

File No. 141123

Committee Item No. 1

Board Item No. _____

COMMITTEE/BOARD OF SUPERVISORS

AGENDA PACKET CONTENTS LIST

Committee: Rules Committee

Date December 3, 2014

Board of Supervisors Meeting

Date _____

Cmte Board

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| <input type="checkbox"/> | <input type="checkbox"/> | Motion |
| <input type="checkbox"/> | <input type="checkbox"/> | Resolution |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Ordinance |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Legislative Digest |
| <input type="checkbox"/> | <input type="checkbox"/> | Budget and Legislative Analyst Report |
| <input type="checkbox"/> | <input type="checkbox"/> | Youth Commission Report |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Introduction Form |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Department/Agency Cover Letter and/or Report |
| <input type="checkbox"/> | <input type="checkbox"/> | Memorandum of Understanding (MOU) |
| <input type="checkbox"/> | <input type="checkbox"/> | Grant Information Form |
| <input type="checkbox"/> | <input type="checkbox"/> | Grant Budget |
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| <input type="checkbox"/> | <input type="checkbox"/> | Contract/Agreement |
| <input type="checkbox"/> | <input type="checkbox"/> | Form 126 - Ethics Commission |
| <input type="checkbox"/> | <input type="checkbox"/> | Award Letter |
| <input type="checkbox"/> | <input type="checkbox"/> | Application |
| <input type="checkbox"/> | <input type="checkbox"/> | Form 700 |
| <input type="checkbox"/> | <input type="checkbox"/> | Vacancy Notice |
| <input type="checkbox"/> | <input type="checkbox"/> | Information Sheet |
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OTHER

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| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <u>Youth Commission Recommendation, dtd 11/19/14</u> |
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Completed by: Alisa Somera

Date November 26, 2014

Completed by: _____

Date _____

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.

13
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 Sec. 5.120 Creation of Advisory Committee

20 Sec. 5.121 Purpose

21 Sec. 5.122 Membership

22 Sec. 5.123 Terms of Office and Meetings

23 Sec. 5.124 Duties of the Committee

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.

8
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.

22
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
25

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.

3
4 APPROVED AS TO FORM:
5 DENNIS J. HERRERA, City Attorney

6 By: 
7 ANDREW SHEN
8 Deputy City Attorney

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LEGISLATIVE DIGEST

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

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

Existing Law

City law does not address the duties of the Office of Early Care and Education ("OECE"). The OECE does not have a citizens' advisory committee to support its mission and operations.

Amendments to Current Law

The proposal would add Chapter 2A, Article XIII to the Administrative Code to specify the duties of the OECE. The OECE would be responsible for aligning and coordinating the City's efforts to provide early education for children ages zero to five in San Francisco. The Mayor's Office would oversee the OECE and its Director.

The proposal would also add Chapter 5, Article XIII to the Administrative Code to create a citizens' advisory committee for the OECE. The advisory committee would consist of nine members with specific qualification requirements.

Background Information

Proposition C on the November 4, 2014 ballot calls for the creation of a citizens' advisory committee for the OECE. Under that Charter amendment, the advisory committee would be required to develop a set of equity metrics to be used in comparing early education services in the City's low-income and disadvantaged communities with those available in the City as a whole.

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Youth Commission
City Hall ~ Room 345
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4532



(415) 554-6446
(415) 554-6140 FAX
www.sfgov.org/youth_commission

YOUTH COMMISSION MEMORANDUM

TO: Honorable Mayor Edwin M. Lee
Honorable Members, Board of Supervisors

CC: Angela Calvillo, Clerk of the Board of Supervisors
Jason Elliott, Director of Legislative & Government Affairs, Mayor's Office
Maria Su, Director, Department of Children, Youth, and their Families
Hydra Mendoza, Mayor's Families & Children's Advisor
Nicole Wheaton, Mayor's Legislative Director and Commission & Board Liaison

FROM: 2014-2015 Youth Commission

DATE: Wednesday, November 19, 2014

RE: Four Youth Commission actions at the November 17, 2014 meeting: Support on BOS file no. 141123 [Administrative Code - Establishing the Duties of the Office of Early Care and Education and Creating the Office of Early Care and Education Citizens' Advisory Committee]; Support on BOS file no. 141098 [Health, Business and Tax Regulations Codes - Tobacco Sales Permits and Associated Fees]; Motion supporting and co-sponsoring Vision Zero; Motion supporting and co-sponsoring Youth Advocacy Day 2015

At our regular meeting on Monday, November 17, 2014, the Youth Commission voted to support Board of Supervisors file no. 141123 [Administrative Code - Establishing the Duties of the Office of Early Care and Education and Creating the Office of Early Care and Education Citizens' Advisory Committee]. The Youth Commission also proposed and approved a recommendation that the Board of Supervisors include guidelines for considering a diverse range of parental experiences when making appointments of parent representatives to the OECE Citizens' Advisory Committee. These could include consideration of the diverse perspectives of parents who are young, single, low-income, or formerly-incarcerated, as well as those from differing San Francisco neighborhoods. The record of our response is contained in 1415-RBM-05.

Additionally, the Youth Commission voted to support Board of Supervisors file no. 141098 [Health, Business and Tax Regulations Codes - Tobacco Sales Permits and Associated Fees]. The Youth Commission's support for the ordinance is based in our respect for the impressive youth- and community-led effort to reduce tobacco use in our city's neighborhoods. Youth Commissioners look forward to supporting the Board of Supervisors' future efforts to assess the decline of the overall number of tobacco sales permits in circulation due to attrition, if the ordinance takes effect. The record of our response is contained in 1415-RBM-06.

Moreover, the Youth Commission adopted motion 1415-M-01 [*The Youth Commission supports and co-sponsors the Vision Zero Campaign in promoting safety for the city's youth*]. This motion affirms the Youth Commission's commitment to, and participation in, the City's efforts to eliminate pedestrian fatalities and improve pedestrian safety.

Finally, the Youth Commission adopted motion 1415-M-02 [*The Youth Commission supports and co-sponsors the 6th annual Youth Advocacy Day on March 18, 2015*]. This motion affirms Youth Commissioners' participation in an annual Spring event hosted by the Department of Children, Youth, and Their Families that brings hundreds of high school students to practice civic engagement and youth advocacy.

Please do not hesitate to contact Youth Commissioners or Youth Commission staff (415) 554-6446 with any questions. Thank you.

Youth Commission
City Hall ~ Room 345
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4532



(415) 554-6446
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www.sfgov.org/youth_commission

YOUTH COMMISSION
MEMORANDUM

TO: Alisa Somera, Committee Clerk, Rules Committee
FROM: Youth Commission
DATE: Wednesday, November 19, 2014
RE: Referral response to BOS File No. 141123

At our regular meeting of **Monday, November 17, 2014** the Youth Commission voted to support the following motion:

To support BOS File No. 141123 Ordinance amending the Administrative Code to establish the duties of the Office of Early Care and Education and to create the Office of Early Care and Education Citizens' Advisory Committee.

During discussion on this item, the youth commission proposed and unanimously approved the following comments regarding this legislation:

The Youth Commission recommends that the Board of Supervisors include guidelines for considering a diverse range of parental experiences when making appointments of parent representatives to the OECE Citizens' Advisory Committee. These should include consideration of the diverse perspectives of parents who are young, single, low-income, or formerly-incarcerated, as well as those from differing San Francisco neighborhoods.

We look forward to staying updated about forward movement on this item. If you have any questions about these recommendations or anything related to the Youth Commission, please don't hesitate to contact our office at (415) 554-6446 or your Youth Commissioner.

A handwritten signature in cursive script that reads "Michel Li".

Chair, Michel Li
Adopted on November 17, 2014
2014-2015 San Francisco Youth Commission

BOARD of SUPERVISORS



City Hall
Dr. Carlton B. Goodlett Place, Room 244
San Francisco 94102-4689
Tel. No. 554-5184
Fax No. 554-5163
TDD/TTY No. 554-5227

MEMORANDUM

TO: Youth Commission
FROM: Alisa Somera, Clerk, Rules Committee
Board of Supervisors
DATE: November 3, 2014
SUBJECT: REFERRAL FROM BOARD OF SUPERVISORS
Rules Committee

The Board of Supervisors' Rules Committee has received the following proposed legislation, which is being referred to the Youth Commission, per Charter Section 4.124, for comment and recommendation. The Commission may provide any response it deems appropriate within 12 days from the date of this referral.

File No. 141123

Ordinance amending the Administrative Code to establish the duties of the Office of Early Care and Education and to create the Office of Early Care and Education Citizens' Advisory Committee

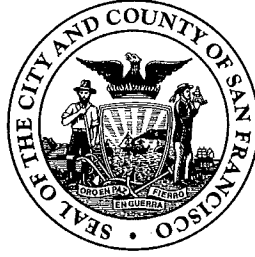
Please return this cover sheet with the Commission's response to me at the Board of Supervisors, City Hall, Room 244, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102.

RESPONSE FROM YOUTH COMMISSION Date: _____

- No Comment
- Recommendation Attached

Chairperson, Youth Commission

BOARD of SUPERVISORS



City Hall
Dr. Carlton B. Goodlett Place, Room 244
San Francisco 94102-4689
Tel. No. 554-5184
Fax No. 554-5163
TDD/TTY No. 554-5227

MEMORANDUM

TO: Maria Su, Director, Department of Children, Youth, and Their Families
Laurel Kloomok, Director, Children and Families (First Five) Commission
Trent Rhorer, Executive Director, Human Services Agency
Richard Carranza, Superintendent, SF Unified School District

FROM: Alisa Somera, Clerk, Rules Committee
Board of Supervisors

DATE: November 3, 2014

SUBJECT: LEGISLATION INTRODUCED

The Board of Supervisors' Rules Committee has received the following proposed legislation, introduced by Supervisor Yee on October 28, 2014. This matter is being referred to your department for informational purposes.

File No. 141123

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

If you wish to submit any reports or documentation to be considered with the legislation, please send those to me at the Board of Supervisors, City Hall, Room 244, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102.

c: Chris Armentrout, SF Unified School District
Jamila Brooks, SF Unified School District

Introduction Form

By a Member of the Board of Supervisors or the Mayor

Time stamp
or meeting date

I hereby submit the following item for introduction (select only one):

- 1. For reference to Committee. (An Ordinance, Resolution, Motion, or Charter Amendment)
- 2. Request for next printed agenda Without Reference to Committee.
- 3. Request for hearing on a subject matter at Committee.
- 4. Request for letter beginning "Supervisor [] inquires"
- 5. City Attorney request.
- 6. Call File No. [] from Committee.
- 7. Budget Analyst request (attach written motion).
- 8. Substitute Legislation File No. []
- 9. Reactivate File No. []
- 10. Question(s) submitted for Mayoral Appearance before the BOS on []

Please check the appropriate boxes. The proposed legislation should be forwarded to the following:

- Small Business Commission
- Youth Commission
- Ethics Commission
- Planning Commission
- Building Inspection Commission

Note: For the Imperative Agenda (a resolution not on the printed agenda), use a Imperative Form.

Sponsor(s):

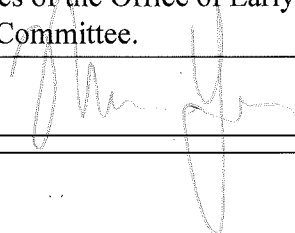
Supervisor Yee, Supervisor Avalos , Supervisor Kim

Subject:

Administrative Code – Establishing Duties of Office of Early Care and Education and Creating Office of Early Care and Education Citizens’ Advisory Committee

The text is listed below or attached:

Ordinance amending the Administrative Code to establish the duties of the Office of Early Care and Education and to create the Office of Early Care and Education Citizens’ Advisory Committee.

Signature of Sponsoring Supervisor: 

For Clerk's Use Only:

141123