



Cyril Yu  
President

Ryan Painter  
Vice President

Jenna Berumen  
Clerk

Christine Knowland  
Board Member

Vacant  
Board Member

# MINUTES

## IRVINE CHILD CARE PROJECT REGULAR MEETING

**May 12, 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 9:03 a.m. on May 12, 2025, in Conference Room L102, Irvine Civic Center, 1 Civic Center Plaza, Irvine, California: President Yu presiding.

### ROLL CALL

|          |   |                 |                    |
|----------|---|-----------------|--------------------|
| Present: | 3 | PRESIDENT:      | Cyril Yu           |
|          |   | BOARD MEMBER:   | Christine Knowland |
|          |   | CLERK:          | Jenna Berumen*     |
| Absent:  | 1 | VICE PRESIDENT: | Ryan Painter       |

\*Clerk Berumen attended virtually due to a family caregiving emergency, in accordance with AB 2449 provisions for just cause.

### 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**

John Fogarty, Irvine Unified School District (IUSD) Assistant Superintendent, reported on the Fiscal Year 2024-25 budget.

**1.2 ADMINISTRATOR'S REPORT**

Traci Stubbler, Irvine Child Care Project (ICCP) Administrator, provided updates on the ICCP Scholarship program, the Irvine Children's Fund Program Enhancement Grant awarded to each ICCP site, and the Directors' Forum which launched the 2025-26 Quality Assessment Process and featured a presentation on medication management.

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

President Yu reported that Cassie Parham was named Superintendent of the Irvine Unified School District. He recognized Irvine Children's Fund for the success of the 36<sup>th</sup> Irvine Junior Games held on May 4 to raise funds for Irvine Child Care Project Scholarship Program.

**ADDITIONS AND DELETIONS TO THE AGENDA**

There were no additions or deletions to the agenda.

**2. CONSENT CALENDAR**

**ACTION:** Moved by Board Member Knowland, seconded by Clerk Berumen, and unanimously carried by those members present to approve Consent Calendar items 2.1 through 2.14.

**2.1 MINUTES**

**ACTION:**

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

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

**ACTION:**

Approved payment of \$95,318.81 to Catalyst Family Inc. for child care development services for March 1-31, 2025.

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

**ACTION:**

Approved payments for warrants totaling the amount of \$14,017.50 [\$14,017.50 Community Development Block Grant (CDBG)] for child care services for March 1-31, 2025 funded by ICF scholarships.

- \$ 4,089.75 to Catalyst Family Inc. (CDBG)

- \$ 0.00 to Creekers Club
- \$ 0.00 to Dolphin Club
- \$ 1,091.25 to Kids Stuff (CDBG)
- \$ 8,836.50 to Rainbow Rising (CDBG)

**2.4 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 March 2025.

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

**2.5 WARRANT REQUESTS – IRVINE UNIFIED SCHOOL DISTRICT (IUSD)  
WORK ORDER CHARGE BACKS**

**ACTION:**

Approved payment of \$14,904.71 for ICCP Work Order charge backs for Fiscal Year 2024-25, Quarter 3.

**2.6 WARRANT REQUEST – CITY OF IRVINE**

**ACTION:**

Approved payment of \$42,735.62 to the City of Irvine for Contract Services and Program and Grant Administration for the month of March 2025.

- \$ 37,288.54 for Program Administration
- \$ 1,997.08 for Grant Administration
- \$ 3,450.00 for Contract Services

**2.7 IRVINE CHILD CARE PROJECT (ICCP) PAYMENTS ISSUED APRIL 2025**

**ACTION:**

Received and filed attached record of payments issued April 2025 for service month February 2025.

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

**ACTION:**

Received and filed attached invoice for \$1,500.00 paid by IUSD on behalf of ICCP.

**2.9 DEPOSIT OF STATE GRANT APPORTIONMENT**

**ACTION:**

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

- \$ 304,978.00      01-005-50100-8290
- \$ 153,866.00      01-005-50100-8590

**2.10      *DEPOSIT OF PLUS RATE PAYMENT PURSUANT TO SENATE BILL 140***

**ACTION:**

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

- \$ 52,079.00      01-005-50100-8590

**2.11      *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:

- \$ 21,667.25      01-005-712-00-8290
- \$ 19,444.75      01-005-712-00-8689

**2.12      *RENEWAL OF MEMORANDUM OF UNDERSTANDING FOR IRVINE CHILD CARE PROJECT (ICCP) USE OF PERMANENT CHILD CARE BUILDINGS AT BEACON PARK K-8 SCHOOL CAMPUS***

**ACTION:**

Authorized a Board Member to sign the attached Memorandum of Understanding for ICCP use of permanent child care buildings at the Beacon Park K-8 school campus for the time period July 1, 2025 through June 30, 2026.

**2.13      *RENEWAL OF MEMORANDUM OF UNDERSTANDING FOR IRVINE CHILD CARE PROJECT (ICCP) USE OF PERMANENT CHILD CARE BUILDINGS AT CADENCE PARK K-8 SCHOOL CAMPUS***

**ACTION:**

Authorized a Board Member to sign the attached Memorandum of Understanding for ICCP use of permanent child care buildings at the Cadence Park K-8 school campus for the time period July 1, 2025 through June 30, 2026.

**2.14      *RENEWAL OF MEMORANDUM OF UNDERSTANDING FOR IRVINE CHILD CARE PROJECT (ICCP) USE OF PERMANENT CHILD CARE BUILDINGS AT SOLIS PARK K-8 SCHOOL CAMPUS***

**ACTION:**

Authorized a Board Member to sign the attached Memorandum of Understanding for ICCP use of permanent child care buildings at the Solis Park K-8 school campus for the time period July 1, 2025 through June 30, 2026.

### **3. BOARD BUSINESS**

#### **3.1 IRVINE CHILD CARE PROJECT (ICCP) PROVIDER LEASE RENEWAL**

**ACTION:**

Moved by Board Member Knowland, seconded by Clerk Berumen, and unanimously carried by those members present to approve lease renewal for existing ICCP provider agencies at each site for Fiscal Year 2025-26.

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

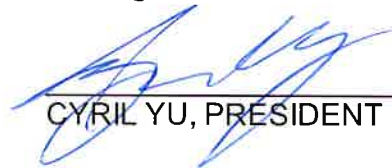
**ACTION:**

Moved by Board Member Knowland, seconded by Clerk Berumen, and unanimously carried by those members present to approve the Fiscal Year 2025-26 Budget.

### **ADJOURNMENT**

**Moved by Board Member Knowland, seconded by Clerk Berumen, and unanimously carried by those members present to adjourn the meeting at 9:16 a.m.**

  
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RECORDING SECRETARY

  
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CYRIL YU, PRESIDENT

Date Approved: 9/8/25