

File No. 141167

Committee Item No. 5

Board Item No. \_\_\_\_\_

# COMMITTEE/BOARD OF SUPERVISORS

## AGENDA PACKET CONTENTS LIST

Committee: Rules Committee

Date November 20, 2014

Board of Supervisors Meeting

Date \_\_\_\_\_

### Cmte Board

- |                                     |                          |  |
|-------------------------------------|--------------------------|--|
| <input type="checkbox"/>            | <input type="checkbox"/> | Motion                                       |
| <input type="checkbox"/>            | <input type="checkbox"/> | Resolution                                   |
| <input type="checkbox"/>            | <input type="checkbox"/> | Ordinance                                    |
| <input 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 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                                 |
| <input type="checkbox"/>            | <input type="checkbox"/> | Subcontract Budget                           |
| <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 checked="" type="checkbox"/> | <input type="checkbox"/> | Application                                  |
| <input type="checkbox"/>            | <input type="checkbox"/> | Form 700                                     |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Vacancy Notice                               |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Information Sheet                            |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Public Correspondence                        |

### OTHER

(Use back side if additional space is needed)

<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____

Completed by: Alisa Somera

Date November 14, 2014

Completed by: \_\_\_\_\_

Date \_\_\_\_\_

# MEMORANDUM

**TO:** Rules Committee Clerk  
**FROM:** Supervisor Katy Tang  
**DATE:** 11/10/14  
**SUBJECT:** Appointment by Supervisor Katy Tang

Please be advised that Supervisor Katy Tang has selected Matt Pemberton to be appointed to the San Francisco Child Care Planning and Advisory Council.

This appointment will fill seat #4

Matt Pemberton's address is:  
— Noriega Street  
San Francisco, CA 94122

Attachment

For Clerk's office use only:

---

Seat #: \_\_\_\_\_ 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: Katy Tang

Seat # or Category (If applicable): \_\_\_\_\_ District: 4

Name: Matt Pemberton

Home Address: \_\_\_\_\_ 20th Ave Zip: 94122

Home Phone: 415 \_\_\_\_\_ Occupation: After School Educator

Work Phone: 415 759-3690 Employer: ASPIRAnet dba Sunset Neighborhood Beacon Center

Business Address: 3925 Noriega St Zip: 94122

Business E-Mail: mpemberton@sdbc.org Home E-Mail: mattpemberton@\_\_\_\_\_

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: \_\_\_\_\_

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

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:

Please see attached Resume.

**Business and/or professional experience:**

Please see attached Resume.

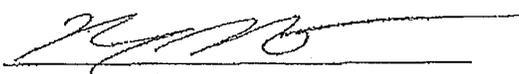
**Civic Activities:**

Please see attached Resume.

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: 10/8/14 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: \_\_\_\_\_

## Matt Pemberton

20<sup>th</sup> Ave San Francisco, CA 94122  
(415) • mattpemberton@

### Objective

To develop, design, and implement quality programming for the Sunset community and neighborhood.

### Work Experience

ASPIRAnet - Sunset Neighborhood Beacon Center – San Francisco, CA 2014-Present

#### *Director*

- Oversee program quality and grant compliance from multiple funding sources for K-8 After school and Summer, Adult Evening, Teenage, and Family Resource programming serving 2000 daily with a budget of roughly \$2.5 million.
- Manage and oversee full time staff of 15 and part time staff of 65.
- Collaborate and maintain relationships with local government agencies, foundation and philanthropic organizations, and other non-government community organizations.
- Develop systems to evaluate, reflect and implement programming for the diverse and high-needs Sunset District.

San Francisco Unified School District – ExCEL Department – San Francisco, CA 2009-2014

#### *ExCEL District Coordinator*

- Oversaw program quality and grant compliance (ASES, 21<sup>st</sup> CCLC, ASSETs) for 14-20 school sites with an average daily attendance of roughly 2,000 and a budget of roughly \$2 million.
- Trained 200+ staff during the ExCEL August Institute and monthly Site Coordinator and Lead Agency meetings.
- Developed and maintained instructional materials for, and trained all 90+ K-12 ExCEL sites on, the ExCEL data management system (EMS).
- Communicated with school site administrators and other SFUSD departments.
- Establish and maintained partnerships with local community-based organizations, the California Department of Education, and other Regional OST offices.

Presidio YMCA - San Francisco, CA 2004-2009

#### *Site Coordinator, Marina Middle School (2006-2009)*

- Facilitated daily program operations by maintaining a safe and friendly environment.
- Hired, trained, supervised, and evaluated 20 instructors to implement academic, recreation, and enrichment activities.
- Developed a schedule of academic, recreation, and enrichment activities each semester and maintained individualized semester schedules for over 400 students.
- Communicated with day school administrators, teachers, counselors, and faculty.
- Facilitated monthly and bimonthly on-site family workshops.
- Establish and maintained partnerships with community based organizations, local agencies, and other collaborators.

#### *Lead Instructor SF TEAM Summer of Skills, Marina Middle School (2006-2008)*

- Created project-based learning curriculum for incoming 6<sup>th</sup> grade students.
- Facilitated book clubs, math and language arts exercises, team recreational activities, field trips, and assessment testing.

#### *Lead Instructor SF TEAM, Marina Middle School (2004-2006)*

- Created and implemented project-based learning curriculum for targeted 7<sup>th</sup> grade basic and below basic male students, including knitting and game design.
- Implemented SPARK curriculum and facilitated assessment testing.
- Maintained a safe classroom environment

### Education

San Francisco State University, San Francisco, CA  
Bachelor of Arts in Cinema, May 2006

Honors: Presidential Scholar SFSU 2001-2005  
Golden Key International Honour Society 2006

### Training/Skills

- Microsoft Office: Proficient in Word, Excel, Publisher and Access
- Certified CPI Non-Violent Crisis Intervention Trainer
- CPR/AED and First Aid Certified
- Supervision 101
- Child Abuse and Sexual Harassment Prevention
- Tai Chi Chuan and Shaolin Chuan instruction
- Youth Development

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: Matt Pemberton

Address (circle: work or home): 3925 Noriega St Zip Code: 94122

Phone (day time): (415) 759-3690 Fax: (415) 759-0883

Phone (evening): \_\_\_\_\_ E-mail: mpemberton@smbc.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.

- [X] Child Care Consumer (do you pay full tuition for care? Y N ) [X] 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: The Sunset - District 4
What neighborhood or district of San Francisco do you live: The Sunset - District 4

- Do you identify as: [X] Male [ ] Female
[X] 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 [X] 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.

Signature [Handwritten Signature] Date 10/8/14

---

Supervisor Katy Tang  
Dr. Carlton B. Goodlett Place  
San Francisco CA 94102



November 5, 2014

Dear Supervisor Tang:

The San Francisco Child Care Planning and Advisory Council (CPAC) is the 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.

Simon Lee, the executive director of Growth Learning & Opportunities had previously held the District 4 seat. Simon has been a tremendous asset to CPAC, but due to changes in the organization has not been able to attend CPAC meetings. For this reason he has needed to resign from his appointed seat. Under CPAC's by laws, Council membership must be composed of 20% consumers of child care services, 20% child care providers, 20% public agency representatives, 20% community representatives and 20% discretionary appointees. Simon was appointed as a provider and represented the afterschool/out of school time (OST) voice. At this time CPAC has only one other provider who represents OST and for this reason CPAC was hoping that the provider appointed in this seat could continue to strengthen the OST voice on CPAC.

CPAC is grateful for your offices' recommendation of Matt Pemberton, the executive director of the Sunset Neighborhood Beacon Center (SNBC). A few weeks ago I met with Matt to explain the role of CPAC, member expectations, and the importance of having a strong afterschool voice on the Council. Since learning about CPAC Matt has attended a CPAC meeting, has volunteered to give feedback at an upcoming meeting focusing on CPAC's citywide plan, and has moved a standing meeting at his agency in order to attend CPAC meetings.

As the current executive director of the Sunset Neighborhood Beacon Center, Matt provides fiscal oversight, technical assistance, and support to SNBC's after school and summer programs at five local school sites. Previous to this role, Matt served as a District Coordinator for the San Francisco Unified School District's ExCEL After School Programs. Matt experience also includes working as the After School Site Coordinator at Marina Middle School, where he provided daily programming and services for hundreds of youth. An added benefit is that Matt is a lifelong resident of District 4 and is the proud father of twin kindergarteners who attend Jefferson Elementary.

Matt familiarity of OST programs exemplifies his commitment to improving afterschool programs. Matt would also bring the voice of someone born and raised in San Francisco, specifically District 4, as well as the perspective of a father raising his children in a public school. I have no doubt that Matt's experience as a provider, as a native of San Francisco, and as a parent will be a tremendous asset to CPAC. We hope that you agree that Matt's current position, experience, insight, and expertise would be a valuable addition to CPAC.

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

Please feel free to contact me with any questions you may have regarding CPAC, our work, or our appointment and outreach process. Although the initial recommendation was directly from your office, Matt and I are available to continue discuss his qualifications and appropriateness for the District 4 vacancy. CPAC strongly recommends Matt Pemberton to represent the child care agenda within the city of San Francisco. If you have any questions, please contact me at (415) 355-3673.

Thank you,

Erica Maybaum  
CPAC Coordinator

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

Erica Maybaum, Coordinator ◦ (415) 355-3673 ◦ [Erica.Maybaum@sfgov.org](mailto:Erica.Maybaum@sfgov.org)

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

CPAC application addendum:

To Whom It May Concern:

I am writing to explain my interest in applying for the D4 seat of the Child Care Planning and Advisory Council. I am a San Francisco native and have lived in the Sunset since I was 3 ½ years old. I attended Jefferson Elementary, Hoover Middle and Lincoln High schools and received my BA in Cinema from San Francisco State University. I have lived between District 4 and District 7 all of my adult life. I have benefitted from the direct support that this wonderful city has chosen to provide its youth and wish to ensure that the youth of San Francisco are given at least as much support in the future.

As a father of twin five year olds who attend public school (Jefferson Elementary) and who attended pre-school in District 4 (Playmates Cooperative Nursery School) I have a vested interest in the success of both early child and out of school time education. For the last ten years I have worked within the Out of School time field and recently had the fortune of becoming the Director of the Sunset Neighborhood Beacon Center. I see my role as being an advocate for the youth and families within the Sunset. I see early education and out of school time as direct ways to enrich, enhance and better the lives of San Francisco's youth.

Sincerely,

Matt Pemberton - Director, Sunset Neighborhood Beacon Center

A handwritten signature in black ink, appearing to read 'Matt Pemberton', followed by a horizontal line extending to the right.

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

#### Replaces All Previous Notices

NOTICE IS HEREBY given of the following vacancies:

Vacant seat 1, succeeding Karen Burch, term expiring on September 14, 2014, must be a nominee of the District 1 Supervisor and a "Consumer," for a three-year term ending September 14, 2017.

Vacant seat 4, succeeding Simon Lee, resigned, must be a nominee of the District 4 Supervisor and a "Child Care Provider," for the unexpired portion of a three-year term ending March 19, 2015.

Vacant seat 11, succeeding Barbara Manzanares, term expiring on September 14, 2014, must be a nominee of the District 11 Supervisor and a "Child Care Provider," for a three-year term ending September 14, 2017.

**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, a Head Start center, 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 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).

***(Pursuant to the above provisions, one "Consumer" and two "Child Care Provider" seats are currently available.)***

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/>.

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) 554-4447.*

  
Angela Calvillo  
Clerk of the Board

DATED/POSTED: August 28, 2014

---

San Francisco  
BOARD OF SUPERVISORS

Date Printed: November 14, 2014

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: ericamay.cpac@gmail.com

**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

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.