

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 shall develop a strategic plan and proposal, to be submitted to
7 the Board of Supervisors no later than January 1, 2016, that addresses the expansion of
8 quality universal early education in San Francisco. The strategic plan and proposal shall:

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

13 (B) Address neighborhood-specific needs, including school readiness,
14 subsidy availability, children’s dual language development, facility development, parent
15 engagement and education, inclusion of children with special needs, and provider support for
16 both family child care homes and early care and education centers; and

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

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

24 (45) The Human Services Agency shall provide administrative support for the OECE.
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1 Francisco, and offer expertise in the areas of policy, planning, collaboration, and strategic
2 partnerships.

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4 **SEC. 5.122. MEMBERSHIP.**

5 (a) The OECE CAC shall consist of nine members. No later than FebruaryApril 1, 2015, the
6 Mayor shall nominate five members to hold Seats 1 through 5, and the Board of Supervisors shall
7 nominate appoint four members to hold Seats 6 through 9. Each nomination of the Mayor shall be
8 subject to confirmation by the Board of Supervisors Rules Committee. Each nomination of the
9 Mayor shall be subject to a public hearing and vote within 60 days. If the Board of
10 Supervisors Rules Committee fails to act on a mayoral nomination within 60 days of the date
11 the nomination is transmitted to the Clerk of the Board of Supervisors, the nominee shall be
12 deemed approved. Each nomination by the Mayor shall be effective immediately, unless
13 rejected by a two-thirds vote of the Board of Supervisors within 30 days following transmittal
14 of the Mayor's Notice of Appointment to the Clerk of the Board of Supervisors.

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

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

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

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

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

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

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

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

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

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

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

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

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

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SEC. 5.123. TERMS OF OFFICE AND MEETINGS.

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

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

(c) Meetings.

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

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

SEC. 5.124. DUTIES OF THE COMMITTEE.

(a) The OECE CAC shall work with Office of Early Care and Education to develop a strategic plan and proposal, as described in Administrative Code section 2A.310. ~~to the Board of~~

1 Supervisors for expanding quality universal early education for San Francisco. The strategic
2 plan and proposal shall:

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

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

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

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

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

17 (d) The OECE CAC shall consult the OECE, the San Francisco Unified School District,
18 and the First Five Commission on the evaluation and assessment of the City's investments in
19 early care and education can provide input to the OECE on the evaluation plan for tracking the
20 results of the City's investments in early care and education.

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

1 APPROVED AS TO FORM:
2 DENNIS J. HERRERA, City Attorney

3 By: _____
4 ANDREW SHEN
5 Deputy City Attorney

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