



CHILD CARE PLANNING & ADVISORY COUNCIL

CPAC Executive Committee | Jan 28, 2026 | 9:30 – 11:00am

MEETING NOTES

Participants: Ryan Hazelton, Claudia Quiñonez, Delia Fitzpatrick, Monique Guidry, Heather Morado, Liz Winograd, Cheryl Horney, Mark Tao

Absent: Yensing Sihapanya, Jessica Campos,

Staff: Dr. Ericka O. Erickson, Melanie Hopson

Public: Sara Hicks-Kilday

Welcome

Vote Approval: Contract Agreements (Melanie Hopson, Dr. Ericka O. Erickson)

Action Item: Approval of a FY2025-26 **\$12,500** consultant contract with Indigo Project to complete mandated data collection and analysis on San Francisco Pilot Project for a report due November 2026.

Motion: Ryan Hazelton moved to approve the \$12,500 consultant contract with Indigo Project.

Second: The motion was seconded by Claudia Quiñonez.

Vote: The motion was adopted unanimously by voice vote. None were opposed. None abstained.

Action Item: Approval of a FY2025-26 **\$16,000** consultant contract with Mt. Burdell Marketing Solutions to provide graphic design and website development services in support of the San Francisco Universal Prekindergarten (UPK) initiative.

Executive Committee members posed questions about procurement requirements for more than one bid, cost of maintenance of the proposed website, and long-term hosting responsibilities for UPK content. As Co-Chair of UPK, Claudia proposed reassessing the UPK portal and its integration with what is being done by SFUSD, DEC, and the R&R's.

Motion: Heather Morado moved to cease the vote and return to this website issue after more conversation and planning.

Second: Mark Tao seconded the motion.

Vote: All were in favor. None were opposed. The contract was NOT voted upon and NOT approved.

CPAC Executive Committee Meeting Logistics (Ryan Hazelton)

Discuss logistics of in-person meetings for Executive Committee.

Chair Ryan Hazelton shared that, under CPAC bylaws and Brown Act requirements, the Executive Committee will begin meeting in person on February 25. The Committee acknowledged potential hardship for educators getting away from their site and is considering moving to every-other-month meetings. Ryan will confirm the meeting frequency and in-person logistics before the February meeting. Emergency meetings may be called as needed.

Discuss and Vote: Letter of Support (Ryan Hazelton)

Action Item: *CPAC letter of support for Children's Baseline and Charter Reform*

Participants reviewed and approved a letter of support regarding charter reform baselines for children and youth services.

Motion: Claudia Quiñonez moved for CPAC to issue a letter of support.

Second: Delia Fitzpatrick seconded the motion.

Vote: All were in favor. None were opposed. The contract was NOT voted upon and NOT approved.

CPAC Decision-Making Matrix (Ryan Hazelton)

Discuss potential changes to the decision-making guidelines approved Sept 2024.

Meeting participants examined the CPAC decision-making matrix and workgroup structure, with concerns raised about the number of workgroups (currently 8) and their effectiveness. Discussion included:

- Improving budget transparency for new members, with Heather suggesting a bridge email to Mark as Treasurer to facilitate questions with new members
- Mark agreed to provide more detailed budget information during the upcoming mid-year review.
- Cheryl recommended that the CPAC budget be approved by the Full Council.
- Claudia recommended grouping the decisions into categories so it is easier for CPAC Members and the ECE community to understand the major categories.

CPAC Workgroup Expectations and Efficiencies (Ryan Hazelton)

Discuss CPAC Workgroups – how are they serving the CPAC work?

- Ryan introduced a discussion about evaluating the effectiveness of CPAC's 8 working groups, noting concerns about resource allocation and the need for clearer structure and membership definitions, which will be an ongoing conversation over the coming months.
- Discussion included:
 - How do work groups play a role in the CPAC work moving forward?
 - Defining “who” is considered a member of a CPAC workgroup
 - Get clarity on how CPAC workgroups align and connect.
- **Next Steps:**
 - Executive Committee members review and provide feedback on the [workgroup document](#)
 - Ryan and Melanie create a proposal about workgroup expectations

Committee and Workgroups Updates

- **Black Children and Families**– reviewed Public Policy platform and what their workgroup will focus on. Still having data convo about missing pieces. 2nd symposium this spring.
- **Legislation/Public Policy**- tonight joint CFC and COAC budget meeting,
- **Membership**- reviewed feedback about last officer election, improvements. Waiting for meeting with Jenny and Arianna about bylaws. D1 and D2 vacancies.
- **Title 5**- goals were to connect with non-ECE entities e.g. housing and zoning. Inclusion Task Force will present to Title 5 in February. Hold Harmless is set to end this June 2026.
- **UPK**- workgroup meeting 1/29 online. Early intervention and inclusion equity task force will be presenting. Two seats available – 1) union member 2) native American rep.
- **Workforce** – no updates.
- **Unidos**- have 2 core goals for this year, drafting timeline for the work, doing listening sessions, connecting with stakeholders around Latinx and K readiness, special needs.

Adjournment- The meeting was adjourned by Chair Ryan Hazelton at 11:00am.

Next CPAC Executive Committee Meeting: Feb 25, 2026 from 9:30-11:00am