

File No. 160915

Committee Item No. 9

Board Item No. 19

### COMMITTEE/BOARD OF SUPERVISORS

#### AGENDA PACKET CONTENTS LIST

Committee: Rules Committee

Date September 8, 2016

Board of Supervisors Meeting

Date September 20, 2016

#### Cmte Board

- Motion
- Resolution
- Ordinance
- Legislative Digest
- Budget and Legislative Analyst Report
- Legislative Analyst Report
- Youth Commission Report
- Introduction Form (for hearings)
- Department/Agency Cover Letter and/or Report
- MOU
- Grant Information Form
- Grant Budget
- Subcontract Budget
- Contract/Agreement
- Form 126 – Ethics Commission
- Award Letter
- Application
- Public Correspondence

#### OTHER (Use back side if additional space is needed)

- Information Sheet
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Completed by: Derek Evans Date September 2, 2016

Completed by: Derek Evans Date September 15, 2016

An asterisked item represents the cover sheet to a document that exceeds 25 pages.  
The complete document can be found in the file.

1 [Appointment, Child Care Planning and Advisory Council - Beverly Melugin and Graham  
2 Dobson]

3 **Motion appointing Beverly Melugin (residency requirement waived), term ending March**  
4 **19, 2019, and Graham Dobson, term ending March 19, 2018, to the Child Care Planning**  
5 **and Advisory Council.**

6  
7 **MOVED,** That the Board of Supervisors of the City and County of San Francisco does  
8 hereby appoint the hereinafter designated person to serve as a member of the Child Care  
9 Planning and Advisory Council, pursuant to the provisions of the Administrative Code, Article  
10 XX, Section 5.200, and Section 10.100-367, and California Education Code, Sections 8499.3-  
11 8499.7, for the term specified:

12 Beverly Melugin (residency requirement waived), seat 6, succeeding Deepa Mehta,  
13 term expired, must be a nominee of the District 6 Supervisor and represent one of the  
14 following categories: consumers, child care providers, discretionary, community  
15 representatives, or public agency representatives, for a three-year term ending March 19,  
16 2019.

17 Graham Dobson, seat 12, succeeding Michelle Rutherford, term expired, must be a  
18 nominee of the President of the Board of Supervisors and represent one of the following  
19 categories: consumers, child care providers, discretionary, community representatives, or  
20 public agency representatives, for the unexpired portion of a three-year term ending March  
21 19, 2018.

22 **FURTHER MOVED,** That the Board of Supervisors makes the following findings:

- 23 1. The membership of the Child Care Planning and Advisory Council has a goal to be  
24 representative of the diversity of the City and County of San Francisco.

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25

2. Applicant Beverly Melugin, who is not a resident of San Francisco, is a person with experience that uniquely qualifies her to serve on the Child Care Planning and Advisory Council.
3. The Child Care Planning and Advisory Council has attempted to fill the position, for which Beverly Melugin was nominated, with an individual who is a City resident and who has the specific experience, skills, and qualifications, but has been unable to do so at this time. The Rules Committee has certified that Beverly Melugin is qualified to serve on the Child Care Planning and Advisory Council.
4. After exercising due diligence, the Board of Supervisors concludes that there is no other possible representative, who is a resident of San Francisco, and who has the specific experience, skills, or qualifications possessed by this applicant, and who is willing to serve on the Child Care Planning and Advisory Council at this time; and, be it FURTHER MOVED, That the Board of Supervisors waives the residency requirement for Beverly Melugin, as allowed in cases where no qualified City resident, willing to serve, can be found, pursuant to Charter, Section 4.101(a)(2), that requires person(s) appointed to boards, commissions, and advisory bodies established by legislative act of the Board of Supervisors to be resident(s) of the City and County of San Francisco.

BOARD of SUPERVISORS



City Hall  
1 Dr. Carlton B. Goodlett Place  
Room 244  
San Francisco, CA 94102-4689  
Tel. No. 554-5184  
Fax No. 554-5163  
TDD/TTY No. 544-5227

---

## MEMORANDUM

---

TO: Derek Evans, Clerk, Rules Committee  
FROM: Barbara Lopez  
DATE: July 15, 2016  
SUBJECT: Child Care Planning and Advisory Council  
Appointment by Supervisor Jane Kim

Please be advised that Supervisor Kim has selected Beverly Melugin to be appointed to the Child Care Planning and Advisory Council.

This appointment will fill seat #6.

Attachment: Application

For Clerk's office use only:

---

Seat No. \_\_\_\_\_ Term Expiration Date: \_\_\_\_\_ Seat Vacated: \_\_\_\_\_

Save Form

Print Form



Board of Supervisors  
City and County of San Francisco  
1 Dr. Carlton B. Goodlett Place, Room 244  
(415) 554-5184 FAX (415) 554-7714

**Application for Boards, Commissions, Committees, & Task Forces**

Name of Board, Commission, Committee, or Task Force: CPAC

Seat # or Category (If applicable): \_\_\_\_\_ District: 6

Name: Beverly Melugin

Home Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Occupation: \_\_\_\_\_

Work Phone: 415-703-1277 Employer: C5 Children's School

Business Address: 455 Golden Gate Ave, San Francisco Zip: 94102

Business E-Mail: b.melugin@c5children.org Home E-Mail: \_\_\_\_\_

**Pursuant to Charter Section 4.101 (a)2, Boards and Commissions established by the Charter must consist of electors (registered voters) of the City and County of San Francisco. For certain other bodies, the Board of Supervisors can waive the residency requirement.**

Check All That Apply:

Registered voter in San Francisco: Yes  No  If No, where registered: Contra Costa

Resident of San Francisco  Yes  No If No, place of residence: Pleasant Hill

**Pursuant to Charter section 4.101 (a)1, please state how your qualifications represent the communities of interest, neighborhoods, and the diversity in ethnicity, race, age, sex, sexual orientation, gender identity, types of disabilities, and any other relevant demographic qualities of the City and County of San Francisco:**

My qualifications are a combination of my education and rich life experiences. They include a Bachelor's in Education from Northeastern State University, Tahlequah, OK, a Master's in Community Service and Public Affairs focusing on Public Administration from the University of OR, Eugene, a citizen of the Cherokee Nation, the mother of a child born with a severe disability contributing to his short life, and a female program administrator in the early 1970's. While completing my Master's, I worked on a project at the University of Oregon involving several parent groups of children with disabilities throughout the state and completed a thesis titled, "Politically Active Parents of Handicapped Children." I trained Oregon School District personnel on the new "Individuals With Disabilities Education Act" giving children with disabilities the right to a public education. I taught a course at the University of Oregon on special rights for young children with disabilities for four years, and was a Title IX Coordinator.

**Business and/or professional experience:**

This is my fourteenth year as Executive Director of C5 Children's School in San Francisco providing comprehensive, high quality Early Care And Education to 150 children 6 weeks to 6 years old. We take inspiration from the Preprimary Schools of Reggio Emilia, Italy, the WestEd Program for Infant Toddler Care (PITC), Resources for Infant Educators (RIE), and other world-wide best practices.

I have 20 years of experience in Head Start working in programs in Norman, OK, Kansas City, KS, and the Pacific Northwest States of OR, WA, ID, and AK. I also have experience as a public school teacher, administrator, and business manager in Kansas City, Eugene, New York, and Seattle.

**Civic Activities:**

My civic activities are, and have always been, closely aligned with my work advocating for children with special rights, providing educational, health, and social services to low income children and their families, comprehensive equality and diversity for all, and local and national politics. I contributed financially and participated in the campaign to pass Proposition C, the Children and Families First Initiative in November, 2014.

Have you attended any meetings of the Board/Commission to which you wish appointment? Yes  No

For appointments by the Board of Supervisors, appearance before the RULES COMMITTEE is a requirement before any appointment can be made. *(Applications must be received 10 days before the scheduled hearing.)*

Date: 4-18-16

Applicant's Signature: (required)

Beverly A Melugin

(Manually sign or type your complete name.  
NOTE: By typing your complete name, you are hereby consenting to use of electronic signature.)

**Please Note:** Your application will be retained for one year. Once Completed, this form, including all attachments, become public record.

FOR OFFICE USE ONLY:

Appointed to Seat #: \_\_\_\_\_ Term Expires: \_\_\_\_\_ Date Seat was Vacated: \_\_\_\_\_

01/20/12

This form and an attached applicant statement (see below) must be received by Erica Maybaum, CPAC Coordinator, Ph: (415) 236-CPAC(2722) Fax: (650) 542-3217 Ericamay.cpac@gmail.com

Name: Beverly Melugin DB  
Address (circle: work or home): (Work)455 Golden Gate Avenue, San Francisco, CA \_\_\_\_\_  
Zip Code: 94102  
Phone (day time): 415-703-1277 Fax: 415-703-1282  
Phone (evening): 925-878-9562 E-mail: b.melugin@c5chilren.org

Applicants for CPAC must work or live in San Francisco County, and should exhibit:

- 1) a strong commitment to advocating for increased quality child care services;
- 2) an ability to make information-based decisions; and
- 3) excellent leadership skills.

Child Care Planning and Advisory Council member's duties include:

- 1. Participation in one orientation and/or retreat per year;
- 2. Attendance at a minimum of eight CPAC meetings per year (CPAC meets monthly and has both day and evening meeting times);
- 3. Participation in at least one CPAC committee (committees usually also meet monthly);
- 4. Thoughtful and consistent response to concerns of the Board of Supervisors, Board of Education, Superintendent of Schools, parents, child care providers, and the general public.

Check ALL categories you believe you are qualified for nomination. See reverse side for description of categories.

- Child Care Consumer (do you pay full tuition for care? Y N )  Child Care Provider
- Community Representative  Public Agency Representative  Discretionary

The Child Care Planning and Advisory Council has a strong commitment to ensuring geographical, ethnic, and gender diversity on CPAC. Please complete the following:

What neighborhood or district of San Francisco do you work: Tenderloin-District 6  
What neighborhood or district of San Francisco do you live: N/A

Do you identify as:  Male  Female  
 White/Caucasian  African-American  Hispanic/Latino Origin  Asian/Pacific Islander  
 Native American/American Indian  Other: + Citizen Cherokee Nation   
Decline to state

Are you a member any of the following groups: lesbian, gay, bisexual, transgender?  Yes  No  Decline to state

APPLICATION STATEMENT:

On a separate page, attached to this form, please explain in your own words your qualifications for serving on the Child Care Planning and Advisory Council. Describe your community, professional, or personal experiences that enable you to provide leadership and work collaboratively with diverse groups of people. Please list specific contributions you would make to the work of CPAC. We are unable to accept statements longer than ONE 8 1/2 x 11 typed page or two handwritten pages or applications without signature and date below. For questions, please call (415) 236-CPAC(2722) to speak with Erica Maybaum.

I understand that this application will be processed as described on the reverse side, and does not guarantee me a position on Child Care Planning and Advisory Council, and that I will be informed of my status during the process.

Beverly C. Melugin

7-24-14

## Application Statement Beverly Melugin

My qualifications for serving on the Child Care Planning and Advisory Council are a combination of my rich life experiences and education. They include a Bachelor of Science degree in Education from Northeastern State University, Tahlequah, OK, a Master of Science degree in Community Service and Public Affairs with a focus in Public Administration from the University of OR, Eugene, a citizen of the Cherokee Nation, the mother of a child born with a severe disability leading to a short life, and a female administrator in the early 1970's.

I have a passion for learning and a clear vision of how optimal learning and development takes place. For the past 12 years, I have been applying my leadership and organizational skills as Executive Director of C5 Children's School in San Francisco serving 120 children 6 weeks to 6 years old. We provide a comprehensive, high quality program inspired by the Preprimary Schools of Reggio Emilia, Italy, the WestEd Program for Infant Toddler Care (PITC), Resources for Infant Educators (RIE), and other world-wide best practices. My initial mandate from the Board of Directors was to convert C5's child care program into a rich, comprehensive, high quality, early care and education program. We have succeeded in creating an exemplary program with our now highly competent staff and professionals on the Board of Directors.

**Other Work Experiences:** Classroom teacher and food services director in an inner-city junior/senior high school in Kansas City, Kansas; and, later, co-directed the first Head Start Program in Kansas City for 500 children. From Norman, Oklahoma, for four years, was the Community Action Agency Director and administered a number of programs for two counties, including Head Start.

Taught High School in Springfield, Oregon for two years and was Director of the Lane County Head Start Program for three years. While completing my Master's, I worked on a project at the University of Oregon involving several parent groups of children with disabilities throughout the state and completed a thesis titled, "Politically Active Parents of Handicapped Children." Later I did training for school districts in the state on, the then, new federal Individuals with Disabilities Act giving children with disabilities the right to a public education. I also taught a course at the University of Oregon on special rights for young children with disabilities for four years.

Continued my work in education as an administrator for six years with the Eugene Public Schools as a curriculum and instructional materials specialist. My responsibilities included addressing issues of racial, ethnic, and gender stereotyping in the curriculum and instructional materials and serving as the district's Title IX Officer. She worked for three years as Vice President of EPIE Institute providing training in instructional materials selection for many of the largest school districts in the U.S. Later, worked for seven years as General Manager of Crystal Barkley Corporation, a career and life design organization based in New York City.

Worked for the Seattle, Washington School District as a Grants and Development Specialist for three years and for seven years as a consultant to early childhood education programs, primarily Head Start, in the Pacific Northwest. She participated in 30 Head Start program reviews in California, Oregon

I believe that with my diverse experience with Head Start, public education, and C5, I can offer a unique perspective to CPAC that encompasses a broad and future view for early care and education for all young children. Some specific contributions would include: advocating for preschool for all children including infants, identifying initiatives to involve and gain support of city businesses, ways for engaging upper middle income parents to advocate for early learning, in-depth knowledge of effective approaches to early learning, and insights into how economic inequality impacts young children.



## MEMORANDUM

**TO:** Derek Evans, Rules Committee Clerk  
**FROM:** Conor Johnston  
**DATE:** August 25, 2016  
**SUBJECT:** Appointment by President Breed

Please be advised that President Breed has selected Graham Dobson to be appointed to the Child Care Planning and Advisory Council.

This appointment will fill seat 12, nominated by the President of the Board of Supervisors and representing a public agency (i.e., Human Services Agency).

Graham Dobson's address is:

██████ 17<sup>th</sup> Street  
San Francisco, CA 94110

Attachment: Application attached

For Clerk's office use only:

---

Seat #: \_\_\_\_\_ Term expiration date: \_\_\_\_\_ Seat Vacated: \_\_\_\_\_



Board of Supervisors  
 City and County of San Francisco  
 1 Dr. Carlton B. Goodlett Place, Room 244  
 (415) 554-5184 FAX (415) 554-5163

**Application for Boards, Commissions, Committees, & Task Forces**

Name of Board, Commission, Committee, or Task Force: San Francisco Child Care Planning & Advisory Council

Seat # or Category (If applicable): 2nd appointment by Board Chair District: N/A

Name: Graham Dobson

Home Address: [Redacted] 17th Street, San Francisco CA Zip: 94110

Home Phone: [Redacted] Occupation: Policy Analyst at Office of Early Care and Education

Work Phone: 415-355-3666 Employer: City and County of San Francisco

Business Address: 1650 Mission St., Suite 312 San Francisco, CA Zip: 94103

Business E-Mail: graham.dobson@sfgov.org Home E-Mail: [Redacted]

Pursuant to Charter, Section 4.101(a)(2), Boards and Commissions established by the Charter must consist of electors (registered voters) of the City and County of San Francisco. For certain other bodies, the Board of Supervisors can waive the residency requirement.

Check All That Apply:

Resident of San Francisco: Yes  No  If No, place of residence: \_\_\_\_\_

Registered Voter in San Francisco: Yes  No  If No, where registered: \_\_\_\_\_

Pursuant to Charter, Section 4.101(a)(1), please state how your qualifications represent the communities of interest, neighborhoods, and the diversity in ethnicity, race, age, sex, sexual orientation, gender identity, types of disabilities, and any other relevant demographic qualities of the City and County of San Francisco:

I have over 30 years' experience in early child care and education (22 of those years in San Francisco), as classroom teacher, program administrator, advocate, local planning council coordinator and as administrative analyst of public policy issues impacting young children and their families. I have demonstrated a long-standing commitment to improving the lives of San Francisco's young children, families and early care and education providers. I am a gay man who has been a resident of San Francisco for almost 30 years.

**Business and/or professional experience:**

I have over 12 years' experience working in a non-profit early care and education environment in the Tenderloin at Compass Children's Center (previously Tenderloin Child Care Center), and almost 10 years' experience working on early childhood issues and public policy in the San Francisco community and on a state-wide level for the City and County of San Francisco, as both the Coordinator of the Child Care Planning and Advisory Council and currently as a Senior Policy Analyst at the Office of Early Care and Education.

**Civic Activities:**

Board member of Children's Council of San Francisco from 2001-2006 (Board President for one year)  
Board member of Compass Family Services from 2006-2012  
Board member of Californians in Support of Early Education (CSEE) since 2012

Have you attended any meetings of the Board/Commission to which you wish appointment? Yes  No

Appointments confirmed by the Board of Supervisors require an appearance before the Rules Committee. Once your application is received, the Rules Committee Clerk will contact you when a hearing is scheduled. *(Please submit your application 10 days before the scheduled hearing.)*

Date: 7-25-16 Applicant's Signature: (required) 

(Manually sign or type your complete name.  
NOTE: By typing your complete name, you are hereby consenting to use of electronic signature.)

**Please Note:** Your application will be retained for one year. Once completed, this form, including all attachments, become public record.

**FOR OFFICE USE ONLY:**

Appointed to Seat #: \_\_\_\_\_ Term Expires: \_\_\_\_\_ Date Seat was Vacated: \_\_\_\_\_

This form and an attached applicant statement (see below) must be received by Tony Tyson, CPAC Coordinator, c/o OECE 1650 Mission Street, Suite 312 San Francisco, CA 94103 P: (415) 355-3673 E: Anthony.Tyson@sfgov.org

Name: Graham Dobson  
Address (circle: work or home): 17th Street  
San Francisco CA Zip Code: 94110  
Phone (day time): 415-355-3666 Fax: \_\_\_\_\_  
Phone (evening): 415-595-8547 E-mail: graham.dobson@sfgov.org

**Applicants for CPAC must work or live in San Francisco County, and should exhibit:**

- 1) A strong commitment to advocating for increased quality child care services;
- 2) An ability to make information-based decisions; and
- 3) Excellent leadership skills.

**Child Care Planning and Advisory Council member's duties include:**

- 1. Participation in one orientation and/or retreat per year;
- 2. Attendance at a minimum of eight CPAC meetings per year (CPAC meets monthly);
- 3. Participation in at least one CPAC committee (committees typically meet monthly);
- 4. Thoughtful and consistent response to concerns of the Board of Supervisors, Board of Education, Superintendent of Schools, parents, ECE and OST providers, and the general public.

Check ALL categories you believe you are qualified for nomination. See reverse side for description of categories.

- Child Care Consumer  Child Care Provider
- Community Representative  Public Agency Representative  Discretionary

The Child Care Planning and Advisory Council has a strong commitment to ensuring geographical, ethnic, and gender diversity on CPAC. Please complete the following:

What neighborhood or district of San Francisco do you work? District 6  
What neighborhood or district of San Francisco do you live? District 8

- Do you identify as:  Male  Female
- White/Caucasian  African-American  Hispanic/Latino Origin  Asian/Pacific Islander
- Native American/American Indian  Other \_\_\_\_\_  Decline to state

Are you a member any of the following groups: lesbian, gay, bisexual, transgender?  Yes  No  Decline to state

**APPLICATION STATEMENT:**

On a separate page, attached to this form, please explain in your own words your qualifications for serving on the Child Care Planning and Advisory Council. Describe your community, professional, or personal experiences that enable you to provide leadership and work collaboratively with diverse groups of people. *Please list specific contributions you would make to the work of CPAC.* We are unable to accept statements longer than ONE 8 1/2 x 11 typed page or two handwritten pages of applications without signature and date below. If you have questions, please call (415) 355-3673 to speak with Tony Tyson, CPAC Coordinator.

I understand that this application will be processed as described on the reverse side, and does not guarantee me a position on Child Care Planning and Advisory Council, and that I will be informed of my status during the process.

[Signature] Signature: \_\_\_\_\_ Date: 7-25-16

*CPAC's mission is to create and drive the child care and early education agenda to meet the needs of children birth to age 12 and their families in San Francisco.*

**REQUEST FOR NOMINATION TO THE  
SAN FRANCISCO CHILD CARE PLANNING AND ADVISORY COUNCIL**

*The San Francisco Child Care Planning and Advisory Council (CPAC) is seeking individuals who are interested in applying for appointment. For additional information, call Tony Tyson, CPAC Coordinator at (415) 355-3673.*

**Child Care Planning and Advisory Council (CPAC) Purpose:**

The purpose of the San Francisco Child Care Planning and Advisory Council (CPAC) is to advise the Board of Supervisors, the Mayor, the San Francisco First 5 Children and Families Commission and, with their consent, the Board of Education and the Superintendent of Schools about early care and education (ECE) and out of school time (OST) issues. CPAC is legislatively mandated to serve as a representative advisory and planning body to maintain, expand and improve local ECE and OST services for 0-12 year olds; and the council provides links between government and the community to work to maximize the amount and impact of local, state, federal and private resources and funding for ECE and OST provision in San Francisco.

**Child Care Planning and Advisory Council (CPAC) Powers and Duties:**

Upon approval of the Board of Supervisors and the County Superintendent of Schools, to submit to the California Department of Education - Early Education and Support Division (CDE-EESD) changes in local priorities for the allocation of state child care and development funds. CPAC duties include conducting a Needs Assessment of ECE and OST needs every 5 years and comply with all guidelines issued by CDE-EESD. In addition, CPAC is responsible for reviewing ECE and OST policy issues; conducting research and analysis; making recommendations regarding CDE-EESD funding; and coordinating county-wide projects to assist the development and improvement of early education and OST services for ages 0-12.

**Child Care Planning and Advisory Council (CPAC) Membership:**

CPAC membership is comprised of 25 members from varied backgrounds who have demonstrated expertise and experience in early care and education and out of school time. Members are appointed by the Board of Supervisors and Board of Education. The Board of Supervisors and the Board of Education each appoint 12 members, and the President of the Board of Supervisors appoints one additional member for a total of 25 voting members.

**Education Code Section 8499.3 mandates that membership composition is equal divided following five categories:**

1. **Child Care Consumers:** parents or persons who receive or who have received ECE or out of school time services within the past 36 months (subsidized or unsubsidized; subsidies may be any tuition assistance; whether public or private, on an income-assistance basis);
2. **Child Care Providers:** persons who provide ECE or OST services or represent persons who provide child care services;
3. **Public Agency Representatives:** persons who represent a city, a county, city and county or local education agency;
4. **Community Representatives:** persons who represent an agency or business that provides private funding for ECE or out of school time services or who advocate for these services through participation in civic or community based organizations, but are not providers and do not represent agencies that contract with CDE-EESD to provide child care and development services;
5. **Members at discretion of Board or Superintendent:** persons from any of the above categories or outside of these categories at the discretion of the appointing agencies.

*Along with these categories, San Francisco CPAC has specified that we nominate a diverse population within categories as well, specifying that we represent many types of providers, consumers, etc. (family and private child care, subsidized and unsubsidized parents, etc.) We also are always seeking to represent the San Francisco's spectrum of races, ethnicities, and sexual orientations.*

**The application process is as follows:**

1. Applicants must submit the reverse side with an application statement to: Tony Tyson, CPAC Coordinator  
Office of Early Care and Education, 1650 Mission Street, Suite 312, San Francisco, CA 94103 or Anthony.Tyson@sfgov.org
2. The Membership Committee will forward selected candidates to the Executive Committee for review.
3. If selected, member applications will be forwarded to Board of Supervisors or County Superintendent of Schools.  
(Applications forwarded to appointing agencies do not guarantee appointment to CPAC).
4. New CPAC members will be invited to participate in an upcoming Child Care Planning and Advisory Council meeting as soon as their appointment is confirmed. (CPAC meetings are always open to the public and attendance is encouraged prior to appointment.)

All applicants will be informed of their status at each step of this process,

*(Please see reverse side) →*

*CPAC's mission is to create and drive the child care and early education agenda to meet the needs of children birth to age 12 and their families in San Francisco.*



London Breed  
Board of Supervisor President  
Dr. Carlton B. Goodlett Place  
San Francisco CA 94102

July 27, 2016

Dear Supervisor Breed,

The San Francisco Child Care Planning and Advisory Council (CPAC) is a State mandated policy and planning body appointed by the Board of Supervisors and the Board of Education to advise the City on early care and education issues.

Michele Rutherford, Deputy Director at the Office of Early Care and Education (OECE) is currently seated as a Public Agency Representative, appointed by Board of Supervisor President David Chiu. Michele has been a tremendous asset to CPAC and taken a variety of leadership roles for the Council over her many years of service. Unfortunately, Michele has elected not to pursue reappointment for a second term. Under CPAC's by laws, Council membership must be comprised equally of 20% consumers, child care providers, public agency representatives, community representatives and discretionary appointees. Twelve members are seated by the Board of Education and 12 members are seated by the Board of Supervisors; including 1 additional member appointed by the Board of Supervisors President to comprise the 25 member council. With the loss of Michele to the Council the CPAC Executive Committee is in full agreement that having a Public Agency Representative from the Office of Early Care and Education is critical to the future work of CPAC. Therefore, the Executive Committee has selected Graham Dobson as the ideal candidate to take over Michele's seat on the Council.

Graham is the Senior Policy Analyst at the Office of Early Care and Education. Graham brings with him over 30 years of experience in early care and education, 22 of which were in San Francisco. He has been a classroom teacher, program administrator, advocate, and as an administrative analyst of public policy has examined the issues impacting young children and their families in San Francisco. Graham's skill set and passion for early childhood has been clearly demonstrated to CPAC Members. He has been involvement in several Sub-Committees most notably the Needs Assessment Committee, which helps inform the Board of Education and Board of Supervisors of the needs of the Early Education Community so they can best serve San Francisco's children and families. I have enclosed a copy of his application and qualifications for your review. We hope you agree with the CPAC Executive Committee that Graham's long-term involvement and expertise in early care and education field would be of invaluable benefit to CPAC, and choose to appoint him to the Council.

CPAC strongly recommends Graham Dobson to help set and drive the child care agenda in San Francisco. Graham is happy to meet at your earliest convenience to discuss his qualifications and desire to become a seated member of CPAC, in the Public Agency Representative category. Please feel free to contact me with any questions you may have regarding CPAC, our work, or our appointment and outreach process.

Sincerely,

Tony Tyson  
CPAC Coordinator

San Francisco Child Care Planning & Advisory Council (CPAC) o [www.sfcpcac.org](http://www.sfcpcac.org)

Tony Tyson, Coordinator o (415) 355-3673 o [Anthony.Tyson@sfgov.org](mailto:Anthony.Tyson@sfgov.org)

*"Setting and driving the child care agenda for San Francisco's children and their families"*

**GRAHAM DOBSON**

17<sup>th</sup> Street, San Francisco, CA 94110 (415) 285-5851 graham.dobson@sfgov.org

**OBJECTIVE:** Policy or advocacy position in an organization focused on improving the lives of young children.

**SUMMARY OF QUALIFICATIONS**

- Over 30 years' experience in early child care and education, as classroom teacher, program administrator, advocate, and as administrative analyst of public policy issues impacting young children and their families.
- Over 12 years' experience working in a non-profit environment.
- Over 7 years' experience working for the City and County of San Francisco.
- Working knowledge and understanding of early childhood issues, advocacy and public policy in the San Francisco community and on a state-wide level.
- Commitment to improving the lives of San Francisco's young children, families and early care and education providers.
- Ability to represent an agency with professionalism and confidence. Clear and effective writer and speaker.

**EXPERIENCE**

**Administration**

- Managed day-to-day operations for Tenderloin Childcare Center (TLC), a large, community-based early care and education center in San Francisco:
  - Interviewed, hired, trained and supervised staff.
  - Introduced extended hours for working families and parents attending school.
  - Initiated partial conversion of the classroom into an indoor gross motor area.
  - Led the introduction of an open plan environment in the classrooms.
- Reported on a monthly and quarterly basis to California Department of Education, Department of Children, Youth and their Families, Human Services Agency and several foundations. Wrote status reports to Miriam and Peter Haas Fund for 6 years as part of Model Centers Initiative.
- Coordination of San Francisco Child Care Planning and Advisory Committee (CPAC) activities including:
  - Serving as the primary staff contact for all matters concerning CPAC.
  - Providing administrative support to membership and subcommittees.
  - Maintaining accurate, complete, and accessible records as needed by the membership and required by the Brown Act and Sunshine Ordinance.
  - Contract management, processing contracts from authorization and implementation to reporting.

- Facilitate CPAC's governance and appointments by working with CPAC membership committee and member(s) to recruit, orient, actively support and maintain membership in compliance with bylaws and CDE contract requirements.
- Administer and monitor grants/contracts awarded by the OECE to ensure that funding requirements and service and outcome objectives are met by grantees, and ensure grant compliance.
- Analyze and identify needs and priorities in early care and education in San Francisco. Perform analysis and monitoring of the San Francisco Early Care and Education Needs Assessment; and supervise support staff working on the project.
- Administer the San Francisco County Individualized Child Care Subsidy Pilot Project and act as liaison to the California Department of Education. Write grant proposals to support this Pilot, and supervise the work of two support agencies providing technical assistance to the Pilot. Work on legislative bills and state administrative solutions to ensure the continuation of the Pilot in San Francisco.

#### Program Development

Helped coordinate complex logistics of moving TLC to a new building and doubling program size:

Assisted the Development Department with fundraising for 'capital campaign' and operating costs – promoted program to prospective donors and wrote portions of grant applications.

- Led successful application for increased number of subsidized spaces for the center through competitive California Department of Education bidding and interview process.
- Shared responsibility for hiring new staff, supervising physical facility set-up, and developing new infant program and logistics for coordinating expanded preschool program.
- Worked closely with Child Care Licensing and San Francisco building and planning departments to meet city, state and federal regulations.

Coordinated special events for CPAC including San Francisco's Week of the Young Child such as: recruiting and managing a volunteer committee; developing and managing a budget; designing and printing a detailed calendar of events as well as detailed programs and materials for individual events; leading public relations and outreach efforts for events.

Conducted work around the planning and development of child care services, including working with the CPAC Needs Assessment committee to comply with the CDE mandate to conduct an assessment of child care needs and supply in San Francisco at least once every five years.

On behalf of the Office of Early Care and Education (OECE), research and analyze information, data, regulations and law, proposed and existing legislation, public policy and budget/fiscal impacts regarding early care and education at a local, state and federal level, and develop recommendations or a course of action based on findings.



Represent OECE in working with other City agencies (Planning, MOH, DPW, MTA, Recreation and Parks, First 5 SF) and community partners (Low Income Investment Fund) on early care and education facility development both in specified neighborhoods and citywide.

**Advocacy**

- Actively advocated on behalf of children, families and caregivers as a representative of TLC and as a Board member of Children’s Council of San Francisco for 5 years (Board President since October 2005):
  - Chaired Children’s Council of San Francisco Board Advocacy Committee for 4 years.
  - Facilitated creation of Bay Area Resource and Referral Board Advocacy Network and planned Bay Area R&R Board Advocacy training.
  - During Stand Up For Kids Day, testified against proposed budget cuts at hearings in the Capitol building.
  - Spoke at Baby Brigade at San Francisco City Hall and at Advocacy Luncheon during Week of the Young Child about the importance of continued funding for early years education.
  - Acted as an SF CARES consultant for 5 years.
  
- Represented TLC on community committees and collaboratives:
  - Program Quality Consortium
  - Yook Yau Collaborative
  - Tenderloin Childcare Network
  - Proposition 10 Homelessness Work Group
  - SFUSD Kindergarten Readiness Committee
  - SF Early Childhood Professional Development Project
  - SF Child Care Providers Association
  
- Participated in community development activities such as attending collaboration and policy meetings; presenting on behalf of CPAC at community meetings, articulating the mission of CPAC, and working collaboratively with DCYF and other city departments to promote collaboration with and for the local business, family and child care community.
  
- Chair of the California Child Care Coordinator Association’s Public Policy Committee since 2011

**WORK HISTORY**

San Francisco Office of Early Care and Education, Human Services Agency	
Senior Administrative Analyst for ECE Policy	May 2015 - Present
Administrative Analyst for ECE Policy	September 2012 – May 2015
San Francisco Child Care Planning and Advisory Council (CPAC)	
CPAC Coordinator	2006 – September 2012
Tenderloin Childcare Center, San Francisco, CA	
Administrative Coordinator (2000 -2006)	1994 -2006
Program Director (1997 -2000)	

Assistant Program Director (1995 - 1997)  
Teacher (1994 - 1995)

Harry Roberts Nursery School, London, UK 1991 - 1993  
Language Support Teacher

Clyde Nursery School, London, UK 1988 - 1990  
Preschool Teacher

## EDUCATION

Master of Arts in Education, Leadership Program in Early Childhood, Mills College, Oakland, CA, 2010

Bachelor of Education, Honors Degree, Avery Hill College, Eltham, London, UK, 1984  
(Equivalent to US Bachelor of Science in Elementary Education)

Child Development Site Supervisor Permit since 2000

BOARD of SUPERVISORS



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

## VACANCY NOTICE

### CHILD CARE PLANNING AND ADVISORY COUNCIL (CPAC)

Replaces All Previous Notices

NOTICE IS HEREBY given of the following vacancies:

**Vacant seat 2**, succeeding Melinda Kanter-Lewy, term expired, must be a nominee of the District 2 Supervisor and represent one of the following categories: consumers, child care providers, discretionary, community representatives, or public agency representatives, for the unexpired portion of a three-year term ending March 19, 2019.

**Vacant seat 6**, succeeding Deepa Mehta, term expired, must be a nominee of the District 6 Supervisor and represent one of the following categories: consumers, child care providers, discretionary, community representatives, or public agency representatives, for a three-year term ending March 19, 2019.

**Vacant seat 8**, succeeding Lourdes Alarcon, term expired, must be a nominee of the District 8 Supervisor and represent one of the following categories: consumers, child care providers, discretionary, community representatives, or public agency representatives, for the unexpired portion of a three-year term ending March 19, 2019.

**Vacant seat 10**, succeeding Roslyn Mardis, term expired, must be a nominee of the District 10 Supervisor and represent one of the following categories: consumers, child care providers, discretionary, community representatives, or public agency representatives, for the unexpired portion of a three-year term ending March 19, 2019.

**Vacant seat 12**, succeeding Michelle Rutherford, term expired, must be a nominee of the District 12 Supervisor and represent one of the following categories: consumers, child care providers, discretionary, community representatives, or public agency representatives, for the unexpired portion of a three-year term ending March 19, 2019.

**The following seat qualification categories are available:**

- **Three (3) "Consumer"**
- **Three (2) "Child Care Provider"**
- **One (1) "Community Representative"**
- **One (1) "Public Agency Representative"**

**Seat Qualification Definitions:** Pursuant to San Francisco Administrative Code, Section 5.200(e), and California Education Code, Section 8499.3, the membership of the Child Care Planning and Advisory Council requires a percentage balance of the overall membership consisting of members from each of the following categories:

- (i) **Consumers:** The list of qualified individuals for nomination and appointment may include members of the following: parents, guardians, or caretakers with varied income levels who use child care and/or early education services, including but not limited to clients of publicly subsidized programs, such as CalWORKS, and other child care programs funded through the San Francisco Human Services Agency, California Department of Education, Head Start, or Preschool for All (20% or five members).
- (ii) **Child Care Providers:** The list of qualified individuals for nomination and appointment must include a representative from Head Start, and may include members of the following: private and subsidized child care providers, including but not limited to private centers and family day care homes, a Title 5 program, a school age program, Head Start, or Preschool for All (20% or five members).
- (iii) **Discretionary:** The list of qualified individuals for nomination and appointment must include a representative from one of the County's resource and referral agencies and may include members of the following: the public at large and/or any of the other categories, or outside of these categories at the discretion of the appointing agencies (20% or five members).
- (iv) **Community Representatives:** The list of qualified individuals for nomination and appointment may include members of the following: parent advisory councils of public and private child care programs; associations of child care providers, family child care providers, and Head Start; City College of San Francisco, San Francisco State University, or public interest organizations, including but not limited to the Child Care Law Center, Low Income Investment Fund community organizations, members of labor organizations, and local businesses that fall within the definition of "community representative," as described in San Francisco Administrative Code, Section (e)(1)(B); and other community and public agency representatives that deal with child care (20% or five members).
- (v) **Public Agency Representatives:** The list of qualified individuals for nomination and appointment must include representatives from two of the following agencies: Department of Children, Youth, and Their Families, Human Services Agency, San Francisco Children and Families Commission, Community Care Licensing, Department of Public Health, Recreation and Park Department, Mayor's Office of Community Investment, San Francisco Housing Authority, or other entities (20% or five members).

Reports: None.

Sunset Date: None.

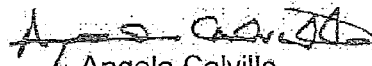
Additional information related to the Child Care Planning and Advisory Council may be obtained by reviewing San Francisco Administrative Code, Section 5.200, at <http://www.sfbos.org/sfmunicodes> or California Education Code, Sections 8499.3-8499.7, at <http://leginfo.legislature.ca.gov/>.

Half of the Advisory Council members are appointed by the Board of Supervisors and half are appointed by the San Francisco Board of Education. Applicants interested in a seat on the Advisory Council, including those appointed by the Board of Education, may contact Tony Tyson, CPAC Coordinator, at [anthony.tyson@sfgov.org](mailto:anthony.tyson@sfgov.org) for current information on seat qualifications and vacancies.

Interested persons may obtain an application from the Board of Supervisors website at [http://www.sfbos.org/vacancy\\_application](http://www.sfbos.org/vacancy_application) or from the Rules Committee Clerk, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689. Completed applications should be submitted to the Clerk of the Board. All applicants must be residents of San Francisco, unless otherwise stated.

**Next Steps:** Applicants who are nominated by a Supervisor and meet minimum qualifications will be contacted by the Rules Committee Clerk once the Chair of the Rules Committee determines the date of the hearing. Members of the Rules Committee will consider the appointment(s) at the hearing and applicants may be asked to state their qualifications. The appointment(s) of individual(s) who are recommended by the Rules Committee will be forwarded to the Board of Supervisors for final approval.

*Please Note: Depending upon the posting date, these vacancies may have already been filled. To determine if vacancies for this Advisory Council are still available, or if you require additional information, please call the Rules Committee Clerk at (415) 554-7702.*

  
Angela Calvillo  
Clerk of the Board

DATED/POSTED: July 21, 2016

San Francisco  
BOARD OF SUPERVISORS

Date Printed: February 6, 2015

Date Established: November 20, 1995

Active

**CHILD CARE PLANNING AND ADVISORY COUNCIL 2003**

**Contact and Address:**

Erica Maybaum

San Francisco, CA 94102

Phone: (415) 236-2722

Fax: (650) 542-3217

Email: erica.maybaum@sfgov.org

**Authority:**

Administrative Code, Article XX, Section 5.200; Administrative Code, Section 10.100-367; and California Education Code, Section 8499.3-8499.7 (Ordinance Nos. 362-95, 118-99, 192-99, 31-00, 6-03, and 49-10)

**Board Qualifications:**

The Child Care Planning and Advisory Council consists of twenty-five (25) members. The Board of Supervisors appoints twelve (12) members: one (1) nominated by each individual member of the Board, and approved by the full Board; and one (1) nominated by the President of the Board. The Board of Education or County Superintendent of Schools, if the Board of Education delegates the appointment power to him/her, shall also appoint twelve (12) members. One (1) member shall be jointly appointed by the Board of Supervisors and the Board of Education, or the County Superintendent of Schools, if the Board of Education delegates the appointment power to him/her.

The members appointed by the Board of Supervisors shall be representative of the following categories:

- A) "Consumers" - Parents, guardians or caretakers with varied income levels who use child care and/or early education services, including but not limited to clients of publicly subsidized programs such as CalWORKS, and other child care programs funded through the San Francisco Human Services Agency, the California Department of Education, Head Start or Preschool for All;
- B) "Child Care Providers" - Private and subsidized child care providers including, but not limited to, from a private center, from a family day care home, a Title 5 program, a school age program, from a Head Start center and from a Preschool for All site;
- C) "Discretionary" - Representatives of the public at-large and/or representatives from any of the

"R Board Description" (Screen Print)

San Francisco  
BOARD OF SUPERVISORS

other categories, or outside of these categories at the discretion of the appointing agencies;

D) "Community Representatives" - Parent advisory councils of public and private child care programs; associations of child care providers, family child care providers and Head Start; City College of San Francisco, San Francisco State University, public interest organizations including, but not limited to, the Child Care Law Center, Low Income Investment Fund community organizations, members of labor organizations and local businesses that fall within the definition of "community representative" as described in Subsection (d)(1) (B) and other community and public agency representatives that deal with child care; and

E) "Public Agency Representatives" - Representative from two of the following agencies: the Department of Children, Youth and Their Families, Human Services Agency, San Francisco Children and Families Commission, Community Care Licensing, Department of Public Health, Recreation and Park Department, Mayor's Office of Community Investment and San Francisco Housing Authority, or other entities.

The Council is established to advise the Board of Supervisors, the Mayor, the San Francisco Children and Families Commission and, with their consent, the Board of Education and the Superintendent of Schools about child care issues. The Council will serve as a representative advisory and planning body to maintain, expand and improve local child care services. The Council will provide links between government and the community, and will work to maximize the amount and impact of local state, federal and private resources and funding for child care in San Francisco. Powers and Duties are outlined in Administrative Code, Section 5.200.

All terms shall be for three years. Members may serve for up to two consecutive terms, and may be re-appointed after one year off the Council. No terms served prior to March 8, 2010, shall be counted towards the term limit for Council members. A member appointed to serve a term of two years or less, including the initial term provided in the preceding paragraph, shall not be deemed to have served a full term for purposes of this term limit.

Reports: None referenced.

Compensation: Upon approval by the Council, each member who is not otherwise compensated to attend meetings may receive a stipend of no more than \$50 per meeting, not to exceed \$300 annually, exclusively from funds provided to the Council by the State of California.

Sunset date: None referenced.

