



Gina Fromer, Chair  
Ingrid Mezquita, Executive Director

MEMBERS:  
Meredith Dodson  
Pamela Geisler  
Monique Guidry  
Cindy Lopez-Chastain  
Patricia Sullivan

## MEETING MINUTES EARLY CHILDHOOD COMMUNITY OVERSIGHT AND ADVISORY COMMITTEE

**DATE:** March 16, 2023

**TIME:** 4:30pm-6:00pm

**PLACE:** 1650 Mission Street, Suite 312, San Francisco, CA 94103

### PUBLIC ACCESS (if not attending in person)

<https://us06web.zoom.us/j/85629740814?pwd=Rn1M2FHenk5ZFNNeEJ6YXN2Q2pvZz09>

**Zoom Public Access Number:** US: +1 669 444 9171 or +1 669 900 6833 or +1 346 248 7799 or +1 719 359 4580 or +1 253 205 0468 or +1 253 215 8782 or +1 689 278 1000 or +1 929 205 6099 or +1 301 715 8592 or +1 305 224 1968 or +1 309 205 3325 or +1 312 626 6799 or +1 360 209 5623 or +1 386 347 5053 or +1 507 473 4847 or +1 564 217 2000 or +1 646 931 3860

**Public Comment Email:** [sfdec@sfgov.org](mailto:sfdec@sfgov.org)

1. Call to order  
Chair Fromer called the meeting to order at 4:35pm.
2. Roll call  
Present: Meredith Dodson, Gina Fromer, Patricia Sullivan, Cindy Lopez-Chastain, Monique Guidry  
Absent: Pamela Geisler, Monica Walters
3. Land Acknowledgement  
DEC Principal Policy Analyst Graham Dobson read the land acknowledgment statement.
4. General public comment  
None given.
5. Welcome and Introductions  
Members introduced themselves, their organization, and the seat they represent.
6. Review Bylaws Changes to align with DEC Governance Ordinance [FILE NO. 220808](#)  
DEC Director of Policy and Strategic Partnerships Jenny Lam provided an overview of proposed bylaw revisions and reasoning for the changes. *See Appendix A slides 8-12 and Appendix B.*

Motion to adopt revised bylaws for EC COAC. Roll call vote: Member Dodson: Yes; Member

Sullivan: Yes Member Lopez-Chastain: Yes Chair Fromer: Yes. *Motion passed unanimously at 4:48pm.*

## 7. Officer Election

### Chair Nominations

Member Sullivan nominated Member Fromer. Member Dodson seconded. Member Fromer accepted the nomination.

Roll Call Vote: Member Dodson: Yes; Member Fromer: Yes; Member Sullivan: Yes; Member Lopez-Chastain: Yes; Member Guidry: Yes. *Member Fromer elected to serve as EC COAC Chair for the remainder of 2023 at 4:52pm*

### Vice Chair Nominations

Chair Fromer nominated Member Sullivan. Member Guidry seconded. Member Sullivan accepted the nomination.

Role Call Vote: Meredith: Yes; Gina: Yes; Patricia: Yes; Cindy: Yes Monique: Yes. *Member Sullivan elected to serve as chair for the year of 2023 at 4:56pm*

## 8. San Francisco Child Care Planning and Advisory Committee Report

EC COAC CPAC representative Monique Guidry shared the following highlights of CPAC's current work:

- CPAC, ECE Advocacy Coalition, and FRC alliance have met monthly to better understand all resources available to children and families Citywide and to improve coordination between ECE and family support programs. They are engaged in an asset mapping project funded by DEC.
- CPAC is engaged in planning a Universal Pre-K (UPK) mixed-delivery model that aligns with SFUSD Pre-K planning and implementation. They have convened a UPK steering committee to lead the project management and organized a working group to lead content development. They are also looking for a consultant to assist.
- CPAC's 2022 needs assessment is close to being completed. The content is finished, and the plan is currently in the design phase.
- CPAC is working on its strategic plan which will include a racial equity framework and values framework.

## 9. Director's Report

Director Mezquita presented updates on staffing and office renovations, Strategic Plan Implementation, and upcoming Policy and Planning Activities for 2023.

Senior Policy and Communications Officer Maya Castleman presented on DEC's current "Big Splash" marketing campaign aimed to promote brand recognition and to ensure all families are aware of our department and the programs and resources/services available. *See Appendix C.*

### Member Discussion

The Big Splash Campaign is exciting! Members reported seeing DEC advertising around the City. They commented that the campaign sets up high expectations for the Department and we need to make sure we are delivering. They also commented that we need to make sure the message is coming across that DEC is not a new program or service, but rather, the City Department bringing all programs and services together for families.

### Public Comment

DEC's budget weighs heavily to ECE but we are marketing DEC as having all the pieces. We need to identify additional funding to support all services for 0-5 so we can deliver on the vision put forward in DEC billboards and ads.

## 10. Minutes of January 12, 2023

Motion to approve the EC COAC minutes of January 12, 2023. Roll Call Vote: Lopez-Chastain: Yes; Sullivan: Yes Dodson: Yes; Fromer: Abstain; Guidry: Yes. *Motion passed unanimously at 5:32pm.*

## 11. Adjourn

Meeting adjourned at 5:35pm

### **APPENDICES:**

Appendix A: 3.16.2023 EC COAC Presentation

Appendix B: Draft Revisions to EC COAC Bylaws

Appendix C: DEC “Big Splash” Presentation

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## **Know Your Rights**

### **PUBLIC RECORDS REQUESTS**

Every City Department must provide members of the public with timely and transparent access to public records and information under the [San Francisco Sunshine Ordinance](#) and the [California Public Records Act](#).

For questions about DEC’s public information request policy or to make a public records request please email [dec.publicrecords@sfgov.org](mailto:dec.publicrecords@sfgov.org).

### **SUNSHINE ORDINANCE**

Government’s duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people’s business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people’s review. For information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, please contact: Sunshine Ordinance Task Force Administrator.

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415-554-7724 (Office); 415-554-7854 (Fax)  
E-mail: [SOTF@sfgov.org](mailto:SOTF@sfgov.org)

Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City’s website at [www.sfgov.org](http://www.sfgov.org). Copies of explanatory documents are available to the public online at <http://www.sfbos.org/sunshine> or, upon request to the Commission Secretary, at the above address or phone number.

### **LANGUAGE ACCESS**

Per the Language Access Ordinance (Chapter 91 of the San Francisco Administrative Code), Chinese, Spanish, and/or Filipino (Tagalog) interpreters will be available upon requests. Meeting Minutes may be translated, if requested, after they have been adopted by the Commission. Assistance in additional languages may be honored whenever possible. To request assistance with these services please contact the Commission Secretary Maya Castleman at [maya.castleman@sfgov.org](mailto:maya.castleman@sfgov.org) or (628) 652-3040. at least 48 hours in advance of the hearing. Late requests will be honored if possible.

### **DISABILITY ACCESS**

Children and Families Commission hearings and Early Childhood Community Oversight and Advisory Committee hearings are held at 1650 Mission Street, 3<sup>rd</sup> floor, San Francisco. The building and meeting room are wheelchair accessible. Remote public participation is available upon request for individuals who cannot attend in person due to disability. Making a request to participate

remotely no later than one (1) hour prior to the start of the meeting helps ensure availability of the meeting link. Sign Language Interpretation is also available upon request. [Captions can be enabled](#) if participating remotely.

If requesting remote Sign Language Interpretation, please submit an accommodation request a minimum of four (4) business hours prior to the start of the meeting. Allowing a minimum of 48 business hours for all other accommodation requests (for example, for other auxiliary aids and services) helps ensure availability. To request accommodation, please contact Maya Castleman at [maya.castleman@sfgov.org](mailto:maya.castleman@sfgov.org) or (628) 652-3040.

## LOBBYIST ORDINANCE

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct Code 2.100] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Avenue, Suite 220, San Francisco, CA 94102, (415) 252-3100, FAX (415) 252-3112, website: [sfgov.org/ethics](http://sfgov.org/ethics).

## 認識您的權利

### 索取公共記錄

根據 [《三藩市陽光條例》\(San Francisco Sunshine Ordinance\)](#) 及 [《加州公共記錄法案》\(California Public Records Act\)](#)，每個市政部門都必須為公眾提供及時和透明的公共記錄和訊息。

如對「早期幼兒教育部」的索取公共記錄政策有任何疑問，或欲索取公共記錄，請發送電子郵件至 [dec.publicrecords@sfgov.org](mailto:dec.publicrecords@sfgov.org)。

### 《陽光條例》

政府的職責是服務大眾，並在大眾的監督下作出決定。設立市縣的委員會、董事會、理事會和其他機構的目的，是為市民處理事務。此條例確保審議工作是在市民的監督下進行，並確保城市的運作能公開給市民審查。欲了解根據《陽光條例》下您所擁有的權利（《三藩市行政法典》第 67 章）或舉報違反條例的行為，請聯絡：「陽光條例專案小組」負責人。

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電郵地址：[SOTF@sfgov.org](mailto:SOTF@sfgov.org)

《陽光條例》的副本可向「陽光條例專案小組」職員或三藩市公共圖書館索取，以及在市政府網站 [www.sfgov.org](http://www.sfgov.org) 查閱。大眾可於網上查閱附帶說明的文件副本（網址：<http://www.sfbos.org/sunshine>），或透過上述地址或電話號碼向委員會秘書索取。

### 語言便利服務

根據《語言便利條例》（《三藩市行政法典》第 91 章），我們可按要求提供中文、西班牙文及/或菲律賓文（他加祿語）的口譯服務。會議記錄在獲得委員會通過後可翻譯成所要求的語言。我們將盡可能提供其他語言的協助。欲要求相關的協助服務，請於聽證會前至少 48 小時，聯絡委員會秘書 Maya Castleman（電郵地址：[maya.castleman@sfgov.org](mailto:maya.castleman@sfgov.org)），或致電 (628) 652-3040。對於遲來的請求，我們將盡可能配合。

### 便利殘障人士服務

「兒童及家庭委員會」聽證會及「早期幼兒社區監督和諮詢委員會」聽證會於以下地點舉行：1650 Mission Street, 3<sup>rd</sup> floor, San Francisco. 大樓及會議室均方便輪椅人士出入。對於因殘障而無法親自出席會議的人士，我們可應要求提供遠程公眾參與服務。請最遲在會議開始前一 (1) 小時提出遠程參與要求，有助確保我們能夠提供會議連結。我們也可應要求提供手語翻譯。遠程參與的人士也可以啟動字幕。

如要求遠程手語翻譯，請在會議開始前至少四 (4) 個辦公小時提交有關安排的要求。對於所有其他安排的要求（如其他輔助設備和服務），請至少在 48 個辦公小時前提出，有助確保我們能夠配合。欲要求便利性安排，請聯絡委員會秘書 Maya Castleman（電郵地址：[maya.castleman@sfgov.org](mailto:maya.castleman@sfgov.org)），或致電 (628) 652-3040。

### 《遊說條例》

《三藩市遊說條例》[三藩市推廣及政府行為準則 2.100] 規定，影響或試圖影響地方立法或行政行動的個人和實體在進行遊說活動前，可能需要作出登記及通知。欲了解《遊說條例》的詳情，請聯絡「三藩市道德委員會」，地址：25 Van Ness Avenue, Suite 220, San Francisco, CA 94102, 電話：(415) 252-3100, 傳真：(415) 252-3112, 網站：[sfgov.org/ethics](http://sfgov.org/ethics)。

## Conozca sus derechos

### SOLICITUDES DE REGISTROS PÚBLICOS

Todos los departamentos municipales deben proporcionarles a los ciudadanos un acceso oportuno y transparente a los registros públicos y a la información de conformidad con la [Ordenanza Sunshine de San Francisco](#) y la [Ley de Registros Públicos de California](#).

Si tiene preguntas sobre la política de solicitud de información pública de DEC o si desea realizar una solicitud de registros públicos, por favor envíe un email a [dec.publicrecords@sfgov.org](mailto:dec.publicrecords@sfgov.org).

### ORDENANZA SUNSHINE

El deber del gobierno es servir al público, tomando sus decisiones a la plena vista del público. Las comisiones, juntas, consejos y otras agencias de la Ciudad y el Condado existen para conducir los asuntos de los ciudadanos. Esta ordenanza garantiza que las deliberaciones se lleven a cabo ante el pueblo y que las operaciones de la Ciudad estén abiertas a la revisión por parte de la población. Para obtener información sobre sus derechos de conformidad con la Ordenanza Sunshine (Capítulo 67 del Código Administrativo de San Francisco) o para denunciar una infracción de la ordenanza, por favor póngase en contacto con: Administrador del Grupo de Trabajo de la Ordenanza Sunshine.

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Se pueden obtener copias de la Ordenanza Sunshine con el secretario del Grupo de Trabajo de Sunshine, en la Biblioteca Pública de San Francisco y en el sitio web de la Ciudad en [www.sfgov.org](http://www.sfgov.org). Las copias de los documentos explicativos están a disposición del público por Internet en <http://www.sfbos.org/sunshine> o, previa solicitud al Secretario de la Comisión, en la dirección o el número de teléfono indicados anteriormente.

### ACCESO LINGÜÍSTICO

De acuerdo con la Ordenanza de Acceso Lingüístico (Capítulo 91 del Código Administrativo de San Francisco), se dispondrá de intérpretes de chino, español y/o filipino (tagalo) si así se solicita. Las actas de las reuniones podrán traducirse, si así se solicita, una vez que hayan sido adoptadas por la Comisión. Siempre que sea posible, se podría ofrecer asistencia en otros idiomas. Para solicitar asistencia con estos servicios, por favor póngase en contacto con la Secretaria de la Comisión Maya Castleman escribiendo a [maya.castleman@sfgov.org](mailto:maya.castleman@sfgov.org) o llamando al (628) 652-3040 al menos 48 horas antes de la audiencia. En la medida de lo posible, se atenderán las solicitudes presentadas con retraso.

### ACCESO PARA DISCAPACITADOS

Las audiencias de la Comisión de Niños y Familias y las audiencias del Comité Asesor y de Supervisión Comunitaria de la Primera Infancia se celebran en 1650 Mission Street, 3<sup>er</sup> piso, San Francisco. El edificio y la sala de reuniones son accesibles en silla de ruedas. La participación del público a distancia está disponible previa solicitud para las personas que no pueden asistir en persona.

debido a una discapacidad. Solicitar la participación a distancia a más tardar una (1) hora antes del inicio de la reunión ayuda a garantizar la disponibilidad del enlace de la reunión. También se ofrece interpretación en lenguaje de señas previa solicitud. Se pueden activar los subtítulos si se participa a distancia.

Si solicita interpretación a distancia en lenguaje de señas, envíe una solicitud de adaptación con un mínimo de cuatro (4) horas laborables de anticipación al inicio de la reunión. Para el resto de las solicitudes de adaptación (por ejemplo, para otras ayudas y servicios auxiliares), se requiere un mínimo de 48 horas laborables de anticipación, lo que contribuye a garantizar su disponibilidad. Para solicitar una adaptación, por favor póngase en contacto con Maya Castleman escribiendo a [maya.castleman@sfgov.org](mailto:maya.castleman@sfgov.org) o llamando al (628) 652-3040.

## **ORDENANZA DE CABILDEO**

Las personas y entidades que influyen o intentan influir en la acción legislativa o administrativa local pueden estar obligadas por la Ordenanza de Cabildeo de San Francisco [Código de Conducta Gubernamental y Campaña de San Francisco 2.100] a registrarse y notificar las actividades de cabildeo. Para obtener más información sobre la Ordenanza de Cabildeo, por favor póngase en contacto con la Comisión de Ética de San Francisco en 25 Van Ness Avenue, Suite 220, San Francisco, CA 94102, (415) 252-3100, FAX (415) 252-3112, página web: [sfgov.org/ethics](http://sfgov.org/ethics).

## **Alamin ang Inyong mga Karapatan**

### **MGA PAGHILING NG MGA PAMPUBLIKONG RECORD**

Kailangang magbigay ang bawat Departmento ng Lungsod ng napapanahon at transparent na access sa mga pampublikong record at impormasyon sa ilalim ng [San Francisco Sunshine Ordinance](#) at ng [California Public Records Act](#).

Para sa mga tanong tungkol sa patakaan ng DEC sa paghiling ng pampublikong impormasyon o para humiling ng pampublikong record, mag-email sa [dec.publicrecords@sfgov.org](mailto:dec.publicrecords@sfgov.org).

### **SUNSHINE ORDINANCE**

Tungkulin ng pamahalaan na paglingkuran ang publiko, na gumagawa ng desisyon nang ganap na nakikita ng publiko. Nariyan ang mga komisyon, lupon, konseho, at iba pang ahensya ng Lungsod at County para pangasiwaan ang negosyo ng mga tao. Tinitiyak ng ordinansang ito na isinasagawa ang mga pagdedesisyon sa harap ng mga tao at bukas para sa pagsusuri ng mga tao ang mga operasyon ng Lungsod. Para sa impormasyon tungkol sa inyong mga karapatan sa ilalim ng Sunshine Ordinance (Kabanata 67 ng San Francisco Administrative Code) o para mag-ulat ng paglabag sa ordinansa, makipag-ugnayan sa: Sunshine Ordinance Task Force Administrator.

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E-mail: [SOTF@sfgov.org](mailto:SOTF@sfgov.org)

Puwedeng kumuha ng mga kopya ng Sunshine Ordinance mula sa Clerk ng Sunshine Task Force, sa Pampublikong Aklatan ng San Francisco, at sa website ng Lungsod sa [www.sfgov.org](http://www.sfgov.org). Available online sa publiko ang mga kopya ng mga dokumento ng paliwanag sa <http://www.sfbos.org/sunshine> o, kung hiniling sa Kalihim ng Komisyon, sa address o numero ng telepono sa itaas.

### **ACCESS SA WIKA**

Batay sa Language Access Ordinance (Kabanata 91 ng San Francisco Administrative Code), magiging available kung hiniling ang mga tagasalin sa wikang Chinese, Spanish, at/o Filipino (Tagalog). Puwedeng isalin ang Mga Katitikan ng Pagpupulong, kapag hiniling, pagkatapos pagtibayin ng Komisyon ang mga ito. Puwedeng tanggapin ang tulong sa mga karagdagang wika kapag posible. Para humiling ng tulong sa mga serbisyong ito, makipag-ugnayan sa Kalihim ng Komisyon na si Maya Castleman sa [maya.castleman@sfgov.org](mailto:maya.castleman@sfgov.org) o sa (628) 652-3040 kahit 48 oras bago ang pagdinig. Tatanggapin ang mga nahuling paghiling kapag posible.

### **ACCESS PARA SA MAY KAPANSANAN**

Isinasagawa ang mga pagdinig ng Children and Families Commission at mga pagdinig ng Early Childhood Community Oversight and Advisory Committee sa 1650 Mission Street, 3<sup>rd</sup> floor, San Francisco. May access para sa wheelchair ang gusali at silid para sa pagpupulong. Kapag hiniling, available ang remote na pampublikong pakikilahok para sa mga indibidwal na hindi makakadalo nang personal dahil sa kapansanan. Nakakatulong ang paghiling na lumahok nang remote kahit isang (1) oras bago ang pagsisimula ng pagpupulong para masigurado ang pagiging available ng link ng pagpupulong. Available din ang Sign Language Interpretation kapag hiniling. Puwedeng i-enable ang mga caption kung remote na lalahok.

Kung hihiling ng remote na Sign Language Interpretation, magsumite ng kahilingan para sa tulong nang hindi bababa sa apat (4) na oras ng negosyo bago ang pagsisimula ng pagpupulong. Nakakatulong ang paglalaan ng minimum na 48 oras ng negosyo para sa lahat ng iba pang kahilingan para sa tulong (halimbawa, para sa iba pang auxiliary aid at serbisyo) para masigurado ang pagiging available nito. Para humiling ng tulong, makipag-ugnayan kay Maya Castleman sa [maya.castleman@sfgov.org](mailto:maya.castleman@sfgov.org) o sa (628) 652-3040.

## **LOBBYIST ORDINANCE**

Ang mga indibidwal at entity na nakakaimpluwensya o sinusubukang makaimpluwensya ng lokal na lehislatibo o administratibong aksyon ay posibleng atasan ng San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct Code 2.100] na magparehistro at mag-ulat ng aktibidad sa pag-lobby. Para sa higit pang impormasyon tungkol sa Lobbyist Ordinance, makipag-ugnayan sa San Francisco Ethics Commission sa 25 Van Ness Avenue, Suite 220, San Francisco, CA 94102, (415) 252-3100, FAX (415) 252-3112, website: [sfgov.org/ethics](http://sfgov.org/ethics).



# Department of Early Childhood

Early Childhood Community  
Oversight and Advisory  
Committee

March 16, 2023



## AGENDA

1. Call to order
2. Roll call
3. Land Acknowledgement
4. General public comment
5. Welcome and Introductions
6. Review Bylaws Changes: Alignment with DEC Governance Ordinance [FILE NO. 220808](#)
7. Officer Election
8. CPAC Report
9. Director's Report



# 1. CALL TO ORDER

# 2. ROLL CALL

# 3. LAND ACKNOWLEDGEMENT

## LAND ACKNOWLEDGEMENT

We, the San Francisco Department of Early Childhood's Early Childhood Community Oversight and Advisory Committee acknowledge that we are on the unceded ancestral homeland of the Ramaytush Ohlone who are the original inhabitants of the San Francisco Peninsula. As the indigenous stewards of this land and in accordance with their traditions, the Ramaytush Ohlone have never ceded, lost nor forgotten their responsibilities as the caretakers of this place, as well as for all peoples who reside in their traditional territory. As guests, we recognize that we benefit from living and working on their traditional homeland. We wish to pay our respects by acknowledging the Ancestors, Elders and Relatives of the Ramaytush Community and by affirming their sovereign rights as First Peoples. We commit not only to acknowledgement but also to using our roles and privilege to promote equitable access to culturally responsive early learning opportunities and resources.

## **4. GENERAL PUBLIC COMMENT**

## **6. Review Bylaws Changes to align with DEC Governance Ordinance**

# Revisions to EC - COAC Bylaws

Governance Ordinance and Changes for the Early Childhood Community Oversight and Advisory Committee (EC-COAC) Bylaws



## Overview

- The San Francisco Department of Early Childhood's enacting ordinance ([FILE NO. 220808](#)) went into effect on October 8, 2022. It evolves and expands publicly appointed oversight for San Francisco's early childhood system of care.
- The Department must report to and staff two oversight bodies: The First 5 Children and Families First Commission (CFC) and the Early Childhood Community Oversight and Advisory Committee (EC COAC).





## EC COAC Charge

- Recommendations on early care and education programming and initiatives
- Recommendations regarding the Early Care and Education for All Initiative and the Babies and Families First Fund (Baby Prop C)
- Recommendations regarding the *Department's Strategic Plan* and other areas of policy, planning, collaboration, and strategic partnerships related to providing early care and education for children ages zero to five in San Francisco.



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## REVISIONS TO BYLAWS

- Update references of OECE CAC to DEC EC COAC
- Update membership requirements and term info to mirror DEC enacting ordinance
- Clarify member attendance requirements and what constitutes effective resignation
- Include details on the conduct of meetings and public comment procedures as per local and state law
- Change of officer terms and elections to operate on the calendar year. The attendance requirements in the enacting ordinance and bylaws are tied to the calendar year. Therefore, officer terms and elections should align.



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# 7. OFFICER ELECTION



## EC COAC Membership

Meredith  
Dodson

Pamela  
Geisler

Gina Fromer

Patricia Marie  
Sullivan

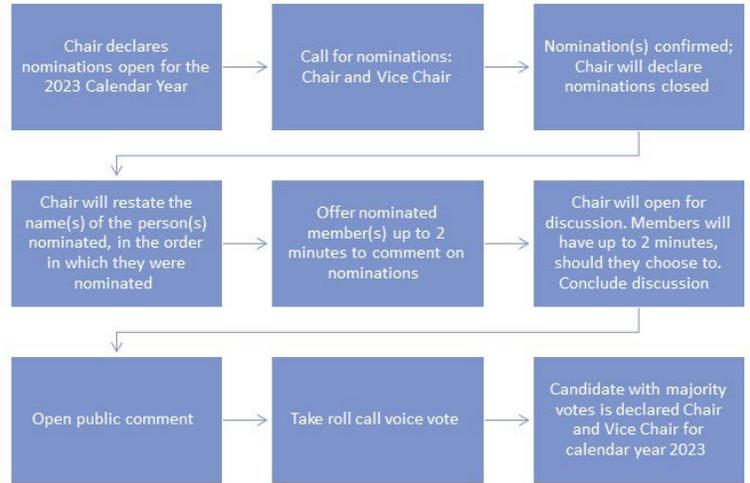
Monica  
Walters

Cindy Lopez-  
Chastain

Monique  
Guidry



# Officer Nomination Process



## 8. San Francisco Child Care Planning and Advisory Committee Report

## **9. Director's Report**



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## **9. ADJOURN**



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## APPENDIX B: Draft Revisions to EC COAC Bylaws

Department of Early Childhood  
City and County of San Francisco

### EARLY CHILDHOOD COMMUNITY OVERSIGHT AND ADVISORY COMMITTEE BYLAWS Adopted XX

#### ARTICLE I: NAME, PURPOSE AND MEMBERSHIP

##### Section 1: Name

The name of the Committee shall be Department of Early Childhood Early Childhood Community Oversight and Advisory Committee and shall be referred to in the bylaws as the "DEC ECCOAC."

##### Section 2. Authority and Purpose

As provided in the Administrative Code Chapter 5, Article XIII, there shall be an Early Childhood Community Oversight and Advisory Committee to make recommendations regarding the Department of Early Childhood's mission aligning and coordinating the City's efforts to provide early care and education for children ages zero to five in San Francisco and for promoting and supporting the development of early childhood supports and comprehensive programs, policies, and strategies to enhance services for children ages zero to five in San Francisco. The ECCOAC shall also advise the DEC on developing a strategic plan and a proposal for expanding high-quality early education in San Francisco as described in Section 2A.310 of the Administrative Code, and offer expertise in the areas of policy, planning, collaboration, and strategic partnerships.

##### Section 3: Membership

The DEC ECCOAC shall consist of nine (9) members. As provided in the Administrative Code Chapter 5, Article XIII, the Mayor shall nominate five members to hold Seats 1 through 5, and the Board of Supervisors shall appoint four members to hold seats 6 through 9. Members of the DEC ECCOAC shall serve for two years, except that the members of the previously established Office of Early Care and Education Citizens' Advisory Committee seated as of the effective date DEC's enacting ordinance shall by operation of law become the initial members of the EC COAC. Their terms of office and term limits shall incorporate their service on the Office of Early Care and Education Citizens' Advisory Committee, with the effect that their terms of office and term limits will be identical to what they would have been if the Office of Early Care and Education Citizens' Advisory Committee had not been abolished. March 16, 2023.

(a) Members of the DEC ECCOAC shall have the following qualifications:

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

(2) Seat 2: must be a representative of the San Francisco Unified School District's Early Education Division, or any successor to that division, recommended by the Superintendent of Schools. If the Superintendent of Schools fails to make a recommendation by within 90 days of a vacancy the Mayor may appoint a person to hold this seat;

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

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

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

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

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

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

(9) Seat 9: must be a representative of the Childcare Planning and Advisory Council ("CCPAC") established by Article XX of Chapter 5 of the Administrative Code, recommended to the Board of Supervisors by the CCPAC

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

(c) No member may serve more than two consecutive terms on the DEC ECCOAC. For the purpose of these term limits, serving more than half of a term shall count as serving a full term on the committee.

(d) Members must inform Committee Chair and Committee Coordinator in advance if they are unable to attend a scheduled meeting. Failure to inform Committee Coordinator and Chair in advance will result in an unexcused absence. Any member of the DEC ECCOAC with more than two unexcused absences in a calendar year shall be deemed to have resigned from the committee. Further, any member of the EC COAC who fails to attend at least half of the meetings held in a calendar year - whether absences are excused or unexcused - shall be deemed to have resigned from the committee.

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

seq.) and California Government Code section 1090.

## **ARTICLE II: OFFICERS**

### **Section 1: Officers**

The officers of the DEC ECCOAC shall be a Chair and Co-Chair. The officers shall serve at the pleasure of the Committee.

### **Section 2: Term of Office**

The officers shall hold their terms for one year and/or until their successors are elected.

### **Section 3: Election of Officers**

Election of officers shall be conducted at the last regular meeting of the DEC ECCOAC held in each calendar year. If the Chair is unable to complete his or her term of office, the Vice Chair will serve as Chair until the next regular meeting. At the next regular meeting, the Commission shall conduct an election for Chair to fill the vacancy for the balance of the unexpired term. In the event the Vice Chair is elected as Chair, there shall be an election for a new Vice Chair at that meeting. If the office of Vice Chair is vacated before the expiration of a term, it shall remain vacant until the next regular meeting, at which time the DEC ECCOAC shall elect a new Vice Chair.

### **Section 4. Duties of the Chair**

The Chair shall preside at all meetings of the DEC ECCOAC. The Chair, working with the Vice Chair and DEC staff, oversees the preparation and distribution of the agenda for all Commission meetings. The Chair is empowered to appoint members to standing or special committees formed by the DEC ECCOAC.

### **Section 5. Duties of the Vice Chair**

In the absence of the Chair, the Vice Chair presides at meetings of the DEC ECCOAC. In the event of the absence of the Chair and Vice Chair, the remaining OECE ECCOAC members shall appoint one of its members to preside at the meeting.

## **ARTICLE III: MEETINGS**

### **Section 1. Regular Meetings**

Regular Meeting times of the DEC ECCOAC shall be established; the DEC ECCOAC shall meet at 1650 Mission Street, 3<sup>rd</sup> floor, SF, CA 94103. The DEC EC COAC shall meet at least four (4) times in each calendar year.

### **Section 2. Special Meetings/Subcommittees**

The Chair or a majority of the members of the DEC ECCOAC may call for special meetings and/or subcommittees.

### **Section 3. Notice of Meetings and Agendas**

Agendas of all regular meetings and notices and agendas of all special meetings and subcommittees will be posted at the meeting site, the San Francisco Main Library, and the DEC website. Agendas and notices will be distributed to each DEC ECCOAC member and to any person who files a written request for such notice with the DEC ECCOAC.

### **Section 5. Cancellation of Meetings**

The Chair may cancel a meeting if he/she/they are aware that a quorum of the body will not be

present or if the meeting date conflicts with a holiday or other responsibilities of Members. Notices of cancellations will be posted at the meeting site, the San Francisco Main Library, and the DEC website. If time permits, notice of meeting cancellations shall be emailed to all members of the public who have requested to receive notices and agendas of DEC ECCOAC meetings.

### **Section 6. Conduct of Meetings**

The DEC ECCOAC will conduct its meetings in compliance with all applicable laws, including, but not limited to, the Ralph M. Brown Act (Government Code section 54950 et. seq.), the San Francisco Charter, the San Francisco Sunshine Ordinance (San Francisco Administrative Code chapter 67), and the California Public Records Act (Cal Gov. Code, Section 6250 et seq.).

Discussion by ECCOAC members shall be limited to matters which are properly before the ECCOAC. A speaker shall be ruled out of order if he/she/they fails to speak on the subject matter for which the privilege of the floor was granted.

The Chair shall have the privilege to recognize requests to speak by other ECCOAC members.

### **Section 7. Setting Agendas**

DEC staff, along with the Chair and Vice Chair, shall prepare the agenda for meetings. The Chair shall place on the agenda any item requested by a member of the DEC ECCOAC if it is received not less than ten days before a regular meeting.

### **Section 8. Action at a Meeting: Quorum and Required Vote**

Five (5) members of the DEC ECCOAC shall constitute a quorum of the committee, and the affirmative votes of at least five (5) members of the DEC ECCOAC are necessary to constitute approval by the committee.

### **Section 9. Decision Rule, Voting and Abstention**

Any member of the DEC ECCOAC may craft a proposal for a vote and ask the Chair to poll the group. Meeting discussions and endorsements shall be facilitated using a modified consensus approach, allowing for additional discussion where there is lack of consensus on an item. Each member present at a DEC ECCOAC meeting shall vote "yes" "no" or "need more information/ discussion" when a proposal is presented, unless the member is excused from voting on a matter by a motion adopted by a majority of the members present or the member has a conflict of interest that legally precludes participation in the vote. Individual members should consult with the City Attorney's Office regarding potential conflicts of interest which may preclude participation in a vote.

The DEC ECCOAC shall take action on proposals by voice vote. The minutes shall reflect how each member voted.

### **Section 10. Public Comment**

The DEC ECCOAC and any subcommittees of the DEC ECCOAC shall hold meetings open to the public in full compliance with state and local laws. The DEC ECCOAC encourages the participation of interested persons and will provide an opportunity for public comment after each scheduled agenda item and before voting action. Consistent with state and local law, the Chair may limit time permitted for public comment to no more than 2 minutes per commenter and committee members and staff may not respond to questions raised during the public comment period.

## **ARTICLE IV - ADOPTION AND AMENDMENT OF BYLAWS**

### **Section 1. Adoption**

The adoption of these Bylaws shall be made by motion and shall require an affirmative recorded vote of at least five (5) members of the DEC ECCOAC. When adopted, such Bylaws shall remain in effect unless suspended, modified or amended as provided herein.

### **Section 2. Amendments**

Amendments of the Bylaws shall be by at least five (5) members of the DEC ECCOAC after presentation of the proposed amendments as an agenda item at a meeting of the DEC ECCOAC.

# DEC “Big Splash” Advertising Campaign

Early Childhood Community Oversight and Advisory Committee Meeting  
March 16, 2023



## Campaign Focus

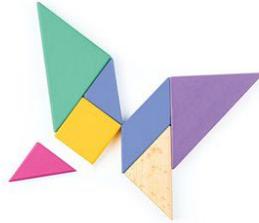
- High level impact: Create brand recognition for DEC throughout San Francisco
- Not focused on specific services
- “DEC is here to make San Francisco a better place for young children and those who care for them.”





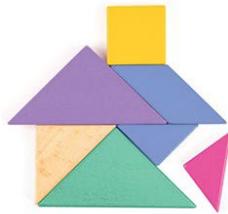
[www.sfdec.org](http://www.sfdec.org)

Putting the pieces together for joyful childhoods.  
把簡化早教資源的難題交到我們手中，給孩子一個快樂的童年。  
Organizando el rompecabezas para una infancia feliz.  
Pagsamasamahin ang mga piraso para sa masayang pagkabata.



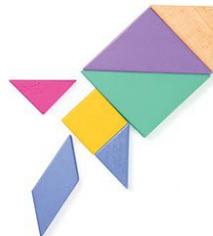
[www.sfdec.org](http://www.sfdec.org)

Putting the pieces together so children can soar.  
把簡化早教資源的難題交到我們手中，讓孩子茁壯成長。  
Organizando el rompecabezas para que los niños puedan volar.  
Pagsamasamahin ang mga piraso para umunlad ang mga bata.



[www.sfdec.org](http://www.sfdec.org)

Putting the pieces together so parents can stress less.  
把簡化早教資源的難題交到我們手中，家長不再煩惱。  
Organizando el rompecabezas para que los padres puedan preocuparse menos.  
Pagsamasamahin ang mga piraso para mabawasan ang alalahanin ng magulang.



[www.sfdec.org](http://www.sfdec.org)

Putting the pieces together for a bright future.  
把簡化早教資源的難題交到我們手中，讓孩子有一個光明的未來。  
Organizando el rompecabezas para un futuro brillante.  
Pagsamasamahin ang mga piraso para sa magandang kinabukasan.



# Advertising Placements

- **Place-based Advertising:**

- SFMTA Buses
- Street-Level Billboards
- Digital Platform Display at MUNI Station

- **Digital Advertising:**

- Facebook
- Instagram
- Google

