early Care and Education ("OECE") and
19 appointing officer for the OECE. The Director shall serve at the pleasure of the Mayor. The OECE
20 shall include such officers and employees as are authorized pursuant to the budgetary and fiscal
21 provisions of the Charter.

22 **(b) Duties and Functions.**

23 (1) The OECE shall be responsible for aligning and coordinating the City's efforts to
24 provide early education for children ages zero to five in San Francisco, including programs and
25 funding streams from the Department of Children, Youth, and Their Families, the Children and

1 Families Commission (First Five Commission), and the Human Services Agency to serve young
2 children and their families.

3 (2) The OECE shall work to improve access for all of San Francisco’s young children
4 to high-quality early care and education, strengthen the early care and education workforce, and build
5 early care and education system capacity.

6 (3) The OECE’s Director or designee shall attend meetings of Office of Early Care and
7 Education Citizens’ Advisory Committee (“OECE CAC”), established by Chapter 5, Article X of the
8 Administrative Code, and the OECE shall provide staffing to OECE CAC, including providing the
9 OECE CAC with the information it requests.

10 (4) The Human Services Agency shall provide administrative support for the OECE.

11 (5) The OECE shall have such other duties and functions as are assigned by the
12 Charter, an ordinance, or the Mayor.

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14 Section 2. The Administrative Code is hereby amended by adding Chapter 5, Article
15 XIII, consisting of Sections 5.120 through 5.124, to read as follows:

16
17 ARTICLE XIII. OFFICE OF EARLY CARE AND EDUCATION CITIZENS’ ADVISORY
18 COMMITTEE

| | | |
|----|-------------------|---------------------------------------|
| 19 | <u>Sec. 5.120</u> | <u>Creation of Advisory Committee</u> |
| 20 | <u>Sec. 5.121</u> | <u>Purpose</u> |
| 21 | <u>Sec. 5.122</u> | <u>Membership</u> |
| 22 | <u>Sec. 5.123</u> | <u>Terms of Office and Meetings</u> |
| 23 | <u>Sec. 5.124</u> | <u>Duties of the Committee</u> |

1 **SEC. 5.120. CREATION OF ADVISORY COMMITTEE.**

2 The Board of Supervisors hereby establishes an Office of Early Care and Education Citizens'
3 Advisory Committee ("OECE CAC").

4
5 **SEC. 5.121. PURPOSE.**

6 The OECE CAC shall make recommendations to the Office of Early Care and Education
7 ("OECE"), established by Chapter 2A, Article XIII of the Administrative Code, regarding the OECE's
8 mission of providing early education for children ages zero to five in San Francisco and other City
9 departments involved in early education initiatives. The OECE CAC shall also work with the OECE on
10 developing a strategic plan and a proposal for expanding high-quality early education in San
11 Francisco, and offer expertise in the areas of policy, planning, collaboration, and strategic
12 partnerships.

13
14 **SEC. 5.122. MEMBERSHIP.**

15 (a) The OECE CAC shall consist of nine members. No later than February 1, 2015, the Mayor
16 shall nominate five members to hold Seats 1 through 5, and the Board of Supervisors shall nominate
17 four members to hold Seats 6 through 9. Each nomination shall be subject to confirmation by the
18 Board of Supervisors Rules Committee. Each nomination of the Mayor shall be subject to
19 a public hearing and vote within 60 days. If the Board of Supervisors Rules Committee fails to act on a
20 mayoral nomination within 60 days of the date the nomination is transmitted to the Clerk of the Board
21 of Supervisors, the nominee shall be deemed approved.

22 (b) Members of the OECE CAC shall have the following qualifications:

23 (1) Seat 1: must be a parent or guardian of a child who is enrolled in a facility that
24 provides early care and education services, which includes child care, early care, preschool, infant and
25 toddlers care;

1 (2) Seat 2: must be a representative of the San Francisco Unified School District's
2 Early Education Division, or any successor to that division, recommended by the Superintendent of
3 Schools. If the Superintendent of Schools fails to make a recommendation by February 1, 2015, the
4 Mayor may nominate a person to hold this seat;

5 (3) Seat 3: must be a early care and education provider that serves infants and toddlers
6 ages zero to three;

7 (4) Seat 4: must be a family support provider, a provider or educator who works with
8 children with special needs, a community member with expertise in early education, a member of the
9 mental health community specializing in early care, a member of a philanthropic organization, or a
10 member of the business community with an interest in early care and education issues;

11 (5) Seat 5: must be a representative of an institution of higher education that
12 specializes in early care and education;

13 (6) Seat 6: must be a family child care provider;

14 (7) Seat 7: must be a provider of early care and education at a community-based child
15 care center in San Francisco, but this member cannot be a San Francisco Unified School District
16 provider;

17 (8) Seat 8: must be a family support provider, a provider or educator who works with
18 children with special needs, a community member with expertise in early education, a member of the
19 mental health community specializing in early care, a member of a philanthropic organization, or a
20 member of the business community with an interest in early care and education issues; and

21 (9) Seat 9: must be a representative of the Childcare Planning and Advisory Council
22 recommended to the Board of Supervisors by the Childcare Planning and Advisory Council.

23 (c) Each nominating authority may remove any of its nominees at any time with or without
24 cause.

1 (d) If a vacancy occurs in any seat on the committee, the nominating authority for the vacated
2 seat shall nominate a successor. For Seat 2, the OECE CAC shall notify the San Francisco Unified
3 School District of any such vacancies and, if the San Francisco Unified School District has not made a
4 recommendation within 90 days of the notice, the Mayor shall nominate a successor.

5 (e) To the extent required by law, members of the OECE CAC shall be subject to state and
6 local conflict of interest laws, including the California Political Reform Act (Cal. Gov. Code §§ 87100
7 et seq.) and California Government Code section 1090.

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9 **SEC. 5.123. TERMS OF OFFICE AND MEETINGS.**

10 (a) **Terms of Office.** Members of the OECE CAC shall serve for two years, except that the
11 members initially appointed to Seats 1, 3, 5, 7, and 9 shall serve for three years; thereafter, the
12 members holding these seats shall serve for two years. The terms of the initial appointees shall
13 commence on March 1, 2015.

14 (b) **Term Limits.** No member may serve more than two consecutive terms on the OECE CAC.
15 For the purpose of these term limits, serving more than half of a term shall count as serving a full term
16 on the committee.

17 (c) **Meetings.**

18 (1) The OECE CAC shall meet at least four times each calendar year. The OECE CAC
19 shall convene its first meeting by March 1, 2015. Any member of the OECE CAC who fails to attend at
20 least half of the meetings held in a calendar year shall be deemed to have resigned from the committee.

21 (2) At its first meeting, the OECE CAC shall select a Chair and Vice-Chair. The OECE
22 CAC shall also adopt bylaws governing its meetings. The OECE CAC's bylaws shall provide that when
23 fewer than nine members of the committee are present, the affirmative votes of four of the committee's
24 members are sufficient to constitute approval by the committee.

1 **SEC. 5.124. DUTIES OF THE COMMITTEE.**

2 (a) The OECE CAC shall work with Office of Early Care and Education to develop a strategic
3 plan and proposal to the Board of Supervisors for expanding quality universal early education for San
4 Francisco. The strategic plan and proposal shall:

5 (1) Include goals for early care and education programs that align with emerging
6 developments in state or federal early care and education policy, and address professional
7 development needs of center-based, family child care providers and to the extent resources allow,
8 license-exempt care providers;

9 (2) Address neighborhood-specific needs, including school readiness, subsidy
10 availability, children's dual language development, facility development, parent engagement and
11 education, inclusion of children with special needs, and provider support for both family child care
12 homes and early care and education centers; and

13 (3) Include a set of equity metrics to be used to compare existing early care and
14 education services and resources in low-income and disadvantaged communities with early care and
15 education services and resources available in the City as a whole.

16 (b) The OECE CAC shall advise the OECE on the development of funding guidelines.

17 (c) The OECE CAC shall review the OECE's needs assessments, plans, and funding
18 allocations, but shall not have any approval authority over these matters.

19 (d) The OECE CAC shall consult the OECE, the San Francisco Unified School District, and
20 the First Five Commission on the evaluation and assessment of the City's investments in early care and
21 education.

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23 Section 3. Effective Date. This ordinance shall become effective 30 days after
24 enactment. Enactment occurs when the Mayor signs the ordinance, the Mayor returns the
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1 ordinance unsigned or does not sign the ordinance within ten days of receiving it, or the Board
2 of Supervisors overrides the Mayor's veto of the ordinance.

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4 APPROVED AS TO FORM:
5 DENNIS J. HERRERA, City Attorney

6 By: _____
7 ANDREW SHEN
8 Deputy City Attorney

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