



REVISED* AGENDA

IRVINE CHILD CARE COMMITTEE REGULAR MEETING

Donna Schwartz
Chair

Imithri Bodhinayake
Vice Chair

Committee Members:
Phyllis Agran
Jen Chiou
Shelby Clatterbuck
Myra Firth
Diane Gale
Donna King
Wenli Lin
James Mai
Nazy Nassiri
Michelle Raji
Jessica Winn
Shareen Young

May 10, 2022
9:00 AM

Irvine Conference and Training Center
1 Civic Center Plaza
Irvine, California

PARTICIPATION AT IRVINE CHILD CARE COMMITTEE MEETING

MEETINGS ARE AVAILABLE TO ATTEND IN-PERSON OR WATCHED LIVE THROUGH THE "ZOOM" APPLICATION. INFORMATION FOR "ZOOM" CAN BE FOUND ONLINE AT CITYOFIRVINE.ORG/CHILD-CARE-DEVELOPMENT/IRVINE-CHILD-CARE-COMMITTEE YOU MAY SUBMIT COMMENTS ON ANY AGENDA ITEM OR ON ANY ITEM NOT ON THE AGENDA, IN WRITING VIA MAIL TO "ATTN: TRACI STUBBLER, 1 CIVIC CENTER PLAZA, IRVINE, CA 92606, OR BY EMAIL TO "ATTN: CHILDCARE_OFFICE@CITYOFIRVINE.ORG. YOU MAY ALSO PROVIDE LIVE COMMENTS VIA "ZOOM." FOR MORE INFORMATION, VISIT CITYOFIRVINE.ORG/CHILD-CARE-DEVELOPMENT/IRVINE-CHILD-CARE-COMMITTEE.

REQUEST TO SPEAK IN PERSON: IF YOU WOULD LIKE TO ADDRESS THE IRVINE CHILD CARE COMMITTEE ON A SCHEDULED AGENDA ITEM, NON-AGENDA ITEM, OR PUBLIC HEARING, PLEASE FILL OUT A REQUEST TO SPEAK FORM AND SUBMIT TO THE RECORDING SECRETARY. WE RESPECTFULLY ASK THAT YOU IDENTIFY ON THE FORM YOUR NAME AND THE ITEM(S) ON WHICH YOU WOULD LIKE TO SPEAK. THE REQUEST TO SPEAK FORM ASSISTS THE CHAIR IN ENSURING THAT ALL PERSONS WISHING TO ADDRESS THE IRVINE CHILD CARE COMMITTEE MINUTES. YOUR NAME WILL BE CALLED AT THE TIME PUBLIC COMMENTS AND PUBLIC HEARINGS ARE HEARD BY THE IRVINE CHILD CARE COMMITTEE. CITY POLICY IS TO LIMIT PUBLIC TESTIMONY TO UP TO THREE MINUTES PER SPEAKER DEPENDING ON RELEVANT CIRCUMSTANCES, WHICH INCLUDES THE PRESENTATION OF ELECTRONIC OR AUDIO-VISUAL INFORMATION. SPEAKERS MAY NOT YIELD THEIR TIME TO OTHER PERSONS.

PLEASE TAKE NOTICE THAT THE ORDER OF SCHEDULED AGENDA ITEMS BELOW AND/OR THE TIME THEY ARE ACTUALLY HEARD, CONSIDERED AND DECIDED MAY BE MODIFIED BY THE CHAIR DURING THE COURSE OF THE MEETING, SO PLEASE STAY ALERT.

PLEASE NOTE: THE IRVINE CHILD CARE COMMITTEE MEETING 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. FOR QUESTIONS OR ASSISTANCE, PLEASE CONTACT THE COMMUNITY SERVICES DEPARTMENT AT 949-724-6600, OR VIA EMAIL AT CHILDCARE_OFFICE@CITYOFIRVINE.ORG. IT WOULD BE APPRECIATED IF WRITTEN 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.

Speaker’s Card/Request to Speak: If you would like to address the Committee on a scheduled agenda item, please complete the Request to Speak Form. The card is at the table at the entrance to the conference room. Please identify on the card your name, address (optional), and the item on which you would like to speak and return to the Recording Secretary. The Request to Speak Form assists the President 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.

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

1. PRESENTATION

1.1 IUSD EARLY CHILDHOOD LEARNING TEAM UPDATE

PUBLIC COMMENTS – AGENDIZED ITEMS

PUBLIC COMMENTS – NON-AGENDIZED ITEMS

Any member of the public may address the Irvine Child Care Committee on items within the Irvine Child Care Committee subject matter jurisdiction but which are not listed on this agenda; however, no action may be taken on matters that are not part of the posted agenda.

INTRODUCTIONS

ANNOUNCEMENTS/COMMITTEE REPORTS

Announcements, and Committee Reports are for the purpose of presenting brief comments or reports, are subject to California Government Code Section 54954.2 of the Brown Act and are limited to 15 minutes, 3 minutes per member of the Irvine Child Care Committee. In addition, the Chair shall receive any necessary additional time to deliver announcements of community events and opportunities.

2. COMMITTEE REPORTS

2.1 IRVINE CHILD DEVELOPMENT CENTER OPERATING CORPORATION

2.2 IRVINE CHILDREN, YOUTH AND FAMILIES ADVISORY COMMITTEE

2.3 2022 IRVINE CHILD CARE PROVIDER SURVEY ADHOC SUBCOMMITTEE

ADDITIONS AND DELETIONS

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 Committee meeting.

3. COMMITTEE BUSINESS

3.1 MINUTES

RECOMMENDED ACTION:

Approve the minutes of the Irvine Child Care Committee meeting held March 8, 2022.

***3.2 IRVINE CHILD CARE COMMITTEE RECRUITMENT**

RECOMMENDED ACTION:

- 1) Open a recruitment for two Irvine Child Care Committee parent representatives to serve two-year terms commencing January 2023 and continuing through December 2024.
- 2) Appoint three Irvine Child Care Committee Members to serve as selection committee for parent representative members.

ADJOURNMENT

ADJOURNMENT

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

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 Committee 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 Committee meeting). Staff reports can also be downloaded from the City's website at cityofirvine.org at least 72 hours prior to the scheduled Irvine Child Care Committee meeting.

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 Committee liaison at (949) 724-6635.

SUPPLEMENTAL MATERIAL RECEIVED AFTER THE POSTING OF THE AGENDA

Any supplemental writings or documents distributed to a majority of the Irvine Child Care Committee regarding any item on this agenda after the posting of the agenda will be available for public review in the Community Services Department, 1 Civic Center Plaza, Irvine, California, during normal business hours. In addition, such writings or documents will be made available for public review on the City's website and at the respective public meeting.

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 Committee liaison at (949) 724-6635.

**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 Committee. 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 Committee 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 Committee liaison at 949-724-6635.

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 DFR 35. 102-35. 104 ADA Title II)

COMMUNICATION AND ELECTRONIC 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 Committee are held on the second Tuesday of select months at 9 a.m. Agendas are available at the following locations:

- Community Services Department
- Police Department
- Front Entrance of City Hall
- City's web page at cityofirvine.org.

I hereby certify that the agenda for the Irvine Child Care Committee meeting was posted at the main entrance of City Hall and in the posting book located in the Public Safety Lobby of City Hall, 1 Civic Center Plaza, Irvine, California on May 5, 2022 by 5:30 .p.m. as well as on the City's web page.

 _____, Committee Liaison

1. PRESENTATION

ITEM 1.1

IUSD EARLY CHILDHOOD LEARNING TEAM (ECLT) UPDATE

(There is no report associated with this item.)


IUSD Early Childhood Learning & Universal Pre -Kindergarten

(formerly known as Transitional Kindergarten)

Prepared for IUSD's Board of Education

May 3, 2022





UPK Planning Team

Stan Machesky, Executive Director Elementary Education

Lisa Torkzadeh, Director Special Education

Susan Holliday, Director Human Resources

Laurie Serich -Lundquist, Director Fiscal Services

Janelle Mazza, Coordinator Early Childhood Education

Julie DeLorenzo, Coordinator Early Learning & Primary Instruction

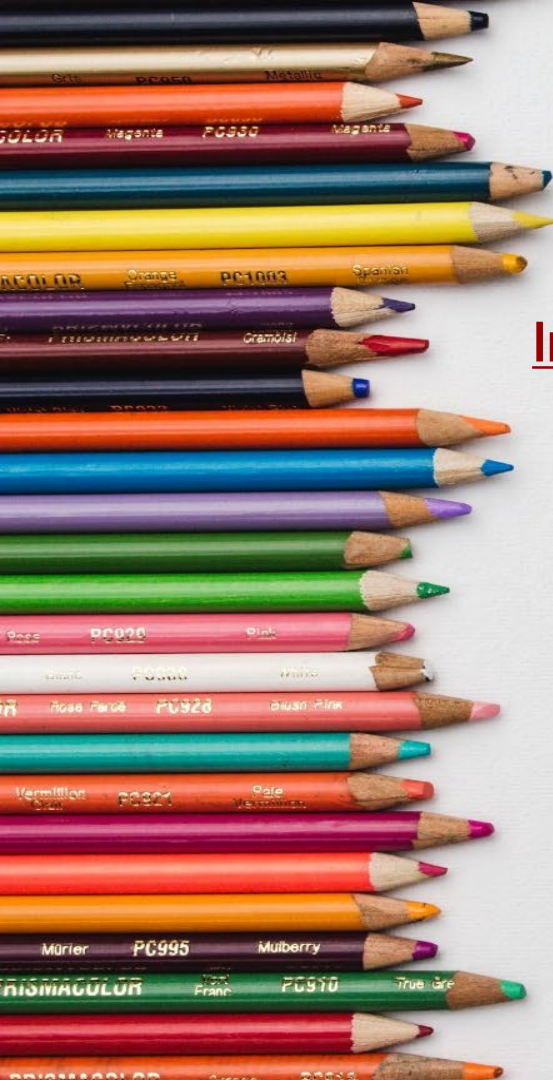
Robin Hunter, Principal ECLC

Erin Ferguson, Coordinator ECLC



Agenda for tonight

1. Brief history of Transitional Kindergarten
2. New legislative changes for Universal Pre-Kindergarten
3. IUSD's Early Childhood Learning and PK Roll-out
4. The 5 Focus Areas determined by the State of California
5. IUSD's next steps and questions



A Brief History of TK

In 2010

- Senate Bill (SB) 1381 changed the kindergarten age eligibility from a student whose birthday occurs before December 2nd to September 2nd.
- TK phased in over three years beginning in 2012 -13 school year.
- TK defined as kindergarten with a modified curriculum.

In 2021

- Assembly Bills (AB) 22 & 130 universalizes access to TK for all four -year -olds across the state
- A four -year phase in process
- Requires one teacher/adult per 12 students beginning in 2022 -23



IRVINE UNIFIED SCHOOL DISTRICT

Early Childhood Learning Programs

PRESCHOOL · PRE-KINDERGARTEN · KINDERGARTEN

formerly known as Transitional Kindergarten

2022-23

Offer Pre K
(formerly TK) to
students
who turn 5-years-old
between
September 2nd
and
February 2nd

2023-24

Expand offer
of Pre K to
students
who turn 5-years-old
between
September 2nd
and
April 2nd

2024-25

Expand offer
of Pre-K to
students
who turn 5-years-old
between
September 2nd
and
June 2nd

2025-26

Offer Pre-K
to **ALL** students
who turn
4-years-old
on
or before
September 1st



Resources available on our website

EARLY CHILDHOOD LEARNING PROGRAMS



PRESCHOOL · PRE-KINDERGARTEN · KINDERGARTEN

(formerly known as TK)

Welcome to the Irvine Unified School District Early Childhood Learning Information Page!

In IUSD, we are committed to providing the best educational experience imaginable that enhances the social, emotional, cognitive, and physical development of each child.

Our Universal Early Childhood Learning Programs are intentionally designed to provide access to developmentally appropriate learning opportunities that align with Kindergarten entry and build a strong foundation for school readiness. Our programs consist of Preschool, Pre-Kindergarten, formerly known as Transition Kindergarten (TK), and Kindergarten; and include both general education, specialized instruction and special education.

The Early Childhood Learning Team believes in providing equitable learning opportunities and experiences across our programs and various school sites. In partnership with parents, we are dedicated to providing high quality, nurturing, and supportive learning experiences that promote the overall development of our students. We are proud to serve our youngest learners!

As we embark on the upcoming school year, we are excited for the wonderful moments and experiences ahead of us, in all our programs!



PRESCHOOL

[Learn More](#)



PRE-KINDERGARTEN (TK)

[Learn More](#)



KINDERGARTEN

[Learn More](#)

PRE-KINDERGARTEN (TK)

FORMERLY KNOWN AS TRANSITIONAL KINDERGARTEN



IRVINE UNIFIED SCHOOL DISTRICT
Pre-Kindergarten

In Irvine Unified School District, we believe the goal of our Early Childhood Learning Programs is to promote a joy of learning in a positive and nurturing environment. This will create critical thinkers, effective oral communicators, and life-long learners. In partnership with parents, we will provide intentional opportunities that meet the emotional, social, physical, and academic needs of all learners. Early Childhood Learning Programs include Preschool, Pre-Kindergarten (formerly known as Transitional Kindergarten) and Kindergarten.

+ [PRE-K \(TK\) PARENT INFORMATION](#)

+ [WHAT IS PRE-K VS. TK?](#)

+ [PRE-K \(TK\) IN IUSD](#)

+ [PRE-K \(TK\) ENROLLMENT AGE ELIGIBILITY](#)

+ [HOW TO ENROLL](#)

+ [IUSD PRE-K \(TK\) CONTINUUM OF STANDARDS](#)

+ [PRE-K \(TK\) SCHOOL SITES](#)

+ [QUESTIONS AND ANSWERS](#)

+ [ADDITIONAL PRE-K \(TK\) RESOURCES](#)

Implementation Timeline & Enrollment Projections

Year	2021-22	2022-23	2023-24	2024-25	2025-26
Expansion	Sept. 2 - Dec. 2	Sept. 2 - Feb. 2	Sept. 2 - Apr. 2	Sept. 2 - June 2	On or before Sept. 2
Projected PK enrollment	422 <i>Actual</i>	626	880	1156	1575
Projected Kinder Enrollment	2142 <i>Actual</i>	2145	2155	2190	2243

** based on conservative enrollment projections*



California State Template for Implementation

In order to support local districts in the planning and implementation of UPK, the state provided each district with a template of guiding questions to ensure consistency of program design. The template provides 5 focus areas:

Focus Area A: Vision and Coherence

Focus Area B: Community Engagement & Partnerships

Focus Area C: Workforce Recruitment & Professional Learning

Focus Area D: Curriculum, Instruction & Assessment

Focus Area E: Facilities, Services & Operations

Focus Area A: Vision & Coherence





Focus Area A: Vision and Coherence


IUSD is focused on the three year's of a child's Early Childhood Learning experience:

- Pre-school (3 year old)
- Pre-Kindergarten (4 year old)
- Kindergarten (5 year old)

By designing Early Childhood Learning with these three years in mind, we can provide a consistent and comprehensive program supporting the academic, developmental, and social-emotional learning needs of all children.

Focus Area B: Community, Engagement, & Partnerships






Focus Area B: Community Engagement & Partnerships

We will continue to engage our community in the design and implementation of the program. We provided initial information about the UPK implementation to:

- Incoming PK parents via our parent night in February
- **EAC**
- UCPTA
- **Elementary and K-8 Principals**
- IUSD's current TK teachers
- **ICCP and the City of Irvine**

*We also expanded our website to ensure information is readily available to community members and staff.



Focus Area B: Community Engagement & Partnerships

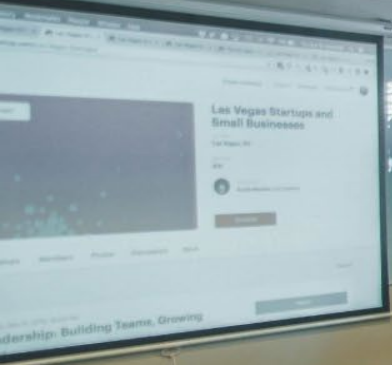
Extended Learning and Care

- Explore, identify and communicate extended day options for families
 - IUSD, City of Irvine, Irvine Child Care Committee (ICCC), Irvine Child Care Project (ICCP), Resource and Referral agencies, and community based organizations

Community Engagement

- Parent Education
- Professional collaboration, education, and partnerships with community partners
 - RCO C, community preschools, home care providers, IUSD schools, and surrounding school districts

Focus Area C: Workforce Recruitment & Professional Learning





Focus Area C: Workforce Recruitment and Professional Learning

PK Teacher Qualifications:

By August 1, 2023, the CDE has required PK teachers to earn 24 Early Childhood Education (ECE) units or equivalent to qualify to teach PK.

- District TK teachers that taught TK prior to July 2015 are grandfathered in and not required to earn additional units.
- IUSD determines what is equivalent to 24 Units in ECE.

PK Teacher Recruitment:

- Staff Informational Forum offered in March 2022
- Recruitments for 6-10 PK positions occurred in April & May
- IUSD will partner with OCDE and local institutes of higher education on future recruitment and Early Childhood professional learning



Focus Area C: Workforce Recruitment and Professional Learning

PK Professional Learning:

- PK teachers will have the opportunity to participate in 15 hours of Early Childhood Professional Learning created by IUSD Experts
 - The Professional Learning will combine in person trainings and asynchronous learning opportunities with coaching provided by mentor PK teachers.
- Principals will participate in embedded ECE learning opportunities during monthly principal meetings.



Focus Area C: Workforce Recruitment and Professional Learning

PK Professional Learning (continued):



- OCDE is offering summer Professional Learning:
 - A teacher development series on developmentally appropriate practices for PK
 - Principals PK Institute on the effective PK classroom
- Partnering with OCDE on the Early Education Teacher Development State Grant

Focus Area D: Curriculum, Instruction, & Assessment





Focus Area D: Curriculum, Instruction, & Assessment

Inclusion for All Learners

Curriculum & Instruction

- Essential Standards
- Assessment
- Developmentally Appropriate Practice
- Social and Emotional Learning
- Publisher Materials and Adoption Process

Program Design

- Professional Learning Communities (PLCs)
- Multi -Tiered Systems and Supports (MTSS)
 - Positive Behavior Instructional Supports (PBIS)
 - Prevention and Intervention
- Professional Learning

Focus Area E: Facilities, Service, & Operations





Focus Area E: Facilities, Services, & Operations

Although enrollment is slowing, we will face facility constraints as we add over 1,500 students to our IUSD family.

Some prominent facilities considerations are:

- Offering a PK option either at each neighborhood school site or within the local region
- Avoiding displacement of current programs or neighborhood students
- Providing learning and play spaces appropriate for 4 year old needs
- Examining regional needs and sites that may be able to accommodate multiple PK classrooms.



Focus Area E: Facilities, Services, & Operations

IUSD has received \$416K to support the implementation and expansion of Universal Pre Kindergarten. These funds will support:

- Staff training and professional development
- Optimizing the model PK learning environment
- Designing and selecting developmentally appropriate materials and supplies

IUSD has also joined with OCDE and other OC school districts in a consortium to leverage state dollars to support teacher training beginning in 2022-23.



Implementation: What does this look like in 2022 -23?

- We intend to add 10 additional teachers to the existing 15 to accommodate the additional students and to support the smaller adult to student ratio.
- IUSD will maintain our current program format with classrooms located across the city and adjust the instructional program to accommodate the developmental needs of our younger learners.
- We currently have a PK classrooms in at least 23 of our schools.



Next Steps: Beginning 2022 -23 -23

- We will convene a teacher committee to design the overall program.
- We will evaluate facility options for the 2023 -24 school year, once we begin the 2022 -23 school year.
- We will support PK staff by offering professional learning aligned to the needs of our youngest learners in concert with offerings from the Orange County Department of Education.
- We will foster family engagement, outreach and education through shared leadership and community input.

IUSD Early Childhood Learning & Universal Pre -Kindergarten

(formerly known as Transitional Kindergarten)

Thank you!

Any additional questions?



2. COMMITTEE REPORTS

ITEM 2.1

IRVINE CHILD DEVELOPMENT CENTER OPERATING CORPORATION

(There is no report associated with this item.)

ITEM 2.2
IRVINE CHILDREN, YOUTH AND FAMILIES
ADVISORY COMMITTEE
(There is no report associated with this item.)

ITEM 2.3
2022 IRVINE CHILD CARE PROVIDER
SURVEY ADHOC SUBCOMMITTEE
(There is no report associated with this item.)

3. COMMITTEE BUSINESS

ITEM 3.1 MINUTES



MINUTES

IRVINE CHILD CARE COMMITTEE REGULAR MEETING

March 8, 2022
Irvine Conference and Training Center
and Zoom
1 Civic Center Plaza
Irvine, California

CALL TO ORDER

The regular meeting of the Irvine Child Care Committee was called to order at 9:02 a.m. by Chair Schwartze.

ROLL CALL

Present: 12 Chair: Donna Schwartze
Vice Chair: Imithri Bodhinayake
Committee Member: Phyllis Agran
Committee Member: Jen Chiou
Committee Member: Shelby Clatterbuck
Committee Member: Myra Firth**
Committee Member: Diane Gale*
Committee Member: Wenli Lin
Committee Member: James Mai**
Committee Member: Nazy Nassiri
Committee Member: Jessica Winn
Committee Member: Shareen Young
**Arrived at 9:28 a.m.*
***Left at 10:35 a.m.*

Absent: 2 Committee Member: Donna King
Committee Member: Michelle Raji

PLEDGE OF ALLEGIANCE

Chair Schwartze lead the Pledge of Allegiance.

INTRODUCTIONS

There were no introductions.

1. PRESENTATION

1.1 INCLUSION PATHWAY

Darcie Kass and Traci Stubbler, Co-Chairs of the Orange County Child Care and Development Planning Council's Inclusion Collaborative, presented on the Inclusion Pathway – a free online study tool for early childhood educators.

ANNOUNCEMENTS

Traci Stubbler, Child Care Coordination Supervisor, announced the Orange County Child Care and Development Planning Council is providing a presentation on March 8, 2022 for child care providers interested in learning more about Universal Pre-kindergarten. The presentation will take place via Zoom at 6:30 p.m.

Committee Member Clatterbuck announced the Irvine Unified School Districts Transitional Kindergarten program will now be referred to as Pre-kindergarten.

ADDITIONS AND DELETIONS TO THE AGENDA

There were no additions or deletions to the agenda.

PUBLIC COMMENTS

There were no public comments.

2. COMMITTEE REPORTS

- 2.1** Irvine Child Development Center Operating Corporation (ICDCOC) – Committee Member Winn reported most classrooms are fully enrolled. The school is recruiting for a new Assistant Director. Registration for the 2022-23 school year has begun.
- 2.2** Irvine Children, Youth and Families Advisory Committee (ICYFAC) – Committee Member Gale reported ICYFAC has approved a selection committee for the Strategic Plan Request for Proposals process. The goal is to select a contractor by April 2022.

3. COMMITTEE BUSINESS

3.1 MINUTES

There were no public comments.

ACTION: Moved by Vice Chair Bodhinayake, seconded by Committee Member Nassiri, and unanimously carried by those members present (Committee Members King and Raji absent) to approve the minutes of the Irvine Child Care Committee meeting held January 8, 2022.

3.2 CREATE AN ADHOC SUBCOMMITTEE TO REVISE AND FINALIZE THE 2022 IRVINE CHILD CARE PROVIDER SURVEY (SUBSTITUTE MOTION)

There were no public comments.

ACTION: Moved by Vice Chair Bodhinayake, seconded by Committee Member Gale, and unanimously carried by those members present to appoint Chair Schwartz, Vice Chair Bodhinayake, and Committee Member Clatterback to the subcommittee. (Committee Members Firth, King, Mai, and Raji absent)

ADJOURNMENT

Moved by Committee Member Young, seconded by Committee Member Nassiri and unanimously carried by those members present (Committee Members Firth, King, Mai, and Raji absent) to adjourn the meeting at 10:55 a.m.

DONNA SCHWARTZE
CHAIR

Date Approved: _____

TRACI STUBBLER
CHILD CARE COORDINATION SUPERVISOR

ITEM 3.2
IRVINE CHILD CARE RECRUITMENT



REQUEST FOR IRVINE CHILD CARE COMMITTEE ACTION

MEETING DATE: MAY 10, 2022

TITLE: IRVINE CHILD CARE COMMITTEE RECRUITMENT



Director of Community Services

RECOMMENDED ACTION

1. Open a recruitment for two Irvine Child Care Committee parent representatives to serve two-year terms commencing January 2023 and continuing through December 2024.
2. Appoint three Irvine Child Care Committee Members to serve as selection committee for parent representative members.

EXECUTIVE SUMMARY

The Irvine Child Care Committee (Committee) was established in 1987. The Committee's purpose is to serve as an advisory body of the City of Irvine by providing input on the needs of the community pertaining to child care related issues.

In accordance with Committee Bylaws (Attachment), Section 5.2, Liaison Members, a new member recruitment is requested to fill upcoming vacancies for parent representatives. Selected members will serve a two-year term, commencing January 2023 and continuing through December 2024.

The recruitment process requires forming a three member selection committee to review, screen, and interview applicants. The selection committee will share recommendations for appointments with the full Committee, who will then forward recommendations to the Community Services Commission for consideration.

COMMITTEE RECOMMENDATION

Not applicable.

ANALYSIS

The Committee is comprised of five City Council appointees; two parent representatives, two community representatives, two Center- or Home-based child care provider

members, and three representatives of educational organizations (University of California, Irvine, Irvine Valley College, and Irvine Unified School District).

Parent representative members serve two-year terms and are traditionally appointed during even years. Recruitment for these members will open August 1, 2022, and close September 2, 2022, with terms commencing January 2023 and continuing through December 2024.

As part of the recruitment process, it is recommended the Committee form a selection committee made up of three Committee members. In coordination with the City staff liaison, members of the selection committee will review written applications and interview applicants. Once interviews are completed, the selection committee will provide its recommendation to the full Committee for review and approval. Individuals selected to serve as parent representatives will be recommended to the Community Services Commission for appointment.

ALTERNATIVES CONSIDERED

The Irvine Child Care Committee may choose not to fill vacancies for the expiring terms or select a different timeline for recruitment.

FINANCIAL IMPACT

There are no new financial impacts associated with opening a recruitment for Irvine Child Care Committee members and forming a selection committee.

REPORT PREPARED BY

Traci Stubbler, Community Services Supervisor

ATTACHMENT

Irvine Child Care Committee Bylaws



IRVINE CHILD CARE COMMITTEE BYLAWS

Community Services Resolution Number: 18-04

Community Services Commission Approved: 06/06/2018


Director of Community Services

1.0 NAME

The name of this advisory body of the City of Irvine shall be the Irvine Child Care Committee (hereinafter "Committee").

2.0 LOCATION

The principal office for the transaction of business is hereby fixed and located at One Civic Center Plaza in Irvine, California.

3.0 PURPOSE, MISSION, AND DUTIES

3.1 Purpose - The Committee's purpose is to serve as an advisory body of the City of Irvine, reporting to the Community Services Commission (hereinafter "Commission"). The Committee shall provide input on the needs of the community pertaining to child care related issues.

3.2 Mission - The Committee's mission is to develop recommendations related to the availability of affordable quality child care and early education in Irvine.

3.3 Duties - The Committee's duties include, but shall not be limited to, working collaboratively with City departments and community organizations to enhance the provision of child care and early education services, providing outreach, and serving as a liaison to the community by informally sharing information learned at meetings, promoting City events for families and early childhood educators and sharing questions, concerns and ideas from the community with the Committee.

The Committee shall appoint one representative from their membership to serve on the Irvine Child Development Center Operating Board and one representative to serve on the Irvine Children, Youth and Families Advisory Committee, as appropriate.

The Committee shall report annually to the Commission on its goals and accomplishments.

ATTACHMENT

4.0 GENERAL STATEMENT OF POLICY

Provisions of the Irvine Municipal Code, Title I, Division 4-Commissions and Committees, are applicable to all Commissions and Committees appointed by, or otherwise operating under authority of the City of Irvine, City Council and/or its properly appointed delegate.

5.0 MEMBERSHIP

The Committee shall consist of no more than fourteen (14) voting members consisting of Appointee and Liaison representatives, and shall serve pursuant to Section 5310 of the California Organizations Code. Accordingly, the Membership on the Committee is comprised of representatives meeting the following requirements and procedures:

5.1 Appointee Members

5.1.1 One representative from each of the following educational Organizations, Irvine Unified School District, University of California, Irvine, and Irvine Valley College, shall be appointed by their respective organizations and serve a term of office in accordance with that appointment.

5.1.2 Each member of the City Council shall appoint one member to the Committee for a total of five (5) members, to serve at the pleasure of their Council Member.

5.2 Liaison Members - Shall be selected through the following procedure: All interested persons who reside or are employed in the City of Irvine shall submit written applications and all applicants will be invited to an oral interview with a minimum of three (3) Committee Members and one (1) optional representative from the Community Services Commission. Term of office shall be a period of two years. Reappointment to another term is possible by complying with the procedure outlined herein.

5.2.1 Community Members - Two (2)

5.2.2 Center- or Home-based Child Care Provider Members who operate or work in a child care program licensed by the State of California Community Care Licensing Division - Two (2)

5.2.3 Parent/Guardian Members having children under the age of 12 at the time of application submittal - Two (2)

5.3 Resignation, Vacancies, and Removal

5.3.1 Resignation - Any Committee Member or officer may resign at any time by giving written notice to the Chair or Vice Chair.

5.3.2 Vacancies - In the event a vacancy is created, it shall be filled by the same method by which the vacancy was previously filled, at a timeline established by the Committee.

5.3.3. Removal - In the event a Committee Member fails to attend three (3) consecutive meetings, the Committee may, by motion, move to remove the Committee Member from the Committee. A majority vote of the Committee Members present at a duly constituted meeting shall be required to carry such a motion.

6.0 VOTING

6.1 One Vote Per Member - Committee Members shall be entitled to one vote.

6.2 Proxy Votes - No proxy votes are permitted.

7.0 OFFICERS

Officers of the Committee shall include a Chair and a Vice Chair, each of whom shall be a voting member of the Committee. The officers shall be elected by the Committee annually.

7.1 Election - Regular election of officers shall be held annually. The term of office shall be one (1) year, commencing upon election.

7.2 Chair - The Chair shall be responsible for the general supervision, direction, and control of the business and affairs of this Committee. The Chair shall preside over all meetings and represent the Committee to the Commission, the City Council and City staff.

7.3 Vice Chair - In the absence or resignation of the Chair, the Vice Chair shall perform all of the duties of the Chair, and in so acting, shall have all of the authority of the Chair. The Vice Chair shall have such other powers and perform such other duties as may be prescribed by the Committee.

8.0 MEETINGS

All meetings shall be open to the public and shall conform to the provisions of the "Ralph M. Brown Act".

8.1 Agenda - Agenda items may be submitted thirty (30) days in advance by any Committee Member upon notification to the Chair or City liaison. The agenda shall be established with items as coordinated by the Chair and City liaison.

8.2 Procedures - Robert's Rules of Order shall govern the general conduct of meetings.

- 8.3 Quorum - A majority of the Committee Members shall constitute a quorum. A majority vote of Committee Members present at a duly constituted meeting shall be required to carry a motion, proposal and/or resolution.
- 8.4 Regular Meetings - The Committee shall meet six (6) times each year per an annual schedule approved by the Committee at the last meeting of the previous year. All regular meeting agendas shall be posted in a location accessible to the public at least 72 hours before the time of the meeting and must describe the business to be transacted.
- 8.5 Special Meetings - A special meeting may be called at any time by the Chair or by a majority of the members of the Committee, by delivering personally, by mail, or by email written notice to each member and by circulating the agenda as required by law, and by posting the agenda in a location freely accessible to the public at least 24 hours before the meeting. The special meeting notice must specify both the time and the place of the meeting and the business to be transacted.

9.0 BYLAWS

Amendments to these bylaws are subject to approval and adoption by the Commission by a majority of the members present at a duly constituted meeting of the Commission.