



Cyril Yu  
President

Alan Battenfield  
Vice President

Stephanie Bynon  
Clerk

Board Members:  
Tammy Kim  
Ryan Painter

# AGENDA

## IRVINE CHILD CARE PROJECT REGULAR MEETING

March 13, 2023  
8:30 AM

Irvine City Hall, L102  
1 Civic Center Plaza  
Irvine, CA 92604

### **PARTICIPATION AT IRVINE CHILD CARE PROJECT 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-PROJECT-BOARD-INFORMATION](http://CITYOFIRVINE.ORG/CHILD-CARE-DEVELOPMENT/IRVINE-CHILD-CARE-PROJECT-BOARD-INFORMATION). 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 [ICCP@CITYOFIRVINE.ORG](mailto:ICCP@CITYOFIRVINE.ORG). YOU MAY ALSO PROVIDE LIVE COMMENTS VIA "ZOOM." FOR MORE INFORMATION, VISIT [CITYOFIRVINE.ORG/CHILD-CARE-DEVELOPMENT/IRVINE-CHILD-CARE-PROJECT-BOARD-INFORMATION](http://CITYOFIRVINE.ORG/CHILD-CARE-DEVELOPMENT/IRVINE-CHILD-CARE-PROJECT-BOARD-INFORMATION).

**REQUEST TO SPEAK IN PERSON:** IF YOU WOULD LIKE TO ADDRESS THE IRVINE CHILD CARE PROJECT ON A SCHEDULED AGENDA ITEM, OR NON-AGENDA ITEM PLEASE FILL OUT A REQUEST TO SPEAK FORM AVAILABLE AT THE ENTRANCE TO THE MEETING ROOM 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 PROJECT ARE RECOGNIZED. IT ALSO ENSURES THE ACCURATE IDENTIFICATION OF MEETING PARTICIPANTS IN THE IRVINE CHILD CARE PROJECT MINUTES. YOUR NAME WILL BE CALLED AT THE TIME PUBLIC COMMENTS ARE HEARD BY THE IRVINE CHILD CARE PROJECT. 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 PROJECT 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 IRVINE CHILD CARE PROJECT AT 949-724-6632, OR VIA EMAIL AT [ICCP@CITYOFIRVINE.ORG](mailto:ICCP@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.

**CALL TO ORDER**

**ROLL CALL**

**PLEDGE OF ALLEGIANCE**

**INTRODUCTIONS**

**PUBLIC COMMENTS – NON-AGENDIZED ITEMS**

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Public comments on non-agendized items will be heard no sooner than 8:30 a.m. Any member of the public may address the Irvine Child Care Project Board on items within the Board's subject matter jurisdiction but which are not listed on this agenda. If 20 or fewer requests to provide public comments are submitted, each speaker shall be limited to three minutes. If between 21 and 30 speakers submit public comments, each speaker shall be limited to two minutes. If more than 30 speakers submit public comments, each speaker shall be limited to 90 seconds. The time limit per speaker shall be established based on the number of requests to speak submitted to the Recording Secretary before the first speaker is called. Requests to speak submitted after the first speaker is called shall receive 90 seconds. These time limits may be shortened or extended, or a cumulative limit on the time for all public speakers may be imposed, at the discretion of the President or by a majority vote of the Board.

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**1. REPORTS**

**1.1 FINANCIAL REPORT**

**1.2 ADMINISTRATOR'S REPORT**

**BOARD ANNOUNCEMENTS/COMMITTEE REPORTS/COMMITTEE UPDATES**

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Board Announcements and 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 3 minutes per member of the Irvine Child Care Project. In addition, the President shall receive any necessary additional time to deliver announcements of community events and opportunities.

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**ADDITIONS AND DELETIONS TO THE AGENDA**

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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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**2. CONSENT CALENDAR**

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All matters listed under Consent Calendar are considered to be routine and enacted by one roll call vote. There will be no discussion on these items unless members of the Irvine Child Care Project Board request specific items to be removed from the Consent Calendar for separate discussion.

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**2.1 MINUTES**

**RECOMMENDED ACTION:**

Approve the minutes of the Irvine Child Care Project regular meeting held on February 13, 2023.

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

**RECOMMENDED ACTION:**

Approve payment of \$61,130.89 to Catalyst Family Inc. for child care development services for January 1-31, 2023.

**2.3 WARRANT REQUEST – IRVINE CHILDREN’S FUND (ICF) SCHOLARSHIPS**

**RECOMMENDED ACTION:**

Approve payments for warrants totaling the amount of \$13,533.00 (ICF) for child care services for January 1-31, 2023 funded by ICF scholarships.

- \$ 2,587.50 to Catalyst Family Inc. (CDBG)
- \$ 0.00 to Creekers Club
- \$ 0.00 to Dolphin Club
- \$ 575.00 to Kids Stuff (CDBG)
- \$ 10,370.50 to Rainbow Rising (CDBG)

**2.4 WARRANT REQUEST – IRVINE CHILDREN’S FUND CORONAVIRUS (CV) SCHOLARSHIPS**

**RECOMMENDED ACTION:**

Approve payments for warrants totaling the amount of \$36,476.50 (CDBG-CV) for child care services for January 1-31, 2023 funded by ICF-CV scholarships.

- \$ 9,909.50 to Catalyst Family Inc. (CDBG-CV)
- \$ 1,545.00 to Creekers Club (CDBG-CV)
- \$ 0.00 to Dolphin Club (CDBG-CV)
- \$ 0.00 to Kids Stuff
- \$ 25,022.00 to Rainbow Rising (CDBG-CV)

**2.5 WARRANT REQUEST – IRVINE UNIFIED SCHOOL DISTRICT (IUSD)**

**RECOMMENDED ACTION:**

Approve payment of \$75,483.08 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 January 2023.

- \$ 48,669.83 for Custodial Services
- \$ 675.00 for Custodial Equip Amortization
- \$ 10,589.42 for Payment of Portable Purchase
- \$ 8,407.50 for Utilities
- \$ 7,141.33 for Facilities & Financial Support

**2.6 WARRANT REQUEST – IRVINE UNIFIED SCHOOL DISTRICT (IUSD) WORK ORDER CHARGE BACKS, FISCAL YEAR 2021-22, QUARTER 4**

**RECOMMENDED ACTION:**

Approve payment of \$6,068.55 for ICCP Work Order charge backs for Fiscal Year 2021-2022, Quarter 4.

**2.7 WARRANT REQUEST – IRVINE UNIFIED SCHOOL DISTRICT (IUSD) WORK ORDER CHARGE BACKS, FISCAL YEAR 2022-23, QUARTER 1**

**RECOMMENDED ACTION:**

Approve payment of \$7,075.00 for ICCP Work Order charge backs for Fiscal Year 2022-2023, Quarter 1.

**2.8 WARRANT REQUEST – IRVINE UNIFIED SCHOOL DISTRICT (IUSD) WORK ORDER CHARGE BACKS, FISCAL YEAR 2022-23, QUARTER 2**

**RECOMMENDED ACTION:**

Approve payment of \$3,693.83 for ICCP Work Order charge backs for Fiscal Year 2022-2023, Quarter 2.

**2.9 WARRANT REQUEST – CITY OF IRVINE**

**RECOMMENDED ACTION:**

Approve payment of \$27,180.87 to the City of Irvine for Program and Grant Administration for the month of January 2023.

- \$ 25,958.23 for Program Administration
- \$ 1,222.64 for Grant Administration

**3. BOARD BUSINESS**

**3.1 DETERMINATION OF FISCAL YEAR 2023-24 GENERAL CHILD CARE AND DEVELOPMENT GRANT ADMINISTRATIVE FEE**

**RECOMMENDED ACTION:**

Approve a 2% administrative fee for the General Child Care and Development Program for inclusion in the Fiscal Year 2023-24 contract with Catalyst Family Inc.

**3.2 DETERMINATION OF FISCAL YEAR 2023-24 CHILD CARE PROVIDER RENTAL RATE**

**RECOMMENDED ACTION:**

Approve the current rental rate with no change for FY 2023-24.

**3.3 IRVINE CHILD CARE PROJECT PROPOSED BUDGET FOR FISCAL YEAR 2023-24 WITH MULTI-YEAR BUDGET PROJECTIONS**

**RECOMMENDED ACTION:**

Submitted for the ICCP review and discussion.

**3.4 IRVINE UNIFIED SCHOOL DISTRICT EXPANDED LEARNING OPPORTUNITIES PROGRAM AGREEMENT FOR USE OF FACILITIES**

**RECOMMENDED ACTION:**

Authorize an ICCP Board Member to sign the attached Agreement for Use of Facilities between Irvine Unified School District and ICCP for the use of the facilities by Irvine Unified School District to provide Expanded Learning Opportunities Program services for the June 2023-24 school year.

**3.5 IRVINE CHILD CARE PROJECT BOARD REORGANIZATION**

**RECOMMENDED ACTION:**

- 1) Selection of President: ICCP Administrator, or designee, declares nominations open for President and calls for Board vote.
- 2) Selection of Vice President: ICCP Administrator, or designee, declares nominations open for Vice President and calls for Board vote.
- 3) Selection of Clerk: ICCP Administrator, or designee, declares nominations open for Clerk and calls for Board vote.

**ADJOURNMENT**

**NOTICE TO THE PUBLIC**

At 11 a.m., the Irvine Child Care Project will determine which of the remaining agenda items can be considered and acted upon prior to 12 p.m. noon and will continue all other items on which additional time is required until a future Irvine Child Care Project meeting. All meetings are scheduled to terminate at 12 p.m. 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 7 days 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) at least 7 days prior to the scheduled Irvine Child Care Project 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 Project 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 Project 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 Project 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 Project. Please provide 10 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 the Irvine Child Care Project 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**

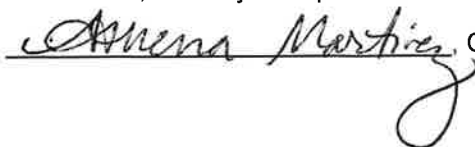
To minimize distractions, please be sure all personal communication devices are turned off or on silent mode.

**MEETING SCHEDULE**

Regular meetings of the Irvine Child Care Project are held on the second Monday of select months at 8:30 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](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 of City Hall, 1 Civic Center Plaza, Irvine, California on March 6, 2023 by 5:30 p.m. as well as on the City's web page.

 Committee Liaison

# BOARD REPORTS

# **1. REPORTS**

## **ITEM 1.1**

### **FINANCIAL REPORT**



## Irvine Child Care Project

(A California Joint Powers Authority)

Statement Of Revenues, Expenditures, and Changes In Fund Balances As Of January 31, 2023

### Fiscal Year 2022-23 Budget

Program Description	Percentage of Year Completed: 58%					
	2022-23 Adopted Budget	Current (Adjusted) Budget	Encumbered Funds (PO's)	Actual Recvd/Spent To Date	Balance	% Used/ Rec'vd
<b>OPERATING FUND</b>						
<b>ICCP - Regular Programs</b>						
<b>COST CENTER 005710</b>						
<b>REVENUE</b>						
8650 Portable Fees Cnty	\$1,957,712	\$1,957,712	\$0	\$1,139,519	\$818,193	58%
8660 Interest Income Cnty	\$9,497	\$9,497	\$0	\$21,172	(\$11,675)	223%
8662 Net Changes in Investments	\$0	\$0	\$0	\$30,186	(\$30,186)	0%
8699 Other Local Revenue	\$0	\$0	\$0	\$84	(\$84)	0%
<b>Total Revenue:</b>	<b>\$1,967,209</b>	<b>\$1,967,209</b>	<b>\$0</b>	<b>\$1,190,961</b>	<b>\$776,248</b>	<b>61%</b>
<b>OPERATING EXPENDITURES</b>						
4305 Campus Safety	\$9,787	\$9,787	\$0	\$0	\$9,787	0%
4306 M & O Repairs done by IUSD	\$40,000	\$40,000	\$0	\$33,705	\$6,295	84%
4401 Non-Capitalized Equipment	\$0	\$767	\$0	\$767	\$0	100%
5450 Insurance	\$108,884	\$113,271	\$0	\$113,271	\$0	100%
5500 Utilities	\$100,890	\$100,890	\$0	\$42,038	\$58,853	42%
5601 Non-Cap Site/Bldg Improve./Rehab	\$40,000	\$40,000	\$0	\$0	\$40,000	0%
5810 Services/Contracts (Water testing Req)	\$0	\$28,696	\$0	\$28,665	\$31	100%
5811 Consultants	\$65,000	\$65,000	\$0	\$0	\$65,000	0%
5817 Scholarships	\$30,000	\$30,000	\$0	\$0	\$30,000	0%
5837 Interest Expense	\$2,200	\$2,200	\$0	\$688	\$1,512	31%
5838 Audit	\$12,000	\$12,000	\$0	\$12,000	\$0	100%
5861 Facilities & Financial Support / IUSD	\$85,696	\$85,696	\$0	\$35,707	\$49,989	42%
5862 Custodial Services	\$584,038	\$584,038	\$0	\$243,349	\$340,689	42%
5864 Program Coordination / City	\$310,494	\$310,494	\$0	\$101,138	\$209,356	33%
<b>Total Operating Expenditures:</b>	<b>\$1,388,989</b>	<b>\$1,422,839</b>	<b>\$0</b>	<b>\$611,328</b>	<b>\$811,511</b>	<b>43%</b>
<b>Total Excess (Deficiency):</b>	<b>\$578,220</b>	<b>\$544,370</b>	<b>\$0</b>	<b>\$579,633</b>		
<b>CAPITAL EXPENDITURES</b>						
6210 Building Improvement / \$5K Threshold	\$125,000	\$125,000	\$15,893	\$0	\$109,107	0%
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	\$56,322	\$78,851	42%
<b>Total Capital Expenditures:</b>	<b>\$295,173</b>	<b>\$295,173</b>	<b>\$15,893</b>	<b>\$56,322</b>	<b>\$222,958</b>	<b>24%</b>
<b>Net Increase (Decrease):</b>	<b>\$283,047</b>	<b>\$249,197</b>		<b>\$523,311</b>		
Beginning Balance, July 1	<b>\$1,610,426</b>	<b>\$1,610,426</b>		<b>\$1,610,426</b>		
Ending Balance, June 30	<b>\$1,893,473</b>	<b>\$1,859,622</b>		<b>\$2,133,737</b>		
<b>Components of Ending Balance:</b>						
Capital Facilities (Modular Replacement) Reserve	\$1,842,948	\$1,808,082		\$2,113,707		
3% Operation Reserve	\$50,525	\$51,540		\$20,030		

## Irvine Child Care Project

(A California Joint Powers Authority)

Statement Of Revenues, Expenditures, and Changes In Fund Balances As Of January 31, 2023

### Fiscal Year 2022-23 Budget

GRANT PROGRAM FUNDS Program Description	2022-23 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	\$374,281	\$431,961	\$0	\$358,962	\$72,999	83%
8590 Other State Revenue	\$695,095	\$431,961	\$0	\$515,729	(\$83,768)	119%
<b>Total Revenue:</b>	<b>\$1,069,376</b>	<b>\$863,921</b>	<b>\$0</b>	<b>\$874,691</b>	<b>(\$10,770)</b>	<b>101%</b>
<b>EXPENDITURES</b>						
5810 Serv./Contracts	\$1,069,376	\$863,921	\$0	\$307,688	\$556,234	36%
<b>Total Expenditures:</b>	<b>\$1,069,376</b>	<b>\$863,921</b>	<b>\$0</b>	<b>\$307,688</b>	<b>\$556,234</b>	<b>36%</b>
Deferred Revenue (Carry-over):	\$0	\$0	\$0	\$567,004		
<b>LOCAL GRANT / Irvine Childrens Fund (ICF)</b>						
COST CENTER 005712						
<b>REVENUE</b>						
8689 All Other Fees & Contracts/ICF	\$20,000	\$86,451	\$0	\$0	\$86,451	0%
8290 Other Revenue/CDBG	\$773,000	\$418,938	\$0	\$175,013	\$243,925	42%
<b>Total Revenue:</b>	<b>\$793,000</b>	<b>\$505,390</b>	<b>\$0</b>	<b>\$175,013</b>	<b>\$330,377</b>	<b>35%</b>
<b>EXPENDITURES</b>						
5817 Scholarships	\$793,000	\$505,390	\$0	\$179,153	\$326,237	35%
<b>Total Expenditures:</b>	<b>\$793,000</b>	<b>\$505,390</b>	<b>\$0</b>	<b>\$179,153</b>	<b>\$326,237</b>	<b>35%</b>
Fund Balance (U):	\$0	\$0	\$0	(\$4,140)		
<b>GRANT PROGRAM FUND SUMMARY</b>						
<b>REVENUE</b>	\$1,862,376	\$1,369,311	\$0	\$1,049,704	\$319,607	77%
<b>EXPENDITURES</b>	\$1,862,376	\$1,369,311	\$0	\$486,840	\$882,471	36%
<b>Total Excess (Deficiency):</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$562,864</b>		
Beginning Balance, July 1	\$0	\$0	\$0	\$0		
Ending Balance, June 30	\$0	\$0	\$0	\$562,864		
<b>TOTAL ICCP FUND BALANCE:</b>	<b>\$1,893,472</b>	<b>\$1,859,622</b>	<b>\$0</b>	<b>\$2,696,600</b>		
<b>(Operating Fund + Grant Program Funds)</b>						

**ITEM 1.2**  
**ADMINISTRATOR'S REPORT**

**Irvine Child Care Project Administrator's Report**  
March 13, 2023

**Scholarships/Financial Assistance:**

- Irvine Child Care Project (ICCP) Scholarships funded by the Irvine Children's Fund:
  - ICCP Coronavirus Scholarship
    - As of January 2023, 69 children have received funding for a total of 11,160 days of child care and development services.
    - Application period will remain open through length of contract or until all funds have been allocated.
  - 2022-23 ICCP Scholarship
    - \$200,000 award projected to be expended.
    - All potential applicants are directed toward the ICCP Coronavirus Scholarship on the City of Irvine's Child Care Scholarships webpage.
- Children's Home Society of California (CHS) offers subsidized child care programs to assist income eligible families with all or part of their child care expenses. CHS has received an increase of funding and is currently enrolling new families. The application is available online at [cityofirvine.org/child-care-development](http://cityofirvine.org/child-care-development).

**Program Quality:**

- Please note: with the State's passage of Assembly Bill 185:
  - Effective September 27, 2022: For purposes of this section, "schoolage childcare program" means a program for children who are currently enrolled in a school, including transitional kindergarten, as defined in Section 48000 of the Education Code
    - Removed the age requirement from the definition of "School Age Childcare Program".
    - Going forward, a child is age eligible to enroll in/attend and ICCP program if they are enrolled in Pre-K through 6th grade with IUSD. For incoming Pre-K students, they may not attend until the first day of school (they may not attend the summer prior to Pre-K entry.)
- The Quarterly Directors' Forum will be held May 4 at Quail Hill Community Center. Staff and ICCP Quality Assessment Consultant will present information on the 2023-24 ICCP Quality Assessment Process.
- The City continues to provide a list of upcoming professional development events on the online Training Calendar, and links to On-Demand Training and Resources, on the City's Child Care & Development website. This includes training focused on developmentally appropriate practice for four year olds.

# CONSENT CALENDAR

## **2. CONSENT CALENDAR**

### **ITEM 2.1**

### **MINUTES**



# MINUTES

## IRVINE CHILD CARE PROJECT REGULAR MEETING

Cyril Yu  
President

Alan Battenfield  
Vice President

Stephanie Bynon  
Clerk

Board Members:  
Tammy Kim  
Sandra Salcedo

**February 13, 2023  
8:30 AM**

**Irvine City Hall, L102  
1 Civic Center Plaza  
Irvine, CA 92604**

### CALL TO ORDER

The regular meeting of the Irvine Child Care Project Board (ICCP) was called to order at 8:30 a.m. on February 13, 2023, in Conference Room L102, Irvine Civic Center, 1 Civic Center Plaza, Irvine, California via Zoom: President Yu presiding.

### ROLL CALL

Present:	5	BOARD MEMBER:	Tammy Kim*
		BOARD MEMBER:	Sandra Salcedo
		CLERK	Stephanie Bynon
		VICE PRESIDENT:	Alan Battenfield
		PRESIDENT:	Cyril Yu

*\*Joined the meeting at 8:47 a.m. via zoom.*

### PLEDGE OF ALLEGIANCE

President Yu led the Pledge of Allegiance.

### PUBLIC COMMENTS – AGENDIZED ITEMS

There were no requests to speak.

### PUBLIC COMMENTS – NON-AGENDIZED ITEMS

There were no requests to speak.

## **INTRODUCTIONS**

Board Member Salcedo introduced Ryan Painter, Community Services Superintendent. Due to departmental reorganization, Superintendent Painter will serve as City staff appointee to ICCP effective March 1. Superintendent Painter stated he is eager to join ICCP and has been employed with the City for 27 years, currently supervising Youth Outreach and the City's after school recreation programs.

## **PRESENTATION**

There were no presentations.

## **ANNOUNCEMENTS/COMMITTEE REPORTS/COMMITTEE UPDATES**

### **1. BOARD REPORTS**

#### **1.1 FINANCIAL REPORT**

John Fogarty, IUSD Assistant Superintendent/CFO, provided an update on the Fiscal Year 2022-23 budget.

#### **1.2 ADMINISTRATOR'S REPORT**

Traci Stubbler, ICCP Administrator, provided an update on the following items:

- ICCP Scholarship funding
- The February Directors' Forum
- The successful launch of the 2022-23 quality assessment program.

## **ADDITIONS AND DELETIONS TO THE AGENDA**

There were no additions or deletions to the agenda.

### **2. CONSENT CALENDAR**

**ACTION:** Moved by Vice President Battenfield, seconded by Clerk Bynon, and unanimously carried by those members present to approve Consent Calendar items 2.1 through 2.10.

#### **2.1 MINUTES**

**ACTION:**

Approved the minutes of the Irvine Child Care Project regular meeting held on January 9, 2023.



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

**ACTION:**

Approved payment of \$59,342.70 to Catalyst Family Inc. for child care development services for November 1-30, 2022.

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

**ACTION:**

Approved payment of \$71,016.01 to Catalyst Family Inc. for child care development services for December 1-31, 2022.

**2.4 WARRANT REQUEST – IRVINE CHILDREN’S FUND (ICF) SCHOLARSHIPS**

**ACTION:**

Approved payments for warrants totaling the amount of \$13,274.00 (\$6,622.55 CDBG; \$6,651.45 ICF) for child care services for December 1-31, 2022 funded by ICF scholarships.

- \$ 2,293.50 to Catalyst Family Inc. (CDBG)
- \$ 0.00 to Creekers Club
- \$ 0.00 to Dolphin Club
- \$ 610.00 to Kids Stuff (CDBG)
- \$ 10,370.50 to Rainbow Rising (CDBG)

**2.5 WARRANT REQUEST – IRVINE CHILDREN’S FUND CORONAVIRUS (CV) SCHOLARSHIPS**

**ACTION:**

Approved payments for warrants totaling the amount of \$33,163.04 (CDBG-CV) for child care services for December 1-31, 2022 funded by CV scholarships.

- \$ 8,051.20 to Catalyst Family Inc. (CDBG-CV)
- \$ 1,545.00 to Creekers Club (CDBG-CV)
- \$ 1,590.00 to Dolphin Club (CDBG-CV)
- \$ 0.00 to Kids Stuff
- \$ 21,976.84 to Rainbow Rising (CDBG-CV)

**2.6 WARRANT REQUEST – IRVINE UNIFIED SCHOOL DISTRICT (IUSD)**

**ACTION:**

Approved payment of \$75,482.08 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 2022.

- \$ 48,669.83 for Custodial Services
- \$ 675.00 for Custodial Equip Amortization
- \$ 10,589.42 for Payment of Portable Purchase
- \$ 8,407.50 for Utilities
- \$ 7,141.33 for Facilities & Financial Support

**2.7 WARRANT REQUEST – CITY OF IRVINE**

**ACTION:**

Approved payment of \$24,398.55 to the City of Irvine for Program and Grant Administration for the month of December 2022.

- \$ 24,398.55 for Program Administration

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

**ACTION:**

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

- \$ 19,961.80                    01-005-50100-8290
- \$ 6,651.45                    01-005-50100-8689

**2.9 DEPOSIT OF COMMUNITY DEVELOPMENT BLOCK GRANT-CORONAVIRUS (CDBG-CV) SCHOLARSHIP FUNDS FROM ICF**

**ACTION:**

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

- \$ 64,938.90                    01-005-50100-8290

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

**ACTION:**

Reviewed and accept attached invoices in the total amount of \$111,833.00 paid by IUSD on behalf of ICCP.

**3. BOARD BUSINESS**

**3.1 IRVINE CHILD CARE PROJECT (ICCP) PROPOSED BUDGET FOR FY 2023-24 WITH MULTI-YEAR BUDGET PROJECTIONS**

**ACTION:** Submitted for the Board’s review and discussion.

DISCUSSION INCLUDED: The impact on ICCP enrollment due to the launch of the Expanded Learning Opportunities Program (ELOP) program, future ICCP construction projects and costs, and potential increased staff training and facility costs due to state law now allowing children aged 4 years and up to enroll in ICCP programs.

**ADJOURNMENT**

**Moved by Clerk Bynon, seconded by Vice President Battenfield, and unanimously carried by those members present to adjourn the meeting at 8:47 a.m.**

\_\_\_\_\_  
CYRIL YU, PRESIDENT  
IRVINE CHILD CARE PROJECT

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

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

**ITEM 2.2**  
**WARRANT REQUEST –**  
**CATALYST FAMILY INC.**

## **IRVINE CHILD CARE PROJECT**

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

**DESCRIPTION:** Catalyst Family Inc. has submitted an invoice in the amount of **\$61,130.89** for child care development services for the month of **January 2023**. This provider served a total of 82 children during this month.

A site-by-site breakdown of service follows.

The attached invoice and warrant request in the amount of **\$61,130.89** are submitted for the Board's review and approval.

**RECOMMENDATION:** Approve payment of **\$61,130.89** to Catalyst Family Inc. for child care development services for January 1-31, 2023.

IRVINE CHILD CARE PROJECT

**DATE: March 13, 2023**

<u>VENDOR</u>	<u>EXPENDITURE CLASSIFICATION</u>	<u>AMOUNT</u>
CATALYST FAMILY INC.	00550159-5810	<b>\$61,130.89</b>
	<b>TOTAL</b>	<b>\$61,130.89</b>

EXPENDITURE CLASSIFICATION SUMMARY

00550159-5810	<b>\$61,130.89</b>
<b>TOTAL</b>	<b>\$61,130.89</b>

**ATTENDANCE SUMMARY  
CERTIFIED CHILDREN**

**STATE GRANT**

**January 2023  
(20 days of service)**

**CATALYST FAMILY INC.:**

Stonegate	2 40	children served child days of enrollment
Oak Creek	10 163	children served child days of enrollment
Vista Verde	0 0	children served child days of enrollment
Plaza Vista	27 513	children served child days of enrollment
Canyon View	3 60	children served child days of enrollment
Turtle Rock	10 158	children served child days of enrollment
Springbrook	4 64	children served child days of enrollment
Deerfield	11 163	children served child days of enrollment
University Park	15 258	children served child days of enrollment
<b><u>TOTALS:</u></b>	<b>82 1,419</b>	<b>children served child days of enrollment</b>
<b><u>YEAR-TO-DATE:</u></b>	<b>578 10,752</b>	<b>children served child days of enrollment</b>

# Catalyst Family Inc.

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

INVOICE NUMBER  
5040-JAN23

DATE: February 8, 2023

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, 2023</u> through <u>January 31, 2023</u>		
Fiscal Year 2022-2023 Contract Type: <b>CCTR-2168</b>		
Service fees of <u>1,017.85</u> days @ <b>\$61.26</b>	\$62,353.53	
Less Certified Parent fees	<b>\$0.00</b>	
Contract earnings to District	\$62,353.53	
Adjustment for District Indirect Cost $\$62,353.53 \div 1.02 =$	\$1,222.64	
<b>Total Balance Due to Catalyst Family Inc.</b>		<b><u>\$61,130.89</u></b>
<b>Billing Summary:</b>		
Cumulative Prior Period Amount Billed	\$431,960.58	
Current Period Billing	<u>\$61,130.89</u>	
Cumulative Fiscal Year Amount Billed	\$493,091.47	
Contract Maximum Billable	\$1,380,303.92	
Available remaining balance	\$887,212.45	



**ITEM 2.3**  
**WARRANT REQUEST –**  
**IRVINE CHILDREN’S FUND (ICF)**  
**SCHOLARSHIPS**

**IRVINE CHILD CARE PROJECT**

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

**DESCRIPTION:** Warrant requests in the amount of **\$13,533.00 (ICF)** are submitted for the Board’s review and approval for ICF Scholarships during the month of **January 2023**. The warrants to be issued are as follows:

**\$2,587.50** to Catalyst Family Inc. **(ICF)**

**\$0.00** to Creekers Club **(ICF)**

**\$0.00** to Dolphin Club **(ICF)**

**\$575.00** to Kids Stuff **(ICF)**

**\$10,370.50** to Rainbow Rising **(ICF)**

A site-by-site breakdown follows.

**RECOMMENDATION:** Approve payments for warrants totaling the amount of **\$13,533.00 (ICF)** for child care services for January 1-31, 2023 funded by ICF scholarships.

**IRVINE CHILD CARE PROJECT**

**DATE: March 13, 2023**

<u>VENDOR</u>	<u>EXPENDITURE CLASSIFICATION</u>	<u>AMOUNT</u>
CATALYST FAMILY INC.	00571259-5817	<b>\$2,587.50</b>
CREEKERS CLUB	00571259-5817	<b>\$0.00</b>
DOLPHIN CLUB	00571259-5817	<b>\$0.00</b>
KIDS STUFF	00571259-5817	<b>\$575.00</b>
RAINBOW RISING	00571259-5817	<b>\$10,370.50</b>
	<b>TOTAL</b>	<b>\$13,533.00</b>

**ATTENDANCE SUMMARY**  
**IRVINE CHILDREN'S FUND SCHOLARSHIP PROGRAM**  
**January 2023**

<i>Alderwood</i>	2 children served
<i>Beacon Park</i>	2 children served
<i>Bonita Canyon</i>	1 children served
<i>Brywood</i>	2 children served
<i>Cadence Park</i>	1 children served
<i>Canyon View</i>	0 children served
<i>College Park</i>	0 children served
<i>Culverdale</i>	4 children served
<i>Cypress Village</i>	1 children served
<i>Deerfield</i>	0 children served
<i>Eastshore</i>	0 children served
<i>Eastwood</i>	1 children served
<i>Greentree</i>	0 children served
<i>Loma Ridge</i>	0 children served

<i>Meadow Park</i>	2 children served
<i>Northwood</i>	2 children served
<i>Oak Creek</i>	0 children served
<i>Plaza Vista</i>	0 children served
<i>Portola Springs</i>	1 children served
<i>Santiago Hills</i>	0 children served
<i>Springbrook</i>	0 children served
<i>Stone Creek</i>	0 children served
<i>Stonegate</i>	0 children served
<i>Turtle Rock</i>	0 children served
<i>University Park</i>	1 children served
<i>Vista Verde</i>	1 children served
<i>Westpark</i>	3 children served
<i>Woodbury</i>	1 children served

**January 2023:**

Number of Children Served: 25  
 Number of Child Days of Enrollment: 439  
 Number of Sites Served: 15  
 Funds Awarded: \$13,533.00  
 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

**Year-to-Date:**

Number of Children Served: 25  
 Number of Child Days of Enrollment: 2514  
 Number of Sites Served: 15  
 Funds Awarded: \$84,184.45

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

**January 2023**

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

Long Term scholarships awarded to the students in the **Catalyst Family Inc.** program operating at the following schools in Irvine, for **January 2023**, reimbursement amounts of:

University Park	\$855.00 (ICF)
Vista Verde	\$990.00 (ICF)
Woodbury	\$742.50 (ICF)
<b>Total Amount due to Catalyst Family Inc.:</b>	<b>\$2,587.50 (ICF)</b>

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

**January 2023**

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

Long Term scholarships awarded to the students in the **Kids Stuff.** program operating at the following schools in Irvine, for **January 2023**, reimbursement amounts of:

Brywood	\$575.00 (ICF)
---------	----------------

<b>Total Amount due to Kids Stuff:</b>	<b>\$575.00 (ICF)</b>
--	-----------------------

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

**January 2023**

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

Long Term scholarships awarded to the students in the **Rainbow Rising** program operating at the following schools in Irvine, for **January 2023**, reimbursement amounts of:

Alderwood	\$756.00	(ICF)
Beacon Park	\$1,150.50	(ICF)
Bonita Canyon	\$273.00	(ICF)
Cadence Park	\$683.00	(ICF)
Culverdale	\$2,883.50	(ICF)
Cypress Village	\$382.00	(ICF)
Eastwood	\$638.25	(ICF)
Meadow Park	\$827.25	(ICF)
Northwood	\$814.00	(ICF)
Portola Springs	\$512.25	(ICF)
Westpark	\$1,450.75	(ICF)
<b>Total Amount due to Rainbow Rising:</b>	<b>\$10,370.50</b>	<b>(ICF)</b>

**ITEM 2.4**  
**WARRANT REQUESTS –**  
**IRVINE CHILDREN’S FUND CORONAVIRUS**  
**(CV) SCHOLARSHIPS**



## IRVINE CHILD CARE PROJECT

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

**DESCRIPTION:** Warrant requests in the amount of **\$36,476.50 (CDBG-CV)** are submitted for the Board’s review and approval for ICF-CV Scholarships during the month of **January 2023**. The warrants to be issued are as follows:

**\$9,909.50** to Catalyst Family Inc. **(CDBG-CV)**

**\$1,545.00** to Creekers Club **(CDBG-CV)**

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

**\$00.00** to Kids Stuff **(CDBG-CV)**

**\$25,022.00** to Rainbow Rising **(CDBG-CV)**

A site-by-site breakdown follows.

**RECOMMENDATION:** Approve payments for warrants totaling the amount of **\$36,476.50 (CDBG-CV)** for child care services for January 1-31, 2023 funded by ICF-CV scholarships.

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

**DATE: March 13, 2023**

<u>VENDOR</u>	<u>EXPENDITURE CLASSIFICATION</u>	<u>AMOUNT</u>
CATALYST FAMILY INC.	00571259-5817	<b>\$9,909.50</b>
CREEKERS CLUB	00571259-5817	<b>\$1,545.00</b>
DOLPHIN CLUB	00571259-5817	<b>\$00.00</b>
KIDS STUFF	00571259-5817	<b>\$00.00</b>
RAINBOW RISING	00571259-5817	<b>\$25,022.00</b>
	<b>TOTAL</b>	<b>\$36,476.50</b>

**ATTENDANCE SUMMARY**  
**IRVINE CHILDREN'S FUND CORONAVIRUS SCHOLARSHIP PROGRAM**  
**January 2023**

<i>Alderwood</i>	0 children served
<i>Beacon Park</i>	1 children served
<i>Bonita Canyon</i>	1 children served
<i>Brywood</i>	0 children served
<i>Cadence Park</i>	3 children served
<i>Canyon View</i>	0 children served
<i>College Park</i>	0 children served
<i>Culverdale</i>	6 children served
<i>Cypress Village</i>	3 children served
<i>Deerfield</i>	1 children served
<i>Eastshore</i>	0 children served
<i>Eastwood</i>	3 children served
<i>Greentree</i>	0 children served
<i>Loma Ridge</i>	0 children served

<i>Meadow Park</i>	5 children served
<i>Northwood</i>	4 children served
<i>Oak Creek</i>	0 children served
<i>Plaza Vista</i>	4 children served
<i>Portola Springs</i>	3 children served
<i>Santiago Hills</i>	0 children served
<i>Springbrook</i>	0 children served
<i>Stone Creek</i>	3 children served
<i>Stonegate</i>	0 children served
<i>Turtle Rock</i>	0 children served
<i>University Park</i>	1 children served
<i>Vista Verde</i>	0 children served
<i>Westpark</i>	4 children served
<i>Woodbury</i>	4 children served

**January 2023:**

Number of Children Served: 46  
Number of Child Days of Enrollment: 709  
Number of Sites Served: 15  
Funds Awarded: \$36,476.50  
Number of Children Added to Program This Month: 4  
Number of Children Removed From Program This Month: 3  
Number of Children On Waiting List: 0

**To-Date:**

Number of Children Served: 69  
Number of Child Days of Enrollment: 11,160  
Number of Sites Served: 22  
Funds Awarded: \$436,432.72

**IRVINE CHILD CARE PROJECT / IRVINE CHILDREN'S FUND  
CORONAVIRUS (CV) SCHOLARSHIP PROGRAM  
INVOICE**

**January 2023**

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

Long Term scholarships awarded to the students in the **Catalyst Family Inc.** program operating at the following schools in Irvine, for **January 2023**, reimbursement amounts of:

Deerfield	\$945.00	(CGBG-CV)
Plaza Vista	\$3,600.00	(CDBG-CV)
University Park	\$1,250.00	(CDBG-CV)
Woodbury	\$4,114.50	(CDBG-CV)
<b>Total Amount due to Catalyst Family Inc.:</b>	<b>\$9,909.50</b>	<b>(CDBG-CV)</b>



**IRVINE CHILD CARE PROJECT / IRVINE CHILDREN'S FUND  
CORONAVIRUS (CV) SCHOLARSHIP PROGRAM  
INVOICE**

**January 2023**

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

Long Term scholarships awarded to the students in the Rainbow Rising program operating at the following schools in Irvine, for **January 2023**, reimbursement amounts of:

Beacon Park	\$546.00	(CDBG-CV)
Bonita Canyon	\$546.00	(CDBG-CV)
Cadence Park	\$2,815.00	(CDBG-CV)
Culverdale	\$4,389.00	(CDBG-CV)
Cypress Village	\$2,321.00	(CDBG-CV)
Eastwood	\$2,710.00	(CDBG-CV)
Meadow Park	\$3,341.00	(CDBG-CV)
Northwood	\$2,732.00	(CDBG-CV)
Portola Springs	\$2,353.00	(CDBG-CV)
Westpark	\$3,269.00	(CDBG-CV)
<b>Total Amount due to Rainbow Rising:</b>	<b>\$25,022.00</b>	<b>(CDBG-CV)</b>

**ITEM 2.5**  
**WARRANT REQUEST –**  
**IRVINE UNIFIED SCHOOL DISTRICT (IUSD)**

## IRVINE CHILD CARE PROJECT

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

**DESCRIPTION:** IUSD has submitted an invoice for the Board's review and approval in the amount of **\$75,483.08** 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 January 2023.

The specific breakdown is as follows:

\$48,669.83 for Custodial Services  
\$675.00 for Custodial Equip Amortization  
\$10,589.42 for Payment of Portable Purchase  
\$8,407.50 for Utilities  
\$7,141.33 for Facilities & Financial Support

**RECOMMENDATION:** Approve payment of **\$75,483.08** 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 January 2023.



## IRVINE CHILD CARE PROJECT

**DATE: March 13, 2023**

<u>VENDOR</u>	<u>EXPENDITURE CLASSIFICATION</u>	<u>AMOUNT</u>
IUSD	00571059-5862	\$48,669.83
IUSD	00571081-7439	\$675.00
IUSD	00571081-7439	\$10,589.42
IUSD	00571081-5500	\$8,407.50
IUSD	00571059-5861	\$7,141.33
	<b>TOTAL</b>	<b>\$75,483.08</b>

### EXPENDITURE CLASSIFICATION SUMMARY

00571059-5862	\$48,669.83
00571081-7439	\$675.00
00571081-7439	\$10,589.42
00571081-5500	\$8,407.50
00571059-5861	\$7,141.33
<b>TOTAL</b>	<b>\$75,483.08</b>



# INVOICE

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## 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:	75SI0082
DIVISION:	75GN
TERM:	2223
INVOICE DATE:	01/01/23
DUE DATE:	01/31/23
AMOUNT DUE	<b>\$75,483.08</b>

Item	Qty	Unit Amt	Ref. #	Account	Description	Amount	
1	1	10589.42		0100000000 8953	JANUARY 2023: Sale of IUSD- Owned Portables	10,589.42	
2	1	8,407.50		0100000000 8650	JANUARY 2023: Utilities	8,407.50	
3	1	7,141.33		0100000000 8699	JANUARY 2023: Facilities & Financial Support Services	7,141.33	
4	1	675.00		0100000000 8699	January 2023: Custodian Equipment	675.00	
5	1	48669.83		0100505400 8699	January 2023: Custodian Services	48,669.83	
						Tax	
						<b>INVOICE TOTAL</b>	<b>\$75,483.08</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	75SI0082
DIV:	75GN
TERM:	2223
Due Date	01/31/23
Amount Due	\$75,483.08
Amount Paid	\$ _____

**ITEM 2.6**

**WARRANT REQUEST –**

**IRVINE UNIFIED SCHOOL DISTRICT  
WORK ORDER CHARGE BACKS  
FISCAL YEAR 2021-22, QUARTER 4**

## **IRVINE CHILD CARE PROJECT**

**TOPIC:** **WARRANT REQUEST – IRVINE UNIFIED SCHOOL DISTRICT (IUSD) WORK ORDER CHARGE BACKS, FISCAL YEAR 2021-22, QUARTER 4**

**DESCRIPTION:** IUSD has submitted an invoice for the Board's review and approval in the amount of \$6,068.55 for Irvine Child Care Project (ICCP) Work Order charge backs for Fiscal Year 2021-2022, Quarter 4.

The specific breakdown is as follows:

- \$6,068.55 for Work Order charge backs

**RECOMMENDATION:** Approve payment of \$6,068.55 for ICCP Work Order charge backs for Fiscal Year 2021-2022, Quarter 4.

**IRVINE CHILD CARE PROJECT**

**DATE: March 13, 2023**

<u>VENDOR</u>	<u>EXPENDITURE CLASSIFICATION</u>	<u>AMOUNT</u>
IUSD	00571081-4306	\$6,068.55
IUSD	00571085-5601	
IUSD	00571085-6210	
IUSD	00571085-6230	
IUSD	00571085-6410	
	<b>TOTAL</b>	<b>\$6,068.55</b>

EXPENDITURE CLASSIFICATION SUMMARY

00571081-4306	\$6,068.55
00571085-5601	
00571085-6210	
00571085-6230	
00571085-6410	
<b>TOTAL</b>	<b>\$6,068.55</b>



# INVOICE

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## 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:	75SI0124
DIVISION:	75GN
TERM:	2223
INVOICE DATE:	02/13/23
DUE DATE:	02/28/23
AMOUNT DUE	<b>\$6,068.55</b>

Item	Qty	Unit Amt	Ref. #	Account	Description	Amount
1	1	6,068.55		0100505300 8699	WORK ORDER CHARGEBACKS 2021-2022 SCHOOL YEAR 4TH QUARTER INVOICE	6,068.55
					Tax	
<b>INVOICE TOTAL</b>						<b>\$6,068.55</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	75SI0124
DIV:	75GN
TERM:	2223
Due Date	02/28/23
Amount Due	\$6,068.55
Amount Paid	\$ _____

**ITEM 2.7**

**WARRANT REQUEST –**

**IRVINE UNIFIED SCHOOL DISTRICT  
WORK ORDER CHARGE BACKS  
FISCAL YEAR 2022-23, QUARTER 1**

## **IRVINE CHILD CARE PROJECT**

**TOPIC:** **WARRANT REQUEST – IRVINE UNIFIED SCHOOL DISTRICT (IUSD) WORK ORDER CHARGE BACKS, FISCAL YEAR 2022-23, QUARTER 1**

**DESCRIPTION:** IUSD has submitted an invoice for the Board's review and approval in the amount of \$7,075.00 for Irvine Child Care Project (ICCP) Work Order charge backs for Fiscal Year 2022-2023, Quarter 1.

The specific breakdown is as follows:

- \$7,075.00 for Work Order charge backs

**RECOMMENDATION:** Approve payment of \$7,075.00 for ICCP Work Order charge backs for Fiscal Year 2022-2023, Quarter 1.



**IRVINE CHILD CARE PROJECT**

**DATE: March 13, 2023**

<u>VENDOR</u>	<u>EXPENDITURE CLASSIFICATION</u>	<u>AMOUNT</u>
IUSD	00571081-4306	\$7,075.00
IUSD	00571085-5601	
IUSD	00571085-6210	
IUSD	00571085-6230	
IUSD	00571085-6410	
	<b>TOTAL</b>	<b>\$7,075.00</b>

EXPENDITURE CLASSIFICATION SUMMARY

00571081-4306	\$7,075.00
00571085-5601	
00571085-6210	
00571085-6230	
00571085-6410	
<b>TOTAL</b>	<b>\$7,075.00</b>



# INVOICE

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## 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:	75SI0123
DIVISION:	75GN
TERM:	2223
INVOICE DATE:	02/13/23
DUE DATE:	02/28/23
AMOUNT DUE	<b>\$7,075.00</b>

Item	Qty	Unit Amt	Ref. #	Account	Description	Amount
1	1	7,075.00		0100505300 8699	WORK ORDER CHARGEBACKS 2022-2023 SCHOOL YEAR 1ST QUARTER INVOICE	7,075.00
					Tax	
<b>INVOICE TOTAL</b>						<b>\$7,075.00</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	75SI0123
DIV:	75GN
TERM:	2223
Due Date	02/28/23
Amount Due	\$7,075.00
Amount Paid	\$ _____

**ITEM 2.8**

**WARRANT REQUEST –**

**IRVINE UNIFIED SCHOOL DISTRICT  
WORK ORDER CHARGE BACKS  
FISCAL YEAR 2022-23, QUARTER 2**

## **IRVINE CHILD CARE PROJECT**

**TOPIC:** **WARRANT REQUEST – IRVINE UNIFIED SCHOOL DISTRICT (IUSD) WORK ORDER CHARGE BACKS, FISCAL YEAR 2022-2023, QUARTER 2**

**DESCRIPTION:** IUSD has submitted an invoice for the Board's review and approval in the amount of \$3,693.83 for Irvine Child Care Project (ICCP) Work Order charge backs for Fiscal Year 2022-2023, Quarter 2.

The specific breakdown is as follows:

- \$3,693.83 for Work Order charge backs

**RECOMMENDATION:** Approve payment of \$3,693.83 for ICCP Work Order charge backs for Fiscal Year 2022-2023, Quarter 2.

ICCP/Fogarty  
March 13, 2023

**IRVINE CHILD CARE PROJECT**

**DATE: March 13, 2023**

<u>VENDOR</u>	<u>EXPENDITURE CLASSIFICATION</u>	<u>AMOUNT</u>
IUSD	00571081-4306	\$3,693.83
IUSD	00571085-5601	
IUSD	00571085-6210	
IUSD	00571085-6230	
IUSD	00571085-6410	
	<b>TOTAL</b>	<b>\$3,693.83</b>

EXPENDITURE CLASSIFICATION SUMMARY

00571081-4306	\$3,693.83
00571085-5601	
00571085-6210	
00571085-6230	
00571085-6410	
<b>TOTAL</b>	<b>\$3,693.83</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:	75SI0118
DIVISION:	75GN
TERM:	2223
INVOICE DATE:	02/13/23
DUE DATE:	02/28/23
AMOUNT DUE	<b>\$3,693.83</b>

Item	Qty	Unit Amt	Ref. #	Account	Description	Amount
1	1	3,693.83		0100505300 8699	WORK ORDER CHARGEBACKS 2022-2023 SCHOOL YEAR 2ND QUARTER INVOICE	3,693.83
					Tax	
<b>INVOICE TOTAL</b>						<b>\$3,693.83</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	75SI0118
DIV:	75GN
TERM:	2223
Due Date	02/28/23
Amount Due	\$3,693.83
Amount Paid	\$ _____

**ITEM 2.8**  
**WARRANT REQUEST –**  
**CITY OF IRVINE**

## **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 **\$27,180.87** for Program and Grant Administration for the month of January 2023.

The specific breakdown is as follows:

\$25,958.23 for Program Administration

\$1,222.64 for Grant Administration

**RECOMMENDATION:** Approve payment of **\$27,180.87** to the City of Irvine for Program and Grant Administration for the month of January 2023.



**IRVINE CHILD CARE PROJECT**

**DATE: March 13, 2023**

<u>VENDOR</u>	<u>EXPENDITURE CLASSIFICATION</u>	<u>AMOUNT</u>
IUSD	005710-59-5864	\$25,958.23
IUSD	005501-59-5810	\$1,222.64
IUSD	005710-59-5811	
IUSD	005710-59-4305	
	<b>TOTAL</b>	<b>\$27,180.87</b>

EXPENDITURE CLASSIFICATION SUMMARY

	005710-59-5864	\$25,958.23
	005501-59-5810	\$1,222.64
	005710-59-5811	
	005710-59-4305	
	<b>TOTAL</b>	<b>\$27,180.87</b>



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

**CUSTOMER NO.** C4604  
**INVOICE NO.** 215715  
**INVOICE DATE** 02/13/2023

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	\$27,180.87
<p>JANUARY 2023 STAFFING:          ADMINISTRATION = \$25,758.23          STAFFING: GRANT ADMINISTRATION = \$1,222.64          SUPPLIES = \$0          DUPLICATING = \$200          CONTRACT SERVICES PAID ON CARD = \$0          CONTRACT SERVICES = \$0          LOCAL TRAVEL = \$0</p> <p>TOTAL = \$27,180.87</p>		

**Total Due: \$27,180.87**

**PAYMENT OPTIONS:**



**ELECTRONIC**

Bank of America, 275 S. Valencia Ave, Brea CA 92823. City of Irvine General Account  
 Bank Account #: 14330-00006 ACH Routing: 121000358 Wire Transfers: 026009593  
 \*\* Please include invoice and customer numbers in payment details section



**CREDIT/DEBIT CARDS**

Please pay online at: <https://arpayments.cityofirvine.org>



**CHECKS**

Please mail to: Finance Department, City of Irvine, PO Box 19575, Irvine 92623-9575  
 \*\* Please include payment slip with check

**PAYMENT SLIP**

**CUSTOMER #:** C4604  
**INVOICE #:** 215715  
**INVOICE DATE:** 02/13/2023  
**TOTAL AMOUNT DUE:** \$27,180.87

**TOTAL PAYMENT:**

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



### **3. BOARD BUSINESS**

#### **ITEM 3.1**

**DETERMINATION OF FISCAL YEAR 2023-24  
GENERAL CHILD CARE AND  
DEVELOPMENT GRANT  
ADMINISTRATIVE FEE**

## IRVINE CHILD CARE PROJECT

**TOPIC:** **DETERMINATION OF FISCAL YEAR 2023-24 GENERAL CHILD CARE AND DEVELOPMENT GRANT ADMINISTRATIVE FEE**

**DESCRIPTION:** For over 20 years, the State of California (State) has awarded funds to the Irvine Child Care Project (ICCP) through the General Child Care and Development Program (CCTR). Historically, Catalyst Family Inc. (Catalyst Kids) has served as ICCP subcontractor for subsidized child care services.

The State's Funding Terms and Conditions for CCTR allows contractors to claim administrative costs related to early learning and care programs administration. Administrative costs are calculated as a percentage of the amount earned through monthly enrollment.

Reimbursement of administrative costs are not to exceed 15% of the net reimbursable program costs, or actual administrative costs, whichever is less.

In Fiscal Year 2022-23, 98% of reimbursable program costs were issued to Catalyst Kids. ICCP retained the remaining 2% as an administrative fee. ICCP reimburses the City for grant administration with these funds. Administrative fees have remained unchanged since 2008.

In order to prepare the Fiscal Year 2022-23 CCTR subcontract agreement with Catalyst Kids, administrative fees must be determined.

With increased child care costs related to the COVID-19 pandemic incurred by Catalyst Kids, and the healthy reserve maintained by ICCP, it is recommended the CCTR administrative fee remain at 2% for Fiscal Year 2023-24 contract.

**RECOMMENDATION:** Approve a 2% administrative fee for the General Child Care and Development Program for inclusion in the Fiscal Year 2023-24 contract with Catalyst Family Inc.

ICCP/Stubbler  
March 13, 2023

**ITEM 3.2**

**DETERMINATION OF FISCAL YEAR 2023-24  
CHILD CARE PROVIDER RENTAL RATE**

## **IRVINE CHILD CARE PROJECT**

**TOPIC: DETERMINATION OF FISCAL YEAR 2023-24 CHILD CARE PROVIDER RENTAL RATE**

**DESCRIPTION:** Traditionally, the Irvine Child Care Project Board (ICCP) has approved an annual 3% rent increase for ICCP providers as part of the budget development process. No rent increase was included in the approved budgets for FY 2009-10 through FY 2011-12 due to the economic climate and declining enrollment at some ICCP sites. A rent increase was approved for FY 2012-13 through FY 2018-19. No rent increase was included in the approved budgets for FY 2019-20 through FY 2022-23.

In light of economic impacts on providers and families due to the Coronavirus pandemic, and given that ICCP is able to maintain a healthy reserve with no projected deficit spending, it is recommended the current rental rate of \$2,160.83 per month be maintained with no change for FY 2023-24.

Following ICCP's decision, lease agreements will be prepared and mailed to child care providers for signature. The new leases will take effect July 1, 2023.

**RECOMMENDATION:** Approve the current rental rate with no change for FY 2023-24.

**ITEM 3.3**

**IRVINE CHILD CARE PROJECT  
PROPOSED BUDGET FOR  
FISCAL YEAR 2023-24 WITH MULTI-YEAR  
PROJECTIONS**



## **IRVINE CHILD CARE PROJECT**

**TOPIC:** **IRVINE CHILD CARE PROJECT PROPOSED BUDGET FOR FISCAL YEAR 2023-24 WITH MULTI-YEAR BUDGET PROJECTIONS**

**DESCRIPTION:** Submitted for Irvine Child Care Project Board (ICCP) review and discussion are Proposed Budgets for FY 2023-24 with multi-year Budget Projection for FY 2024-25, FY 2025-26, and FY 2026-27. Three budget scenarios are included, one with a 2% rent increase, one with a 1% rent increase, and one with no rent increase.

The FY 2023-24 Proposed Budget will be revised to reflect the ICCP approved 2023-24 Provider Rental Rate and submitted for ICCP's final review and approval at the May ICCP meeting.

**RECOMMENDATION:** Submitted for ICCP review and discussion.

**Irvine Child Care Project**

(A California Joint Powers Authority)

Statement Of Revenues, Expenditures, and Changes

**Proposed Budget FY 2023-24 with Multi Year Budget Projection - No Rent Increase**

<b>OPERATING FUND</b>	<b>2022-23</b>	<b>2023-24</b>	<b>2024-25</b>	<b>2025-26</b>	<b>2026-27</b>
Program Description	Estimated	Proposed	Projected	Projected	Projected
	Actuals	Budget	Budget	Budget	Budget
<b>ICCP - Regular Programs</b>					
<i>COST CENTER 005710</i>					
<b>REVENUE</b>					
8650 Portable Fees Cnty	\$1,957,712	\$1,970,668	\$1,970,668	\$1,970,668	\$1,970,668
8660 Interest Income Cnty	\$45,000	\$30,000	\$25,000	\$20,000	\$15,000
<b>Total Revenue:</b>	<b>\$2,002,712</b>	<b>\$2,000,668</b>	<b>\$1,995,668</b>	<b>\$1,990,668</b>	<b>\$1,985,668</b>
<b>OPERATING EXPENDITURES</b>					
4305 Campus Safety	\$9,787	\$2,250 (1)	\$2,300 (1)	\$2,300 (1)	\$2,300 (1)
4306 M & O Repairs done by IUSD	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000
5450 Insurance	\$113,271	\$118,935 (2)	\$124,881 (2)	\$131,125 (2)	\$137,682 (2)
5500 Utilities	\$100,890	\$105,935 (2)	\$111,232 (2)	\$116,793 (2)	\$122,633 (2)
5601 Non-Cap Site/Bldg Improve /Rehab	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000
5811 Consultants	\$65,000	\$65,000 (3)	\$65,000 (3)	\$65,000 (3)	\$65,000 (3)
5817 Scholarships	\$0	\$30,000	\$30,000	\$30,000	\$30,000
5837 Interest Expense	\$2,200	\$2,200	\$2,200	\$2,200	\$2,200
5838 Audit	\$12,000	\$12,000	\$12,000	\$12,000	\$12,000
5861 Facilities & Financial Support / IUSD	\$85,696	\$95,225 (4)	\$95,657 (4)	\$96,106 (4)	\$96,106
5862 Custodial Services	\$584,038	\$663,405 (5)	\$671,267 (5)	\$677,254 (5)	\$682,005 (5)
5864 Program Coordination / City	\$331,970	\$370,500 (6)	\$383,585 (6)	\$397,170 (6)	\$411,282 (6)
<b>Total Operating Expenditures:</b>	<b>\$1,384,862</b>	<b>\$1,645,450</b>	<b>\$1,678,122</b>	<b>\$1,609,948</b>	<b>\$1,641,208</b>
<b>Total Excess (Deficiency):</b>	<b>\$617,880</b>	<b>\$455,218</b>	<b>\$417,546</b>	<b>\$380,719</b>	<b>\$344,460</b>
<b>CAPITAL EXPENDITURES</b>					
6210 Building Improvement / \$5K Threshold	\$125,000	\$125,000	\$125,000	\$125,000	\$125,000
5862 Custodial Vehicles	\$35,000	\$0	\$35,000 (7)	\$0	\$35,000 (7)
7439 Debt Service	\$135,173	\$135,173 (8)	\$0	\$0	\$0
<b>Total Capital Expenditures:</b>	<b>\$295,173</b>	<b>\$260,173</b>	<b>\$160,000</b>	<b>\$125,000</b>	<b>\$160,000</b>
<b>Net Increase (Decrease):</b>	<b>\$322,687</b>	<b>\$195,045</b>	<b>\$257,546</b>	<b>\$255,719</b>	<b>\$184,460</b>
Beginning Balance, July 1	\$1,610,426	\$1,933,113	\$2,128,158	\$2,385,704	\$2,641,423
Ending Balance, June 30	\$1,933,113	\$2,128,158	\$2,385,704	\$2,641,423	\$2,825,883
<b>Components of Ending Balance:</b>					
Capital Facilities (Modular Replacement) Reserve	\$1,882,712	\$2,073,989	\$2,333,560	\$2,589,375	\$2,771,847
3% Operation Reserve	\$50,401	\$54,169	\$52,144	\$52,048	\$54,036

**Irvine Child Care Project**  
(A California Joint Powers Authority)  
Statement Of Revenues, Expenditures, and Changes  
**Proposed Budget FY 2023-24 with Multi Year Budget Projection - No Rent Increase**

GRANT PROGRAM FUNDS	2022-23	2023-24	2024-25	2025-26	2026-27
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	\$431,961	\$679,000	\$679,000	\$679,000	\$679,000
8590 Other State Revenue	\$431,961	\$679,000	\$679,000	\$679,000	\$679,000
<b>Total Revenue:</b>	<b>\$863,921</b>	<b>\$1,358,000</b>	<b>\$1,358,000</b>	<b>\$1,358,000</b>	<b>\$1,358,000</b>
<b>EXPENDITURES</b>					
5810 Serv./Contracts	\$863,921	\$1,358,000	\$1,358,000	\$1,358,000	\$1,358,000
<b>Total Expenditures:</b>	<b>\$863,921</b>	<b>\$1,358,000</b>	<b>\$1,358,000</b>	<b>\$1,358,000</b>	<b>\$1,358,000</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	\$86,451	\$136,000	\$136,000	\$136,000	\$136,000
8699 Other Local Revenue/CDBG	\$418,938	\$688,633	\$64,000	\$64,000	\$64,000
<b>Total Revenue:</b>	<b>\$505,390</b>	<b>\$824,633</b>	<b>\$200,000</b>	<b>\$200,000</b>	<b>\$200,000</b>
<b>EXPENDITURES</b>					
5817 Scholarships	\$505,390	\$824,633	\$200,000	\$200,000	\$200,000
<b>Total Expenditures:</b>	<b>\$505,390</b>	<b>\$824,633</b>	<b>\$200,000</b>	<b>\$200,000</b>	<b>\$200,000</b>
Fund Balance (U):	\$0	\$0	\$0	\$0	\$0
<b>GRANT PROGRAM FUND SUMMARY</b>					
REVENUE	\$1,369,311	\$2,182,633	\$1,558,000	\$1,558,000	\$1,558,000
EXPENDITURES	\$1,369,311	\$2,182,633	\$1,558,000	\$1,558,000	\$1,558,000
<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>\$1,933,113</b>	<b>\$2,128,158</b>	<b>\$2,385,704</b>	<b>\$2,641,423</b>	<b>\$2,825,883</b>
(Operating Fund + Grant Program Funds)					

**Irvine Child Care Project**  
(A California Joint Powers Authority)  
Statement Of Revenues, Expenditures, and Changes  
**Proposed Budget FY 2023-24 with Multi Year Budget Projection - No Rent Increase**

**Budget Assumptions**

- (1) Budgeted \$8K for AED in FY 2022-23, ID Cards, and potential replacement or addition of one security radio per year.
- (2) 5% increase year over year.
- (3) Consultant to assess and plan rehab and repair work on existing portables to be managed and supervised by IUSD staff.
- (4) Increase due to FY 2022-23 IUSD Salary Settlement, and projected increase for step in column & benefit increases of Facilities and Finance salaries for IUSD employees.
- (5) Increase due to FY 2022-23 IUSD Salary Settlement, projected increase for step in column & benefit increases of custodial salaries, and additional fuel costs. Increased custodial supplies \$2K annually starting with FY 2020-21.
- (6) Program Coordination includes \$2,900 in program supplies to be distributed to sites to support quality enhancement, a 3.5% increase for salaries, and a Quality Consultant as instructed by City's Finance/Payroll department.
- (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. Started July 2009 ends June 2024.

**ITEM 3.4**

**IRVINE UNIFIED SCHOOL DISTRICT  
EXPANDED LEARNING OPPORTUNITIES  
PROGRAM AGREEMENT FOR USE OF FACILITIES**

## **IRVINE CHILD CARE PROJECT**

**TOPIC: IRVINE UNIFIED SCHOOL DISTRICT EXPANDED LEARNING OPPORTUNITIES PROGRAM AGREEMENT FOR USE OF FACILITIES**

**DESCRIPTION:** Beginning in the 2023-24 school year, the State of California (State) will require each Local Educational Agency to offer Expanded Learning Opportunities Program (ELOP) services to all eligible Pre-K through grade 6 students.

At the February 13, 2023 Irvine Child Care Project Board (ICCP) Meeting, Irvine Unified School District (IUSD) provided a presentation outlining IUSD's implementation of the ELOP. IUSD has selected three vendors to provide ELOP services: Rainbow Rising (15 sites), Catalyst Kids (10 sites), and Irvine Public Schools Foundation (4 sites). For the 2023-24 school year, IUSD will offer ELOP services to all qualified Pre-K through grade 6 students, and will provide these services at each of their 29 elementary and Pre-K through grade 8 schools. ELOP services will be provided after school (not before) for the minimum of nine hours total, utilizing IUSD facilities.

In order to provide care for Pre-K and Kindergarten students during the instructional day, IUSD is requesting the use of one ICCP room at school sites where there is not a space available in the school building and one ICCP room is available for this use as identified by the on-site ICCP provider.

IUSD has proposed to provide ICCP rent relief for facility use in direct proportion to the rent charged to the provider. IUSD staff will track the hours of facility use and remit payment to ICCP on a monthly basis. Upon receipt of payment, ICCP financial support staff shall remit payment to applicable ICCP providers.

In order to allow the use of ICCP facilities by IUSD for the implementation of ELOP, an agreement must be in place. The Agreement for Use of Facilities, prepared by IUSD, is attached for the ICCP's approval.

The Agreement was reviewed by the City Attorney and City ICCP staff to ensure compliance with State licensing requirements.

**RECOMMENDATION:** Authorize an ICCP Board Member to sign the attached Agreement for Use of Facilities between IUSD and ICCP for the use of the facilities by IUSD to provide ELOP services for the June 2023-2024 school year.

ICCP/Fogarty  
March 13, 2023

## AGREEMENT FOR USE OF FACILITIES

This Agreement for Use of Facilities (“Agreement”) is made and entered into this 1 day of July, 2023 (“Effective Date”), by and between the Irvine Unified School District (“IUSD”) and the Irvine Child Care Project, a California Joint Powers Authority (“ICCP”) (individually, a “Party”; collectively the “Parties”). ICCP leases its Facilities to various operators of child care programs, these operators shall be hereinafter, referred to as (“ICCP Providers”).

This Agreement establishes the condition, operational responsibility and liability for the use of Facilities by IUSD for the Expanded Learning Opportunities Program (ELOP) which provides funding for enrichment programs offered to students in transitional kindergarten through sixth grade.

1. Location. An ICCP child care program is located at each of the twenty-nine (29) IUSD elementary campuses (individually, a “Facility”; collectively, the Facilities”). ICCP Facilities may be utilized by IUSD to support the ELOP enrichment programs provided space is deemed available by both the ICCP Provider and the site administrator.

2. Term. The term of this Agreement is for one (1) year from the Effective Date (“Term”), unless mutually extended in writing by both Parties, not to exceed a total of five (5) years. Either Party may terminate this Agreement with or without cause upon thirty (30) days’ advance written notice.

3. Use of Facilities Fees. IUSD agrees to pay ICCP the rental rate per hour, or portion thereof, per classroom, as outlined in Table 3.1, for use of the Facilities at IUSD’s school site(s).

Table 3.1:

Monthly Lease Amount Per Room	\$ 2,160.82
Annual Lease Amount Per Room	\$ 25,929.84
Average Days of Operation Per Year	247
Rental Rate Per Day	\$ 104.98
Daily Hours of Operation	11
Rental Rate Per Hour	\$ 9.54
Rental Rate Per 15 Minute Increment	\$ 2.39

4. Method of Payment. At each campus for each month, IUSD staff shall track the total hours of Facility use by IUSD and submit those hours to ICCP financial support staff on or before the tenth (10<sup>th</sup>) day of the following month. ICCP financial support staff shall invoice IUSD on a monthly basis, by the twentieth (20<sup>th</sup>) day of the month. Invoices shall be based on hours of use submitted and the rental rate as outlined in Table 3.1. IUSD shall remit use of facilities fees to ICCP on a monthly basis. Payment is due thirty (30) days after receipt of the invoice but no later than the end of the month. Checks shall be payable and remitted to:

ATTENTION: TREASURER  
Irvine Child Care Project  
5050 Barranca Parkway  
Irvine, CA 92604

Upon receipt of payment, ICCP financial support staff shall remit payment to applicable ICCP providers.

5. Responsibilities of the Parties.

a. Use. IUSD shall have the right to utilize the Facilities during the effective period of this Agreement. IUSD shall be permitted to use the Facilities for the exclusive purpose of providing ELOP enrichment programs and for no other purpose. IUSD shall be permitted non-exclusive use of the Facilities from the regular school day start to 30 minutes prior to the earliest dismissal time of children in 1-6<sup>th</sup> grade on the campus; incorporated by reference in Irvine Unified School District 2023-2024 School Year School Schedules/Start and End Times (and similar school year schedules for future years if the terms of this Agreement is extended), available upon request. If the ICCP classroom utilized by IUSD to provide the ELOP program does not have a bathroom ELOP students must utilize restrooms located inside the school building. Use of the Facilities by IUSD at any time other than those specifically set forth above is at the sole discretion of ICCP. ICCP shall ensure that the ICCP Provider shall comply with the terms of this Agreement.

b. Utilities. ICCP shall be responsible for payment of all utilities associated with operation of the Facilities.

c. Program Materials and Equipment. IUSD shall provide all materials and equipment to be used and is responsible for all costs associated with its ELOP enrichment programs. IUSD shall provide storage space for all ELOP materials and equipment. Materials and equipment shall not be stored in ICCP Facilities.

d. Program Supervision and Security. IUSD shall provide all necessary supervision of its employees and students while using the Facilities. IUSD is solely responsible for the safety and security of its employees and students at all times.

e. Damage and Negligence. In the event of damage to any Facility and/or contents thereof beyond normal wear and tear due to carelessness or negligence on the part of IUSD staff or students, IUSD shall be responsible for all costs associated with the repair or replacement and return to conditions prior to the damage.

6. Hold Harmless. ICCP shall save, defend, hold harmless and indemnify IUSD, its trustees, officers, employees and agents from and against any and all demands, actions, losses causes of action, suits, damages, liabilities, claims, whether or not suit is actually filed, and for injury, death, loss or damage to any person or property arising from or occurring in connection with or in any way incident to ICCP's, including its administrators, employees, agents, representatives, volunteers, subcontractors, invitees,



successors and/or assigns and ICCP Provider, use or occupancy of the Facilities or from the conduct of its business or from any activity, work, or other things done, permitted or suffered by ICCP in or about the Facilities. This section shall survive the termination of the Agreement.

IUSD shall save, defend, hold harmless and indemnify ICCP, its trustees, officers, employees and agents and ICCP Providers from and against any and all demands, actions, losses causes of action, suits, damages, liabilities, claims, whether or not suit is actually filed, and for injury, death, loss or damage to any person or property arising from or occurring in connection with or in any way incident to IUSD's, including its administrators, employees, students, agents, representatives, volunteers, subcontractors, invitees, successors and/or assigns, use or occupancy of the Facilities or from the conduct of its business or from any activity, work, or other things done, permitted or suffered by IUSD in or about the Facilities. This section shall survive the termination of the Agreement.

7. Insurance. IUSD shall not utilize the Facilities under this Agreement until the insurance requirements outlined in this Agreement have been satisfied. IUSD shall procure and maintain at its own expense the necessary insurance policies set forth below during the life of this Agreement. The policies shall not be amended or modified and the coverage amounts shall not be reduced.

a. Commercial General Liability Insurance for bodily injury and property damage, including accidental death and sexual abuse/molestation of not less than \$1,000,000 per occurrence and \$3,000,000 excess liability coverage.

b. Workers' Compensation Insurance with coverage limits in accordance with California law.

8. Independent Contractor. Each Party is an independent contractor to the other. Each understands and agrees that it and all of its employees shall not be considered officers, employees or agents of the other Party, and are not entitled to benefits of any kind or nature normally provided to employees of the other Party and/or to which the other Parties employees are normally entitled, including, but not limited to, State Unemployment Compensation or Workers' Compensation. Each party assumes the full responsibility for the acts and/or omissions of its employees or agents as they relate to the utilization of Facilities under this Agreement. Each Party shall assume full responsibility for payment of all federal, state and local taxes or contributions, including unemployment insurance, social security and income taxes with respect to its employees.

9. Anti-Discrimination. It is the policy of the Irvine Unified School District Board of Education that in connection with all MOUs, contracts, and agreements that there be no discrimination against any employee because of race, color, religion, age, sex, marital status, mental or physical disability, gender, gender identity, gender expression, sexual orientation, genetic information, ethnicity, ethnic group identification, national origin or nationality, ancestry, or a perception that a person has any of these characteristics or that the person is associated with a person who has, or is perceived to have, any of these

characteristics, and therefore ICCP agrees to comply with the applicable Federal and California Laws, including, but not limited to the California Fair Employment Practice Act.

10. Termination. Either Party may terminate this Agreement with or without reason upon a thirty (30) day written notice. Written notice by a Party shall be sufficient to stop further performance of the other Party. Notice shall be deemed given when received by the other Party or no later than three (3) days after the day of mailing, whichever is sooner.

11. Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of California, with venue in Orange County, California. The Parties expressly understand and agree that this Agreement constitutes a non-exclusive license for use of the Facilities. This Agreement is not intended by the Parties, nor shall it be legally construed, to convey a leasehold, easement, or other interest in real property.

12. No Oral Modification. Any waiver, amendment, modification, consent or acquiescence with respect to this Agreement shall be set forth in writing and duly executed by both Parties.

13. Notice. Any notice, request, information or other document to be given hereunder to any of the parties by any other parties shall be in writing and shall be deemed given and served upon delivery, if delivered personally, or three (3) days after mailing by United States mail as follows: Irvine Unified School District, Attn: Assistant Superintendent of Business Services, 5050 Barranca Parkway, Irvine, CA 92604, 949.936.5305 and Irvine Child Care Project, Attn: ICCP Administrator, 14341 Yale Avenue, Irvine, CA, 92604, 949.724.6635.

14. No Third Party Beneficiaries. There are no intended third party beneficiaries to this Agreement.

**IRVINE UNIFIED SCHOOL DISTRICT**

**IRVINE CHILD CARE PROJECT**

By: \_\_\_\_\_  
Name: John Fogarty  
Title: Asst. Supt. Business Services/CFO  
Date: \_\_\_\_\_  
IUSD Board Approved:

By: \_\_\_\_\_  
Name: Cyril Yu  
Title: President  
Date: \_\_\_\_\_  
ICCP Board Approved:

**ITEM 3.5**

**IRVINE CHILD CARE PROJECT  
BOARD REORGANIZATION**

**(There is no staff report associated with this item.)**