



Cyril Yu
President

Ryan Painter
Vice President

Jenna Berumen
Clerk

Christine Knowland
Board Member

Vacant
Board Member

MINUTES

IRVINE CHILD CARE PROJECT REGULAR MEETING

**March 10, 2025
8:30 AM**

**Irvine City Hall, L102
1 Civic Center Plaza
Irvine, California 92606**

CALL TO ORDER

The regular meeting of the Irvine Child Care Project Board (Board) was called to order at 8:30 a.m. on March 10, 2025, in Conference Room L102, Irvine Civic Center, 1 Civic Center Plaza, Irvine, California: President Yu presiding.

ROLL CALL

Present: 4

BOARD MEMBER:
VICE PRESIDENT:
PRESIDENT:
CLERK:

Christine Knowland
Ryan Painter
Cyril Yu
Jenna Berumen

PLEDGE OF ALLEGIANCE

President Yu led the Pledge of Allegiance.

PUBLIC COMMENTS – NON-AGENDIZED ITEMS

There were no public comments.

INTRODUCTIONS

There were no introductions.

1. REPORTS

1.1 FINANCIAL REPORT

Laurie Serich-Lundquist, Irvine Unified School District (IUSD) Director of Fiscal Services, reported on the Fiscal Year 2024-25 budget.

1.2 ADMINISTRATOR'S REPORT

Traci Stubbler, Irvine Child Care Project Administrator, reported on FY 2024-25 ICCP Scholarship status. The Irvine Children's Fund Board approved an increase to all families currently receiving 50% scholarship assistance to 75% assistance effective February 1 through the end of the fiscal year.

As of February 28, 26 comprehensive quality assessments have been conducted at ICCP sites for the 2024-25 school year. Recommended lease renewals will be made to the Board in May 2025 for FY 2025-26.

BOARD ANNOUNCEMENTS/COMMITTEE REPORTS/COMMITTEE UPDATES

There were no announcements, reports, or updates.

ADDITIONS AND DELETIONS TO THE AGENDA

There were no additions or deletions to the agenda.

2. CONSENT CALENDAR

ACTION: Moved by Vice President Painter, seconded by Clerk Berumen, and unanimously carried by those members present to approve Consent Calendar items 2.1 through 2.9.

2.1 MINUTES

ACTION:

Approved the minutes of the Irvine Child Care Project Board regular meeting held on February 10, 2025.

2.2 WARRANT REQUEST – CATALYST FAMILY INC.

ACTION:

Approved payment of \$97,995.73 to Catalyst Family Inc. for child care development services for January 1-31, 2025.

2.3 WARRANT REQUEST – CATALYST FAMILY INC.

ACTION:

Approved payment of \$15,708.00 to Catalyst Family Inc. for SB140 Cost of Care Plus Rate Quarterly Payment.

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

ACTION:

Approved payments for warrants totaling the amount of \$12,420.00 [\$12,420.00 Irvine Recovery Program (IRP)] for child care services for January 1-31, 2025 funded by ICF scholarships.

- \$ 3,376.25 to Catalyst Family Inc. (IRP)
- \$ 0.00 to Creekers Club
- \$ 340.00 to Dolphin Club (IRP)
- \$ 775.00 to Kids Stuff (IRP)
- \$ 7,928.75 to Rainbow Rising (IRP)

2.5 WARRANT REQUESTS – IRVINE UNIFIED SCHOOL DISTRICT (IUSD)

ACTION:

Approved payment of \$78,892.08 for Utilities, Facilities and Financial Support Services, and Custodial Services for the month of January 2025.

- \$ 58,512.00 for Custodial Services
- \$ 9,269.33 for Utilities
- \$ 11,110.75 for Facilities and Financial Support Services

2.6 WARRANT REQUEST – CITY OF IRVINE

ACTION:

Approved payment of \$74,386.49 to the City of Irvine for Contract Services and Program and Grant Administration for the month of January 2025.

- \$ 58,626.58 for Program Administration
- \$ 1,959.91 for Grant Administration
- \$ 13,800.00 for Contract Services

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

ACTION:

Received and filed attached invoices in the total amount of \$111,583.57 paid by IUSD on behalf of ICCP.

2.8 DEPOSIT OF PLUS RATE PAYMENT PURSUANT TO SENATE BILL (SB) 140

ACTION:

Received and filed the record of deposit of funds from the California Department of Social Services as follows:

- \$ 15,708.00 01-005-50100-8590

2.9 DEPOSIT OF SCHOLARSHIP FUNDS FROM IRVINE CHILDREN'S FUND (ICF)

ACTION:

Received and filed the record of deposit of funds from ICF into the appropriate account as follows:

- \$ 12,840.75 01-005-712-00-8689

3. BOARD BUSINESS

3.1 *DETERMINATION OF FISCAL YEAR 2025-26 GENERAL CHILD CARE AND DEVELOPMENT GRANT ADMINISTRATIVE FEE*

ACTION: Moved by President Yu, seconded by Vice President Painter, and unanimously carried by those members present to approve 2% administrative fee for the General Child Care and Development Program for inclusion in the Fiscal Year 2025-26 contract with Catalyst Family Inc.

3.2 *IRVINE CHILD CARE PROJECT PROPOSED BUDGET FOR FISCAL YEAR 2025-26 WITH MULTI-YEAR BUDGET PROJECTIONS*

ACTION:
Submitted for Board review and discussion.

3.3 *DETERMINATION OF FISCAL YEAR 2025-26 CHILD CARE PROVIDER RENTAL RATE*

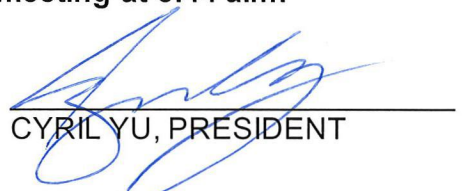
ACTION: Moved by Vice President Painter, seconded by Clerk Berumen, and unanimously carried by those members present to approve option one, a 1% rental rate increase for FY 2025-26.

ADJOURNMENT

Moved by Clerk Berumen, seconded by Vice President Painter, and unanimously carried by those members present to adjourn the meeting at 8:44 a.m.



RECORDING SECRETARY



CYRIL YU, PRESIDENT
Date Approved: 5/12/25