



Cyril Yu
President

Kelli Cheshire
Board Member

Christine Knowland
Board Member

Kristin Auer
Board Member

Vacant
Board Member

MINUTES

IRVINE CHILD CARE PROJECT REGULAR MEETING

**September 8, 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 8:32 a.m. on September 8, 2025, in Conference Room L102, Irvine Civic Center, 1 Civic Center Plaza, Irvine, California: President Yu presiding.

ROLL CALL

Present: 4

PRESIDENT:

Cyril Yu

BOARD MEMBER:

Christine Knowland

BOARD MEMBER:

Kelli Cheshire

Designated Alternate BOARD MEMBER:

Morgan Gonzalez*

*Designated Alternate Board Member Gonzalez arrive at 8:44 am.

PLEDGE OF ALLEGIANCE

President Yu led the Pledge of Allegiance.

PUBLIC COMMENTS – NON-AGENDIZED ITEMS

There were no public comments.

INTRODUCTIONS

John Fogarty, Irvine Unified School District Assistant Superintendent welcomed Kelli Cheshire Principal at Alderwood Elementary as a new Board Member for the Irvine Child Care Project.

Traci Stubbler, Irvine Child Care Project Administrator, introduced Morgan Gonzalez Community Services Superintendent. Board Member Gonzalez position will be assumed by Kristin Auer upon her return from maternity leave.

1. REPORTS

1.1 FINANCIAL REPORT

John Fogarty, Irvine Unified School District Assistant Superintendent, reported on the Fiscal Year 2025-26 budget.

1.2 ADMINISTRATOR'S REPORT

Traci Stubbler, Irvine Child Care Project Administrator, reported on ICCP Scholarship applications and ICCP quality assessments.

Additionally, the City of Irvine will be hosting its first non-profit week. Opening reception will take place September 30, 2025. Any board member is welcome to attend the event.

BOARD ANNOUNCEMENTS/COMMITTEE REPORTS/COMMITTEE UPDATES

Cyril Yu announced IUSD schools are back in session and off to a good start.

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 Board Member Cheshire, 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 Board regular meeting held on May 12, 2025.

2.2 WARRANT REQUEST – CATALYST FAMILY INC.

ACTION:

Approved payment of \$118,138.44 to Catalyst Family Inc. for child care development services for July 1-31, 2025.

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

ACTION:

Approved payments for warrants totaling the amount of \$10,522.75 [\$6,703.43 Irvine Children's Fund (ICF); \$3,819.32 Community Development Block Grant (CDBG)] for child care services for July 1-31, 2025 funded by ICF scholarships.

- \$ 1,092.75 to Catalyst Family Inc. (CDBG)
- \$ 0.00 to Creekers Club
- \$ 0.00 to Dolphin Club
- \$ 0.00 to Kids Stuff
- \$ 9,430.00 to Rainbow Rising (\$6,703.43 ICF; \$2,726.57 CDBG)

2.4 WARRANT REQUESTS – IRVINE UNIFIED SCHOOL DISTRICT (IUSD)

ACTION:

Approved payment of \$81,904.00 for Utilities, Facilities and Financial Support Services, and Custodial Services for the month of July 2025.

- \$ 60,986.00 for Custodial Services
- \$ 9,733.00 for Utilities
- \$ 11,185.00 for Facilities and Financial Support Services

2.5 WARRANT REQUEST – CITY OF IRVINE

ACTION:

Approved payment of \$24,905.89 to the City of Irvine for Contract Services and Program and Grant Administration for the month of July 2025.

- \$ 22,543.12 for Program Administration
- \$ 2,362.77 for Grant Administration
- \$ 0.00 for Contract Services

2.6 IRVINE CHILD CARE PROJECT (ICCP) PAYMENTS ISSUED JUNE, JULY, and AUGUST 2025

ACTION:

Received and filed attached record of payments issued June, July, and August 2025 for service months April, May, and June 2025.

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 \$13,190.48 paid by IUSD on behalf of ICCP.

2.8 DEPOSIT OF STATE GRANT APPORTIONMENT

ACTION:

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

- \$ 271,241.00 01-005-50100-8290
- \$ 129,635.00 01-005-50100-8590

2.9 *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:

- \$ 50,592.00 01-005-50100-8590

2.10 *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:

- \$ 6,927.25 01-005-712-00-8290
- \$ 38,220.03 01-005-712-00-8689

3. BOARD BUSINESS

3.1 *ACCEPTANCE OF FUNDS AWARDED BY THE IRVINE CHILDREN'S FUND TO SUPPORT THE IRVINE CHILD CARE PROJECT SCHOLARSHIP PROGRAM FOR FISCAL YEAR 2025-26*

ACTION:

Moved by Board Member Knowland, seconded by Board Member Cheshire, and unanimously carried by those members present to accept the award of \$200,000 for Fiscal Year 2025-26 from Irvine Children's Fund to support the Irvine Child Care Project Scholarship Program.

3.2 *CALIFORNIA DEPARTMENT OF SOCIAL SERVICES GENERAL CHILD CARE AND DEVELOPMENT PROGRAM GRANT FUNDING FOR FY 2025-26 (CCTR-5213)*

ACTION:

Moved by Board Member Cheshire, seconded by Board Member Knowland, and unanimously carried by those members present received and accepted California Department of Social Services General Child Care and Development Program Grant Funding for FY 2025-26 (CCTR-5213).

3.3 *SUBCONTRACT AGREEMENT WITH CATALYST FAMILY INC. FOR CALIFORNIA DEPARTMENT OF SOCIAL SERVICES GENERAL CHILD CARE AND DEVELOPMENT PROGRAM GRANT FUNDING (CCTR-5213)*

ACTION:

Received and filed Subcontract Agreement with Catalyst Family, Inc. for California Department of Social Services General Child Care and Development Program Grant Funding.

ADJOURNMENT

Moved by Board Member Knowland, seconded by Board Member Cheshire, and unanimously carried by those members present to adjourn the meeting at 8:47 a.m.


CYRIL YU, PRESIDENT


Mona Mojabi
RECORDING SECRETARY

Date Approved: 11/10/2025