



# AGENDA

## IRVINE CHILD CARE PROJECT REGULAR MEETING

March 8, 2021  
8:30 AM

Adam Buchanan  
President

Cyril Yu  
Vice President

Alan Battenfield  
Clerk

Board Member:  
Stephanie Bynon

Irvine Child Resource Center  
14341 Yale Avenue  
Irvine, California

### IMPORTANT PUBLIC HEALTH AND SAFETY MESSAGE REGARDING PARTICIPATION IN IRVINE CHILD CARE PROJECT MEETING

AS A RESULT OF THE COVID-19 VIRUS, AND RESULTING ORDERS AND DIRECTION FROM THE PRESIDENT OF THE UNITED STATES, AND THE GOVERNOR OF THE STATE OF CALIFORNIA, AND THE ORANGE COUNTY HEALTH CARE AGENCY, AS WELL AS THE CITY OF IRVINE EMERGENCY DECLARATION, THE PUBLIC WILL NOT BE PERMITTED TO PHYSICALLY ATTEND THE IRVINE CHILD CARE PROJECT MEETING TO WHICH THIS AGENDA APPLIES.

YOU MAY SUBMIT COMMENTS ON ANY AGENDA ITEM OR ON ANY ITEM NOT ON THE AGENDA, IN WRITING VIA MAIL TO "ATTN: IRVINE CHILD CARE PROJECT," ONE CIVIC CENTER PLAZA, IRVINE, CA 92606 OR BY EMAIL TO [SDINEEN@CITYOFIRVINE.ORG](mailto:SDINEEN@CITYOFIRVINE.ORG). EMAILS RECEIVED FOR AGENDA ITEMS WILL BE READ INTO THE RECORD AT THE TIME DETERMINED BY THE CHAIRPERSON.

PLEASE NOTE: THE IRVINE CHILD CARE PROJECT IS MAKING EVERY EFFORT TO FOLLOW THE SPIRIT AND INTENT OF THE BROWN ACT AND OTHER APPLICABLE LAWS REGULATING THE CONDUCT OF PUBLIC MEETINGS, IN ORDER TO MAXIMIZE TRANSPARENCY AND PUBLIC ACCESS. IT WOULD BE APPRECIATED IF COMMUNICATIONS OF PUBLIC COMMENTS RELATED TO ITEMS ON THE AGENDA, OR ITEMS NOT ON THE AGENDA, ARE PROVIDED PRIOR TO THE COMMENCEMENT OF THE MEETING AT LEAST 24 HOURS BEFORE THE MEETING, SPECIFIC DETAILS ABOUT HOW TO OBSERVE AND PARTICIPATE, WHICH MAY INCLUDE EITHER TELE-CONFERRING, VIDEO-CONFERRING, OR ANOTHER EQUIVALENT OPTION, WILL BE INCLUDED ON THE CITY'S WEBSITE.

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**Speaker's Form/Request to Speak** - If you would like to address the Board on a scheduled agenda item, please complete the Request to Speak Form. Speaker's Forms are located on the table at the entrance to the Conference Room. Please identify on the card your name, address and the item on which you would like to speak and return to the Recording Secretary. The Request to Speak Form assists the Chair in ensuring that all persons wishing to address the Board are recognized. Your name will be called at the time the matter is heard by the Board.

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Scan this QR code for an electronic copy of the Agenda and staff reports.



**CALL TO ORDER**

**ROLL CALL**

**PLEDGE OF ALLEGIANCE**

**INTRODUCTIONS**

**ANNOUNCEMENTS**

**PRESENTATIONS**

**ADDITIONS AND DELETIONS TO THE AGENDA**

Additions to the agenda are limited by California Government Code Section 54954.2 of the Brown Act and for those items that arise after the posting of the Agenda and must be acted upon prior to the next Board meeting.

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**PUBLIC COMMENTS**

Any member of the public may address the Board on items within the Board's subject matter jurisdiction, but which are not listed on the Agenda during PUBLIC COMMENTS. However, no action may be taken on matters that are not part of the posted agenda. PUBLIC COMMENTS are scheduled for 30 minutes and are limited to 3 minutes per person.

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**CONSENT CALENDAR**

All matters listed under Consent Calendar are considered to be routine and enacted by one roll call vote. There will be no discussion of these items unless members of the Board request specific items to be removed from the Consent Calendar for separate discussion. Any member of the public may address the Board on items on the Consent Calendar. Public comments on any item or items on the consent calendar are limited to three minutes per speaker. If you wish to speak to a particular item or items, please complete a Speakers Form and submit to Recording Secretary.

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**1. APPROVAL OF IRVINE CHILD CARE PROJECT (ICCP) MINUTES**

**ACTION:**

Approve the minutes of a regular meeting of the Irvine Child Care Project held on January 11, 2021.

**2. WARRANT REQUEST – CATALYST FAMILY INC.**

**RECOMMENDED ACTION:**

Approve payment of \$23,813.98 to Catalyst Family Inc. for child care development services for January 1-31, 2021.

**3. WARRANT REQUEST – ICCP PROVIDERS IRVINE CHILDREN'S FUND SCHOLARSHIPS**

**RECOMMENDED ACTION:**

Approve payments totaling the amount of \$3,954.50 to ICCP providers for child care services for January 1-31, 2021 funded by ICF Scholarships.

- \$ 3,387.00 to Rainbow Rising
- \$ 00.00 to Kids Stuff
- \$ 567.50 to Catalyst Family Inc.
- \$ 00.00 to Dolphin Club
- \$ 00.00 to Creekers Club

**4. WARRANT REQUEST – IRVINE UNIFIED SCHOOL DISTRICT (IUSD)**

**RECOMMENDED ACTION:**

Approve payment of \$72,423.34 for Facilities and Financial Support Services, Utilities, Custodial Services, Custodial Equipment Amortization and payment for sale of IUSD-owned portables to ICCP for the month of December 2020.

- \$46,674.67 for Custodial Services
- \$ 675.00 for Custodial Equip Amortization
- \$10,589.42 for Payment of Portable Purchase
- \$ 7,625.92 for Utilities
- \$ 6,858.33 for Facilities & Financial Support

**5. WARRANT REQUEST – IRVINE UNIFIED SCHOOL DISTRICT (IUSD)**

**RECOMMENDED ACTION:**

Approve payment of \$10,395.49 for ICCP Work Order charge backs for October through December 2020.

**6. WARRANT REQUEST – CITY OF IRVINE**

**RECOMMENDED ACTION:**

Approve payment of \$15,819.62 to the City of Irvine for Program and Grant Administration for the month of January 2021.

- \$ 14,698.62 for Program Administration
- \$ 1,121.00 for Grant Administration

**7. ICCP PAYMENTS FOR FEBRUARY 2021**

**RECOMMENDED ACTION:**

Receive and file approved February 2021 Accounting Sheet and packet for services rendered December 2020.

**8. ICCP EXPENSES PAID BY IRVINE UNIFIED SCHOOL DISTRICT**

**RECOMMENDED ACTION:**

Review and accept attached invoices in the total amount of \$14,534.98 paid by IUSD on behalf of ICCP.

**9. DEPOSIT OF STATE GRANT APPORTIONMENTS****RECOMMENDED ACTION:**

Authorize the deposit of grant funds from the State Department of Education into the appropriate account as follows:

- \$ 40,745.00      01-005-50100-8290
- \$ 18,730.00      01-005-50100-8290
- \$112,095.00      01-005-50100-8590

**10. DEPOSIT OF SCHOLARSHIP FUNDS FROM IRVINE CHILDREN'S FUND (ICF)****RECOMMENDED ACTION:**

Authorize the deposit of funds from ICF into the appropriate account as follows:

- \$ 6,841.25      01-005-712-00-8689
- \$        0.00      01-005-701-00-8699

**11. MEMBER AT LARGE RE-APPOINTMENT****RECOMMENDED ACTION:**

Re-appoint Stephanie Bynon to the ICCP Board of Directors to serve for a regular term of office to commence March 8, 2021 through January 2022.

**BOARD BUSINESS****12. FISCAL YEAR 2019-20 FINANCIAL YEAR-END AUDIT****RECOMMENDED ACTION:**

Receive and file FY 2019-20 Year-End Financial Audit.

**13. ICCP PROVIDER LEASE RENEWAL****RECOMMENDED ACTION:**

Approve lease renewal for all existing ICCP provider agencies for the 2021-22 Fiscal Year.

**14. TEMPORARY USE OF ROOMS OWNED BY THE IRVINE UNIFIED SCHOOL DISTRICT BY IRVINE CHILD CARE PROJECT PROVIDERS****RECOMMENDED ACTION:**

Approve the continued use of additional spaces on each IUSD elementary campus, as identified by the School Site Principal, by the ICCP program located on the campus, between dismissal and 6 p.m. on school in-session days and between 7 a.m. – 6 p.m. on non-school days, Monday through Friday until State Mandated spacing requirements related to the COVID-19 pandemic are lifted and ICCP sites are again able to enroll to their full licensed capacity within the child care classrooms owned by ICCP.

This is the extent of the use allowed by IUSD regardless of whether the IUSD spaces are approved by CCLD through temporary waivers or addition to facility license.

**15. IRVINE CHILD CARE PROJECT (ICCP) PROPOSED BUDGET FOR FY 2021-22 WITH MULTI-YEAR BUDGET PROJECTIONS**

**RECOMMENDED ACTION:**

Review and discuss.

**16. ICCP CHILD CARE PROJECT RENT RELIEF FOR PROVIDERS**

**RECOMMENDED ACTION:**

Approve one of the options provided:

Option A: Waiver of 50 percent of the rental payments for the months of April and May 2021, which would be a loss in revenue to ICCP of \$157,740.00.

Option B: No additional waiver for rental payments, or any portion thereof, beyond March 2021.

Option C: Additional rent relief options, as proposed by the Board.

**17. IRVINE CHILD CARE PROJECT (ICCP) BOARD ELECTIONS**

**RECOMMENDED ACTION:**

Conduct elections for the positions of ICCP Board President, Vice President, and Clerk.

**REPORTS**

**18. FACILITIES AND BUDGET REPORT – JOHN FOGARTY**

**19. ICCP ADMINISTRATOR’S REPORT – TRACI STUBBLER**

**ADJOURNMENT**

The next Regular Irvine Child Care Project Board Meeting will convene at 8:30 a.m. on **Monday, May 10, 2021.**

**NOTICE TO THE PUBLIC**

At 11:00 a.m., the Irvine Child Care Project will determine which of the remaining agenda items can be considered and acted upon prior to 12:00 noon and will continue all other items on which additional time is required until a future Committee meeting. All meetings are scheduled to terminate at 12:00 noon.

**STAFF REPORTS**

As a general rule, staff reports or other written documentation have been prepared or organized with respect to each item of business listed on the agenda. Copies of these materials are on file with the Irvine Child Care Project liaison and are available for public inspection and copying once the agenda is publicly posted, (at least 72 hours

prior to a regular Irvine Child Care Project meeting). Staff reports can also be downloaded from the City's website at [cityofirvine.org](http://cityofirvine.org) beginning the Friday prior to the scheduled Irvine Child Care Project Board meeting on Monday.

If you have any questions regarding any item of business on the agenda for this meeting, or any of the staff reports or other documentation relating to any agenda item, please contact Irvine Child Care Project liaison at (949) 724-6503.

**SUPPLEMENTAL MATERIAL RECEIVED AFTER THE POSTING OF THE AGENDA**

Any supplemental writings or documents distributed to a majority of the Irvine Child Care Project regarding any item on this agenda after the posting of the agenda will be available for public review in the Community Services Department, One Civic Center Plaza, Irvine, California, during normal business hours. In addition, such writings or documents will be made available for public review at the respective public meeting.

**SUBMITTAL OF INFORMATION BY MEMBERS OF THE PUBLIC FOR DISSEMINATION OR PRESENTATION AT PUBLIC MEETINGS**

Written Materials/handouts:

Any member of the public who desires to submit documentation in hard copy form may do so prior to the meeting or at the time he/she addresses the Irvine Child Care Project Board. Please provide 15 copies of the information to be submitted and file with the Recording Secretary at the time of arrival to the meeting. This information will be disseminated to the Irvine Child Care Project at the time testimony is given.

**CITY SERVICES TO FACILITATE ACCESS TO PUBLIC MEETINGS**

It is the intention of the City of Irvine to comply with the Americans with Disabilities Act (ADA) in all respects. If, as an attendee or a participant at this meeting, you will need special assistance beyond what is normally provided, the City of Irvine will attempt to accommodate you in every reasonable manner. Please contact Irvine Child Care Project liaison at 949-724-6647 at least 48 hours prior to the meeting to inform us of your particular needs and to determine if accommodation is feasible.

Assisted listening devices are available at the meeting for individuals with hearing impairments. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. (28 CFR 35. 102-35. 104 ADA Title II)

**COMMUNICATION DEVICES**

To minimize distractions, please be sure all personal communication devices are turned off or on silent mode.

**MEETING SCHEDULE**

Regular meetings of the Irvine Child Care Project are held on the second Monday of each month at 8:30 a.m. unless otherwise noted. The Irvine Child Care Project Agenda is posted in the Police Department. Meeting agendas and approved minutes are kept current on the City web site at [cityofirvine.org](http://cityofirvine.org).

I hereby certify that the agenda for the Irvine Child Care Project meeting was posted at the main entrance of City Hall and in the posting book located in the Public Safety Lobby, One Civic Center Plaza, Irvine, California on

March 4, 2021 by 5:30 p.m. as well as on the City's web page.

  
\_\_\_\_\_  
Board Liaison

# CONSENT

**ITEM 1**  
**MINUTES**



# MINUTES

## IRVINE CHILD CARE PROJECT REGULAR MEETING

January 11, 2021  
8:30 AM

Adam Buchanan  
President

Cyril Yu  
Vice President

Alan Battenfield  
Clerk

Board Member:  
Stephanie Bynon

**Irvine Child Resource Center  
14341 Yale Avenue  
Irvine, California**

### CALL TO ORDER

A regular meeting of the Irvine Child Care Project (ICCP) was called to order on Monday, January 11, 2021 at 8:33 a.m. by President Buchanan.

### ROLL CALL

Present:	BOARD MEMBER:	Stephanie Bynon
	CLERK:	Alan Battenfield
	VICE PRESIDENT:	Cyril Yu
	PRESIDENT:	Adam Buchanan
	ALTERNATE BOARD MEMBER:	Anthony Kuo

### PLEDGE OF ALLEGIANCE

Supervisor Stubbler led the Pledge of Allegiance.

### INTRODUCTIONS

City of Irvine Staff Representatives, IUSD Staff Representatives, and all board members present introduced themselves to new Vice President Cyril Yu who also introduced himself.

### ANNOUNCEMENTS

There were no announcements.

### PRESENTATIONS

There were no presentations.

**ADDITIONS AND DELETIONS TO THE AGENDA**

There were no additions or deletions to the agenda.

**PUBLIC COMMENTS**

No general public comments.

**CONSENT CALENDAR**

**Moved by Clerk Battenfield, seconded by Vice President Yu, and unanimously carried to approve Consent Calendar items 1 through 11.**

The motion carried as follows:

Ayes: Battenfield, Buchanan, Bynon, Glasky, Kuo

**1. APPROVAL OF IRVINE CHILD CARE PROJECT (ICCP) MINUTES**

**ACTION:**

Approved the minutes of a regular meeting of the Irvine Child Care Project held on November 9, 2020.

**2. WARRANT REQUEST – CATALYST FAMILY INC.**

**ACTION:**

Approved payment of \$22,307.36 to Catalyst Family Inc. for child care development services for November 1-30, 2020.

**3. WARRANT REQUEST – CATALYST FAMILY INC.**

**ACTION:**

Approved payment of \$94,325.05 to Catalyst Family Inc. for child care development services provided in the period July 1, 2020 through September 30, 2020.

**4. WARRANT REQUEST – ICCP PROVIDERS IRVINE CHILDREN’S FUND SCHOLARSHIPS**

**ACTION:**

Approved payments totaling the amount of \$3,113.75 to ICCP providers for childcare services for November 1-30, 2020 funded by ICF Scholarships.

- \$ 2,131.25 to Rainbow Rising
- \$ 00.00 to Kids Stuff
- \$ 532.50 to Catalyst Family Inc.
- \$ 450.00 to Dolphin Club
- \$ 00.00 to Creekers Club

**5. WARRANT REQUEST – ICCP SCHOLARSHIPS**

**ACTION:**

Approved payments totaling the amount of \$100.00 to ICCP providers for childcare services for November 1-30, 2020 funded by ICF Scholarships.

- \$ 100.00 to Rainbow Rising
- \$ 0.00 to Kids Stuff
- \$ 0.00 to Catalyst Family Inc.
- \$ 0.00 to Dolphin Club
- \$ 0.00 to Creekers Club

**6. WARRANT REQUEST – IRVINE UNIFIED SCHOOL DISTRICT (IUSD)**

**ACTION:**

Approved payment of \$72,423.34 for Facilities and Financial Support Services, Utilities, Custodial Services, Custodial Equipment Amortization and payment for sale of IUSD-owned portables to ICCP for the month of November 2020.

- \$10,589.42 for Payment of Portable Purchase
- \$ 7,625.92 for Utilities
- \$ 6,858.33 for Facilities & Financial Support
- \$ 675.00 for Custodial Equip Amortization
- \$46,674.67 for Custodial Services

**7. WARRANT REQUEST – CITY OF IRVINE**

**ACTION:**

Approved payment of \$15,781.05 to the City of Irvine for Program and Grant Administration for the month of November 2020.

- \$ 14,660.05 for Program Administration
- \$ 1,121.00 for Grant Administration

**8. ICCP PAYMENTS FOR DECEMBER 2020**

**ACTION:**

Received and filed approved December 2020 Accounting Sheet and packet for services rendered October 2020.

**9. ICCP EXPENSES PAID BY IRVINE UNIFIED SCHOOL DISTRICT**

**ACTION:**

Reviewed and accepted attached invoices in the total amount of \$152,468.56 paid by IUSD on behalf of ICCP.

**10. DEPOSIT OF STATE GRANT APPORTIONMENT**

**ACTION:**

Authorized the deposit of grant funds from the State Department of Education into the appropriate account as follows:

- \$ 34,434.00      01-005-50100-8290
- \$ 15,829.00      01-005-50100-8290
- \$116,397.00      01-005-50100-8590

**11. DEPOSIT OF SCHOLARSHIP FUNDS FROM IRVINE CHILDREN’S FUND (ICF)**

**ACTION:**

Authorized the deposit of funds from ICF into the appropriate account as follows:

- \$ 7,526.63      01-005-712-00-8689
- \$ 0.00      01-005-701-00-8699

**BOARD BUSINESS**

**12. ICCP LETTER IN SUPPORT OF ICF COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATIONS BOARD REPRESENTATIVE SIGNATURE AUTHORIZATION**

**Moved by Vice President Yu, seconded by Clerk Battenfield, and unanimously carried to authorize the ICCP Board President, or alternate Board Member, to sign the letter in support of ICF’s two 2021-22 Fiscal Year CDBG applications.**

The motion carried as follows:

Ayes:            Battenfield, Buchanan, Bynon, Glasky, Kuo

**13. ICCP CHILD CARE PROJECT RENT RELIEF FOR PROVIDERS**

**Public Comment on item 13:** Rick Porter, President of the Rainbow Rising Board shared some additional information about the status of Rainbow Rising’s finances. Rainbow Rising has received approximately \$1,000,000.00 in grants and loans at this time. In spite of that, their revenue is down approximately 65% from last year. Rainbow Rising has not furloughed or laid off any staff since February 2020 and does not plan to through the rest of this school year.

**Moved by Vice President Yu, seconded by Alternate Board Member Kuo unanimously carried by the Board Members present to approve Option A: Waiver of 50 percent of the rental payments for the months of February and March 2021, which would be a loss in revenue to ICCP of \$157,740.00.**

**Discussion Included:** The Board asked John Fogarty if there would be an option in the future to invoice for previously waived rent if loans issued to ICCP provider agencies through the Paycheck Protection Program are converted retroactively to

grants and/or provider agency financials indicate significantly healthy fund balance. ICCP's finances are strong at this time when factoring in all Covid-19 related rent waivers/reductions.

**REPORTS**

**14. FACILITIES AND BUDGET REPORT – JOHN FOGARTY**

Report included in packet was reviewed.

**15. ICCP ADMINISTRATOR'S REPORT – TRACI STUBBLER**

Report included in packet was reviewed.

**ADJOURNMENT**

Moved by Vice President Yu, seconded by Clerk Battenfield, and unanimously carried to adjourn the meeting at 9:09 a.m. The next Regular Irvine Child Care Project Board Meeting will convene at 8:30 a.m. on **Monday, March, 8 2021**.

\_\_\_\_\_  
ADAM BUCHANAN, PRESIDENT  
IRVINE CHILD CARE PROJECT

\_\_\_\_\_  
SHANE DINEEN  
RECORDING SECRETARY

Date Approved: \_\_\_\_\_

## **ITEM 2**

## **IRVINE CHILD CARE PROJECT**

**TOPIC:** **WARRANT REQUEST – CATALYST FAMILY INC.**

**DESCRIPTION:** Catalyst Family Inc. has submitted an invoice in the amount of \$23,813.98 for child care development services for the month of January. This provider served a total of 52 children during this month.

A site-by-site breakdown of service follows.

The attached invoice and warrant request in the amount of \$23,813.98 are submitted for the Board's review and approval.

**RECOMMENDATION:** Approve payment of \$23,813.98 to Catalyst Family Inc. for child care development services for January 1-31, 2021.

**IRVINE CHILD CARE PROJECT**

**DATE: March 8, 2021**

<u>VENDOR</u>	<u>EXPENDITURE CLASSIFICATION</u>	<u>AMOUNT</u>
CATALYST FAMILY INC.	00550159-5810	\$23,813.98
	<b>TOTAL</b>	<b>\$23,813.98</b>

EXPENDITURE CLASSIFICATION SUMMARY

00550159-5810	\$23,813.98	
	<b>TOTAL</b>	<b>\$23,813.98</b>



# Catalyst Family Inc.

350 Woodview Ave, Suite 100  
Morgan Hill, CA. 95037  
(408)556-7300

INVOICE NUMBER  
5040-JAN21

DATE: February 8, 2021

SOLD TO: Irvine Child Care Project  
14341 Yale Avenue  
Irvine, CA 92604  
  
Attention: Traci Stubbler

DESCRIPTION	PRICE	AMOUNT
General child development services provided in period <u>January 1, 2021</u> through <u>January 31, 2021</u>		
Fiscal Year 2020-2021 Contract Type: <b>CCTR-0163</b>		
Service fees of <b>530.95</b> days @ <b>\$49.54</b>	\$26,303.26	
Less Certified Parent fees	- <b>\$2,013.00</b>	
Contract earnings to District	\$24,290.26	
Adjustment for District Indirect Cost $\$24,290.26 \div 1.02 =$	\$476.28	
<b>Balance due to Catalyst Family Inc.</b>		<b>\$23,813.98</b>
<b>Billing Summary:</b>		
Cumulative Prior Period Amount Billed	\$406,375.49	
Current Period Billing	<u>\$23,813.98</u>	
Cumulative Fiscal Year Amount Billed	\$430,189.47	
Contract Maximum Billable	\$679,864.71	
Available remaining balance	\$249,675.24	

## **ITEM 3**

## IRVINE CHILD CARE PROJECT

**TOPIC:** **WARRANT REQUESTS – IRVINE CHILDREN'S FUND (ICF) SCHOLARSHIPS**

**DESCRIPTION:** Warrant requests in the amount of \$3,954.50 **(CDBG)** are submitted for the Board's review and approval for ICF Scholarships during the month of January 2021. The warrants to be issued are as follows:

The amounts of:

\$ 3,387.00 to Rainbow Rising **(CDBG)**

\$ 00.00 to Kids Stuff

\$ 567.50 to Catalyst Family Inc. **(CDBG)**

\$ 00.00 to Dolphin Club **(CDBG)**

\$ 00.00 to Creekers Club

A site-by-site breakdown follows.

**RECOMMENDATIONS:** Approve payments for warrants totaling the amount of \$3,954.50 **(CDBG)** for child care services for January 1-31, 2021 funded by ICF scholarships.

**IRVINE CHILD CARE PROJECT**

**IRVINE CHILDREN'S FUND SCHOLARSHIP PROGRAM**

***DATE: March 8, 2021***

<u>VENDOR</u>	<u>EXPENDITURE CLASSIFICATION</u>	<u>AMOUNT</u>
Rainbow Rising	00571259-5817	\$ 3,387.00
Kids Stuff	00571259-5817	\$ 00.00
Catalyst Family Inc.	00571259-5817	\$ 567.50
Dolphin Club	00571259-5817	\$ 00.00
Creekers Club	00571259-5817	\$ 00.00
	<b>TOTAL</b>	<b>\$ 3,954.50</b>

**ATTENDANCE SUMMARY**  
**IRVINE CHILDREN'S FUND SCHOLARSHIP PROGRAM**  
**January 2021**

<i>Alderwood</i>	0 children served		<i>Northwood</i>	2 children served
<i>Beacon Park</i>	0 children served		<i>Oak Creek</i>	0 children served
<i>Bonita Canyon</i>	0 children served		<i>Plaza Vista</i>	0 children served
<i>Brywood</i>	0 children served		<i>Portola Springs</i>	0 children served
<i>Cadence Park</i>	0 children served		<i>Santiago Hills</i>	0 children served
<i>Canyon View</i>	0 children served		<i>Springbrook</i>	1 child served
<i>College Park</i>	1 child served		<i>Stone Creek</i>	0 children served
<i>Culverdale</i>	5 children served		<i>Stonegate</i>	0 children served
<i>Cypress Village</i>	0 children served		<i>Turtle Rock</i>	0 children served
<i>Deerfield</i>	0 children served		<i>University Park</i>	0 children served
<i>Eastshore</i>	0 child served		<i>Vista Verde</i>	0 children served
<i>Eastwood</i>	0 children served		<i>Westpark</i>	0 children served
<i>Greentree</i>	0 children served		<i>Woodbury</i>	0 children served
<i>Meadow Park</i>	1 child served			

Number of Children Served This Month: 10  
Number of Child Days of Enrollment This Month: 180  
Number of Sites Served This Month: 5  
Funds Awarded This Month: \$3,954.50  
Number of Children Served Year-to-Date: 13  
Number of Child Days of Enrollment This Year: 1,022  
Number of Sites Served Year-to-Date: 6  
Funds Awarded Year-to-Date: \$25,563.38  
Number of Children Added to Program This Month: 1  
Number of Children Removed From Program This Month: 1  
Number of Children On Waiting List: 0

**IRVINE CHILD CARE PROJECT / IRVINE CHILDREN'S FUND  
SCHOLARSHIP PROGRAM  
INVOICE**

January 2021

Invoice to the Irvine Child Care Project, One Civic Center Plaza, Irvine, CA 92623-9575

Long Term scholarships awarded to students in the **Rainbow Rising** program operating at **Culverdale** School, Irvine, for **January 2021**, reimbursement in the amount of **\$1,939.00**.  
**(CDBG)**

Long Term scholarships awarded to students in the **Rainbow Rising** program operating at **College Park** School, Irvine, for **January 2021**, reimbursement in the amount of **\$317.50**.  
**(CDBG)**

Long Term scholarships awarded to students in the **Rainbow Rising** program operating at **Meadow Park** School, Irvine, for **January 2021**, reimbursement in the amount of **\$416.50**.  
**(CDBG)**

Long Term scholarships awarded to students in the **Rainbow Rising** program operating at **Northwood** School, Irvine, for **January 2021**, reimbursement in the amount of **\$714.00**.  
**(CDBG)**

**Total amount due to Rainbow Rising is \$3,387.00 (CDBG).**

**IRVINE CHILD CARE PROJECT / IRVINE CHILDREN'S FUND  
SCHOLARSHIP PROGRAM  
INVOICE**

January 2021

Invoice to the Irvine Child Care Project, One Civic Center Plaza, Irvine, CA 92623-9575

Long Term scholarships awarded to students in the **Catalyst Family Inc.** program operating at **Springbrook** School, Irvine, for **January 2021**, reimbursement in the amount of **\$567.50. (CDBG)**

**Total amount due to Catalyst Family Inc. is \$567.50 (CDBG).**

## **ITEM 4**

## **IRVINE CHILD CARE PROJECT**

**TOPIC:** **WARRANT REQUEST– IRVINE UNIFIED SCHOOL DISTRICT (IUSD)**

**DESCRIPTION:** IUSD has submitted an invoice for the Board's review and approval in the amount of \$72,423.34 for payment for sale of IUSD-owned portables to ICCP, Utilities, Facilities and Financial Support Services, Custodial Equipment Amortization and Custodial Services for the month of December 2020.

The specific breakdown is as follows:

- \$46,674.67 for Custodial Services
- \$ 675.00 for Custodial Equip Amortization
- \$10,589.42 for Payment of Portable Purchase
- \$ 7,625.92 for Utilities
- \$ 6,858.33 for Facilities & Financial Support

**RECOMMENDATION:** Approve payment of \$72,423.34 for payment for sale of IUSD-owned portables to ICCP, Utilities, Facilities and Financial Support Services, Custodial Equipment Amortization and Custodial Services for the month of December 2020.

**IRVINE CHILD CARE PROJECT**

**DATE: *March 8, 2021***

<u>VENDOR</u>	<u>EXPENDITURE CLASSIFICATION</u>	<u>AMOUNT</u>
IUSD	00571059-5862	\$46,674.67
IUSD	00571081-7439	\$ 675.00
IUSD	00571059-7439	\$10,589.42
IUSD	00571081-5500	\$ 7,625.92
IUSD	00571059-5861	\$ 6,858.33
	<b>TOTAL</b>	<b>\$72,423.34</b>

EXPENDITURE CLASSIFICATION SUMMARY

00571059-5862	\$46,674.67	
00571081-7439	\$ 675.00	
00571059-7439	\$10,589.42	
00571081-5500	\$ 7,625.92	
00571059-5861	\$ 6,858.33	
	<b>TOTAL</b>	<b>\$72,423.34</b>



# INVOICE

Page # 1

## Irvine Unified School District

5050 Barranca Parkway  
Irvine, CA 92604-4698  
Phone: (949) 936-5000

IRVINE CHILD CARE PROJECT (ICCP)  
5050 BARRANCA PARKWAY  
IRVINE, CA 92604

ACCT ID:	V7501158
INVOICE NUMBER:	75PI0050
DIVISION:	75GN
TERM:	2021
INVOICE DATE:	12/01/20
DUE DATE:	12/31/20
AMOUNT DUE	<b>\$72,423.34</b>

Item	Qty	Unit Amt	Ref. #	Account	Description	Amount	
1	1	10589.42		0100000000 8953	DECEMBER 2020 - SALES OF IUSD OWNED PORTABLES	10,589.42	
2	1	7,625.92		0100000000 8650	DECEMBER 2020 - UTILITIES	7,625.92	
3	1	6,858.33		0100000000 8699	DECEMBER 2020 - FACILITIES & FINANCIAL SUPPORT SERVICES	6,858.33	
4	1	675.00		0100000000 8699	DECEMBER 2020 - CUSTODIAL EQUIPMENT	675.00	
5	1	46674.67		0100505400 8699	DECEMBER 2020 - CUSTODIAL SERVICES	46,674.67	
						Tax	0.00
						<b>INVOICE TOTAL</b>	<b>\$72,423.34</b>

Please remit a copy with payment-thank you

Remit to: **Irvine Unified School District**  
**5050 Barranca Parkway**  
**Irvine, CA 92604-4698**

Account ID	V7501158
Account Name	IRVINE CHILD CARE PROJECT (ICC
Invoice Number	75PI0050
DIV:	75GN
TERM:	2021
Due Date	12/31/20
Amount Due	\$72,423.34
Amount Paid	\$ _____

## **ITEM 5**

**IRVINE CHILD CARE PROJECT**

**TOPIC:** **WARRANT REQUEST-IRVINE UNIFIED SCHOOL DISTRICT (IUSD) WORK ORDER CHARGE BACKS**

**DESCRIPTION:** IUSD has submitted an invoice for the Board's review and approval in the amount of \$10,395.49 for Irvine Child Care Project (ICCP) Work Order charge backs for October through December 2020.

The specific breakdown is as follows:

- \$ 10,395.49 for Work Order charge backs

**RECOMMENDATION:** Approve payment of \$10,395.49 for ICCP Work Order charge backs for October through December 2020.

**IRVINE CHILD CARE PROJECT**

**DATE: March 8, 2021**

<u>VENDOR</u>	<u>EXPENDITURE CLASSIFICATION</u>	<u>AMOUNT</u>
IUSD	00571081-4306	\$ 10,395.49
IUSD	00571085-5601	\$
IUSD	00571085-6210	\$
IUSD	00571085-6230	\$
IUSD	00571085-6410	\$
	<b>TOTAL</b>	<b>\$ 10,395.49</b>

EXPENDITURE CLASSIFICATION SUMMARY

00571081-4306	\$ 10,395.49
00571085-5601	\$
00571085-6210	\$
00571085-6230	\$
00571085-6410	\$
<b>Total</b>	<b>\$10,395.49</b>



# INVOICE

Page # 1

## Irvine Unified School District

5050 Barranca Parkway  
Irvine, CA 92604-4698  
Phone: (949) 936-5000

IRVINE CHILD CARE PROJECT (ICCP)  
5050 BARRANCA PARKWAY  
IRVINE, CA 92604

ACCT ID:	V7501158
INVOICE NUMBER:	75PI0072
DIVISION:	75GN
TERM:	2021
INVOICE DATE:	02/17/21
DUE DATE:	03/17/21
AMOUNT DUE	<b>\$10,395.49</b>

Item	Qty	Unit Amt	Ref. #	Account	Description	Amount
1	1	10395.49		0100505300 8699	ICCP WORKORDERS 10/01/2020 THROUGH 12/31/2020	10,395.49
					Tax	
<b>INVOICE TOTAL</b>						<b>\$10,395.49</b>

Please remit a copy with payment-thank you

Remit to: Irvine Unified School District  
5050 Barranca Parkway  
Irvine, CA 92604-4698

Account ID	V7501158
Account Name	IRVINE CHILD CARE PROJECT (ICC
Invoice Number	75PI0072
DIV:	75GN
TERM:	2021
Due Date	03/17/21
Amount Due	\$10,395.49
Amount Paid	\$ _____

## **ITEM 6**

## **IRVINE CHILD CARE PROJECT**

**TOPIC:** **WARRANT REQUEST – CITY OF IRVINE**

**DESCRIPTION:** The City of Irvine has submitted an invoice for the Board's review and approval in the amount of \$15,819.62 for Program and Grant Administration for the month of January 2021.

The specific breakdown is as follows:

- \$ 14,698.62 for Program Administration
- \$ 1,121.00 for Grant Administration

**RECOMMENDATION:** Approve payment of \$15,819.62 to the City of Irvine for Program and Grant Administration for the month of January 2021.

**IRVINE CHILD CARE PROJECT**

**DATE: *March 8, 2021***

<u>VENDOR</u>	<u>EXPENDITURE CLASSIFICATION</u>	<u>AMOUNT</u>
CITY OF IRVINE	005710-59-5864	\$ 14,698.62
CITY OF IRVINE	005501-59-5810	\$ 1,121.00
CITY OF IRVINE	005710-59-5811	\$
CITY OF IRVINE	005710-59-4305	\$
	<b>TOTAL</b>	<b>\$15,819.62</b>

EXPENDITURE CLASSIFICATION SUMMARY

005710-59-5864	\$ 14,698.62	
005501-59-5810	\$ 1,121.00	
005710-59-5811	\$	
005710-59-4305	\$	
	<b>TOTAL</b>	<b>\$15,819.62</b>



**City of Irvine**  
 FINANCE DEPARTMENT  
 P.O. BOX 19575  
 IRVINE, CA 92623-9575  
 949-724-6049

**CUSTOMER NO.** C4604  
**INVOICE NO.** 206823  
**INVOICE DATE** 02/03/2021

IRVINE CHILD CARE PROJECT  
 5050 BARRANCA PKWY  
 IRVINE, CA 92604-4652

**Terms: Please remit payment within 30 days to avoid 10 percent late fee and penalties.**

**Past due accounts may be referred to a collection agency.**

JANUARY 2021

STAFFING: ADMINISTRATION = \$14,498.62  
 STAFFING: GRANT ADMINISTRATION = \$1,121.00  
 SUPPLIES = \$0  
 DUPLICATING = \$200.00  
 CONTRACT SERVICES PAID ON PCARD = \$0  
 CONTRACT SERVICES = \$0  
 LOCAL TRAVEL = \$0

TOTAL \$15,819.62

Original Amount \$15,819.62

Total Due: \$15,819.62

**PAYMENT OPTIONS:**



**ELECTRONIC: (preferred method)**  
 Bank of America  
 275 S Valencia Ave, Brea CA 92823  
 City of Irvine General Account  
 ACH Routing: 121000358  
 Bank Account: 14330-00006  
 \*\* Include Invoice and Customer Number  
 in payment details section



**SEND CHECKS TO:**  
 Finance Department  
 PO Box 19575, Irvine CA 92623-9575  
 \*\* Include Payment Slip with check



**CREDIT/DEBIT CARDS:**  
 Please call (949) 724-6011

**PAYMENT SLIP**

**CUSTOMER #:** C4604  
**INVOICE #:** 206823  
**INVOICE DATE:** 02/03/2021  
**TOTAL AMOUNT DUE:** \$15,819.62

**TOTAL PAYMENT:**  
 \$ \_\_\_\_\_

## **ITEM 7**

## **IRVINE CHILD CARE PROJECT**

**TOPIC:** **IRVINE CHILD CARE PROJECT (ICCP) PAYMENTS FOR FEBRUARY 2021**

**DESCRIPTION:** The ICCP Board was not scheduled to meet in February 2021, therefore, the following invoices were approved for payment by ICCP President Adam Buchanan and Vice President Cyril Yu to ensure timely reimbursements for services rendered in December 2020.

The accounting sheet and supporting documentation is attached for review.

**RECOMMENDATION:** Receive and file approved February 2021 Accounting Sheet and packet for services rendered December 2020.

# IRVINE CHILD CARE PROJECT

Service Month: 20-Dec	Board Approval Date: ICCP Contact Person: Traci Stubbler 949-724-6635, tstubler@cityofirvine.org	Date Delivered to Accounting: Sharon Marcacci, 949-936-5018, SharonMarcacci@iUSD.org	
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VENDOR #	DESC.	EXP./Classification	Invoice #	AMT. DUE	AMT. DUE
V4100123	State CCTR Grant	01-005-501-59-5810	5040-DEC20	\$ 25,738.47	
V4100123	State CCTR Grant	01-005-501-59-5810	5040 FY20-21Q2 Adj	\$ 71,617.56	\$ 97,356.03
<b>VENDOR #</b>	<b>DESC.</b>	<b>EXP./Classification</b>	<b>Invoice #</b>	<b>AMT. DUE</b>	<b>AMT. DUE</b>
V4100007	Scholarships -ICF	01-005-712-59-5817	Dec-20	\$ 2,905.00	
V4100005	Scholarships - ICF	01-005-712-59-5817	Dec-20	\$ -	
V4100001	Scholarships - ICF	01-005-712-59-5817	Dec-20	\$ 532.50	
V4100003	Scholarships - ICF	01-005-712-59-5817	Dec-20	\$ 290.00	
V4100002	Scholarships - ICF	01-005-712-59-5817	Dec-20	\$ -	\$ 3,727.50
<b>VENDOR #</b>	<b>DESC.</b>	<b>EXP./Classification</b>	<b>Invoice #</b>	<b>AMT. DUE</b>	<b>AMT. DUE</b>
V4100007	Scholarships-ICCP	01-005-710-59-5817	Dec-20	\$ 300.00	
V4100005	Scholarships-ICCP	01-005-710-59-5817	Dec-20	\$ -	
V4100003	Scholarships-ICCP	01-005-710-59-5817	Dec-20	\$ -	\$ 300.00
<b>VENDOR #</b>	<b>DESC.</b>	<b>EXP./Classification</b>	<b>Invoice #</b>	<b>AMT. DUE</b>	<b>AMT. DUE</b>
V4100011	Custodial Service	01-005-710-59-5862	V7501158	\$ 46,674.67	
V4100011	Custodial Equip-5 yr amortization	01-005-710-91-7439	V7501158	\$ 675.00	
V4100011	Debt Service on Portable Purchase	01-005-710-91-7439	V7501158	\$ 10,589.42	
V4100011	Utilities	01-005-710-81-5500	V7501158	\$ 7,625.92	
V4100011	Facilities & Financial Support	01-005-710-59-5861	V7501158	\$ 6,858.33	
V4100011	Work Order Charges	01-005-710-81-4306			
V4100011	Site improvement	01-005-710-85-6110			
V4100011	Rehab & Repair	01-005-710-85-5601			
V4100011	Portable Replacement	01-005-710-85-6230			
<b>VENDOR #</b>	<b>DESC.</b>	<b>EXP./Classification</b>	<b>Invoice #</b>	<b>AMT. DUE</b>	<b>AMT. DUE</b>
V4100010	Program Administration	01-005-710-59-5864		\$ 14,607.00	
V4100010	State CCTR Grant Administration	01-005-501-59-5810		\$ 1,121.00	\$ 15,728.00
<b>Total</b>				<b>\$</b>	<b>\$ 72,423.34</b>

This is to certify that the above items were approved for payment on \_\_\_\_\_

(Authorized Board Member)

(Authorized Board Member)

*Approved via email*  
*Board President Adam Buchanan 1/29/21*  
*Board Vice President Ogilvy 1/31/21*

## Traci Stubbler

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**From:** Cyril Yu <CyrilYu@iusd.org>  
**Sent:** Sunday, January 31, 2021 8:16 AM  
**To:** Traci Stubbler  
**Subject:** RE: Approval needed - ICCP February Accounting Sheet

Tracy,

I have reviewed the February Accounting Sheet. I approve the payments as recorded. Please let me know if you need anything else.

Cyril

**From:** Traci Stubbler <tstubbler@cityofirvine.org>  
**Sent:** Friday, January 29, 2021 2:42 PM  
**To:** Cyril Yu <CyrilYu@iusd.org>  
**Subject:** Approval needed - ICCP February Accounting Sheet  
**Importance:** High

Cyril,

In order to comply with social distancing requirements put in place by the City of Irvine for its employees I am requesting your approval electronically for this month's ICCP accounting sheet and supporting warrant requests. Typically the approval of the ICCP Board Chair and Vice Chair is requested for warrant request payments during the months that the ICCP Board does not regularly meet in order to ensure timely reimbursements are provided to the child care providers for services already rendered.

I've attached the February Accounting Sheet for services rendered in December and the backup documentation packet for your review. Please let me know if you have any questions.

Please reply and indicate if payments are approved as recorded.

Thank you,

*Traci Stubbler  
Community Services Supervisor and  
Irvine Child Care Project Administrator  
City of Irvine Child Resource Center  
Heritage Park  
14341 Yale Ave  
949-724-6635  
[tstubbler@cityofirvine.org](mailto:tstubbler@cityofirvine.org)*

## Traci Stubbler

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**From:** Adam Buchanan  
**Sent:** Friday, January 29, 2021 2:51 PM  
**To:** Traci Stubbler  
**Subject:** FW: Approval needed - ICCP February Accounting Sheet  
**Attachments:** ICCP February Accounting Sheet and Packet.pdf  
**Importance:** High

Approved for payments "as-is."

Thanks,

**ADAM BUCHANAN** | COMMUNITY SERVICES ADMINISTRATOR | CITY OF IRVINE  
949-724-6644 | 1 Civic Center Plaza, Irvine, CA 92606 | [abuchanan@cityofirvine.org](mailto:abuchanan@cityofirvine.org)

**From:** Traci Stubbler <[tstubbler@cityofirvine.org](mailto:tstubbler@cityofirvine.org)>  
**Sent:** Friday, January 29, 2021 2:41 PM  
**To:** Adam Buchanan <[abuchanan@cityofirvine.org](mailto:abuchanan@cityofirvine.org)>  
**Subject:** Approval needed - ICCP February Accounting Sheet  
**Importance:** High

Adam,

In order to comply with social distancing requirements put in place by the City of Irvine for its employees I am requesting your approval electronically for this month's ICCP accounting sheet and supporting warrant requests. Typically the approval of the ICCP Board Chair and Vice Chair is requested for warrant request payments during the months that the ICCP Board does not regularly meet in order to ensure timely reimbursements are provided to the child care providers for services already rendered.

I've attached the February Accounting Sheet for services rendered in December and the backup documentation packet for your review. Please let me know if you have any questions.

Please reply and indicate if payments are approved as recorded.

Thank you,

*Traci Stubbler*  
*Community Services Supervisor and*  
*Irvine Child Care Project Administrator*  
*City of Irvine Child Resource Center*  
*Heritage Park*  
*14341 Yale Ave*  
*949-724-6635*  
*[tstubbler@cityofirvine.org](mailto:tstubbler@cityofirvine.org)*

## **IRVINE CHILD CARE PROJECT**

**TOPIC:** **WARRANT REQUEST – CATALYST FAMILY INC.**

**DESCRIPTION:** Catalyst Family Inc. has submitted an invoice in the amount of \$25,738.47 for child care development services for the month of December. This provider served a total of 53 children during this month.

A site-by-site breakdown of service follows.

The attached invoice and warrant request in the amount of \$25,738.47 are submitted for the Board's review and approval.

**RECOMMENDATION:** Approve payment of \$25,738.47 to Catalyst Family Inc. for child care development services for December 1-31, 2020.

ICCP/Stubbler  
No Meeting

IRVINE CHILD CARE PROJECT

*DATE: January 29, 2021*

<u>VENDOR</u>	<u>EXPENDITURE CLASSIFICATION</u>	<u>AMOUNT</u>
CATALYST FAMILY INC.	00550159-5810	\$25,738.47
	<b>TOTAL</b>	<b>\$25,738.47</b>

EXPENDITURE CLASSIFICATION SUMMARY

00550159-5810	\$25,738.47	
	<b>TOTAL</b>	<b>\$25,738.47</b>



# Catalyst Family Inc.

350 Woodview Ave, Suite 100  
Morgan Hill, CA. 95037  
(408)556-7300

INVOICE NUMBER  
5040-DEC20

DATE: January 11, 2021

SOLD TO: Irvine Child Care Project  
14341 Yale Avenue  
Irvine, CA 92604

Attention: Traci Stubbler

DESCRIPTION	PRICE	AMOUNT
General child development services provided in period <b>December 1, 2020</b> through <b>December 31, 2020</b>		
Fiscal Year 2020-2021 Contract Type: <b>CCTR-0163</b>		
Service fees of <u>578.83</u> days @ <b>\$49.54</b>	\$28,675.24	
Less Certified Parent fees	<b>\$2,422.00</b>	
Contract earnings to District	\$26,253.24	
Adjustment for District Indirect Cost $\$26,253.24 + 1.02 =$	\$514.77	
<b>Balance due to Catalyst Family Inc.</b>		<b>\$25,738.47</b>
<b>Billing Summary:</b>		
Cumulative Prior Period Amount Billed	\$309,019.46	
Current Period Billing	<u>\$25,738.47</u>	
Cumulative Fiscal Year Amount Billed	\$334,757.93	
Contract Maximum Billable	\$679,864.71	
Available remaining balance	\$345,106.78	

## IRVINE CHILD CARE PROJECT

**TOPIC:** **WARRANT REQUEST – CATALYST FAMILY INC.**

**DESCRIPTION:** Catalyst Family Inc. has submitted an invoice in the amount of \$71,617.56 for child care development services provided in the period July 1, 2020 through December 31, 2020.

The California Department of Education informed all direct service contractors in its November 3<sup>rd</sup> Official Letter that FY2020-21 contractors will be reimbursed for net reimbursable program costs up to the maximum reimbursable amount (MRA) rather than the total as calculated based the Standard Reimbursement Rate, as in previous years.

This change, due to the passage of Senate Bill (SB) 820, is in recognition of the increased costs to child care providers due to COVID-19.

Catalyst Family Inc. will be submitting invoices to ICCP quarterly throughout the 2020-21 Fiscal Year for the difference between the Standard Reimbursement Rate, as paid through monthly attendance reports and invoices, and the net reimbursable program costs.

The attached Quarter 2 Adjustment invoice and warrant request in the amount of \$71,617.56 are submitted for the Board's review and approval.

**RECOMMENDATION:** Approve payment of \$71,617.56 to Catalyst Family Inc. for child care development services provided in the period July 1, 2020 through December 31, 2020.

ICCP/Stubbler  
No Meeting

**IRVINE CHILD CARE PROJECT**

**DATE: January 29, 2021**

<u>VENDOR</u>	<u>EXPENDITURE CLASSIFICATION</u>	<u>AMOUNT</u>
CATALYST FAMILY INC.	00550159-5810	\$71,617.56
	<b>TOTAL</b>	<b>\$71,617.56</b>

EXPENDITURE CLASSIFICATION SUMMARY

00550159-5810	\$71,617.56	
	<b>TOTAL</b>	<b>\$71,617.56</b>

# Catalyst Family Inc.

350 Woodview Ave, Suite 100  
Morgan Hill, CA. 95037  
(408)556-7300

INVOICE NUMBER  
5040 FY20-21 Q2 Adj

DATE: January 26, 2021

SOLD TO: Irvine Child Care Project  
14341 Yale Avenue  
Irvine, CA 92604  
Attention: Traci Stubbler

DESCRIPTION	YTD Original Invoiced (Jul-Dec)	Contract Earnings (Net Reimbursable Expenses) CDE Calculation	CDE Calculation vs. Original Invoiced (Variances)
General child development services provided in period July 1, 2020 through December 31, 2020			
Fiscal Year 2020-2021 Contract Type: CCTR-0163			
<b>Gross Amount Based on Services (Enrollments) + Q1 Billing Adj</b>	\$350,154.10	n/a	
<b>YTD Actual Net Reimbursable Expenses</b>	n/a	\$423,204.00	\$73,049.90
Less Family (Parent) Fees Collected:	(\$8,701.00)	(\$8,701.00)	\$0.00
Less School District Indirect Cost	(\$6,695.17)	(\$8,127.51)	(\$1,432.34)
<b>Net YTD Total Invoiced =</b>	<b>\$334,757.93</b>	<b>\$406,375.49</b>	<b>\$71,617.56</b>
<b>Net Billing Adjustment Balance Due to Catalyst Family Inc.</b>			<b>\$71,617.56</b>

## IRVINE CHILD CARE PROJECT

**TOPIC:** **WARRANT REQUESTS – IRVINE CHILDREN’S FUND (ICF) SCHOLARSHIPS**

**DESCRIPTION:** Warrant requests in the amount of \$3,727.50 **(CDBG)** are submitted for the Board’s review and approval for ICF Scholarships during the month of December 2020. The warrants to be issued are as follows:

The amounts of:

\$ 2,905.00 to Rainbow Rising **(CDBG)**

\$ 00.00 to Kids Stuff

\$ 532.50 to Catalyst Family Inc. **(CDBG)**

\$ 290.00 to Dolphin Club **(CDBG)**

\$ 00.00 to Creekers Club

A site-by-site breakdown follows.

**RECOMMENDATIONS:** Approve payments for warrants totaling the amount of \$3,727.50 **(CDBG)** for child care services for December 1-31, 2020 funded by ICF scholarships.

**IRVINE CHILD CARE PROJECT**  
**IRVINE CHILDREN'S FUND SCHOLARSHIP PROGRAM**

***DATE: January 7, 2021***

<u>VENDOR</u>	<u>EXPENDITURE CLASSIFICATION</u>	<u>AMOUNT</u>
Rainbow Rising	00571259-5817	\$ 2,905.00
Kids Stuff	00571259-5817	\$ 00.00
Catalyst Family Inc.	00571259-5817	\$ 532.50
Dolphin Club	00571259-5817	\$ 290.00
Creekers Club	00571259-5817	\$ 00.00
	<b>TOTAL</b>	<b>\$ 3,727.50</b>

**ATTENDANCE SUMMARY**  
**IRVINE CHILDREN'S FUND SCHOLARSHIP PROGRAM**  
**December 2020**

<i>Alderwood</i>	0 children served		<i>Northwood</i>	2 children served
<i>Beacon Park</i>	0 children served		<i>Oak Creek</i>	0 children served
<i>Bonita Canyon</i>	0 children served		<i>Plaza Vista</i>	0 children served
<i>Brywood</i>	0 children served		<i>Portola Springs</i>	0 children served
<i>Cadence Park</i>	0 children served		<i>Santiago Hills</i>	0 children served
<i>Canyon View</i>	0 children served		<i>Springbrook</i>	1 child served
<i>College Park</i>	1 child served		<i>Stone Creek</i>	0 children served
<i>Culverdale</i>	4 children served		<i>Stonegate</i>	0 children served
<i>Cypress Village</i>	0 children served		<i>Turtle Rock</i>	0 children served
<i>Deerfield</i>	0 children served		<i>University Park</i>	0 children served
<i>Eastshore</i>	1 child served		<i>Vista Verde</i>	0 children served
<i>Eastwood</i>	0 children served		<i>Westpark</i>	0 children served
<i>Greentree</i>	0 children served		<i>Woodbury</i>	0 children served
<i>Meadow Park</i>	1 child served			

Number of Children Served This Month: 10  
 Number of Child Days of Enrollment This Month: 128  
 Number of Sites Served This Month: 6  
 Funds Awarded This Month: \$3,727.50  
 Number of Children Served Year-to-Date: 12  
 Number of Child Days of Enrollment This Year: 842  
 Number of Sites Served Year-to-Date: 6  
 Funds Awarded Year-to-Date: \$21,608.88  
 Number of Children Added to Program This Month: 0  
 Number of Children Removed From Program This Month: 0  
 Number of Children On Waiting List: 0

**IRVINE CHILD CARE PROJECT / IRVINE CHILDREN'S FUND  
SCHOLARSHIP PROGRAM  
INVOICE**

December 2020

Invoice to the Irvine Child Care Project, One Civic Center Plaza, Irvine, CA 92623-9575

Long Term scholarships awarded to students in the **Rainbow Rising** program operating at **Culverdale** School, Irvine, for **December 2020**, reimbursement in the amount of **\$1,307.50. (CDBG)**

Long Term scholarships awarded to students in the **Rainbow Rising** program operating at **College Park** School, Irvine, for **December 2020**, reimbursement in the amount of **\$365.00. (CDBG)**

Long Term scholarships awarded to students in the **Rainbow Rising** program operating at **Meadow Park** School, Irvine, for **December 2020**, reimbursement in the amount of **\$367.50. (CDBG)**

Long Term scholarships awarded to students in the **Rainbow Rising** program operating at **Northwood** School, Irvine, for **December 2020**, reimbursement in the amount of **\$865.00 (CDBG)**

**Total amount due to Rainbow Rising is \$2,905.00 (CDBG).**

**IRVINE CHILD CARE PROJECT / IRVINE CHILDREN'S FUND  
SCHOLARSHIP PROGRAM  
INVOICE**

December 2020

Invoice to the Irvine Child Care Project, One Civic Center Plaza, Irvine, CA 92623-9575

Long Term scholarships awarded to students in the **Catalyst Family Inc.** program operating at **Springbrook** School, Irvine, for **December 2020**, reimbursement in the amount of **\$532.50. (CDBG)**

**Total amount due to Catalyst Family Inc. is \$532.50 (CDBG).**

**IRVINE CHILD CARE PROJECT / IRVINE CHILDREN'S FUND  
SCHOLARSHIP PROGRAM  
INVOICE**

December 2020

Invoice to the Irvine Child Care Project, One Civic Center Plaza, Irvine, CA 92623-9575

Long Term scholarships awarded to students in the **Dolphin Club** program operating at **Eastshore** School, Irvine, for **December 2020**, reimbursement in the amount of **\$290.00**.  
**(CDBG)**

**Total amount due to Dolphin Club is \$290.00 (CDBG).**

## IRVINE CHILD CARE PROJECT

**TOPIC:** WARRANT REQUESTS – IRVINE CHILD CARE PROJECT (ICCP) SCHOLARSHIPS

**DESCRIPTION:** Warrant requests in the amount of \$300.00 are submitted for the Board's review and approval for ICCP Scholarships during the month of December 2020. The warrants to be issued are as follows:

The amounts of:

\$ 300.00 to Rainbow Rising

\$ 0.00 to Kids Stuff

\$ 0.00 to Child Development Centers, Inc.

\$ 0.00 to Creekers Club

\$ 0.00 to Dolphin Club

A site-by-site breakdown follows.

**RECOMMENDATIONS:** Approve payments for warrant totaling the amount of \$300.00 to ICCP providers for child care services December 1-31, 2020.

ICCP/Stubbler  
Board Agenda  
No Meeting

IRVINE CHILD CARE PROJECT

IRVINE CHILD CARE PROJECT SCHOLARSHIP PROGRAM

**DATE: January 11, 2021**

<u>VENDOR</u>	<u>EXPENDITURE CLASSIFICATION</u>	<u>AMOUNT</u>
Rainbow Rising	00571259-5817	\$ 300.00
Kids Stuff	00571259-5817	\$ 0.00
Catalyst Family, Inc.	00571259-5817	\$ 0.00
Creekers Club	00571259-5817	\$ 0.00
Dolphin Club	00571259-5817	\$ 0.00
	<b>TOTAL</b>	<b>\$ 300.00</b>

**ATTENDANCE SUMMARY**  
**IRVINE CHILD CARE PROJECT SCHOLARSHIP PROGRAM**  
**December 2020**

<i>Alderwood</i>	0 children served		<i>Northwood</i>	0 children served
<i>Beacon Park</i>	0 children served		<i>Oak Creek</i>	0 children served
<i>Bonita Canyon</i>	0 children served		<i>Plaza Vista</i>	0 children served
<i>Brywood</i>	0 children served		<i>Portola Springs</i>	1 child served
<i>Cadence Park</i>	0 children served		<i>Santiago Hills</i>	0 children served
<i>Canyon View</i>	0 children served		<i>Springbrook</i>	0 children served
<i>College Park</i>	0 children served		<i>Stone Creek</i>	0 children served
<i>Culverdale</i>	0 children served		<i>Stonegate</i>	0 children served
<i>Cypress Village</i>	0 children served		<i>Turtle Rock</i>	0 children served
<i>Deerfield</i>	0 children served		<i>University Park</i>	0 children served
<i>Eastshore</i>	0 children served		<i>Vista Verde</i>	0 children served
<i>Eastwood</i>	0 children served		<i>Westpark</i>	0 children served
<i>Greentree</i>	0 children served		<i>Woodbury</i>	0 children served
<i>Meadow Park</i>	0 children served			

Number of Children Served This Month: 1  
 Number of Child Days of Enrollment This Month: 9  
 Number of Sites Served This Month: 1  
 Funds Awarded This Month: \$300.00  
 Number of Children Served Year-to-Date: 1  
 Number of Child Days of Enrollment This Year: 29  
 Number of Sites Served Year-to-Date: 1  
 Funds Awarded Year-to-Date: \$300.00  
 Number of Children Added to Program This Month: 0  
 Number of Children Removed From Program This Month: 0  
 Number of Children On Waiting List: 0

**IRVINE CHILD CARE PROJECT / IRVINE CHILD CARE PROJECT  
SCHOLARSHIP PROGRAM  
INVOICE**

December 2020

Invoice to the Irvine Child Care Project, One Civic Center Plaza, Irvine, CA 92623-9575

Long Term scholarships awarded to students in the **Rainbow Rising** program operating at **Portola Springs** School, Irvine, for **December 2020**, reimbursement in the amount of **\$300.00**.

**Total amount due to Rainbow Rising is \$300.00.**

## IRVINE CHILD CARE PROJECT

**TOPIC:** **WARRANT REQUEST– IRVINE UNIFIED SCHOOL DISTRICT (IUSD)**

**DESCRIPTION:** IUSD has submitted an invoice for the Board's review and approval in the amount of \$72,423.34 for payment for sale of IUSD-owned portables to ICCP, Utilities, Facilities and Financial Support Services, Custodial Equipment Amortization and Custodial Services for the month of December 2020.

The specific breakdown is as follows:

- \$46,674.67 for Custodial Services
- \$ 675.00 for Custodial Equip Amortization
- \$10,589.42 for Payment of Portable Purchase
- \$ 7,625.92 for Utilities
- \$ 6,858.33 for Facilities & Financial Support

**RECOMMENDATION:** Approve payment of \$72,423.34 for payment for sale of IUSD-owned portables to ICCP, Utilities, Facilities and Financial Support Services, Custodial Equipment Amortization and Custodial Services for the month of December 2020.

ICCP/Fogarty  
No Meeting

IRVINE CHILD CARE PROJECT

DATE: *January 29, 2021*

<u>VENDOR</u>	<u>EXPENDITURE CLASSIFICATION</u>	<u>AMOUNT</u>
IUSD	00571059-5862	\$46,674.67
IUSD	00571081-7439	\$ 675.00
IUSD	00571059-7439	\$10,589.42
IUSD	00571081-5500	\$ 7,625.92
IUSD	00571059-5861	\$ 6,858.33
	<b>TOTAL</b>	<b>\$72,423.34</b>

EXPENDITURE CLASSIFICATION SUMMARY

00571059-5862	\$46,674.67
00571081-7439	\$ 675.00
00571059-7439	\$10,589.42
00571081-5500	\$ 7,625.92
00571059-5861	\$ 6,858.33
<b>TOTAL</b>	<b>\$72,423.34</b>



# INVOICE

Page # 1

## Irvine Unified School District

5050 Barranca Parkway  
Irvine, CA 92604-4698  
Phone: (949) 936-5000

IRVINE CHILD CARE PROJECT (ICCP)  
5050 BARRANCA PARKWAY  
IRVINE, CA 92604

ACCT ID: V7501158  
INVOICE NUMBER: 75PI0060  
DIVISION: 75GN  
TERM: 2021  
INVOICE DATE: 01/01/21  
DUE DATE: 01/31/21  
AMOUNT DUE \$72,423.34

Item	Qty	Unit Amt	Ref. #	Account	Description	Amount
1	1	10589.42		0100000000 8953	JANUARY 2021 - SALES OF IUSD OWNED PORTABLES	10,589.42
2	1	7,625.92		0100000000 8650	JANUARY 2021 - UTILITIES	7,625.92
3	1	6,858.33		0100000000 8699	JANUARY 2021 - FACILITIES & FINANCIAL SUPPORT SERVICES	6,858.33
4	1	675.00		0100000000 8699	JANUARY 2021 - CUSTODIAL EQUIP	675.00
5	1	46674.67		0100000000 8699	JANUARY 2021 - CUSTODIAL SVCS	46,674.67
Tax						0.00
<b>INVOICE TOTAL</b>						<b>\$72,423.34</b>

Please remit a copy with payment-thank you

Remit to: **Irvine Unified School District**  
5050 Barranca Parkway  
Irvine, CA 92604-4698

Account ID V7501158  
Account Name IRVINE CHILD CARE PROJECT (ICC)  
Invoice Number 75PI0060  
DIV: 75GN  
TERM: 2021  
Due Date 01/31/21  
Amount Due \$72,423.34  
Amount Paid \$ \_\_\_\_\_

## IRVINE CHILD CARE PROJECT

**TOPIC:** WARRANT REQUEST – CITY OF IRVINE

**DESCRIPTION:** The City of Irvine has submitted an invoice for the Board's review and approval in the amount of \$15,728.00 for Program and Grant Administration for the month of December 2020.

The specific breakdown is as follows:

- \$ 14,607.00 for Program Administration
- \$ 1,121.00 for Grant Administration

**RECOMMENDATION:** Approve payment of \$15,728.00 to the City of Irvine for Program and Grant Administration for the month of December 2020.

ICCP/Stubbler  
No Meeting

IRVINE CHILD CARE PROJECT

DATE: *January 29, 2021*

<u>VENDOR</u>	<u>EXPENDITURE CLASSIFICATION</u>	<u>AMOUNT</u>
CITY OF IRVINE	005710-59-5864	\$ 14,607.00
CITY OF IRVINE	005501-59-5810	\$ 1,121.00
CITY OF IRVINE	005710-59-5811	\$
CITY OF IRVINE	005710-59-4305	\$
	<b>TOTAL</b>	<b>\$15,728.00</b>

EXPENDITURE CLASSIFICATION SUMMARY

005710-59-5864	\$ 14,607.00	
005501-59-5810	\$ 1,121.00	
005710-59-5811	\$	
005710-59-4305	\$	
	<b>TOTAL</b>	<b>\$15,728.00</b>



**City of Irvine**  
 FINANCE DEPARTMENT  
 P.O. BOX 19575  
 IRVINE, CA 92623-9575  
 949-724-6049

CUSTOMER NO. C4604  
 INVOICE NO. 206739  
 INVOICE DATE 01/14/2021

IRVINE CHILD CARE PROJECT  
 5050 BARRANCA PKWY  
 IRVINE, CA 92604-4652

**Terms: Please remit payment within  
 30 days to avoid 10 percent late fee  
 and penalties.**

**Past due accounts may be referred to a  
 collection agency.**

Original Amount \$15,728.00

DECEMBER 2020

STAFFING: ADMINISTRATION = \$14,407.00  
 STAFFING: GRANT ADMINISTRATION = \$1,121.00  
 SUPPLIES = \$0  
 DUPLICATING = \$200.00  
 CONTRACT SERVICES PAID ON PCARD = \$0  
 CONTRACT SERVICES = \$0  
 LOCAL TRAVEL = \$0

TOTAL \$15,728.00

Total Due: \$15,728.00

**PAYMENT OPTIONS:**



**ELECTRONIC: (preferred method)**  
 Bank of America  
 275 S Valencia Ave, Brea CA 92823  
 City of Irvine General Account  
 ACH Routing: 121000358  
 Bank Account: 14330-00006  
 \*\* Include Invoice and Customer Number  
 in payment details section



**SEND CHECKS TO:**  
 Finance Department  
 PO Box 19575, Irvine CA 92623-9575  
 \*\* Include Payment Slip with check



**CREDIT/DEBIT CARDS:**  
 Please call (949) 724-6011

**PAYMENT SLIP**

CUSTOMER #: C4604  
 INVOICE #: 206739  
 INVOICE DATE: 01/14/2021  
 TOTAL AMOUNT DUE: \$15,728.00

**TOTAL PAYMENT:**

\$ \_\_\_\_\_

## **ITEM 8**

## **IRVINE CHILD CARE PROJECT**

**TOPIC:** **IRVINE CHILD CARE PROJECT (ICCP) EXPENSES PAID BY IRVINE UNIFIED SCHOOL DISTRICT (IUSD)**

**DESCRIPTION:** The following invoice, in the total amount of \$14,534.98, have been paid by IUSD on behalf of ICCP:

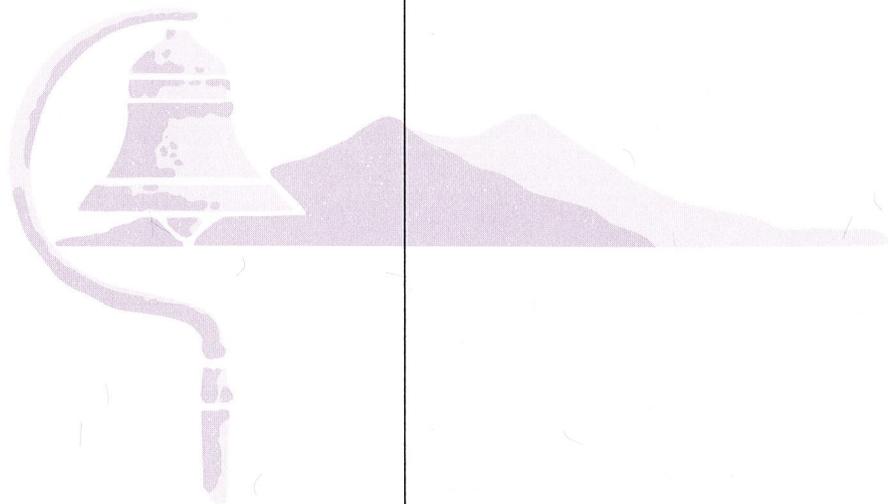
- \$14,534.98 paid to Floor Tech America – Woodbury Elementary Child Care flooring installation.

**RECOMMENDATION:** Review and accept attached invoices in the total amount of \$14,534.98 paid by IUSD on behalf of ICCP.

# NON-NEGOTIABLE

LEDGER: 41 DATE ISSUED: 01/22/21 VENDOR NAME: FLOOR TECH AMERIC VENDOR: V4100100 CHECK: 41003690

INVOICE DATE	INVOICE / REF NUMBER	PURCHASE ORDER NUMBER	AMOUNT
01/12/21	12944	P41R0005	14,534.98



TOTAL AMOUNT OF INVOICES 14,534.98

PAID BY:  
 IRVINE CHILD CARE PROJECT  
 5050 BARRANCA PARKWAY  
 IRVINE, CA 92604-4698  
 949-651-0444

SUMMARY  
 0100571059 5601 14,534.98

# NON-NEGOTIABLE

▼ DETACH CHECK ALONG PERFORATION ▼

ORIGINAL DOCUMENT IS PRINTED ON CHEMICAL REACTIVE PAPER WITH A MICROPRINTED BORDER AND INCLUDES A HIDDEN WORD - DO NOT CASH IF THE WORD VOID IS VISIBLE

Sub Fund  
0101

ORANGE COUNTY SUPERINTENDENT OF SCHOOLS  
IRVINE CHILD CARE PROJECT

No. 41003690  
 Date: 01/22/21  
 Acct#: 9600058619

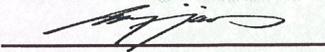
56-382  
412

Pay FOURTEEN Thousand FIVE Hundred THIRTY FOUR Dollars and NINETY EIGHT Cents

\$\*\*\*\*\*14,534.98

To The Order of  
 FLOOR TECH AMERICA INC  
 125 MERCURY CIRCLE  
 POMONA, CA 91768

  
 John Fogarty

  
 Examined and Approved  
 Al Mijares, Ph.D, Co. Supt. of Schools

VOID UNLESS PRESENTED WITHIN 6 MONTHS  
WELLS FARGO BANK, N.A.

⑈41003690⑈ ⑆041203824⑆ 9600058619⑈

Security features. Details on back.





# INVOICE

DATE	INVOICE #
1/12/2021	12944

F

T. 909-598-6328 F. 909-598-6125

**BILL TO**  
 Irvine Unified School District  
 100 Nightmist  
 Irvine, CA 92618

**INSTALL AT**  
 Woodbury ES CC1 Flooring Install  
 125 Great Lawn  
 Irvine, CA 92620

Purchase Order Number	Terms	REP	CTRL#	Project
P41R0005	Net 30	CR		4263 - Woodbury ES CC1

Item Code	QUANTITY	DESCRIPTION	UNIT COST	AMOUNT
		Installed new owner supplied Carpet and contractor supplied Sheet Vinyl at Woodbury ES CC1; based on Carpet and Resilient Flooring Installation 2019 Unit Cost Pricing:		
Contract	45	Demo 45 SY of existing vinyl backed carpet and dispose of properly	6.50	292.50
Contract	98	Demo 98 SY of existing Sheet Vinyl flooring and dispose of properly	9.50	931.00
Contract	4	Furniture moving - Standard Classroom	70.00	280.00
Contract	10	Standard floor preparation of wood substrate to accept new flooring	75.00	750.00
Contract	143	Supply 143 yards of Sheet Vinyl (material)	58.56	8,374.08
Contract	143	Sheet Vinyl Installation	15.00	2,145.00
Contract	164	Heat Weld Seams (Rod)	5.00	820.00
Contract	114	Self Cove (Includes cove stick and cap metal) 3 Restrooms ONLY	6.00	684.00
Contract	130	Supply and install 130 linear feet of 4" rubber top set base (color: 40 Black)	1.90	247.00
Contract	12	Slim Line Non Impact Transition Pieces (furnish and install) - CPT-Vinyl Delivery to jobsite and Demo machine rental included in prices above Work completed on 1/6/21. POC: Joe Garcia 562-335-7520	0.95	11.40

*T. Felix*

*[Signature]*

JAN 14 2021

**IRVINE UNIFIED SCHOOL DISTRICT  
 MAINTENANCE & OPERATIONS**

<b>Total</b>	<b>\$14,534.98</b>
--------------	--------------------

**IRVINE UNIFIED SCHOOL DISTRICT**

**PURCHASE ORDER**

**PURCHASE ORDER NUMBER** P41R0005  
 (THIS NUMBER MUST APPEAR ON ALL SHIPPED MATERIAL AND CORRESPONDENCE)

ISSUED/PRINTED 10/09/20 10/14/20 P4100005  
 BUYER  
 CONTACT PHONE NUMBER  
 DELIVERY HOURS  
 VENDOR # V4100100  
 P: (909) 598-6328  
 F: (909) 598-6125  
 VENDOR ACCT #/TERMS  
 REQUESTOR/END USE  
 RFELIX  
 JOE G-WOODBURY ICCP  
 SHIP VIA/FOB

**FROM/BILL TO:**  
 IRVINE CHILD CARE PROJECT  
 5050 BARRANCA PARKWAY  
 IRVINE, CA 92604-4698

**TO:** FLOOR TECH AMERICA INC  
 125 MERCURY CIRCLE  
 POMONA, CA 91768

**SHIP TO:** MAINTENANCE & OPERATIONS - IUSD  
 100 NIGHTMIST  
 IRVINE, CA 92618

ITEM NO	ITEM DESCRIPTION	QTY	UNIT	COST	EXTENSION
0001	WOODBURY ELEMENTARY CC1 FLOORING INSTALLATION	45	YD	6.50	292.50
	DEMO 45 SY OF EXISTING VINYL CARPET				
0002	DEMO 98 SY OF EXISTING SHEET VINYL FLOORING	98	YD	9.50	931.00
0003	LABOR FOR MOVING FURNITURE	4	EA	70.00	280.00
0004	STANDARD FLOOR PREPARATION	10	EA	75.00	750.00
0005	SHEET VINYL	143	YD	58.56	8,374.08
0006	SHEET VINYL INSTALLATION	143	YD	15.00	2,145.00
0007	HEAT WELD SEAMS AND RODS	164	FT	5.00	820.00
0008	SELF COVE	114	FT	6.00	684.00
0009	4" RUBBER TOP SET BASE SUPPLY AND INSTALLATION	130	FT	1.90	247.00
0010	SLIM LINE NON IMPACT TRANSITION PIECES	12	FT	0.95	11.40
	PER PROPOSAL 5329				

*R. Felix*

JAN 14 2021

**IRVINE UNIFIED SCHOOL DISTRICT  
 MAINTENANCE & OPERATIONS**

\*\* CONTINUED \*\*

**ACCOUNTS AND AMOUNTS**

Subtotal:  
 Tax:  
 Discount:  
 Freight:  
 PO Total:

RECEIVING

**IRVINE UNIFIED SCHOOL DISTRICT**

**PURCHASE ORDER**

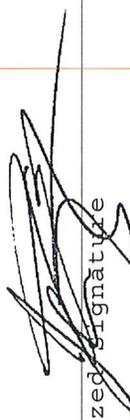
**PURCHASE ORDER NUMBER** P41R0005  
 (THIS NUMBER MUST APPEAR ON ALL SHIPPED MATERIAL AND CORRESPONDENCE)

ISSUED/PRINTED 10/09/20 10/14/20	BID/REQUISITION # P41000005	BUYER	CONTACT PHONE NUMBER DELIVERY HOURS	VENDOR # V4100100 P: (909) 598-6328 F: (909) 598-6125	VENDOR ACCT #/TERMS	REQUESTOR/END USE RFELIX JOE G-WOODBURY ICCP	SHIP VIA/FOB
--	--------------------------------	-------	--	---	---------------------	--	--------------

<b>FROM/BILL TO:</b> IRVINE CHILD CARE PROJECT 5050 BARRANCA PARKWAY IRVINE, CA 92604-4698	<b>TO:</b> FLOOR TECH AMERICA INC 125 MERCURY CIRCLE POMONA, CA 91768	<b>SHIP TO:</b> MAINTENANCE & OPERATIONS - IUSD 100 NIGHTMIST IRVINE, CA 92618
---	---	--

ITEM NO	ITEM DESCRIPTION	QTY	UNIT	COST	EXTENSION
	PURSUANT TO BID NO. 18/19-02MO FOR FLOORING INSTALLATION SERVICES. INITIAL TERM IS 07/01/19 THROUGH 06/30/20 WITH THE OPTION TO EXTEND FOR FOUR (4) ADDITIONAL ONE (1) YEAR TERMS. FIRST YEAR EXTENSION APPROVED FROM 07/01/20 TO 06/30/21. IUSD BOARD APPROVED 5/26/20   JAN 14 2021  IRVINE UNIFIED SCHOOL DISTRICT MAINTENANCE & OPERATIONS				

ACCOUNTS AND AMOUNTS	0100571059 5601	14,534.98	Subtotal:	14,534.98
			Tax:	0.00
			Discount:	
			Freight:	0.00
			PO Total:	14,534.98

  
 Authorized Signature

RECEIVING

## **ITEM 9**

## IRVINE CHILD CARE PROJECT

**TOPIC:** **DEPOSIT OF STATE GRANT APPORTIONMENTS**

**DESCRIPTION:** The Irvine Child Care Project (ICCP) has received checks in the total amount \$171,570.00 from the California Department of Education, Child Development Division.

- \$56,961.00 represents the 6th apportionment received for the FY 2020-21 State Grant
- \$114,609.00 represents the 7th apportionment received for the FY 2020-21 State Grant

**RECOMMENDATION:** Authorize the deposit of grant funds from the State Department of Education into the appropriate account as follows:

\$ 40,745.00	01-005-50100-8290
\$ 18,730.00	01-005-50100-8290
\$ 112,095.00	01-005-50100-8590



BOARD  
ADAM BUCHANAN, President  
CYRIL YU, Vice President  
ALAN BATTENFIELD Clerk  
STEPHANIE BYNON, Member  
TAMMY KIM, Member

January 14, 2021

To: Becky Myers  
From: Traci Stubbler  
ICCP Administrator  
Subject: Deposit of State Grant Apportionment for CCTR-0163

I have enclosed a check from the State of California to deposit as the 6th State Grant Apportionment, for FY 2020-21, in the amount \$56,961.00.

Please deposit into the following accounts:

6th Apportionment:

\$ 13,527.00	Grant CDD-deposit to account # 01-005-50100-8290/Federal
\$ 6,218.00	Grant CDD-deposit to account # 01-005-50100-8290/Federal
\$ 37,216.00	Grant CDD-deposit to account # 01-005-50100-8590/State

Submitted for your action.

Thank you for your help,

A handwritten signature in cursive script that reads "Traci Stubbler".

Traci Stubbler  
ICCP Administrator

# Payments » Invoice CD-20200601-Q5530

**Warrant Amount:** \$56,961

**Status:** Paid

**Payment Date:** 12/17/2020

Agreement Number	PCA	Amount
<u>CCTR0163</u>	13609	\$13,527
<u>CCTR0163</u>	15136	\$6,218
<u>CCTR0163</u>	23254	\$37,216

**Fiscal Analyst:** Elyssa Rodriguez | [erodriguez@cde.ca.gov](mailto:erodriguez@cde.ca.gov) | 916-322-5090

**Questions:** CPARIS Support | [cparissupport@cde.ca.gov](mailto:cparissupport@cde.ca.gov) | 916-322-8332



# STATE OF CALIFORNIA 65-801609

H THE TREASURER OF THE STATE WILL PAY OUT OF THE IDENTIFICATION NO.

0000052269

FUND NO. 8087

FUND NAME FISCAL CONSOLIDATED PMT

0000

MO. DAY YR. 12 17 2020

90-1342/1211

65801609

FORM CD-45(1/99) CONTROLLERS WARRANT

TO: 801609

--- IRVINE CHILD CARE PROJECT  
ONE CIVIC CNTR PLAZA  
PO BOX 19575  
IRVINE CA 92623-9575

DOLLARS	CENTS
\$***56961	.00

*Betty T. Yee*  
  
**BETTY T. YEE**  
 CALIFORNIA STATE CONTROLLER

⑈121113423⑈ 65801609⑈

DETACH ON DOTTED LINE  
KEEP THIS PORTION FOR YOUR RECORDS

65-801609

ISSUE DATE: 12/17/2020  
DEPARTMENT OF EDUCATION  
CALIFORNIA DEPARTMENT OF EDUCATION/FASD CDEACCOUNTINGOFFICE@CD  
SACRAMENTO CA 95814  
FOR QUESTIONS CONTACT ACCOUNTING DEPARTMENT AT 916/445-3497

VENDOR NAME	VENDOR ID
IRVINE CHILD CARE PROJECT	0000052269

VOUCHER ID	INVOICE ID	PO ID
00211202	CD-20200601-Q5530	0000019840

AMOUNT PAID  
-----  
\$56961.00

PAYMENT MESSAGE  
-----  
CHILD DEVELOPMENT FISCAL ANALYST: E. RODRIGUEZ 916-322-5090

ADDITIONAL PAYMENT MESSAGE  
-----

Irvine



Project

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BOARD

ADAM BUCHANAN, President

CYRIL YU, Vice President

ALAN BATTENFIELD Clerk

STEPHANIE BYNON, Member

TAMMY KIM, Member

February 9, 2021

To: Becky Myers

From: Traci Stubbler  
ICCP Administrator

Subject: Deposit of State Grant Apportionment for CCTR-0163

I have enclosed a check from the State of California to deposit as the 7th State Grant Apportionment, for FY 2020-21, in the amount \$114,609.00.

Please deposit into the following accounts:

7th Apportionment:

\$ 27,218.00	Grant CDD-deposit to account # 01-005-50100-8290/Federal
\$ 12,512.00	Grant CDD-deposit to account # 01-005-50100-8290/Federal
\$ 74,879.00	Grant CDD-deposit to account # 01-005-50100-8590/State

Submitted for your action.

Thank you,

Traci Stubbler  
ICCP Administrator

# Payments » Invoice CD-20200608-Q5530

Warrant Amount: \$1114,609

Status: Paid

Payment Date: 01/22/2021

Agreement Number	PCA	Amount
<u>CCTR0163</u>	13609	\$27,218
<u>CCTR0163</u>	15136	\$12,512
<u>CCTR0163</u>	23254	\$74,879

Fiscal Analyst: Ellyssa Rodriguez | [erodriguez@cde.ca.gov](mailto:erodriguez@cde.ca.gov) | 916-322-5090

Questions: CPARIS Support | [cparissupport@cde.ca.gov](mailto:cparissupport@cde.ca.gov) | 916-322-8332



## **ITEM 10**

## IRVINE CHILD CARE PROJECT

**TOPIC:** **DEPOSIT OF SCHOLARSHIP FUNDS FROM  
IRVINE CHILDREN'S FUND (ICF)**

**DESCRIPTION:** The Irvine Child Care Project has received checks in the total amount of \$6,841.25 from ICF for child care services provided during the months of November and December 2020.

**RECOMMENDATION:** Authorize the deposit of funds from ICF into the appropriate account as follows:

- \$ 6,841.25 01-005-712-00-8689
- \$ 0.00 01-005-712-00-8699

Irvine



Project

BOARD  
ADAM BUCHANAN, President  
IRA GLASKY, Vice President  
ALAN BATTENFIELD, Clerk  
STEPHANIE BYNON, Member  
MELISSA FOX, Member

January 11, 2021

**TO: Becky Meyers**  
**FROM: TRACI STUBBLER**  
**ICCP ADMINISTRATOR**  
**SUBJECT: DEPOSIT OF ICF CHECKS**

I have enclosed check #5052 in the amount of \$3,113.75 and check number #5058 in the amount of \$3,727.50 from the Irvine Children's Fund (ICF) for the services months of November and December 2020, respectively.

Please deposit into the following account as follows:

\$ 6,841.25	<b>ICF</b> – deposit to account # 01-005-712-00-8689
\$ 0.00	<b>CDBG/ICF</b> - deposit to account # 01-005-712-00-8699

Submitted for your action.

Thanks for your help,

A handwritten signature in cursive script that reads 'Traci Stubbler'.

Traci Stubbler  
ICCP Administrator



**Irvine Children's Fund**  
 Irvine Junior Games  
 14301 Yale Avenue  
 Irvine, CA 92604  
 (949) 786-6454

WELLS FARGO BANK, NA  
 Irvine, CA 92604  
 16-24/1220

5052

12/13/2020

PAY TO THE ORDER OF Irvine Child Care Project

\$ \*\*3,113.75

Three Thousand One Hundred Thirteen and 75/100\*\*\*\*\*

DOLLARS

Irvine Child Care Project  
 Traci Stubbler  
 14341 Yale Ave  
 Irvine, CA 92604

*Tracy Stubbler*  
*Sharon W. Berlin*

MEMO

⑆005052⑆ ⑆122000247⑆ 309668310⑆

Irvine Children's Fund

Irvine Child Care Project  
 ICF:PROGRAMS:SCHOLARSHIPS:CDBG 20 November 2020

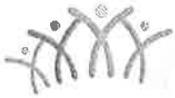
5052

12/13/2020

3,113.75

Wells Fargo Checking

3,113.75



# Irvine Children's Fund

Irvine Children's Fund  
Children Helping Children

## Board of Directors

**ICF President**  
Greg S. Goodrich  
Wells Fargo Advisors

**Past President**  
Marcy Brown  
HOAG

**Vice President**  
Lauren Brooks

**IUSD Board of Trustees**

**Secretary**  
Susan Whittaker  
Whittaker Planning Services

**Treasurer**  
Wendy Bokota  
Irvine Prevention Coalition

Adam Buchanan  
President  
Irvine Child Care Project  
14341 Yale Avenue  
Irvine, CA 92604

Dear Adam:

Enclosed please find:

Check #5052 in the amount of \$3,113.75 for the before and after school child care scholarships provided in November 2020. This provided scholarships for 10 children at 6 child care sites. Of this amount, \$3,113.75 is from CDBG 2020-2021 Before and After School Child Care Scholarship Funds and \$0.00 is from ICF 2020 - 2021 Before and After School Child Care Scholarship Funds.

Thank you for your continuing commitment to meeting the child care needs of IUSD families during this difficult time while following all of the CDC guidelines to keep the staff and students safe.

**Anthony Kuo**  
Irvine City Council

**Ryan Martz**  
Ryan Martz Events

**Mary D. Miller**  
Past ICF President  
Citizens Business Bank

**Rob Poetsch**  
Taco Bell

**Kelly Reynolds**  
HOAG Irvine

**Sheri Reynolds**  
SPLATT Design

Sincerely,

Greg Goodrich  
President  
Irvine Children's Fund

Sharon Wellikson  
Irvine Children's Fund

**Honorary**  
Dan Borland  
Pacific Premier Bank

**Stan Machesky**  
Irvine Unified School District

**Michael Means**  
KLAAM-AM 830, Retired

**Ex Officio**  
Terry Walker  
Superintendent  
Irvine Unified School District

**Sharon Wellikson**  
Executive Director  
Irvine Junior Games  
Irvine Children's Fund

**Theresa Collins**  
Director  
Irvine Junior Games  
Irvine Children's Fund

2020 - 2021 Before and After School Child Care Scholarship Funds \$80,000 ICF Funds - \$28,200 and CDBG 2020 - 2021 Funds - \$51,800					
Month 2020 - 2021	ICF Funds 2020-2021	CDBG Funds 2020 - 2021	Total	Child Care Days	Check #
July 2020	\$0.00	\$2,750.00	\$2,750.00	97	#5040
August 2020	\$0.00	\$4,491.00	\$4,491.00	150	#5041
September 2020	\$0.00	\$4,641.63	\$4,641.63	168	#5044
October 2020	\$0.00	\$2,885.00	\$2,885.00	158	#5049
November 2020	\$0.00	\$3,113.75	\$3,113.75	141	#5052
December 2020					
January 2021					
February 2021					
March 2021					
April 2021					
May 2021					
June 2021					
<b>Total</b>	<b>\$0.00</b>	<b>\$17,881.38</b>	<b>\$17,881.35</b>	<b>714</b>	

C: Traci Stubbler & Shane Dineen, ICCP  
John Fogarty, ICCP Treasurer



**Irvine Children's Fund**  
 Irvine Junior Games  
 14301 Yale Avenue  
 Irvine, CA 92604  
 (949) 786-6454

WELLS FARGO BANK, NA  
 Irvine, CA 92604  
 16-24/1220

5058

1/6/2021

PAY TO THE ORDER OF  
 Irvine Child Care Project

\$ \*\*\*3,727.50

Three Thousand Seven Hundred Twenty-Seven and 50/100\*\*\*\*\*

DOLLARS

Traci Stubbler  
 Irvine Child Care Project  
 14341 Yale Ave  
 Irvine, CA 92604

*Traci Stubbler*  
*D. Sharon K. Erickson*

MEMO December 2020

⑈005058⑈ ⑆⑆22000247⑆ 309668310⑈

Irvine Children's Fund  
 Irvine Child Care Project  
 ICF:PROGRAMS:SCHOLARSHIPS:CDBG 20 December 2020

5058

1/6/2021

3,727.50

Wells Fargo Checking December 2020

3,727.50



# Irvine Children's Fund

Irvine Children's Fund  
Children Helping Children

## Board of Directors

**ICF President**  
Greg S. Goodrich  
Wells Fargo Advisors

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**Anthony Kuo**  
Irvine City Council

**Ryan Martz**  
Ryan Martz Events

**Mary D. Miller**  
Past ICF President  
Citizens Business Bank

**Rob Poetsch**  
Taco Bell

**Kelly Reynolds**  
HOAG Irvine

**Sheri Reynolds**  
SPLATT Design

**Honorary**  
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**Stan Machesky**  
Irvine Unified School District

**Michael Means**  
KLAA-AM 830, Retired

**Ex Officio**  
Terry Walker  
Superintendent  
Irvine Unified School District

**Sharon Wellikson**  
Executive Director  
Irvine Junior Games  
Irvine Children's Fund

**Theresa Collins**  
Director  
Irvine Junior Games  
Irvine Children's Fund

Adam Buchanan  
President  
Irvine Child Care Project  
14341 Yale Avenue  
Irvine, CA 92604

Dear Adam:

Enclosed please find:  
Check #5058 in the amount of \$3,727.50 for the before and after school child care scholarships provided in December 2020. This provided scholarships for 12 children at 6 child care sites. Of this amount, \$3,727.50 is from CDBG 2020-2021 Before and After School Child Care Scholarship Funds and \$0.00 is from ICF 2020 - 2021 Before and After School Child Care Scholarship Funds.

Thank you for your continuing commitment to meeting the child care needs of IUSD families during this difficult time while following all of the CDC guidelines to keep the staff and students safe.

Sincerely,

Greg Goodrich  
President  
Irvine Children's Fund

Sharon Wellikson  
Irvine Children's Fund

2020 - 2021 Before and After School Child Care Scholarship Funds \$80,000 ICF Funds - \$28,200 and CDBG 2020 - 2021 Funds - \$51,800					
Month 2020 - 2021	ICF Funds 2020-2021	CDBG Funds 2020 - 2021	Total	Child Care Days	Check #
July 2020	\$0.00	\$2,750.00	\$2,750.00	97	#5040
August 2020	\$0.00	\$4,491.00	\$4,491.00	150	#5041
September 2020	\$0.00	\$4,641.63	\$4,641.63	168	#5044
October 2020	\$0.00	\$2,885.00	\$2,885.00	158	#5049
November 2020	\$0.00	\$3,113.75	\$3,113.75	141	#5052
December 2020	\$0.00	\$3,727.50	\$3,727.50	128	#5058
January 2021					
February 2021					
March 2021					
April 2021					
May 2021					
June 2021					
<b>Total</b>	<b>\$0.00</b>	<b>\$21,608.88</b>	<b>\$21,608.88</b>	<b>842</b>	

C: Traci Stubbler & Shane Dineen, ICCP  
John Fogarty, ICCP Treasurer

## **ITEM 11**

## **IRVINE CHILD CARE PROJECT**

**TOPIC: MEMBER AT LARGE RE-APPOINTMENT**

**DESCRIPTION:** The Irvine Child Care Project (ICCP), established in 1984, is governed by the ICCP Board of Directors (Board). The Board is comprised of two members appointed by the governing board of each of the parties to the joint powers agreement, and one member interested in child care appointed by the remaining board members.

Board Member Bynon was appointed as Member at Large to serve a special term of office to commence September 9, 2019 through January 2020 and reappointed for an annual term which began in February 2020. Board Member Bynon was originally selected in response to an open recruitment based on her extensive volunteer experience and unique perspective being familiar with the needs and goals of Irvine Unified School District, the City of Irvine and ICCP. Board Member has been a dedicated and active member of the ICCP Board attending all meetings during her service on the Board.

Per the ICCP Agreement for the Joint Exercise of Powers, the annual regular term of office for the Member at Large is February through January and members may be reappointed solely within the discretion of the appointing power.

ICCP Board President Buchanan recommends the reappointment of Board Member Bynon who has indicated an interest in and commitment to continuing to serve on the ICCP Board.

**RECOMMENDATION:** Re-appoint Stephanie Bynon to the ICCP Board of Directors to serve for a regular term of office to commence March 8, 2021 through January 2022.

**BUSINESS**

## **ITEM 12**

## **IRVINE CHILD CARE PROJECT**

**TOPIC:** **FISCAL YEAR 2019-20 FINANCIAL YEAR-END  
AUDIT**

**DESCRIPTION:** The Irvine Child Care Project FY 2019-20 Financial Year-end Audit has been completed by the independent auditing firm of Eide Bailly, LLP as required by the California Department of Education.

There were no significant findings or notations. Tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

**RECOMMENDATION:** Receive and file FY 2019-20 Year-end Financial Audit.

**COPIES OF THE ANNUAL FINANCIAL  
REPORT FOR THE IRVINE CHILD CARE  
PROJECT FOR THE YEAR ENDED  
JUNE 30, 2020, PROVIDED TO BOARD  
MEMBERS ONLY.**

**COPIES ARE AVAILABLE:**

- **ON THE CITY'S WEB SITE –  
[WWW.CITYOFIRVINE.ORG](http://WWW.CITYOFIRVINE.ORG)**
- **UPON REQUEST THROUGH THE CITY'S  
RECORDS DEPARTMENT.**

## **ITEM 13**

## IRVINE CHILD CARE PROJECT

**TOPIC:** **ICCP PROVIDER LEASE RENEWAL**

**DESCRIPTION:** Compliance with the annual ICCP quality assessment process is typically the criteria for approval of annual lease renewal of ICCP child care programs. The typical annual ICCP quality assessment process was temporarily suspended for the 2020-21 Fiscal Year due to COVID-19 restrictions on visitors to child care sites and the impacts of the pandemic on staffing and work load.

All 28 ICCP programs have implemented all new State health and safety requirements to mitigate the spread of COVID-19, adhered to all new reporting and coordination requirements and procedures related to the pandemic put in place by State Community Care Licensing Division, the Orange County Health Care Agency and the Irvine Child Care Project and been proactive in their communication and coordination with staff as well as responsive to requests for information and documentation.

Based on the above compliance all ICCP programs have meet the criteria for lease renewal for the 2021-22 Fiscal Year.

**RECOMMENDATION:** Approve lease renewal for all existing ICCP provider agencies for the 2021-22 Fiscal Year.

**ITEM 14**



**RECOMMENDATION:** Approve the continued use of additional spaces on each IUSD elementary campus, as identified by the School Site Principal, by the ICCP program located on the campus, between dismissal and 6 p.m. on school in session days and between 7 a.m. – 6 p.m. on non-school days, Monday through Friday until State Mandated spacing requirements related to the COVID-19 pandemic are lifted and ICCP sites are again able to enroll to their full licensed capacity within the child care classrooms owned by ICCP.

This is the extent of the use allowed by IUSD regardless of whether the IUSD spaces are approved by CCLD through temporary waivers or addition to facility license.

**ITEM 15**

## **IRVINE CHILD CARE PROJECT**

**TOPIC:** **IRVINE CHILD CARE PROJECT (ICCP)  
PROPOSED BUDGET FOR FY 2021-22 WITH  
MULTI-YEAR BUDGET PROJECTIONS**

**DESCRIPTION:** Submitted for the Board's review and discussion are Proposed Budgets for FY 2021-22 with multi-year Budget Projection for FY 2022-23, FY 2023-24 and FY 2024-25. Three budget scenarios are included, one with a two percent rent increase, one with a one percent rent increase and one with no rent increase.

Staff will submit Determination of Child Care Provider Rental Rate and the FY 2021-22 Proposed Budget at the May ICCP meeting based on the Board's direction.

Staff will submit final copy of the FY 2021-22 Proposed Budget for the Board's review and approval at the June ICCP meeting.

**RECOMMENDATION:** Submitted for the Board's review and discussion.

**No Rent Increase**

# Irvine Child Care Project

(A California Joint Powers Authority)

Statement Of Revenues, Expenditures, and Changes

## Proposed Budget FY 2021-22 with Multi Year Budget Projection - No Rent Increase

OPERATING FUND	2020-21	2021-22	2022-23	2023-24	2024-25
Program Description	Estimated	Proposed	Projected	Projected	Projected
ICCP - Regular Programs	Actuals	Budget	Budget	Budget	Budget
<b>COST CENTER 005710</b>					
<b>REVENUE</b>					
8650 Portable Fees Cnty	\$1,892,887	\$1,892,887	\$1,957,712	\$1,970,677	\$1,970,677
8650 Portable Fees Waived- Covid 19	(\$1,025,317) (1)	\$0	\$0	\$0	\$0
8660 Interest Income Cnty	\$16,000	\$48,645	\$50,311	\$50,644	\$50,644
<b>Total Revenue:</b>	<b>\$883,571</b>	<b>\$1,941,532</b>	<b>\$2,008,023</b>	<b>\$2,021,321</b>	<b>\$2,021,321</b>
<b>OPERATING EXPENDITURES</b>					
4305 Safety and Security	\$2,450	\$3,670 (2)	\$9,787 (2)	\$1,600 (2)	\$1,650 (2)
4306 M & O Repairs done by IUSD	\$55,000	\$40,000	\$40,000	\$40,000	\$40,000
5450 Insurance	\$90,862	\$92,762	\$96,262	\$98,162	\$100,062
5500 Utilities	\$91,511	\$96,086	\$100,890	\$105,935	\$111,232
5601 Non-Cap Site/Bldg Improve./Rehab	\$20,000	\$40,000	\$40,000	\$40,000	\$40,000
5811 Consultants	\$0	\$27,000 (3)	\$27,000 (3)	\$27,000 (3)	\$27,000 (3)
5817 Scholarships	\$600	\$30,000	\$30,000	\$30,000	\$30,000
5837 Interest Expense	\$1,500	\$2,200	\$2,200	\$2,200	\$2,200
5838 Audit	\$9,100	\$9,100	\$9,100	\$9,100	\$9,100
5861 Facilities & Financial Support / IUSD	\$82,300	\$84,000 (4)	\$85,696 (4)	\$87,409 (4)	\$89,158 (4)
5862 Custodial Services	\$560,096	\$572,221 (5)	\$584,038 (5)	\$596,552 (5)	\$608,766 (5)
5864 Program Coordination / City	\$200,000	\$371,500 (6)	\$383,500 (6)	\$395,500 (6)	\$408,329 (6)
<b>Total Operating Expenditures:</b>	<b>\$1,113,419</b>	<b>\$1,368,539</b>	<b>\$1,408,473</b>	<b>\$1,433,458</b>	<b>\$1,467,497</b>
<b>Total Excess (Deficiency):</b>	<b>(\$229,848)</b>	<b>\$572,993</b>	<b>\$599,550</b>	<b>\$587,863</b>	<b>\$553,825</b>
<b>CAPITAL EXPENDITURES</b>					
6210 Building Improvement / \$5K Threshold	\$85,000	\$125,000	\$125,000	\$125,000	\$125,000
5862 Custodial Vehicles	\$33,845	\$0	\$35,000 (7)	\$0	\$35,000 (7)
7439 Debt Service	\$135,173	\$135,173 (8)	\$135,173 (8)	\$135,173 (8)	\$0 (8)
<b>Total Capital Expenditures:</b>	<b>\$254,018</b>	<b>\$260,173</b>	<b>\$295,173</b>	<b>\$260,173</b>	<b>\$160,000</b>
<b>Net Increase (Decrease):</b>	<b>(\$483,866)</b>	<b>\$312,820</b>	<b>\$304,377</b>	<b>\$327,690</b>	<b>\$393,825</b>
Beginning Balance, July 1	<b>\$1,557,252</b>	<b>\$1,073,386</b>	<b>\$1,386,206</b>	<b>\$1,690,584</b>	<b>\$2,018,274</b>
Ending Balance, June 30	<b>\$1,073,386</b>	<b>\$1,386,206</b>	<b>\$1,690,584</b>	<b>\$2,018,274</b>	<b>\$2,412,099</b>
<b>Components of Ending Balance:</b>					
Capital Facilities (Modular Replacement) Reserve	\$1,032,363	\$1,337,345	\$1,639,474	\$1,967,465	\$2,363,274
3% Operation Reserve	\$41,023	\$48,861	\$51,109	\$50,809	\$48,825

# Irvine Child Care Project

(A California Joint Powers Authority)

Statement Of Revenues, Expenditures, and Changes

## Proposed Budget FY 2021-22 with Multi Year Budget Projection - No Rent Increase

GRANT PROGRAM FUNDS	2020-21	2021-22	2022-23	2023-24	2024-25
Program Description	Estimated Actuals	Proposed Budget	Projected Budget	Projected Budget	Projected Budget
<b>STATE GRANT/CDD</b>					
COST CENTER 005501					
<b>REVENUE</b>					
8290 Child Development Apportionments	\$267,803	\$500,000	\$500,000	\$500,000	\$500,000
8590 Other State Revenue	\$425,657	\$500,000	\$500,000	\$500,000	\$500,000
<b>Total Revenue:</b>	<b>\$693,460</b>	<b>\$1,000,000</b>	<b>\$1,000,000</b>	<b>\$1,000,000</b>	<b>\$1,000,000</b>
<b>EXPENDITURES</b>					
5810 Serv./Contracts	\$693,460	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000
<b>Total Expenditures:</b>	<b>\$693,460</b>	<b>\$1,000,000</b>	<b>\$1,000,000</b>	<b>\$1,000,000</b>	<b>\$1,000,000</b>
Deferred Revenue (Carry-over):	\$0	\$0	\$0	\$0	\$0
<b>LOCAL GRANT / Irvine Childrens Fund (ICF)</b>					
COST CENTER 005712					
<b>REVENUE</b>					
8689 All Other Fees & Contracts	\$2,000	\$28,200	\$28,200	\$28,200	\$28,200
8699 Other Local Revenue/CDBG	\$51,800	\$51,800	\$51,800	\$51,800	\$51,800
<b>Total Revenue:</b>	<b>\$53,800</b>	<b>\$80,000</b>	<b>\$80,000</b>	<b>\$80,000</b>	<b>\$80,000</b>
<b>EXPENDITURES</b>					
5817 Scholarships	\$53,800	\$80,000	\$80,000	\$80,000	\$80,000
<b>Total Expenditures:</b>	<b>\$53,800</b>	<b>\$80,000</b>	<b>\$80,000</b>	<b>\$80,000</b>	<b>\$80,000</b>
Fund Balance (U):	\$0	\$0	\$0	\$0	\$0
<b>GRANT PROGRAM FUND SUMMARY</b>					
<b>REVENUE</b>	\$747,260	\$1,080,000	\$1,080,000	\$1,080,000	\$1,080,000
<b>EXPENDITURES</b>	\$747,260	\$1,080,000	\$1,080,000	\$1,080,000	\$1,080,000
<b>Total Excess (Deficiency):</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Beginning Balance, July 1	\$0	\$0	\$0	\$0	\$0
Ending Balance, June 30	\$0	\$0	\$0	\$0	\$0
<b>TOTAL ICCP FUND BALANCE:</b>	<b>\$1,073,386</b>	<b>\$1,386,206</b>	<b>\$1,690,584</b>	<b>\$2,018,274</b>	<b>\$2,412,099</b>
<b>(Operating Fund + Grant Program Funds)</b>					

# Irvine Child Care Project

(A California Joint Powers Authority)

Statement Of Revenues, Expenditures, and Changes

## Proposed Budget FY 2021-22 with Multi Year Budget Projection - No Rent Increase

### **Budget Assumptions**

- (1) Approved by ICCP Board to waive rental fees for ICCP providers for the month of July 2020 by 100%, August, Sept, Oct, Nov, Dec, Jan, Feb, & Mar by 50% due to COVID-19. Assumed 50% rent relief for remainder of year 2020/21 April, May & June for estimated actuals.*
- (2) Additional AED units for new sites and AED maintenance items (Pads, batteries, etc.) Restroom Card Keys, and potential replacement or addition of one security radio per year.*
- (3) Consultant to assess and plan rehab and repair work on existing portables to be managed and supervised by IUSD staff*
- (4) Projected 2% increase for step in column & benefit increases of Facilities and Finance salaries for IUSD employees*
- (5) Projected 2% increase for step in column & benefit increases of custodial salaries. Increased custodial supplies \$2K annually starting with FY 2020-21*
- (6) Program Coordination/City also includes \$2,800 in program supplies to be distributed to sites to support quality enhancement. Includes \$60K for Quality Assessment Consultant*
- (7) Starting FY 2020-21 projecting \$35k every other year to replace out dated custodial work vans.*
- (8) Continue debt payment for custodial equipment for another 5 years @ \$8,100/year for a total of \$40,500 FY 2019-20 thru FY 2023-24. Plus yearly payment for purchase of portables from IUSD = \$127,073 ends June 2024*

## 1% Rent Increase

# Irvine Child Care Project

(A California Joint Powers Authority)

Statement Of Revenues, Expenditures, and Changes

## Proposed Budget FY 2021-22 with Multi Year Budget Projection - 1% Rent Increase

OPERATING FUND	2020-21	2021-22	2022-23	2023-24	2024-25
Program Description	Estimated	Proposed	Projected	Projected	Projected
ICCP - Regular Programs	Actuals	Budget	Budget	Budget	Budget
<b>COST CENTER 005710</b>					
<b>REVENUE</b>					
8650 Portable Fees Cnty	\$1,892,887	\$1,911,816	\$1,977,289	\$1,990,384	\$1,990,384
8650 Portable Fees Waived- Covid 19	(\$1,025,317) (1)	\$0	\$0	\$0	\$0
8660 Interest Income Cnty	\$16,000	\$49,132	\$50,814	\$51,151	\$51,151
<b>Total Revenue:</b>	<b>\$883,571</b>	<b>\$1,960,948</b>	<b>\$2,028,103</b>	<b>\$2,041,535</b>	<b>\$2,041,535</b>
<b>OPERATING EXPENDITURES</b>					
4305 Safety and Security	\$2,450	\$3,670 (2)	\$9,787 (2)	\$1,600 (2)	\$1,650 (2)
4306 M & O Repairs done by IUSD	\$55,000	\$40,000	\$40,000	\$40,000	\$40,000
5450 Insurance	\$90,862	\$92,762	\$96,262	\$98,162	\$100,062
5500 Utilities	\$91,511	\$96,086	\$100,890	\$105,935	\$111,232
5601 Non-Cap Site/Bldg Improve./Rehab	\$20,000	\$40,000	\$40,000	\$40,000	\$40,000
5811 Consultants	\$0	\$27,000 (3)	\$27,000 (3)	\$27,000 (3)	\$27,000 (3)
5817 Scholarships	\$600	\$30,000	\$30,000	\$30,000	\$30,000
5837 Interest Expense	\$1,500	\$2,200	\$2,200	\$2,200	\$2,200
5838 Audit	\$9,100	\$9,100	\$9,100	\$9,100	\$9,100
5861 Facilities & Financial Support / IUSD	\$82,300	\$84,000 (4)	\$85,696 (4)	\$87,409 (4)	\$89,158 (4)
5862 Custodial Services	\$560,096	\$572,221 (5)	\$584,038 (5)	\$596,552 (5)	\$608,766 (5)
5864 Program Coordination / City	\$200,000	\$371,500 (6)	\$383,500 (6)	\$395,500 (6)	\$408,329 (6)
<b>Total Operating Expenditures:</b>	<b>\$1,113,419</b>	<b>\$1,368,539</b>	<b>\$1,408,473</b>	<b>\$1,433,458</b>	<b>\$1,467,497</b>
<b>Total Excess (Deficiency):</b>	<b>(\$229,848)</b>	<b>\$592,409</b>	<b>\$619,630</b>	<b>\$608,077</b>	<b>\$574,038</b>
<b>CAPITAL EXPENDITURES</b>					
6210 Building Improvement / \$5K Threshold	\$85,000	\$125,000	\$125,000	\$125,000	\$125,000
5862 Custodial Vehicles	\$33,845	\$0	\$35,000 (7)	\$0	\$35,000 (7)
7439 Debt Service	\$135,173	\$135,173 (8)	\$135,173 (8)	\$135,173 (8)	\$0 (8)
<b>Total Capital Expenditures:</b>	<b>\$254,018</b>	<b>\$260,173</b>	<b>\$295,173</b>	<b>\$260,173</b>	<b>\$160,000</b>
<b>Net Increase (Decrease):</b>	<b>(\$483,866)</b>	<b>\$332,236</b>	<b>\$324,457</b>	<b>\$347,904</b>	<b>\$414,038</b>
Beginning Balance, July 1	<b>\$1,557,252</b>	<b>\$1,073,386</b>	<b>\$1,405,622</b>	<b>\$1,730,079</b>	<b>\$2,077,983</b>
Ending Balance, June 30	<b>\$1,073,386</b>	<b>\$1,405,622</b>	<b>\$1,730,079</b>	<b>\$2,077,983</b>	<b>\$2,492,021</b>
<b>Components of Ending Balance:</b>					
Capital Facilities (Modular Replacement) Reserve	\$1,032,363	\$1,356,760	\$1,678,970	\$2,027,174	\$2,443,196
3% Operation Reserve	\$41,023	\$48,861	\$51,109	\$50,809	\$48,825

# Irvine Child Care Project

(A California Joint Powers Authority)

Statement Of Revenues, Expenditures, and Changes

## Proposed Budget FY 2021-22 with Multi Year Budget Projection - 1% Rent Increase

GRANT PROGRAM FUNDS	2020-21	2021-22	2022-23	2023-24	2024-25
Program Description	Estimated Actuals	Proposed Budget	Projected Budget	Projected Budget	Projected Budget
<b>STATE GRANT/CDD</b>					
COST CENTER 005501					
<b>REVENUE</b>					
8290 Child Development Apportionments	\$267,803	\$500,000	\$500,000	\$500,000	\$500,000
8590 Other State Revenue	\$425,657	\$500,000	\$500,000	\$500,000	\$500,000
<b>Total Revenue:</b>	<b>\$693,460</b>	<b>\$1,000,000</b>	<b>\$1,000,000</b>	<b>\$1,000,000</b>	<b>\$1,000,000</b>
<b>EXPENDITURES</b>					
5810 Serv./Contracts	\$693,460	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000
<b>Total Expenditures:</b>	<b>\$693,460</b>	<b>\$1,000,000</b>	<b>\$1,000,000</b>	<b>\$1,000,000</b>	<b>\$1,000,000</b>
Deferred Revenue (Carry-over):	\$0	\$0	\$0	\$0	\$0
<b>LOCAL GRANT / Irvine Childrens Fund (ICF)</b>					
COST CENTER 005712					
<b>REVENUE</b>					
8689 All Other Fees & Contracts	\$2,000	\$28,200	\$28,200	\$28,200	\$28,200
8699 Other Local Revenue/CDBG	\$51,800	\$51,800	\$51,800	\$51,800	\$51,800
<b>Total Revenue:</b>	<b>\$53,800</b>	<b>\$80,000</b>	<b>\$80,000</b>	<b>\$80,000</b>	<b>\$80,000</b>
<b>EXPENDITURES</b>					
5817 Scholarships	\$53,800	\$80,000	\$80,000	\$80,000	\$80,000
<b>Total Expenditures:</b>	<b>\$53,800</b>	<b>\$80,000</b>	<b>\$80,000</b>	<b>\$80,000</b>	<b>\$80,000</b>
Fund Balance (U):	\$0	\$0	\$0	\$0	\$0
<b>GRANT PROGRAM FUND SUMMARY</b>					
<b>REVENUE</b>	\$747,260	\$1,080,000	\$1,080,000	\$1,080,000	\$1,080,000
<b>EXPENDITURES</b>	\$747,260	\$1,080,000	\$1,080,000	\$1,080,000	\$1,080,000
<b>Total Excess (Deficiency):</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Beginning Balance, July 1	\$0	\$0	\$0	\$0	\$0
Ending Balance, June 30	\$0	\$0	\$0	\$0	\$0
<b>TOTAL ICCP FUND BALANCE:</b>	<b>\$1,073,386</b>	<b>\$1,405,622</b>	<b>\$1,730,079</b>	<b>\$2,077,983</b>	<b>\$2,492,021</b>
<b>(Operating Fund + Grant Program Funds)</b>					

# Irvine Child Care Project

(A California Joint Powers Authority)

Statement Of Revenues, Expenditures, and Changes

## Proposed Budget FY 2021-22 with Multi Year Budget Projection - 1% Rent Increase

### **Budget Assumptions**

- (1) Approved by ICCP Board to waive rental fees for ICCP providers for the month of July 2020 by 100%, August, Sept, Oct, Nov, Dec, Jan, Feb, & Mar by 50% due to COVID-19. Assumed 50% rent relief for remainder of year 2020/21 April, May & June for estimated actuals.*
- (2) Additional AED units for new sites and AED maintenance items (Pads, batteries, etc.) Restroom Card Keys, and potential replacement or addition of one security radio per year.*
- (3) Consultant to assess and plan rehab and repair work on existing portables to be managed and supervised by IUSD staff*
- (4) Projected 2% increase for step in column & benefit increases of Facilities and Finance salaries for IUSD employees*
- (5) Projected 2% increase for step in column & benefit increases of custodial salaries. Increased custodial supplies \$2K annually starting with FY 2020-21*
- (6) Program Coordination/City also includes \$2,800 in program supplies to be distributed to sites to support quality enhancement. Includes \$60K for Quality Assessment Consultant*
- (7) Starting FY 2020-21 projecting \$35k every other year to replace out dated custodial work vans.*
- (8) Continue debt payment for custodial equipment for another 5 years @ \$8,100/year for a total of \$40,500 FY 2019-20 thru FY 2023-24. Plus yearly payment for purchase of portables from IUSD = \$127,073 ends June 2024*

**2% Rent Increase**

# Irvine Child Care Project

(A California Joint Powers Authority)

Statement Of Revenues, Expenditures, and Changes

## Proposed Budget FY 2021-22 with Multi Year Budget Projection - 2% Rent Increase

OPERATING FUND	2020-21	2021-22	2022-23	2023-24	2024-25
Program Description	Estimated	Proposed	Projected	Projected	Projected
ICCP - Regular Programs	Actuals	Budget	Budget	Budget	Budget
<b>COST CENTER 005710</b>					
<b>REVENUE</b>					
8650 Portable Fees Cnty	\$1,892,887	\$1,930,745	\$1,996,866	\$2,010,091	\$2,010,091
8650 Portable Fees Waived- Covid 19	(\$1,025,317) (1)	\$0	\$0	\$0	\$0
8660 Interest Income Cnty	\$16,000	\$49,618	\$51,317	\$51,657	\$51,657
<b>Total Revenue:</b>	<b>\$883,571</b>	<b>\$1,980,363</b>	<b>\$2,048,184</b>	<b>\$2,061,748</b>	<b>\$2,061,748</b>
<b>OPERATING EXPENDITURES</b>					
4305 Safety and Security	\$2,450	\$3,670 (2)	\$9,787 (2)	\$1,600 (2)	\$1,650 (2)
4306 M & O Repairs done by IUSD	\$55,000	\$40,000	\$40,000	\$40,000	\$40,000
5450 Insurance	\$90,862	\$92,762	\$96,262	\$98,162	\$100,062
5500 Utilities	\$91,511	\$96,086	\$100,890	\$105,935	\$111,232
5601 Non-Cap Site/Bldg Improve./Rehab	\$20,000	\$40,000	\$40,000	\$40,000	\$40,000
5811 Consultants	\$0	\$27,000 (3)	\$27,000 (3)	\$27,000 (3)	\$27,000 (3)
5817 Scholarships	\$600	\$30,000	\$30,000	\$30,000	\$30,000
5837 Interest Expense	\$1,500	\$2,200	\$2,200	\$2,200	\$2,200
5838 Audit	\$9,100	\$9,100	\$9,100	\$9,100	\$9,100
5861 Facilities & Financial Support / IUSD	\$82,300	\$84,000 (4)	\$85,696 (4)	\$87,409 (4)	\$89,158 (4)
5862 Custodial Services	\$560,096	\$572,221 (5)	\$584,038 (5)	\$596,552 (5)	\$608,766 (5)
5864 Program Coordination / City	\$200,000	\$371,500 (6)	\$383,500 (6)	\$395,500 (6)	\$408,329 (6)
<b>Total Operating Expenditures:</b>	<b>\$1,113,419</b>	<b>\$1,368,539</b>	<b>\$1,408,473</b>	<b>\$1,433,458</b>	<b>\$1,467,497</b>
<b>Total Excess (Deficiency):</b>	<b>(\$229,848)</b>	<b>\$611,824</b>	<b>\$639,711</b>	<b>\$628,290</b>	<b>\$594,251</b>
<b>CAPITAL EXPENDITURES</b>					
6210 Building Improvement / \$5K Threshold	\$85,000	\$125,000	\$125,000	\$125,000	\$125,000
5862 Custodial Vehicles	\$33,845	\$0	\$35,000 (7)	\$0	\$35,000 (7)
7439 Debt Service	\$135,173	\$135,173 (8)	\$135,173 (8)	\$135,173 (8)	\$0 (8)
<b>Total Capital Expenditures:</b>	<b>\$254,018</b>	<b>\$260,173</b>	<b>\$295,173</b>	<b>\$260,173</b>	<b>\$160,000</b>
<b>Net Increase (Decrease):</b>	<b>(\$483,866)</b>	<b>\$351,651</b>	<b>\$344,538</b>	<b>\$368,117</b>	<b>\$434,251</b>
Beginning Balance, July 1	<b>\$1,557,252</b>	<b>\$1,073,386</b>	<b>\$1,425,037</b>	<b>\$1,769,575</b>	<b>\$2,137,691</b>
Ending Balance, June 30	<b>\$1,073,386</b>	<b>\$1,425,037</b>	<b>\$1,769,575</b>	<b>\$2,137,691</b>	<b>\$2,571,943</b>
<b>Components of Ending Balance:</b>					
Capital Facilities (Modular Replacement) Reserve	\$1,032,363	\$1,376,176	\$1,718,465	\$2,086,883	\$2,523,118
3% Operation Reserve	\$41,023	\$48,861	\$51,109	\$50,809	\$48,825

# Irvine Child Care Project

(A California Joint Powers Authority)

Statement Of Revenues, Expenditures, and Changes

## Proposed Budget FY 2021-22 with Multi Year Budget Projection - 2% Rent Increase

GRANT PROGRAM FUNDS	2020-21	2021-22	2022-23	2023-24	2024-25
Program Description	Estimated Actuals	Proposed Budget	Projected Budget	Projected Budget	Projected Budget
<b>STATE GRANT/CDD</b>					
COST CENTER 005501					
<b>REVENUE</b>					
8290 Child Development Apportionments	\$267,803	\$500,000	\$500,000	\$500,000	\$500,000
8590 Other State Revenue	\$425,657	\$500,000	\$500,000	\$500,000	\$500,000
<b>Total Revenue:</b>	<b>\$693,460</b>	<b>\$1,000,000</b>	<b>\$1,000,000</b>	<b>\$1,000,000</b>	<b>\$1,000,000</b>
<b>EXPENDITURES</b>					
5810 Serv./Contracts	\$693,460	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000
<b>Total Expenditures:</b>	<b>\$693,460</b>	<b>\$1,000,000</b>	<b>\$1,000,000</b>	<b>\$1,000,000</b>	<b>\$1,000,000</b>
Deferred Revenue (Carry-over):	\$0	\$0	\$0	\$0	\$0
<b>LOCAL GRANT / Irvine Childrens Fund (ICF)</b>					
COST CENTER 005712					
<b>REVENUE</b>					
8689 All Other Fees & Contracts	\$2,000	\$28,200	\$28,200	\$28,200	\$28,200
8699 Other Local Revenue/CDBG	\$51,800	\$51,800	\$51,800	\$51,800	\$51,800
<b>Total Revenue:</b>	<b>\$53,800</b>	<b>\$80,000</b>	<b>\$80,000</b>	<b>\$80,000</b>	<b>\$80,000</b>
<b>EXPENDITURES</b>					
5817 Scholarships	\$53,800	\$80,000	\$80,000	\$80,000	\$80,000
<b>Total Expenditures:</b>	<b>\$53,800</b>	<b>\$80,000</b>	<b>\$80,000</b>	<b>\$80,000</b>	<b>\$80,000</b>
Fund Balance (U):	\$0	\$0	\$0	\$0	\$0
<b>GRANT PROGRAM FUND SUMMARY</b>					
<b>REVENUE</b>	\$747,260	\$1,080,000	\$1,080,000	\$1,080,000	\$1,080,000
<b>EXPENDITURES</b>	\$747,260	\$1,080,000	\$1,080,000	\$1,080,000	\$1,080,000
<b>Total Excess (Deficiency):</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Beginning Balance, July 1	\$0	\$0	\$0	\$0	\$0
Ending Balance, June 30	\$0	\$0	\$0	\$0	\$0
<b>TOTAL ICCP FUND BALANCE:</b>	<b>\$1,073,386</b>	<b>\$1,425,037</b>	<b>\$1,769,575</b>	<b>\$2,137,691</b>	<b>\$2,571,943</b>
<b>(Operating Fund + Grant Program Funds)</b>					

# Irvine Child Care Project

(A California Joint Powers Authority)

Statement Of Revenues, Expenditures, and Changes

## Proposed Budget FY 2021-22 with Multi Year Budget Projection - 2% Rent Increase

### **Budget Assumptions**

- (1) Approved by ICCP Board to waive rental fees for ICCP providers for the month of July 2020 by 100%, August, Sept, Oct, Nov, Dec, Jan, Feb, & Mar by 50% due to COVID-19. Assumed 50% rent relief for remainder of year 2020/21 April, May & June for estimated actuals.*
- (2) Additional AED units for new sites and AED maintenance items (Pads, batteries, etc.) Restroom Card Keys, and potential replacement or addition of one security radio per year.*
- (3) Consultant to assess and plan rehab and repair work on existing portables to be managed and supervised by IUSD staff*
- (4) Projected 2% increase for step in column & benefit increases of Facilities and Finance salaries for IUSD employees*
- (5) Projected 2% increase for step in column & benefit increases of custodial salaries. Increased custodial supplies \$2K annually starting with FY 2020-21*
- (6) Program Coordination/City also includes \$2,800 in program supplies to be distributed to sites to support quality enhancement. Includes \$60K for Quality Assessment Consultant*
- (7) Starting FY 2020-21 projecting \$35k every other year to replace out dated custodial work vans.*
- (8) Continue debt payment for custodial equipment for another 5 years @ \$8,100/year for a total of \$40,500 FY 2019-20 thru FY 2023-24. Plus yearly payment for purchase of portables from IUSD = \$127,073 ends June 2024*

## **ITEM 16**

## IRVINE CHILD CARE PROJECT

**TOPIC: IRVINE CHILD CARE PROJECT RENT RELIEF FOR PROVIDERS**

**DESCRIPTION:** The Coronavirus (COVID-19) Pandemic has had a devastating economic impact on Irvine Child Care Project Providers (ICCP). Periods of closure of different lengths for different agencies, changing regulations and guidelines, new health and safety procedures, sanitization requirements, reduced group sizes, and overall capacity have all impacted the financial viability of child care, however the greatest impact on child care providers in Irvine has been the consistently low enrollment as many families keep their children at home for a variety of reasons.

Enrollment has remained low throughout this school year, with minor variances from month to month. Based on data collected February 24, 2021 average enrollment across all 28 ICCP sites is at approximately 33 percent of 2019 school year enrollment. Yet enrollment at individual sites varies, based on the child care needs of that community. Therefore each ICCP provider is impacted differently. Below is a breakdown of average enrollment across sites for each agency as a percentage of total enrollment in the fall of 2019:

<b>Agency</b>	<b>Number of Sites</b>	<b>February 24, 2021 enrollment as compared to fall 2019</b>
Catalyst Family Inc.	10	33%
Creekers' Club	1	44%
Dolphin Club	1	21%
Kids Stuff	2	22%
Rainbow Rising	14	32%

To date the ICCP Board has approved the waiver of rental payments from ICCP providers for April through July 2020, and waiver of 50 percent of rental payments from ICCP providers for August 2020 through March 2021.

As requested by the ICCP Board, each agency has provided updated financial information which includes all revenue and expenditures from April 1, 2020 through January 31, 2021.

Each balance sheet includes all grants, loans or gifts received due to the COVID-19 pandemic.

The completed ICCP Agency Budget Forms are attached as follows:

- Catalyst Family Inc. - ATTACHMENT 1
- Creekers' Club - ATTACHMENT 2
- Dolphin Club - ATTACHMENT 3
- Kids Stuff - ATTACHMENT 4
- Rainbow Rising - ATTACHMENT 5

Each of the five agencies has received a loan from the Small Business Administration (SBA) through the Paycheck Protection Program (PPP). While it is anticipated that at least a portion of the funds received through the PPP will be forgiven, for most agencies it is unknown at this time what percentage of funds will need to be repaid. In addition, each of the five agencies received funds through the County of Orange Covid-19 Child Care Relief Program (awarded November 2020).

Based on the data included in the attached completed ICCP Agency Budget Forms, four of the five agencies are still operating at a deficit while one appears to be operating at a net increase. As of January 31<sup>st</sup> these four agencies were operating at a deficit ranging from approximately \$6,000 to \$25,000, as opposed to \$8,000 to \$30,000 per site at the end of November. The net decrease for each agency has fluctuated between reports depending on the timing of receipt of one time assistance funds from various grant and loan programs.

Based on outreach to ICCP providers it's important to note:

- There is little to no interest in full day care from families having children enrolled in the hybrid model or families moving between models
- It is feasible for sites within the same agency with extremely low enrollment to consolidate for periods of full-day programming such as seasonal breaks (Winter, Spring, Summer) which may decrease some monthly expenditures
- It is not feasible for sites within the same agency to consolidate care at selected sites during the school

year without losing enrollment and/or families whose children need care at low enrollment sites to loose care, due to the need to transport children from school of attendance to alternate after school care site during the work day

- Single site independent programs are unable to consolidate sites to decrease costs

When asked, all five ICCP agencies indicated that if enrollment remains consistent with early February (or increases) and the ICCP Board continues to provide 50 percent rental waivers throughout the remainder of the 2020-21 FY they would be able to keep all sites open for after school hours for the remainder of the school year. Agencies anticipate that most sites would also be able to remain open for before school care for 1st – 6th graders and before/after school care for children enrolled in both a.m. and p.m. TK and Kindergarten classes, however four sites have reduced hours in these program areas due to extremely low enrollment.

ICCP's budgeted 2020-21 ending fund balance is currently projected to be \$1,008,357. This balance reflects all rental waivers that have been approved by the ICCP Board to date.

In order to continue to provide some financial relief, to support child care providers' continued recovery from the economic impact of the COVID-19 pandemic, and to help ensure the availability of continued on-campus child care after this emergency, the following options are provided for the Board's consideration:

- Option A: Waiver of 50 percent of rental payments for the months of April and May 2021, which would be a loss in revenue to ICCP of \$157,740
- Option B: No additional waiver for rental payments, or any portion thereof, beyond March 2021.
- Option C: Additional rent relief options as proposed by the Board.

**RECOMMENDATION:** Approve one of the following options:

Option A: Waiver of 50 percent of rental payments for the months of April and May 2021, which would be a loss in revenue to ICCP of \$157,740.

Option B: No additional waiver for rental payments, or any portion thereof, beyond March 2021.

Option C: Additional rent relief options as proposed by the Board.

**ATTACHMENTS:**

1. ICCP Agency Budget Form: April 1 through January 31, 2021 - Catalyst Family Inc.
2. ICCP Agency Budget Form: April 1 through January 31, 2021 - Creekers' Club
3. ICCP Agency Budget Form: April 1 through January 31, 2021 - Dolphin Club
4. ICCP Agency Budget Form: April 1 through January 31, 2021 - Kids Stuff
5. ICCP Agency Budget Form: April 1 through January 31, 2021 - Rainbow Rising

ICCP/Stubbler/Fogarty  
Board Agenda  
March 8, 2021

## ICCP Agency Budget Form: April 1 2020 through January 31 2021

**Agency Name:** Catalyst Family Inc.      **Number of ICCP Sites :** 10

REVENUE	TOTAL AMOUNT
Parent Program Fees	\$ 1,380,934.87
*Other (Indicate source of funds below)	\$ 1,014,449.73
<b>TOTAL REVENUE:</b>	<b>\$ 2,395,384.60</b>
EXPENDITURES	TOTAL AMOUNT
Staffing	\$ 1,781,639.47
Health Insurance	\$ 305,754.28
Payroll Tax	\$ 125,700.03
Worker's Comp	\$ 26,525.26
**Other Employee Benefits (Provide detail below)	\$ (64,267.08)
Office Supplies	\$ 9,529.34
Program Supplies	\$ 33,355.26
Furniture/Equipment	\$ 20,595.86
Food and Related Expenses	\$ 59,098.92
Staff Training	\$ 3,206.99
Management/Licensing Fees	\$ 9,392.92
Rent	\$ 184,869.72
Insurance	\$ 10,024.26
Telephone	\$ 18,469.01
Internet and Tech Support	\$ 5,091.96
Licenses/Related Fees	\$ 408.93
***Other (Provide detail below)	\$ 29,913.26
<b>TOTAL EXPENDITURES:</b>	<b>\$ 2,559,308.39</b>
<b>NET INCREASE/(DECREASE):</b>	<b>\$ (163,923.79)</b>

ATTACHMENT 1

<p>*Sources of "other income", be sure to include any loans, grants or gifts related to COVID-19:</p>	<p>Total Other Income came from: Reimbursed from Food Program (CCFP); payments from ICCP for childcare services under CCTR contract; In-Kind Gifts; funds received from Children's Home Society for Childcare Supplies &amp; Cleaning Program (CSCP); grant received thru OC COVID-19 Child Care Relief Program. Please note the total Other Income amount of \$1,014,449.73 is <u>including</u> an <b>anticipated</b> reimbursement from CCTR contract through ICCP for childcare services incurred in January (\$23,813.98). The total is also including an estimated amount of \$300,000 from PPP fund to partially cover expenses that pertains to certified children under the CCTR contract. We are planning to apply for forgiveness of the PPP loan.</p>
<p>**Description of "other employee benefits":</p>	<p>Vacation accruals &amp; employee discounts for childcare service</p>
<p>***Description of "other operating expenses":</p>	<p>Utilities, janitorial services, bank charges.</p>

2/12/2021

## ICCP Agency Budget Form: April 1 2020 through January 31 2021

**Agency Name: Creekers' Club**

**Number of ICCP Sites : 1**

REVENUE	TOTAL AMOUNT
Parent Program Fees	\$ 173,914.12
*Other (Indicate source of funds below)	\$ 142,684.97
<b>TOTAL REVENUE:</b>	<b>\$ 316,599.09</b>
EXPENDITURES	TOTAL AMOUNT
Staffing	\$ 216,610.95
Health Insurance	\$ 10,660.88
Payroll Tax	\$ 36,674.75
Worker's Comp	\$ 11,234.00
**Other Employee Benefits (Provide detail below)	\$ -
Office Supplies	\$ 1,327.50
Program Supplies	\$ 3,125.00
Furniture/Equipment	\$ 550.00
Food and Related Expenses	\$ 6,150.00
Staff Training	\$ 360.00
Management/Licensing Fees	\$ 3,807.00
Rent	\$ 13,084.22
Insurance	\$ 12,100.00
Telephone	\$ 3,000.00
Internet and Tech Support	\$ 1,320.00
Licenses/Related Fees	\$ 1,375.00
***Other (Provide detail below)	\$ 1,660.94
<b>TOTAL EXPENDITURES:</b>	<b>\$ 323,040.24</b>
<b>NET INCREASE/(DECREASE):</b>	<b>\$ (6,441.15)</b>

ATTACHMENT 2

<p>*Sources of "other income", be sure to include list any loans, grants or gifts related to COVID-19 and their specific dollar amount:</p>	<p>CHS: \$4809.97          PPP #1: \$63317. PPP #2: \$61100          PPP LOAN is not yet known to be forgiven but is included in Income per the instructions from ICCP. County of Orange Grant: \$12775</p>
<p>**Description of "other employee benefits":</p>	
<p>***Description of "other operating expenses":</p>	<p>Summer onsite activities ; Game Truck, Laser Tag, Lizard Wizard, Pizza Party, Puppy Parties</p>

2/12/2021

## ICCP Agency Budget Form: April 1 2020 through January 31 2021

Agency Name: **Dolphin Club**

Number of ICCP Sites :

1

REVENUE	TOTAL AMOUNT
Parent Program Fees	\$ 133,814.52
*Other (Indicate source of funds below)	\$ 104,117.15
<b>TOTAL REVENUE:</b>	<b>\$ 237,931.67</b>
EXPENDITURES	TOTAL AMOUNT
Staffing	\$ 145,410.59
Health Insurance	\$ 8,894.03
Payroll Tax	\$ 47,836.91
Worker's Comp	\$ 4,599.03
**Other Employee Benefits (Provide detail below)	\$ 6,510.21
Office Supplies	\$ 1,341.40
Program Supplies	\$ 3,659.98
Furniture/Equipment	\$ 79.14
Food and Related Expenses	\$ 2,627.79
Staff Training	\$ -
Management/Licensing Fees	\$ -
Rent	\$ 19,447.44
Insurance	\$ 6,098.37
Telephone	\$ 1,553.67
Internet and Tech Support	\$ 360.00
Licenses/Related Fees	\$ 3,421.32
***Other (Provide detail below)	\$ 11,205.86
<b>TOTAL EXPENDITURES:</b>	<b>\$ 263,045.74</b>
<b>NET INCREASE/(DECREASE):</b>	<b>\$ (25,114.07)</b>

ATTACHMENT 3

*Sources of "other income", be sure to include list any loans, grants or gifts related to COVID-19 and their specific dollar amount:	CHS Grant - \$8895.15 Aldi Grant - \$1000.00 PPP - \$70,597.00 (FORGIVEN) Resilience Fund - \$23,625.00
**Description of "other employee benefits":	Retirement
***Description of "other operating expenses":	Professional Services, Credit Card Processing Fees, Tuition Refund, Dues & subscriptions, Payroll Fees

2/12/2021

## ICCP Agency Budget Form: April 1 through January 31 2021

**Agency Name: Kids Stuff Center**

**Number of ICCP Sites :**

2

REVENUE	TOTAL AMOUNT
Parent Program Fees	\$ 87,498.67
*Other (Indicate source of funds below)	\$ 328,105.53
<b>TOTAL REVENUE:</b>	<b>\$ 415,604.20</b>
EXPENDITURES	TOTAL AMOUNT
Staffing	\$ 97,689.25
Health Insurance	\$ 15,000.00
Payroll Tax	\$ 28,343.82
Worker's Comp	\$ 11,238.00
**Other Employee Benefits (Provide detail below)	\$ -
Office Supplies	\$ 350.00
Program Supplies	\$ 850.00
Furniture/Equipment	\$ 200.00
Food and Related Expenses	\$ 2,750.00
Staff Training	\$ 800.00
Management/Licensing Fees	\$ 1,694.00
Rent	\$ 25,928.64
Insurance	\$ 9,959.80
Telephone	\$ 976.00
Internet and Tech Support	\$ 360.00
Licenses/Related Fees	\$ 685.20
***Other (Provide detail below)	\$ 245,538.25
<b>TOTAL EXPENDITURES:</b>	<b>\$ 442,362.96</b>
<b>NET INCREASE/(DECREASE):</b>	<b>\$ (26,758.76)</b>

ATTACHMENT 4

<p>*Sources of "other income", be sure to include list any loans, grants or gifts related to COVID-19 and their specific dollar amount:</p>	<p>PPP Loan: \$143,000 CHS/Dept. of Ed:  \$2,905.53 Child Care  Relief Grant: \$32,200 EIDL  Loan: \$150,000 (Goal is to NOT use this source of funding)</p>
<p>**Description of "other employee benefits":</p>	<p>N/A</p>
<p>***Description of "other operating expenses":</p>	<p>\$75,000: Portion of PPP loan that will be need to repaid. \$19,045.25: Refunded tuition deposits from families that have dropped out of our program. \$1493: Property Taxes (County), \$150,000: EIDL Loan, if we use this funding (included in revenue) it'll need to be repaid</p>

2/17/2021

**ICCP Agency BudgetForm: April 1, 2020 through January 31, 2021**

**Agency Name: Rainbow Rising**

**14**

<b>REVENUE</b>	<b>TOTAL AMOUNT</b>	
Parent Program Fees	\$	2,218,757.00
*Other (Indicate source of funds below)	\$	1,552,546.00
<b>TOTAL REVENUE:</b>	\$	<b>3,771,303.00</b>
<b>EXPENDITURES</b>	<b>TOTAL AMOUNT</b>	
Staffing	\$	2,228,560.00
Health Insurance	\$	162,038.00
Payroll Tax	\$	223,560.00
Worker's Comp	\$	46,949.00
**Other Employee Benefits (Provide detail below)	\$	39,353.00
Office Supplies		
Program Supplies	\$	57,502.00
Furniture/Equipment	\$	-
Food and Related Expenses	\$	41,871.00
Staff Training	\$	-
Management/Licensing Fees	\$	142,544.00
Rent, Prop Tax	\$	282,509.00
Insurance	\$	13,317.00
Telephone	\$	9,375.00
Internet and Tech Support	\$	-
Licenses/Related Fees	\$	24,515.00
***Other (Provide detail below)	\$	176,432.00
<b>TOTAL EXPENDITURES:</b>	\$	<b>3,448,525.00</b>
<b>NET INCREASE/(DECREASE):</b>	\$	<b>322,778.00</b>

**ATTACHMENT 5**

<p>*Sources of "other income", be sure to include list any loans, grants or gifts related to COVID-19 and their specific dollar amount:</p>	<p>\$790,500 PPP Loan, \$58,710.66 OAEYS CHS Cleaning Grant, \$447,136 Scholarship Reimbursement, \$256,200 Orange County Charities</p>
<p>**Description of "other employee benefits":</p>	<p>\$26,642 401K Plan \$5559 Employee Apprec.</p>
<p>***Description of "other operating expenses":</p>	<p>\$51,997 Parent Refunds, \$30,891 Merchant SVC, \$93,544 Payroll, Accounting, HR</p>

9/21/2020

**ITEM 17**

## **IRVINE CHILD CARE PROJECT**

**TOPIC:** **IRVINE CHILD CARE PROJECT (ICCP) BOARD ELECTIONS**

**DESCRIPTION:** Conduct election of officers for the following Irvine Child Care Project (ICCP) Board positions effective immediately and continuing through February 2022.

President  
Vice President  
Clerk

**RECOMMENDATION:** Conduct elections for the positions of ICCP Board President, Vice President, and Clerk.



**ITEM 18**

**Facilities and Budget Report**

# Irvine Child Care Project

(A California Joint Powers Authority)

Statement Of Revenues, Expenditures, and Changes In Fund Balances As Of February 28, 2021

## Fiscal Year 2020-21 Budget

Percentage of Year Completed: 67%

OPERATING FUND	2020-21	Current	Encumbered	Actual		
Program Description	Adopted	(Adjusted)	Funds	Recvd/Spent	Balance	%
ICCP - Regular Programs	Budget	Budget	(PO's)	To Date		Used/ Rec'vd
<b>COST CENTER 005710</b>						
<b>REVENUE</b>						
8650 Portable Fees Cnty	\$1,892,887	\$1,892,887	\$0	\$552,092	\$1,340,795	29%
8650 Portable Fees Waived - Covid 19	(1) \$0	(\$788,703)	\$0	\$0	(\$788,703)	0%
8660 Interest Income Cnty	\$48,645	\$48,645	\$0	\$8,520	\$40,125	18%
<b>Total Revenue:</b>	<b>\$1,941,532</b>	<b>\$1,152,829</b>	<b>\$0</b>	<b>\$560,612</b>	<b>\$592,217</b>	<b>49%</b>
<b>OPERATING EXPENDITURES</b>						
4305 Program Supplies	\$0	\$0	\$0	\$0	\$0	0%
4305 Security Radio	\$2,450	\$2,450	\$0	\$0	\$2,450	0%
4306 M & O Repairs done by IUSD	\$40,000	\$40,000	\$0	\$43,987	(\$3,987)	110%
5450 Insurance	\$89,351	\$89,351	\$0	\$90,316	(\$965)	101%
5500 Utilities	\$91,511	\$91,511	\$0	\$45,756	\$45,755	50%
5601 Non-Cap Site/Bldg Improve./Rehab	\$40,000	\$40,000	\$0	\$546	\$39,454	1%
5811 Consultants	\$27,000	\$27,000	\$0	\$0	\$27,000	0%
5817 Scholarships	\$30,000	\$30,000	\$0	\$500	\$29,500	2%
5837 Interest Expense	\$2,200	\$2,200	\$0	\$0	\$2,200	0%
5838 Audit	\$9,100	\$9,100	\$0	\$1,200	\$7,900	13%
5861 Facilities & Financial Support / IUSD	\$82,300	\$82,300	\$0	\$41,150	\$41,150	50%
5862 Custodial Services	\$560,096	\$560,096	\$0	\$280,048	\$280,048	50%
5864 Program Coordination / City	\$432,500	\$432,500	\$0	\$93,360	\$339,140	22%
<b>Total Operating Expenditures:</b>	<b>\$1,406,508</b>	<b>\$1,406,508</b>	<b>\$0</b>	<b>\$596,862</b>	<b>\$809,646</b>	<b>42%</b>
<b>Total Excess (Deficiency):</b>	<b>\$535,024</b>	<b>(\$253,679)</b>	<b>\$0</b>	<b>(\$36,251)</b>		
<b>CAPITAL EXPENDITURES</b>						
6210 Building Improvement / \$5K Threshold	\$125,000	\$125,000	\$2,461	\$84,773	\$37,767	70%
6230 Portables (Replacement/New)	\$0	\$0	\$0	\$0	\$0	0%
5862 Custodial Vehicles	\$35,000	\$35,000	\$0	\$0	\$35,000	0%
7439 Debt Service	\$135,173	\$135,173	\$0	\$67,587	\$67,586	50%
<b>Total Capital Expenditures:</b>	<b>\$295,173</b>	<b>\$295,173</b>	<b>\$2,461</b>	<b>\$152,359</b>	<b>\$140,353</b>	<b>52%</b>
<b>Net Increase (Decrease):</b>	<b>\$239,852</b>	<b>(\$548,852)</b>		<b>(\$188,610)</b>		
Beginning Balance, July 1	<b>\$1,557,209</b>	<b>\$1,557,209</b>		<b>\$1,557,209</b>		
Ending Balance, June 30	<b>\$1,797,061</b>	<b>\$1,008,357</b>		<b>\$1,368,599</b>		
<b>Components of Ending Balance:</b>						
Capital Facilities (Modular Replacement) Reserve	\$1,746,010	\$957,307		\$1,346,122		
3% Operation Reserve	\$51,050	\$51,050		\$22,477		

# Irvine Child Care Project

(A California Joint Powers Authority)

Statement Of Revenues, Expenditures, and Changes In Fund Balances As Of February 28, 2021

## Fiscal Year 2020-21 Budget

GRANT PROGRAM FUNDS	2020-21 Adopted Budget	Current (Adjusted) Budget	Encumbered Funds (PO's)	Actual Recvd/Spent To Date	Balance	% Used/ Rec'vd
<b>STATE GRANT/CDD</b>						
COST CENTER 005501						
<b>REVENUE</b>						
8290 Child Development Apportionments	\$237,902	\$237,902	\$0	\$208,705	\$29,197	88%
8590 Other State Revenue	\$448,376	\$448,376	\$0	\$415,016	\$33,360	93%
<b>Total Revenue:</b>	<b>\$686,278</b>	<b>\$686,278</b>	<b>\$0</b>	<b>\$623,721</b>	<b>\$62,557</b>	<b>91%</b>
<b>EXPENDITURES</b>						
5810 Serv./Contracts	\$686,278	\$686,278	\$0	\$520,164	\$166,114	76%
<b>Total Expenditures:</b>	<b>\$686,278</b>	<b>\$686,278</b>	<b>\$0</b>	<b>\$520,164</b>	<b>\$166,114</b>	<b>76%</b>
Deferred Revenue (Carry-over):	\$0	\$0	\$0	\$103,557		
<b>LOCAL GRANT / Irvine Childrens Fund (ICF)</b>						
COST CENTER 005712						
<b>REVENUE</b>						
8689 All Other Fees & Contracts	\$28,200	\$28,200	\$0	\$21,609	\$6,591	77%
8699 Other Local Revenue/CDBG	\$51,800	\$51,800	\$0	\$0	\$51,800	0%
<b>Total Revenue:</b>	<b>\$80,000</b>	<b>\$80,000</b>	<b>\$0</b>	<b>\$21,609</b>	<b>\$58,391</b>	<b>27%</b>
<b>EXPENDITURES</b>						
5817 Scholarships	\$80,000	\$80,000	\$0	\$21,609	\$58,391	27%
<b>Total Expenditures:</b>	<b>\$80,000</b>	<b>\$80,000</b>	<b>\$0</b>	<b>\$21,609</b>	<b>\$58,391</b>	<b>27%</b>
Fund Balance (U):	\$0	\$0	\$0	\$0		
<b>GRANT PROGRAM FUND SUMMARY</b>						
<b>REVENUE</b>	\$766,278	\$766,278	\$0	\$645,330	\$120,948	84%
<b>EXPENDITURES</b>	\$766,278	\$766,278	\$0	\$541,773	\$224,505	71%
<b>Total Excess (Deficiency):</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$103,557</b>		
Beginning Balance, July 1	\$0	\$0	\$0	\$0		
Ending Balance, June 30	\$0	\$0	\$0	\$103,557		
<b>TOTAL ICCP FUND BALANCE:</b>	<b>\$1,797,060</b>	<b>\$1,008,357</b>	<b>\$0</b>	<b>\$1,472,199</b>		
<b>(Operating Fund + Grant Program Funds)</b>						

**Notes:**

1. ICCP Board approved rental fees waived to providers due to COVID. July waived 100%, August waived 50%, September waived 50%, October waived 50%,

**ITEM 19**

**Irvine Child Care Project Administrator's  
Report**

Irvine Child Care Project (ICCP) Administrator's Report  
March 8, 2021

Scholarships/Financial Assistance:

- ICCP Scholarship funded by the Irvine Children's Fund:
  - The new marketing campaign for this scholarship included dissemination through IUSD elementary schools to families, the creation of a new webpage and outreach through the City of Irvine's Community Services database and social media platforms.
  - In response:
    - The scholarship webpage has received over 1300 views since it went live December 12, 2020
    - Since January 11 ICCP has received:
      - 67 new contacts inquiring about the scholarship
      - 15 new scholarship applications (18 received July-Dec. 2020)
- ICCP Scholarship funded through the California Department of Education (CDE) Early Learning and Care Division:
  - On January 8, 2021, ICCP was notified that the California Department of Education Early Learning and Care Division has awarded the full amount of \$383,098 that was applied for in December 2020. This funding became available due to the permanent relinquishment of a CCTR contract within the County of Orange. We are awaiting the contract amendment that will increase the ICCP CCTR 2020-21 to \$1,085,210. It is anticipated the annual CCTR contract will be awarded in this approximate amount going forward.

Program Quality:

- City staff continue to provide support and information on resources to help ICCP providers continue to offer high quality programs to the families they serve.
  - Information provided over the past two months has focused on:
    - Financial/grant opportunities;
    - Testing access/resources for child care staff;
    - Licensing information and updates; and
    - Vaccination information.

Facilities:

- Staff continue to work with State of California Community Care Licensing Division (CCLD), the Orange County Fire Authority, and IUSD for the child care programs to continue to access additional space on campus during traditional after school hours, and full day during breaks so additional children can continue to be cared for, beyond the current maximum of 28-42 children per site.