



September 25, 2023

**TO: All Interested Parties**

**FROM: Dave Pine, President, San Mateo County Board of Supervisors  
Nancy Magee, San Mateo County Superintendent of Schools**

**SUBJECT: Applications for appointment to San Mateo County Child Care Partnership Council**

This notice announces **three (3) vacancies** in the membership of the San Mateo County Child Care Partnership Council (CCPC). The purpose of the CCPC is to provide a forum for the identification of local priorities for child care and early learning; develop policies, strategies and resources to meet the needs identified within those priorities and to carry out the mandates for Local Planning Councils as defined in *Welfare and Institutions Code (WIC) Sections 10480 – 10487*, and other activities designated by the State of California. It is the intent of the San Mateo County Board of Supervisors and the County Superintendent of Schools to jointly participate in appointing new council members. CCPC members will engage in the mandated tasks delineated in the WIC and advocate for implementation of the San Mateo County Child Care Strategic Plan. More information about the CCPC is available at [www.smcoe.org/ccpc](http://www.smcoe.org/ccpc).

**Members will be asked to commit to six (6) council meetings per year and active committee work over the term of office, as well as a commitment to leadership in assisting San Mateo County in providing for quality child care and early learning programs. In conformance with the CCPC's by-laws, the term of membership is four (4) years. As a public body, the Council is governed under sections of the Ralph M. Brown Act.**

By state mandate, local child care and development planning councils are required to have five (5) categories of membership:

1. **Child Care Consumers:** parents or persons who receive or have received child care services within the past 36-months;
2. **Child Care Providers:** persons who provide child care services or represent persons who provide child care services;
3. **Public Agency Representatives:** persons who represent a city, a county, state or federal government, or a local education agency;
4. **Community Representatives:** persons who represent an agency or business that provides private funding for child care services or who advocate for child care services through participation in civic or community-based organizations, but are not child care providers and do not represent agencies that contract with the California Department of Education to provide child care and development services;
5. **Members at the discretion of the Board or Superintendent:** persons from any of the above categories or outside of these categories at the discretion of appointing agencies.

The vacancies announced in this notice are three full-term vacancies as follows:

1. **One vacancy – Public Agency Representative – Term is October 1, 2023 to September 30, 2027.**
2. **Two vacancies – Child Care Provider – Term is October 1, 2023 to September 30, 2027.**

APPLICATION PROCESS:

1. Completed applications are due by October 20, 2023 to Sarah Kinahan, Coordinator, CCPC, San Mateo County Office of Education, 101 Twin Dolphin Drive, Redwood City, CA 94065-1034; or [skinahan@smcoe.org](mailto:skinahan@smcoe.org).
2. Co-chairs will review the applications and may conduct interviews with potential new CCPC members.
3. Applicants selected will be notified of their appointment. Those applicants not appointed will also be notified. Applicants are not guaranteed selection.
4. Appointments will be announced by the co-chairs at the Council's next regularly scheduled meeting.
5. Newly appointed members will meet for an orientation shortly after their appointment.

You may address questions regarding this notice to Sarah Kinahan, Coordinator for the Child Care Partnership Council, at [skinahan@smcoe.org](mailto:skinahan@smcoe.org).

**The application form follows this page.**



## Application for Membership

Mail or email completed **Application Form, Applicant Statement and Résumé** to:

Sarah Kinahan, Coordinator, Child Care Partnership Council  
San Mateo County Office of Education  
101 Twin Dolphin Drive  
Redwood City, CA 94065-1064  
(650) 802-5647; [skinahan@smcoe.org](mailto:skinahan@smcoe.org)

*Please return application materials by or before October 20, 2023. Applications received after deadline will be considered for future openings.*

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Employer if applicable: \_\_\_\_\_

Address: (work or home): \_\_\_\_\_

Phone (day time): \_\_\_\_\_ Fax: \_\_\_\_\_

Phone (cell): \_\_\_\_\_ Email: \_\_\_\_\_

**Applicants must work or live in San Mateo County, and exhibit:**

1. A strong commitment to advocating for the goals of the San Mateo County Child Care Strategic Plan;
2. An ability to make information-based decisions; and
3. Excellent leadership skills.

**A Council member's duties include:**

1. Regular attendance at Child Care Partnership Council's six (6) regular meetings
2. Participation in a minimum of 20 hours per year of subcommittee work;
3. Participation in a new member orientation and Council retreats;
4. Ensuring that the responsibilities specified by the State for local child planning councils are carried out;
5. Thoughtful and consistent response to concerns of the County Board of Supervisors, County Superintendent of Schools, fellow Council members, parents, child care providers and the general public.

**Check ALL categories under which you are applying for nomination. See cover page for a description of categories:**

- Child Care Consumer  
 Public Agency Representative

- Child Care Provider  
 Community Representative

**The CCPC has a strong commitment to ensuring geographical, ethnic, and gender diversity of Council membership. Please complete the following:**

In what part of the county do you work?

- North       South       Central       Coast

In what part of the county do you live?

- North       South       Central       Coast

Are you:     Male     Female     Non-Binary     Other \_\_\_\_\_     Prefer not to disclose

African-American     American Indian/Alaskan Native     Caucasian

Asian-American/Pacific Islander     Hispanic origin     Other \_\_\_\_\_

I understand that this application does not guarantee me a position on the San Mateo County Child Care Partnership Council. I will be informed of the status of my application. If appointed, I agree to fulfill the duties and responsibilities of a member of the San Mateo County Child Care Partnership Council.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**APPLICANT STATEMENT:**

Please use the space below, or attach an additional sheet, to explain, in your own words, your qualifications and interest in the San Mateo County Child Care Partnership Council. Describe your community, professional, or personal experiences that enable you to provide leadership and work collaboratively with diverse groups of people towards a common goal. *Please list specific contributions that you would make to the work of the CCPC.*

**Include a copy of your résumé with this application.**