



# Children, Youth, and Their Families Oversight and Advisory Committee

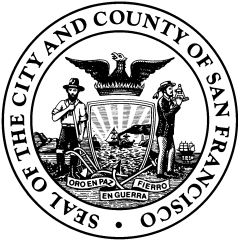


## *Pre-Meeting Packet*

---

### Table of Contents

- **November 2022 Meeting Agenda**  
Pg. 2
- **Item III: September 2022 Minutes for Approval – ACTION REQUIRED**  
Pg. 7
- **Item IV: Memo: Resolution Making Findings to Allow Teleconferenced Meetings Under California Government Code Section 54953(e) – ACTION REQUIRED**  
Pg. 9
- **Item V: Services Allocation Plan Presentation**  
Pg. 12
- **Item VII: Report of the OAC Chair - Bylaws – ACTION REQUIRED**  
Pg. 21
- **Item VIII: Report of DCYF Director – 2023 OAC Meeting Calendar**  
Pg. 30



# Children and Youth Fund Oversight and Advisory Committee

## Meeting Agenda



---

**Members:** Andre Torrey, Aaron Yen, Jada Curry (Chair), Jon Henry, Julie Roberts-Phung, Lesly Simmons, Mollie Matull (Vice Chair)

**Date and Time:** Monday, November 14, 3:00 PM – 5:00 PM

**Zoom Meeting Link:** [Click to Join](#) or join by Telephone; Dial + 1-669-900-6833, Passcode: 740965  
Webinar ID: 816-4899-2791

**I. Call to Order and Roll Call (2 mins)**

**II. General Public Comments (5 mins)**

This item allows members of the public to comment generally on matters within the OAC's purview that are not on the agenda.

**III. Approval of the September 2022 Minutes (5 mins)**

Action required

**IV. Resolution Making Findings to Allow Teleconferenced Meetings Under CA Gov Code Section 54953(e) (5 mins)**

Action required

**V. Services Allocation Plan (SAP) Update & Exploring Our Results (30 mins)**

Discussion only

**VI. Report of the Service Provider Working Group (10 mins)**

Discussion only

**VII. Report of the OAC Chair (10 mins)**

- Introduction of Updated Bylaws – action required

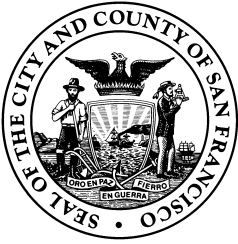
**VIII. Report of the DCYF Director (10 mins)**

- Review of 2023 OAC Meeting Dates

Discussion only

**IX. Action Items (5 mins)**

Discussion only



# Children and Youth Fund Oversight and Advisory Committee

## Meeting Agenda



---

### Providing Public Comment

#### Instructions:

- Wait for Public Comment to be announced (by Item # or for General Public Comment)
- When the Clerk calls Public Comment,
  - From your screen: Select "RAISE HAND" and wait to be introduced.
  - From your phone: Press \*9 to raise your hand on the phone and wait to be introduced.
- Please wait until it is your turn to speak.
- When it is time for you to speak, you will be brought into the conversation by the Zoom Administrator.
- You will have the standard 2 minutes to provide your comments.
- Once your 2 minutes have ended, you will be moved out of the speaker line and back to listening as an attendee (unless you disconnect).
- If you wish to speak on other items on the Agenda or for other comment periods, please listen for the Clerk's next prompt and follow the same set of instructions.

#### Best Practices:

- Call from a Quiet location.
- Speak slowly and clearly.
- Turn down any televisions or radios around you.
- Address the Oversight and Advisory Committee as a whole. Do not address individual Members.

---

#### KNOW YOUR RIGHTS UNDER THE 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 (Chapters 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, please contact: Sunshine Ordinance Task Force Administrator

City Hall – Room 244 1 Dr. Carlton B. Goodlett Place

San Francisco, CA 94102-4683

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.

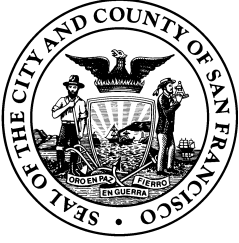
#### LANGUAGE ACCESS

Per the Language Access Ordinance (Chapter 91 of the San Francisco Administrative Code), Chinese, Spanish and or Filipino (Tagalog) interpreters will be available upon request. 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 Emily Davis at 415-554-8991 or [Emily.Davis@dcyf.org](mailto:Emily.Davis@dcyf.org) at least 48 hours in advance of the hearing. Late requests will be honored if possible.

#### ACCESSIBLE MEETING POLICY

Per the Americans with Disabilities Act and the Language Access Ordinance, Chinese, Spanish, Filipino (Tagalog), and/or American Sign Language interpreters will be available upon request. Additionally, every effort will be made to provide assistive listening devices and meeting materials in alternative formats (braille or large print). Minutes may be translated after they have been adopted by the Commission. For all these requests, please contact Emily Davis, Community

1390 Market Street, Suite 900 • San Francisco, CA 94102 • Tel 415.554.8990 • Fax 415.554.8965 • TTY 415.934.4847 • [www.dcyf.org](http://www.dcyf.org)



# Children and Youth Fund Oversight and Advisory Committee

## Meeting Agenda



Engagement Associate at least 72 hours before the meeting at 415-554-8991. Late requests will be honored if possible. The hearing room is wheelchair accessible

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

### 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: [www.sfgov.org/ethics](http://www.sfgov.org/ethics).

### CHINESE

如對會議有任何疑問，請致電415-557-9942查詢。當會議進行時，嚴禁使用手機及任何發聲電子裝置。會議主席可以命令任何使用手機或其他發出聲音裝置的人等離開會議場所。

### 了解你在陽光政策下的權益

政府的職責是為公眾服務，並在具透明度的情況下作出決策。市及縣政府的委員會，市參事會，議會和其他機構的存在是為處理民眾的事務。本政策保證一切政務討論都在民眾面前進行，而市政府的運作也公開讓民眾審查。如果你需要知道你在陽光政策 (San Francisco Administrative Code Chapter 67) 下擁有的權利，或是需要舉報違反本條例的情況，請聯絡：

陽光政策 專責小組行政官  
地址：City Hall – Room 244 1 Dr. Carlton B. Goodlett Place  
San Francisco, CA 94102-4683  
電話號碼:415-554-7724；傳真號碼415- 554-5163  
電子郵件: SOTF@sfgov.org

陽光政策的文件可以通過陽光政策專責小組秘書、三藩市公共圖書館、以及市政府網頁[www.sfgov.org](http://www.sfgov.org)等途徑索取。民眾也可以到網頁 <http://www.sfbos.org/sunshine>

### 語言服務

根據語言服務條例(三藩市行政法典第91章)，中文、西班牙語和/或菲律賓語（泰加洛語）傳譯人員在收到要求後將會提供傳譯服務。翻譯版本的會議記錄可在委員會通過後透過要求而提供。其他語言協助在可能的情況下也將可提供。上述的要求，請於會議前最少48小時致電415-557-9942或電郵至 [Brandon.Shou@dcyf.org](mailto:Brandon.Shou@dcyf.org) 向委員會秘書Brandon Shou提出。逾期提出的請求，若可能的話，亦會被考慮接納。

### 利便參與會議的相關規定

根據《美國殘疾人士法案》(Americans with Disabilities Act) 與「語言服務條例」(Language Access Ordinance)，中文、西班牙文、菲律賓文和/或美國手語傳譯員，須應要求，提供傳譯服務。另外，我們會盡一切努力予以提供輔助性聽力儀器及不同格式（點字印製或特大字體）的會議資料。翻譯版本的會議記錄可在委員會通過後予以提供。如有這些方面的請求，請在會議前七十二（72）小時致電415-557-9942與Brandon Shou 聯絡。逾期所提出的請求，若可能的話，亦會接納。聽證室設有輪椅通道。

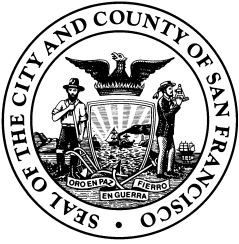
為了讓市政府更好照顧有嚴重過敏、因環境產生不適、或對多種化學物質敏感的病患者，以及有相關殘疾的人士，出席公眾會議時，請注意其他與會者可能會對不同的化學成分產品產生過敏。請協助市政府關顧這些個別人士的需要。

### 遊

依據「三藩市遊」(SF Campaign & Governmental Conduct Code 2.100) 能影響或欲影響本地立法或行政的人士或團體可能需要註冊，並報告其遊為。如需更多有關遊 Van Ness 街25號 220室的三藩市道德委員會，電話號碼:415- 252-3100，傳真號碼 415-252-3112，網址: [www.sfgov.org/ethics](http://www.sfgov.org/ethics)。

### SPANISH

Para preguntas acerca de la reunión, por favor contactar el 415-934-4840. El timbrado de y el uso de teléfonos celulares, localizadores de personas, y artículos electrónicos que producen sonidos similares, están prohibidos en esta reunión. Por favor tome en cuenta que el Presidente podría ordenar el retiro de la sala de la 1390 Market Street, Suite 900 • San Francisco, CA 94102 • Tel 415.554.8990 • Fax 415.554.8965 • TTY 415.934.4847 • [www.dcyf.org](http://www.dcyf.org)



# Children and Youth Fund Oversight and Advisory Committee

## Meeting Agenda



reunión a cualquier persona(s) responsable del timbrado o el uso de un teléfono celular, localizador de personas, u otros artículos electrónicos que producen sonidos similares.

### CONOZCA SUS DERECHOS BAJO LA ORDENANZA SUNSHINE

El deber del Gobierno es servir al público, alcanzando sus decisiones a completa vista del público. Comisiones, juntas, concilios, y otras agencias de la Ciudad y Condado, existen para conducir negocios de la gente. Esta ordenanza asegura que las deliberaciones se lleven a cabo ante la gente y que las operaciones de la ciudad estén abiertas para revisión de la gente. Para obtener información sobre sus derechos bajo la Ordenanza Sunshine (capítulo 67 del Código Administrativo de San Francisco) o para reportar una violación de la ordenanza, por favor póngase en contacto con:

Administrador del Grupo de Trabajo de la Ordenanza Sunshine (Sunshine Ordinance Task Force Administrator)  
City Hall – Room 244 1 Dr. Carlton B. Goodlett Place  
San Francisco, CA 94102-4683  
415-554-7724 (Oficina); 415-554-5163 (Fax);  
Correo electrónico: SOTF@sfgov.org

Copias de la Ordenanza Sunshine pueden ser obtenidas del Secretario del grupo de Trabajo de la Ordenanza Sunshine, la Biblioteca Pública de San Francisco y en la página web del internet de la ciudad en [www.sfgov.org](http://www.sfgov.org). Copias de documentos explicativos están disponibles al público por Internet en <http://www.sfbos.org/sunshine>; o, pidiéndolas al Secretario de la Comisión en la dirección o número telefónico mencionados arriba.

### ACCESO A IDIOMAS

De acuerdo con la Ordenanza de Acceso a Idiomas “Language Access Ordinance” (Capítulo 91 del Código Administrativo de San Francisco “Chapter 91 of the San Francisco Administrative Code”) intérpretes de chino, español y/o filipino (tagalo) estarán disponibles de ser requeridos. Las minutas podrán ser traducidas, de ser requeridas, luego de ser aprobadas por la Comisión. La asistencia en idiomas adicionales se tomará en cuenta siempre que sea posible. Para solicitar asistencia con estos servicios favor comunicarse con Prishni Murillo al 415-934-4840, o [Prishni.Murillo@dcyf.org](mailto:Prishni.Murillo@dcyf.org) por lo menos 48 horas antes de la reunión. Las solicitudes tardías serán consideradas de ser posible.

### POLITICA DE ACCESO A LA REUNIÓN

De acuerdo con la Ley sobre Estadounidenses con Discapacidades (Americans with Disabilities Act) y la Ordenanza de Acceso a Idiomas (Language Access Ordinance) intérpretes de chino, español, filipino (tagalo) y lenguaje de señas estarán disponibles de ser requeridos. En adición, se hará todo el esfuerzo posible para proveer un sistema mejoramiento de sonido y materiales de la reunión en formatos alternativos. Las minutas podrán ser traducidas luego de ser aprobadas por la Comisión. Para solicitar estos servicios, favor contactar a Prishni Murillo, por lo menos 72 horas antes de la reunión al 415-934-4840. Las solicitudes tardías serán consideradas de ser posible. La sala de audiencia es accesible a silla de ruedas.

### ORDENANZA DE CABILDEO

Individuos y entidades que influyen o intentan influenciar legislación local o acciones administrativas podrían ser requeridos por la Ordenanza de Cabildeo de San Francisco (SF Campaign & Governmental Conduct Code 2.100) a registrarse y a reportar actividades de cabildeo. Para más información acerca de la Ordenanza de Cabildeo, por favor contactar la Comisión de Ética: 25 de la avenida Van Ness, Suite 220, San Francisco, CA 94102, 415-252-3100, FAX 415-252-3112, sitio web: [www.sfgov.org/ethics](http://www.sfgov.org/ethics).

### FILIPINO

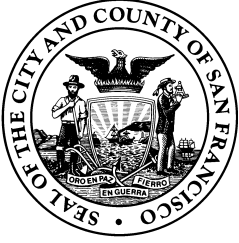
Kung mayroon kayong mga tanong tungkol sa miting, mangyaring tumawag lang sa 415-554-8991. Ang pagtunog at paggamit ng mga cell phone, mga pager at kagamitang may tunog ay ipinagbabawal sa pulong. Paalala po na maaaring palabasin ng Tagapangulo ang sinumang may-ari o responsable sa ingay o tunog na mula sa cell-phone, pager o iba pang gamit na lumilikha ng ingay.

### ALAMIN ANG INYONG MGA KARAPATAN SA ILALIM NG SUNSHINE ORDINANCE

Tungkulin ng Pamahalaan na paglinkuran ang publiko, maabot ito sa patas at madaling maunawaan na paraan. Ang mga komisyon, board, kapulungan at iba pang mga ahensya ng Lungsod at County ay mananatili upang maglingkod sa pamayanan. Tinutukoy ng ordinansa na ang desisyon o pagpapasya ay ginagawa kasama ng mamamayan at ang mga gawaing panglungsod na napagkaisahan ay bukas sa pagsusuri ng publiko. Para sa impormasyon ukol sa inyong karapatan sa ilalim ng Sunshine Ordinance (Kapitulo 67 sa San Francisco Administrative Code) o para mag-----report sa paglabag sa ordinansa, mangyaring tumawag sa

Administrador ng Sunshine Ordinance Task Force  
City Hall – Room 244 1 Dr. Carlton B. Goodlett Place  
San Francisco, CA 94102-4683  
415-554-7724 (Opisina); 415-554-7854 (Fax)  
E-mail: SOTF@sfgov.org

Ang mga kopya ng Sunshine Ordinance ay makukuha sa Clerk ng Sunshine Task Force, sa pampublikong aklatan ng San Francisco at sa website ng Lungsod sa



## Children and Youth Fund Oversight and Advisory Committee

### Meeting Agenda



[www.sfgov.org](http://www.sfgov.org). Mga kopya at mga dokumentong na nagpapaliwanag sa Ordinance ay makukuha online sa <http://www.sfbos.org/sunshine> o sa kahilingan sa Commission Secretary, sa address sa itaas o sa numero ng telepono.

PAG-ACCESS SA WIKA

Ayon sa Language Access Ordinance (Chapter 91 ng San Francisco Administrative Code), maaaring mag-request ng mga tagapagsalin sa wikang Tsino, Espanyol, at/o Filipino (Tagalog). Kapag hiniling, ang mga kaganapan ng miting ay maaring isalin sa ibang wika matapos ito ay aprobahan ng komisyon. Maari din magkaroon ng tulong sa ibang wika. Sa mga ganitong uri ng kahilingan, mangyaring tumawag sa Clerk ng Commission Emily Davis sa 415-554-8991, o [Emily.Davis@dcyf.org](mailto:Emily.Davis@dcyf.org) sa hindi bababa sa 48 oras bago mag miting. Kung maari, ang mga late na hiling ay posibleng pagbibigyan.

PATAKARAN PARA SA PAG-ACCESS NG MGA MITING

Ayon sa batas ng Americans with Disabilities Act at ng Language Access Ordinance, maaaring mag-request ng mga tagapagsalin wika sa salitang Tsino, Espanyol, Filipino o sa may kapansanan pandinig sa American Sign Language. Bukod pa dito, sisikapin gawan ng paraan na makapaglaan ng gamit upang lalong pabutihin ang inyong pakikinig at maibahagi ang mga kaganapan ng miting sa iba't ibang anyo (braille o malalaking print). Ang mga kaganapan ng miting ay maaaring isalin sa ibang wika matapos ito ay aprobahan ng komisyon. Sa mga ganitong uri ng kahilingan, tumawag po lamang kay Emily Davis sa 415-554-8991. Magbigay po lamang ng hindi bababa sa 72 oras na abiso bago ng miting. Kung maaari, ang mga late na hiling ay posibleng tanggapin. Ang silid ng pagpupulungan ay accessible sa mga naka wheelchair.

LOBBYIST ORDINANCE

Ayon sa San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct Code 2.100], ang mga indibidwal o mga entity na nag iimpluensiya o sumusubok na mag impluensiya sa mga lokal na pambatasan o administrative na aksyon ay maaaring kailangan mag-register o mag-report ng aktibidad ng lobbying. Para sa karagdagan na impormasyon tungkol sa Lobbyist Ordinance, tumawag lamang po sa San Francisco Ethics Commission at 25 Van Ness Avenue, Suite 220, San Francisco, CA 94102, (415) 252-3100, FAX (415) 252-3112, website: [www.sfgov.org/ethics](http://www.sfgov.org/ethics).



# Children and Youth Fund Oversight and Advisory Committee

## Meeting Minutes



**Members:** Aaron Yen, Jada Curry (Chair), Jon Henry, Julie Roberts-Phung, Lesly Simmons, Mollie Matull (Vice Chair)

**Date and Time:** Monday, September 12, 3:00 PM – 5:00 PM

**Zoom Meeting Link:** [Click to Join](#) or join by Telephone; Dial + 1-669-900-6833, Passcode: 546938  
Webinar ID: 851-7322-4158

### I. Call to Order and Roll Call (2 mins)

- A. Meeting called to order at 3:00pm.
- B. Members Present: Lesly Simmons, Jada Curry, Jon Henry, Aaron Yen, Mollie Matull, Julie Roberts-Phung
- C. Members Absent: None

### II. General Public Comments (5 mins)

- A. No general public comment.

### III. Approval of the June 2022 Minutes (5 mins)

- A. Minutes approved unanimously.

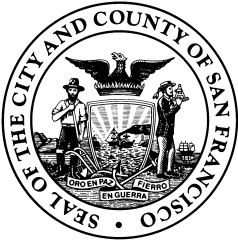
### IV. Resolution Making Findings to Allow Teleconferenced Meetings Under CA Gov Code Section 54953(e) (5 mins)

- A. Resolution approved unanimously.

### V. Report of the Service Provider Working Group (10 mins)

- A. Tri Chairs Madison Holland and Frederique Clermont presented the report.
- B. Update from last SPWG Meeting:
  - CBOs impacted by staff shortages and hiring challenges leading to longer and larger waitlists.
  - Cycling of staff leaving and number of new staff coming requires more onboarding and integration. Shared training ideas that DCYF can share out to grantees:
    - De-escalation
    - Youth development 101
    - Mental Health 101
    - Facilitating programs/workshops
    - Crisis Management + Conflict Resolution
    - Training for Job Developers
    - Youth workforce development
  - YPQA is returning in the Fall with concerns regarding added administrative duties/responsibilities.
  - Met with Aumijo Gomes and Dori Caminong to review the CNA/SAP. Proposed having virtual deep dive meetings based on elements with potential expertise in the room.
  - SPWG Admin Support leaving and will be reviewing how to support SPWG Members.
- C. Member Comments & Questions
  - Member Roberts-Phung asked if there are efforts to assess additional need for out-of-school care/programs and for an update on wages for non-profit workers. Director Su shared that the Mayor's Office and BOS agreed on budget in August, which will allocate CODB increases to nonprofits. DCYF is in the process of adding into CBO grants. The Controller's Office is also leading a process to think about more sustained and long-term evaluation for nonprofits, including identifying position classifications that are difficult to hire/sustain. Aumijo further stated that CON will do further data collection and conduct surveys and focus groups.





# Children and Youth Fund Oversight and Advisory Committee



## Meeting Minutes

- Vice Chair Matull asked about other barriers to hiring besides wages. Director Su replied that there is a lack of applicants, competitive hiring market for employers, and space shortage.
- Member Yen asked if those roles aren't being professionalized in society. SPWG Tri-Chair Holland said this work has been under-valued historically. SPWG's goal is to help change that narrative and advocate for them. Member Henry said that security is also a reason there are staff shortages and hiring challenges.

### VI. Services Allocation Plan (SAP) Presentation (25 mins)

- A. Aumijo Gomes shared the presentation.
- B. Member Comments & Questions
  - Vice Chair Matull thanked DCYF for the presentation and expressed excitement for the process.

### VII. Report of the OAC Chair (10 mins)

- A. Chair Jada shared values and goals as newly appointed Chair of the OAC.
  - Equity, Accessibility and Accountability
- Governance Update – Vice Chair Mollie
  - Executive Committee Meeting in October. Rebecca to send out notice/details.

### VIII. Report of the DCYF Director (10 mins)

- A. Director Su shared her report.
  - Announced update to the OAC Page ([www.dcyf.org/oac](http://www.dcyf.org/oac))
  - Summer in San Francisco Webpage ([www.dcyf.org/summerinsanfrancisco2022](http://www.dcyf.org/summerinsanfrancisco2022))
  - City Attorney's Office Political Activities Memo for City Officials

### IX. Action Items (5 mins)

- A. Send Executive Committee meeting notice.
- B. Review political additives memo.
- C. Meeting adjourned at 4:25pm.



**RESOLUTION MAKING FINDINGS TO ALLOW TELECONFERENCED  
MEETINGS UNDER CALIFORNIA GOVERNMENT CODE SECTION  
54953(e)**

WHEREAS, California Government Code Section 54953(e) empowers local policy bodies to convene by teleconferencing technology during a proclaimed state of emergency under the State Emergency Services Act so long as certain conditions are met; and

WHEREAS, In March, 2020, the Governor of the State of California proclaimed a state of emergency in California in connection with the Coronavirus Disease 2019 (“COVID-19”) pandemic, and that state of emergency remains in effect; and

WHEREAS, In February 25, 2020, the Mayor of the City and County of San Francisco (the “City”) declared a local emergency, and on March 6, 2020 the City’s Health Officer declared a local health emergency, and both those declarations also remain in effect; and

WHEREAS, On March 11 and March 23, 2020, the Mayor issued emergency orders suspending select provisions of local law, including sections of the City Charter, that restrict teleconferencing by members of policy bodies; those orders remain in effect, so City law currently allows policy bodies to meet remotely if they comply with restrictions in State law regarding teleconference meetings; and

WHEREAS, On September 16, 2021, the Governor signed AB 361, a bill that amends the Brown Act to allow local policy bodies to continue to meet by teleconferencing during a state of emergency without complying with restrictions in State law that would otherwise apply, provided that the policy bodies make certain findings at least once every 30 days; and

WHEREAS, While federal, State, and local health officials emphasize the critical importance of vaccination and consistent mask-wearing to prevent the spread of COVID-19, the City’s Health Officer has issued at least one order (Health Officer Order No. C19-07y, available online at [www.sfdph.org/healthorders](http://www.sfdph.org/healthorders)) and one directive (Health Officer Directive No. 2020-33i, available online at [www.sfdph.org/directives](http://www.sfdph.org/directives)) that continue to recommend measures to promote physical distancing and other social distancing measures, such as masking, in certain contexts; and

WHEREAS, The California Department of Industrial Relations Division of Occupational Safety and Health (“Cal/OSHA”) has promulgated Section 3205 of Title 8 of the California Code of Regulations, which requires most employers in California, including in the City, to train and instruct employees about measures that can decrease the spread of COVID-19, including physical distancing and other social distancing measures; and

WHEREAS, Without limiting any requirements under applicable federal, state, or local pandemic-related rules, orders, or directives, the City’s Department of Public Health, in coordination with the City’s Health Officer, has advised that for group gatherings indoors, such as meetings of boards and commissions, people can increase safety and greatly reduce risks to the health and safety of attendees from COVID-19 by maximizing ventilation, wearing well-fitting masks (as required by Health Officer Order No. C19-07), using physical distancing where the vaccination status of attendees is not known, and considering holding the meeting remotely if feasible, especially for long meetings, with any attendees with unknown vaccination status and where ventilation may not be optimal; and

WHEREAS, On July 31, 2020, the Mayor issued an emergency order that, with limited exceptions, prohibited policy bodies other than the Board of Supervisors and its committees from meeting in person under any circumstances, so as to ensure the safety of policy body members, City staff, and the public; and

WHEREAS, [DCYF’s Oversight & Advisory Committee (OAC)] has met remotely during the COVID-19 pandemic and can continue to do so in a manner that allows public participation and transparency while minimizing health risks to members, staff, and the public that would be present with in-person meetings while this emergency continues; now, therefore, be it

RESOLVED, That [DCYF’s Oversight & Advisory Committee] finds as follows:

1. As described above, the State of California and the City remain in a state of emergency due to the COVID-19 pandemic. At this meeting, DCYF’s Oversight & Advisory Committee] has considered the circumstances of the state of emergency.
2. As described above, State and City officials continue to recommend measures to promote physical distancing and other social distancing measures, in some settings.

3. As described above, because of the COVID-19 pandemic, conducting meetings of this body in person would present imminent risks to the safety of attendees, and the state of emergency continues to directly impact the ability of members to meet safely in person; and, be it

FURTHER RESOLVED, That for at least the next 30 days meetings of [DCYF's Oversight & Advisory Committee] will continue to occur exclusively by teleconferencing technology (and not by any in-person meetings or any other meetings with public access to the places where any policy body member is present for the meeting). Such meetings of [DCYF's Oversight & Advisory Committee] that occur by teleconferencing technology will provide an opportunity for members of the public to address this body and will otherwise occur in a manner that protects the statutory and constitutional rights of parties and the members of the public attending the meeting via teleconferencing; and, be it

FURTHER RESOLVED, That the clerk/staff of [DCYF's Oversight & Advisory Committee] is directed to place a resolution substantially similar to this resolution on the agenda of a future meeting of [DCYF's Oversight & Advisory Committee] within the next 30 days. If [DCYF's Oversight & Advisory Committee] does not meet within the next 30 days, the clerk/staff is directed to place a such resolution on the agenda of the next meeting of [DCYF's Oversight & Advisory Committee].



# SERVICES ALLOCATION PLAN

OVERSIGHT & ADVISORY COMMITTEE 11/14/22





The graphic features a large orange circle on the left side, partially overlapping a green curved shape that transitions into a blue curved shape at the bottom. The background is a gradient of green and blue. The text is arranged in four horizontal bands, each with a corresponding image. The top band is green and contains the title and a photo of a man with a child. The second band is a darker green and contains a photo of a girl. The third band is a medium blue and contains a photo of a man and a woman. The bottom band is a dark blue and contains a photo of a woman speaking at a podium.

# DCYF'S RESULT AREAS

**CHILDREN & YOUTH ARE  
SUPPORTED BY NURTURING  
FAMILIES & COMMUNITIES**

**CHILDREN & YOUTH  
ARE PHYSICALLY &  
EMOTIONALLY HEALTHY**

**CHILDREN & YOUTH  
ARE READY TO LEARN  
& SUCCEED IN SCHOOL**

**YOUTH ARE READY  
FOR COLLEGE, WORK &  
PRODUCTIVE ADULTHOOD**

**THE SERVICES  
ALLOCATION PLAN (SAP)  
IS DCYF'S STRATEGIC  
PLAN FOR ACHIEVING  
OUR RESULTS**

# SAP & RFP Timeline

**INTERNAL SERVICE  
AREA WORKGROUPS**

**COMPILE, ALIGN &  
REVISE SAP**

**COMPILE &  
ALIGN RFP**

**EXTERNAL PARTNER  
WORKGROUPS**

**NOV - DEC 22**

**JAN - FEB 23**

**MAR - APR 23**

**MAY - JUN 23**

**JUL - AUG 23**

**NOV OAC  
MTG**

**FEB OAC  
MTG**

**APR OAC  
MTG**

**MAY OAC  
MTG: SAP  
APPROVAL**

**JUN BOS  
SAP  
APPROVAL**

**JUL 24-29  
RFP  
RELEASE**

# Conditions needed for children, youth & families...

# ...which make these results possible

in their families  
& communities

within  
themselves



**Children & Youth Are  
Supported By Nurturing  
Families & Communities**

**Children & Youth Are  
Physically & Emotionally  
Healthy**

**Children & Youth Are  
Ready To Learn &  
Succeed In School**

**Youth Are Ready For  
College, Work &  
Productive Adulthood**





**CHILDREN & YOUTH  
ARE SUPPORTED BY  
NURTURING FAMILIES  
& COMMUNITIES**

**THINK ABOUT THE THINGS THAT  
FOLKS NEED IN YOUR COMMUNITY,  
HOWEVER YOU DEFINE IT.**

**What do we mean by  
this Result?**

**How will we know it  
when we see it?**



**CHILDREN & YOUTH  
ARE PHYSICALLY &  
EMOTIONALLY  
HEALTHY**

**THINK ABOUT THE THINGS THAT  
FOLKS NEED IN YOUR COMMUNITY,  
HOWEVER YOU DEFINE IT.**

**What do we mean by  
this Result?**

**How will we know it  
when we see it?**



**CHILDREN & YOUTH  
ARE READY TO  
LEARN & SUCCEED IN  
SCHOOL**

**THINK ABOUT THE THINGS THAT  
FOLKS NEED IN YOUR COMMUNITY,  
HOWEVER YOU DEFINE IT.**

**What do we mean by  
this Result?**

**How will we know it  
when we see it?**



**YOUTH ARE READY  
FOR COLLEGE, WORK  
& PRODUCTIVE  
ADULTHOOD**

**THINK ABOUT THE THINGS THAT  
FOLKS NEED IN YOUR COMMUNITY,  
HOWEVER YOU DEFINE IT.**

**What do we mean by  
this Result?**

**How will we know it  
when we see it?**



**Thank you!**



Department of Children Youth and Their Families' Oversight and Advisory Committee  
City and County of San Francisco

**BYLAWS**

January 11, 2019

**ARTICLE I: NAME, PURPOSE AND MEMBERSHIP Section 1. Name**

The name of the Committee shall be "Children, Youth and Their Families Oversight and Advisory Committee" ("Oversight and Advisory Committee" or "OAC") and shall be referred to in the bylaws as the "OAC."

**Section 2. Authority and Purpose**

As provided in Charter Section 16.108-1, there shall be a Children, Youth and Their Families Oversight and Advisory Committee ("Oversight and Advisory Committee" or "OAC") to review the governance and policies of the Department of Children, Youth and Their Families ("DCYF"), and to ensure that the Children and Youth Fund ("Fund") is administered in a manner accountable to the community and supports DCYF's citywide results:

- All children and youth are supported by nurturing families and communities.
- All children and youth are physically and emotionally healthy.
- All children and youth are ready to learn and succeed in school.
- All youth are ready for college, work and productive adulthood.

Specifically, the OAC shall review and approve the planning process for the Children and Youth Fund Community Needs Assessment (CNA) and final CNA; the Services Allocation Plan (SAP); and DCYF's overall annual budget expenditures (including the approval of grants as a package, work orders, supplemental funds, and add-back funds).

Other duties shall include providing input and advice, and reviewing recommendations regarding:

- outcomes for children and youth services,
- evaluation of services,
- ~~common~~ shared data systems,
- a process for making funding decisions,
- program improvement and capacity-building of service providers,
- community engagement in planning and evaluating services,
- leverage and the usage of the Fund as a catalyst for innovation,
- transparency in the administration of the Fund.

The OAC shall participate in the evaluation of the Director of DCYF by providing a letter from the Chair and Vice Chair to the Mayor with the OAC's comments. The OAC shall assist in recruitment for the Director when the position is vacant and may recommend candidates to the Mayor.

**Section 3. Membership**

The OAC shall be comprised of 11 members. As provided in Charter Section 16.108-1, the Mayor shall appoint members for Seats 1, 2, 3, 4, 5, and 6, and the Board of Supervisors shall appoint members for Seats 7, 8, 9, 10, and 11.

Members of the OAC shall possess the following qualifications:

Seat 1: A youth 19 years old or younger at the time of appointment. This seat serves a 3 year term.

Seat 2: The same qualifications as for Seat 1. This seat serves a 2 year term.

Seat 3: A parent or guardian of a youth under the age of 18 and enrolled in the San Francisco Unified School District at the time of appointment. This OAC member shall have demonstrated commitment to improving access to and quality of services for children, youth and families. This seat serves a 3 year term.

Seat 4: A person with expertise or substantial experience working in services and programs for children ages 5 and younger. This seat serves a 2 year term.

Seat 5: A person with expertise or substantial experience working in the field of children and youth services in communities that are low-income or underserved. This seat serves a 3 year term.

Seat 6: A person who has demonstrated commitment to improving access and quality of services for children, youth and families in communities that are low-income or underserved. This seat serves a 2 year term.

Seat 7: A person who is a Disconnected Transitional-Aged Youth as that term is used in Charter Section 16.108, 18 through 24 years of age at the time of appointment, and who is familiar with the issues and challenges faced by Disconnected Transitional- Aged Youth and with services, programs, and systems for them. This seat serves a 3 year term.

Seat 8: A parent or guardian of a child, which child is enrolled in kindergarten through 8<sup>th</sup> grade at the time of the member's appointment for the term. This OAC member shall be from a low-income community or has expertise or substantial experience working to promote the interests of communities of color and shall have demonstrated a commitment to improving access and quality of services for children, youth, and families. This seat serves a 2 year term.

Seat 9: A parent or guardian of a child, which child, at the time of the member's appointment for the term, is under the age of 5 years and enrolled in a publicly- subsidized or City-funded program. This OAC member shall have demonstrated a commitment to improving access and quality of services for children, youth, and families. This seat serves a 3 year term.

Seat 10: A person with expertise or substantial experience working in the field of children and youth services in communities that are low-income or under served. This seat serves a 2 year term.



Seat 11: A person who has demonstrated commitment to improving access to and quality of services for children, youth, and families. This seat serves a 3 year term.

If a vacancy occurs in any seat on the OAC, the appointing authority for the vacated seat shall appoint a successor.

Members may not serve more than two consecutive terms.

## **ARTICLE II: OAC OFFICER AND LIASION POSITIONS**

### **Section 1. OAC Officers**

The Officers of the OAC shall be Chair and Vice Chair. All Officers are members of the OAC.

### **Section 2. OAC Terms of Office**

The Officers shall hold offices for one year and until their successors are elected.

### **Section 3. Election of OAC Officers**

Elections of officers shall be conducted at the first regular meeting of the OAC in each fiscal year.

In the event the Chair is unable to complete her or his term of office, the Vice Chair shall serve as Chair until the next regular meeting. At the next regular meeting, the OAC shall elect a new Chair to fill the vacancy for the balance of the unexpired term. In the event the Vice Chair is elected 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 OAC shall elect a new Vice Chair.

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

The Chair shall preside at all meetings of the OAC. The Chair, working with ~~members of the OAC the Executive Committee~~ and DCYF staff and with input from the OAC, shall approve the agenda for the meetings and oversee the agenda's preparation and distribution ~~of the agenda for the meetings~~. The Chair shall preserve order and decorum and shall decide all questions of order consistent with Robert's Rules of Order.

~~In addition, t~~The Chair shall chair the Executive Committee and lead governance items.

The Chair with the Vice Chair shall liaise with SPWG chair(s) to maintain open communications about issues and items related to the purview of the OAC.

The Chair shall appoint all subcommittees and their chairs. The Chair shall encourage OAC members to participate on subcommittees and shall ensure broad and diverse representation of OAC members on all subcommittees.

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

In the event of the absence or inability of the Chair to act, the Vice Chair shall preside at

meetings and perform the duties of the Chair. In the event of the absence of the Chair and the Vice Chair, the remaining OAC members shall appoint one of the members to preside at the meeting and perform the duties of the Chair until such time as the Chair or Vice Chair is available.

The Vice Chair shall serve on the Executive Committee and support the Chair with governance items.

The Vice Chair with the Chair shall liaise with SPWG chair(s) to maintain open communications about issues and items related to the purview of the OAC.

### **Section 6. Our Children Our Families Council Liaison**

As stated in Charter Section 16.127-7, Public Member Seat 1 of the Our Children, Our Families Council (OCOF) must be a member of the OAC. This individual will serve as the official liaison between the OCOF and the OAC. Public Member Seat 1 of the OCOF will be referred to as the OCOF Liaison.

### **Section 7. Duties of the OCOF Liaison**

The OCOF Liaison will represent the OAC in an official capacity. The individual must have strong knowledge of programs and services for children, youth and families in San Francisco, and the collaborative work of the OCOF. The OCOF Liaison will report back to the OAC regularly regarding OCOF activities, and act as a point of contact for OAC and Services Provider Working Group Members, should they wish to communicate and/or coordinate with the OCOF.

### **Section 8. OCOF Liaison Appointment Process**

The OCOF Liaison will be appointed by the Mayor to serve a three year term. When the OCOF Liaison's term ends or the seat is vacated, the OAC shall recommend up to three candidates to the Mayor to fill the seat. It is preferred that the OCOF Liaison is a member of the Executive Committee.

## **ARTICLE III. MEETINGS**

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

Regular meeting times of the OAC shall be established. The OAC may meet virtually or in-person. If the OAC meeting is in-person, the primary location for that meetings shall be at the Department of Children, Youth and Their Families (DCYF) 1390 Market Street, Suite 900, San Francisco, California 94102. The OAC may meet in-person in alternate locations depending on the needs of the meeting and as determined by the Executive Subcommittee.

The OAC shall meet at least six times each calendar year.

### **Section 2. Special Meetings**

The Chair, or a majority of the members of the OAC, may for call special meetings.

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

The agendas of all regular meetings, notices and agendas of all special meetings shall be

posted on the DCYF website, at the DCYF main office, and at the San Francisco Public Library. Agendas and notices shall be distributed to each OAC member and any person who files a written request for such agendas and notices with the OAC.

#### **Section 4. Cancellation of Meetings**

The Chair may cancel a meeting if ~~she or he~~ the Chair is informed that a quorum of the body will not be present, or if the meeting date conflicts with a holiday or other responsibilities of the OAC members. Notices of cancellation shall be posted on the DCYF website and at the DCYF main office. If time permits, notices of meeting cancellations shall be sent to all members of the public who have requested, in writing, to receive notices and agendas of OAC meetings.

#### **Section 5. Conduct of Meetings**

(a) All OAC meetings shall be conducted in compliance with all applicable laws, including but not limited to the Ralph M. Brown Act (Government Code Section 54950 et. seq.), the California Public Records Act (Cal. Gov. Code, Section 6250 et. seq.), and the San Francisco Sunshine Ordinance (San Francisco Administrative Code, Chapter 67).

(b) Meetings shall be governed by Robert's Rules of Order, 10th edition, unless otherwise stated in these Bylaws.

(c) Cell phones shall be turned off during meetings of the OAC. The Chair may issue a warning to any meeting participant or attendee whose cell phone disrupts the meeting. In the event of repeated disruptions caused by cell phones, the Chair shall direct the offending attendee to leave the meeting.

#### **Section 6. Setting of Agendas**

DCYF staff, at the direction of the Chair, shall prepare the agenda for meetings. The Chair shall work with the Executive Committee to set the agenda for OAC meetings. The Chair shall place any item requested by a member of the OAC on the agenda provided that it is received no less than ~~five~~ seven days prior to a regular meeting.

#### **Section 7. Quorum**

A quorum must be present at regular, specially scheduled, and subcommittee meetings in order for the OAC or subcommittee to take official action. A quorum shall consist of a majority of the seated membership. If a quorum is not met, the members may conduct an informational discussion in which no decisions are made.

#### **Section 8. Voting and Abstention**

OAC members must be present at the meeting in order to vote ~~and participate.~~ Teleconference participation is not permitted. Each member present at an OAC meeting shall vote "Yes" or "No" when a question is put forth, unless the member is excused from voting on a matter by a motion adopted by a majority of the members present, or if the member has a conflict of interest that legally precludes participation in the discussion and vote.

The OAC shall take action on items on the agenda by roll call, voice vote ~~or by show of hands.~~

The minutes shall reflect how each member voted.

### **Section 9. Order of Business Standard Meeting Agenda Items**

The general order of business at Standard items on the agendas for OAC meetings shall be:

1. Call to order
2. Roll call
3. Approval of the agenda
4. Approval of meeting minutes
5. Public comment
- Report of the Service Provider Working Group
6. Action Items
7. Report of the Subcommittee(s)
8. Report of the Chair (includes Director's report)
9. Future Agenda Items and member comments
- Review of Action Items
10. Adjournment

The order of items on the agenda may be changed by action of the Chair at any meeting.

### **Section 10. Public Comments**

The OAC and all subcommittees shall hold meetings open to the public in full compliance with state and local laws. The OAC encourages the participation of all interested persons. Members of the public may address the OAC on any matter within the jurisdiction of DCYF during public comment. The Chair may limit the time permitted for public comment consistent with state and local laws.

## **ARTICLE V: SUBCOMMITTEES**

### **Section 1. Standing Subcommittees**

Upon approval by a majority of the members of the OAC, standing subcommittees may be formed to advise the OAC. The standing subcommittees shall be composed of members of the OAC and DCYF staff as deemed appropriate. The Chair of the OAC shall name the Chair and members of each subcommittee. The Chair of the OAC shall encourage members to participate on subcommittees and shall seek broad and diverse representations on all subcommittees.

### **Section 2. Special or Ad Hoc Subcommittees**

Upon approval by a majority of the members of the OAC, special or ad hoc subcommittees may be formed. Special subcommittees shall be formed for a specific purpose and cease to exist after completion of that purpose. Special subcommittees shall be composed of members of the OAC, DCYF staff, and other stakeholders as deemed appropriate.

### **Section 13. Executive Subcommittee**

Upon approval by a majority of the members of the OAC, an Executive Committee may be formed to advise and support the various OAC subcommittees as well as the general body of the OAC. The Executive Subcommittee shall be composed of the Chair and Vice-Chair, as

well as ~~one at-large OAC member~~~~any other members of the OAC that The Chair chooses to appoint.~~ The Chair must appoint at least one Youth member of the OAC to the Executive Subcommittee and must fill ensuing youth vacancies of that seat on the Executive Subcommittee with another Youth member of the OAC. Youth members on the OAC are those who occupy one of the following seats: Seat 1, Seat 2, or Seat 7.

### **Section 2. Special or Ad Hoc Subcommittees**

Upon approval by a majority of the members of the OAC, special or ad hoc subcommittees may be formed. Special subcommittees shall be formed for a specific purpose and cease to exist after completion of that purpose. Special subcommittees shall be composed of members of the OAC, DCYF staff, and other stakeholders as deemed appropriate.

### **Section 34. Conduct of All Subcommittee Meetings**

All subcommittee meetings shall be held in compliance with all applicable laws, including but not limited to, Ralph M. Brown Act (Cal. Gov. Code, Sections 54950 et. Seq.), the California Public Records Act (Cal. Gov. Code, Section 6250 et. Seq.), and the San Francisco Sunshine Ordinance (SF Admin. Code, Chapter 67).

## **ARTICLE VI—ATTENDANCE**

### **Section 1. Attendance**

Members of the OAC shall notify the Chair and the Executive Assistant to the DCYF Executive Director if ~~she or he~~~~they are is~~ unable to attend a regular, subcommittee, or special meeting. If a member of the OAC misses three or more regular meetings in any twelve-month period of time, the Chair may notify the appointing authority of the seat the member occupies and request that action be taken to replace that member. The Chair shall notify any member who misses two meetings in any twelve month period of time that if a third absence occurs, the OAC may notify the appointing authority regarding the member's lack of attendance.  
~~The OAC shall meet at least six times each calendar year.~~

## **ARTICLE VII—ADOPTION AND ADMENDMENTS OF BYLAWS**

### **Section 1. Adoption**

The adoption of these Bylaws shall be made by motion and shall require an affirmative recorded vote of the majority of the members of the OAC. 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 a majority of the members of the OAC after presentation of the proposed amendments as an agenda item at a meeting of the OAC. The OAC shall give ten days' notice before considering any amendments to the Bylaws.

## **ARTICLE VIII—SERVICE PROVIDER WORKING GROUP**

### **Section 1. Name**

The name of this working group shall be the Services Provider Working Group ("SP Working

Group” or “Working Group”) and shall be referred to in the bylaws as the “SPWG.”

### **Section 2. SPWG Authority and Purpose**

The OAC shall establish and maintain a Service Provider Working Group as provided in Charter Section 16.108-1 and Administrative Code Section 2A.234.

The OAC shall develop initial Bylaws for the SPWG and shall appoint an initial chair and vice-chair for the SPWG who shall be responsible for developing its structure and facilitating its meetings.

The purpose of the SPWG is to advise the OAC on funding priorities, policy development, the planning cycle, evaluation design and plans, and any other issues of concern to the SPWG related to the Children and Youth Fund ("Fund") established in Charter Section 16.108, or the responsibilities of the Department of Children, Youth and Their Families ("DCYF") or other departments receiving monies from the Fund.

### **Section 3: SPWG Membership**

The SPWG shall have at least 10 members. The SPWG shall engage a broad cross-section of service providers in providing information, education, and consultation to the OAC. All members of the SPWG shall be persons actively providing services to children, youth, and their families during the members' service on the SPWG.

The SPWG may include:

- service providers who currently receive funding from DCYF,
- service providers who have never received funding from DCYF but currently provide services for children and youth, and
- service providers who have received funding from DCYF in the past and who currently provide services for children and youth.

In addition, the SPWG shall include members with expertise or experience in the various funding areas identified in DCYF's most recent Services Allocation Plan as provided in Charter Section 16.108(i)(2).

### **Section 4: SPWG Officers**

The ~~initial~~ SPWG ~~W~~ Chair and ~~the v~~ Vice-~~C~~hair shall be appointed by the Oversight and Advisory Committee ~~and~~ shall serve two-year terms in those positions. Thereafter, upon the expiration of each of these terms as chair and vice-chair, the SPWG shall elect succeeding chairs and vice-chairs.

### **Section 5: SPWG Meetings**

The SPWG shall have its first meeting by December 1, 2015. Thereafter, the SPWG shall review and amend, as necessary, bylaws governing its meetings and operations. Meetings of the SPWG shall be open to the public and its agendas shall be posted on the DCYF website, at the DCYF main office, and the San Francisco Public Library. The ~~M~~meetings shall be conducted in a manner to encourage widespread participation.

All SPWG meetings shall be held in compliance with all applicable laws, including but not limited to, Ralph M. Brown Act (Cal. Gov. Code, Sections 54950 et. seq.), the California Public Records Act (Cal. Gov. Code, Section 6250 et. seq.), and the San Francisco Sunshine Ordinance (SF Admin. Code, Chapter 67).

The SPWG shall meet at least four times each year.

DRAFT





# 2023 OAC MEETING CALENDAR

All meetings of the DCYF Oversight & Advisory Committee (OAC) currently take place virtually via Zoom on the 2<sup>nd</sup> Monday of the highlighted months below. The public is welcome and encouraged to attend. Meeting dates, times and locations are subject to change.

Meeting information, dates, materials, and Zoom Link are posted at [www.dcyf.org/oac](http://www.dcyf.org/oac). For more information regarding upcoming meetings, please contact Rebecca Corteza at [rebecca.corteza@dcyf.org](mailto:rebecca.corteza@dcyf.org).

| MONTH          | DATE      | TIME           | MONTH              | DATE       | TIME           |
|----------------|-----------|----------------|--------------------|------------|----------------|
| JANUARY        | 1/16/2023 | 3:00 - 5:00 PM | JULY - RECESS      |            |                |
| FEBRUARY       | 2/13/2023 | 3:00 - 5:00 PM | AUGUST             | 8/14/2023  | 3:00 - 5:00 PM |
| MARCH - RECESS |           |                | SEPTEMBER - RECESS |            |                |
| APRIL          | 4/10/2023 | 3:00 - 5:00 PM | OCTOBER - RECESS   |            |                |
| MAY            | 5/8/2023  | 3:00 - 5:00 PM | NOVEMBER           | 11/13/2023 | 3:00 - 5:00 PM |
| JUNE - RECESS  |           |                | DECEMBER - RECESS  |            |                |

| JANUARY |    |    |    |    |    |    | FEBRUARY |    |    |    |    |    |    | MARCH     |    |    |    |    |    |    | APRIL   |    |    |    |    |    |    | MAY      |    |    |    |    |    |    | JUNE     |    |    |    |    |    |    |   |   |   |
|---------|----|----|----|----|----|----|----------|----|----|----|----|----|----|-----------|----|----|----|----|----|----|---------|----|----|----|----|----|----|----------|----|----|----|----|----|----|----------|----|----|----|----|----|----|---|---|---|
| S       | M  | T  | W  | T  | F  | S  | S        | M  | T  | W  | T  | F  | S  | S         | M  | T  | W  | T  | F  | S  | S       | M  | T  | W  | T  | F  | S  | S        | M  | T  | W  | T  | F  | S  | S        | M  | T  | W  | T  | F  | S  |   |   |   |
| 1       | 2  | 3  | 4  | 5  | 6  | 7  |          |    |    | 1  | 2  | 3  | 4  |           |    |    | 1  | 2  | 3  | 4  |         |    |    |    |    |    | 1  |          | 1  | 2  | 3  | 4  | 5  | 6  |          |    |    |    |    |    | 1  | 2 | 3 |   |
| 8       | 9  | 10 | 11 | 12 | 13 | 14 | 5        | 6  | 7  | 8  | 9  | 10 | 11 | 5         | 6  | 7  | 8  | 9  | 10 | 11 | 2       | 3  | 4  | 5  | 6  | 7  | 8  | 7        | 8  | 9  | 10 | 11 | 12 | 13 | 4        | 5  | 6  | 7  | 8  | 9  | 10 |   |   |   |
| 15      | 16 | 17 | 18 | 19 | 20 | 21 | 12       | 13 | 14 | 15 | 16 | 17 | 18 | 12        | 13 | 14 | 15 | 16 | 17 | 18 | 9       | 10 | 11 | 12 | 13 | 14 | 15 | 14       | 15 | 16 | 17 | 18 | 19 | 20 | 11       | 12 | 13 | 14 | 15 | 16 | 17 |   |   |   |
| 22      | 23 | 24 | 25 | 26 | 27 | 28 | 19       | 20 | 21 | 22 | 23 | 24 | 25 | 19        | 20 | 21 | 22 | 23 | 24 | 25 | 16      | 17 | 18 | 19 | 20 | 21 | 22 | 21       | 22 | 23 | 24 | 25 | 26 | 27 | 18       | 19 | 20 | 21 | 22 | 23 | 24 |   |   |   |
| 29      | 30 | 31 |    |    |    |    | 26       | 27 | 28 |    |    |    |    | 26        | 27 | 28 | 29 | 30 | 31 | 23 | 24      | 25 | 26 | 27 | 28 | 29 | 28 | 29       | 30 | 31 |    |    |    | 25 | 26       | 27 | 28 | 29 | 30 |    |    |   |   |   |
|         |    |    |    |    |    |    |          |    |    |    |    |    |    |           |    |    |    |    |    |    | 30      |    |    |    |    |    |    |          |    |    |    |    |    |    |          |    |    |    |    |    |    |   |   |   |
| JULY    |    |    |    |    |    |    | AUGUST   |    |    |    |    |    |    | SEPTEMBER |    |    |    |    |    |    | OCTOBER |    |    |    |    |    |    | NOVEMBER |    |    |    |    |    |    | DECEMBER |    |    |    |    |    |    |   |   |   |
| S       | M  | T  | W  | T  | F  | S  | S        | M  | T  | W  | T  | F  | S  | S         | M  | T  | W  | T  | F  | S  | S       | M  | T  | W  | T  | F  | S  | S        | M  | T  | W  | T  | F  | S  | S        | M  | T  | W  | T  | F  | S  |   |   |   |
|         |    |    |    |    |    | 1  |          |    | 1  | 2  | 3  | 4  | 5  |           |    |    |    |    |    | 1  | 2       | 1  | 2  | 3  | 4  | 5  | 6  | 7        |    |    |    |    | 1  | 2  | 3        | 4  |    |    |    |    |    |   | 1 | 2 |
| 2       | 3  | 4  | 5  | 6  | 7  | 8  | 6        | 7  | 8  | 9  | 10 | 11 | 12 | 3         | 4  | 5  | 6  | 7  | 8  | 9  | 8       | 9  | 10 | 11 | 12 | 13 | 14 | 5        | 6  | 7  | 8  | 9  | 10 | 11 | 3        | 4  | 5  | 6  | 7  | 8  | 9  |   |   |   |
| 9       | 10 | 11 | 12 | 13 | 14 | 15 | 13       | 14 | 15 | 16 | 17 | 18 | 19 | 10        | 11 | 12 | 13 | 14 | 15 | 16 | 15      | 16 | 17 | 18 | 19 | 20 | 21 | 12       | 13 | 14 | 15 | 16 | 17 | 18 | 10       | 11 | 12 | 13 | 14 | 15 | 16 |   |   |   |
| 16      | 17 | 18 | 19 | 20 | 21 | 22 | 20       | 21 | 22 | 23 | 24 | 25 | 26 | 17        | 18 | 19 | 20 | 21 | 22 | 23 | 22      | 23 | 24 | 25 | 26 | 27 | 28 | 19       | 20 | 21 | 22 | 23 | 24 | 25 | 17       | 18 | 19 | 20 | 21 | 22 | 23 |   |   |   |
| 23      | 24 | 25 | 26 | 27 | 28 | 29 | 27       | 28 | 29 | 30 | 31 |    |    | 24        | 25 | 26 | 27 | 28 | 29 | 30 | 29      | 30 | 31 |    |    |    |    | 26       | 27 | 28 | 29 | 30 |    |    | 24       | 25 | 26 | 27 | 28 | 29 | 30 |   |   |   |
| 30      | 31 |    |    |    |    |    |          |    |    |    |    |    |    |           |    |    |    |    |    |    |         |    |    |    |    |    |    |          |    |    |    |    |    |    | 31       |    |    |    |    |    |    |   |   |   |