



AGENDA

IRVINE CHILD CARE PROJECT REGULAR MEETING

Cyril Yu
President

**March 9, 2026
8:30 AM**

Christine Knowland
Vice President

**Irvine City Hall
Conference Training Center (CTC)
1 Civic Center Plaza
Irvine, California 92606**

Kristin Auer
Clerk

Kelli Cheshire
Board Member

Melinda Liu
Board Member

**PARTICIPATION VIA ZOOM
MEETING ID: 161 502 4813
PASSCODE: 92606**

**WEBSITE: zoomgov.com/join
TELEPHONE: 669-254-5252
or 669-216-1590**

To participate virtually, visit zoomgov.com/join using any web browser, or the Zoom app on smartphones or tablets, and enter the Meeting ID and Passcode noted above. To participate by telephone, dial one of the numbers listed above and enter the same Meeting ID and Passcode. For technical assistance before or during the meeting, call 949-724-6078.

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

PUBLIC COMMENTS – NON-AGENDIZED ITEMS

Any member of the public may address the 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.

INTRODUCTIONS

1. REPORTS

1.1 FINANCIAL REPORT

1.2 ADMINISTRATOR'S REPORT

BOARD ANNOUNCEMENTS/COMMITTEE REPORTS/COMMITTEE UPDATES

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 three 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.

ADDITIONS AND DELETIONS TO THE AGENDA

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.

2. CONSENT CALENDAR

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.

2.1 MINUTES

RECOMMENDED ACTION:

Approve the minutes of the Irvine Child Care Project Board regular meeting held on February 9, 2026.

2.2 WARRANT REQUEST – CATALYST FAMILY INC.

RECOMMENDED ACTION:

Approve payment of \$84,729.30 to Catalyst Family Inc. for child care development services for January 1-31, 2026.

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

RECOMMENDED ACTION:

Approve payments for warrants totaling the amount of \$18,922.90 [\$18,992.90 Irvine Children's Fund (ICF)] for child care services for January 1-31, 2026 funded by ICF scholarships.

- \$ 6,571.50 to Catalyst Family Inc. (ICF)
- \$ 0.00 to Creekers Club
- \$ 532.50 to Dolphin Club (ICF)
- \$ 0.00 to Kids Stuff

- \$ 11,818.90 to Rainbow Rising (ICF)

2.4 WARRANT REQUESTS – IRVINE UNIFIED SCHOOL DISTRICT (IUSD)

RECOMMENDED ACTION:

Approve payment of \$81,904.00 for Utilities, Facilities and Financial Support Services, and Custodial Services for the month of January 2026.

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

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

RECOMMENDED ACTION:

Approve payment of \$10,400.54 for ICCP Work Order charge backs for Fiscal Year 2025-26, Quarter 2.

2.6 WARRANT REQUEST – CITY OF IRVINE

RECOMMENDED ACTION:

Approve payment of \$75,223.71 to the City of Irvine for Contract Services and Program and Grant Administration for the month of January 2026.

- \$ 62,661.62 for Program Administration
- \$ 1,694.59 for Grant Administration
- \$ 10,867.50 for Contract Services

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

RECOMMENDED ACTION:

Receive and file attached invoice in the total amount of \$215.07 paid by IUSD on behalf of ICCP.

2.8 DEPOSIT OF STATE GRANT APPORTIONMENT

RECOMMENDED ACTION:

Receive and file record of deposit from the California Department of Social Services as follows:

- \$ 205,719.00 01-005-50100-8290
- \$ 00.00 01-005-50100-8590

3. BOARD BUSINESS

Public comments on Board items will be heard at the time the matters are considered. If 10 or fewer requests to speak are submitted, each speaker shall be limited to three minutes per item. If between 11 and 15 speakers submit requests to speak, each speaker shall be limited to two minutes per item. If 16 or more requests to speak are submitted, each speaker shall be limited to 90 seconds per item. 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.

3.1 *DETERMINATION OF FISCAL YEAR 2026-27 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 2026-27 contract with Catalyst Family Inc.

3.2 *IRVINE CHILD CARE PROJECT (ICCP) PROPOSED BUDGET FOR FISCAL YEAR 2026-27 WITH MULTI-YEAR BUDGET PROJECTIONS*

RECOMMENDED ACTION:

Submitted for Board review and discussion.

3.3 *DETERMINATION OF FISCAL YEAR 2026-27 CHILD CARE PROVIDER RENTAL RATE*

RECOMMENDED ACTION:

Approve a 1% rental rate increase for FY 2026-27.

ADJOURNMENT

NOTICE TO THE PUBLIC**PARTICIPATION AT IRVINE CHILD CARE PROJECT MEETINGS**

You may submit comments on any agenda item or on any item not on the agenda, in writing via mail to: "Attn: Irvine Child Care Project Board," 1 Civic Center Plaza, Irvine, CA 92606; or by email to iccpboardpubliccomments@cityofirvine.org. E-Comments submitted at least two hours prior to the commencement of the meeting will be distributed to the Board at the meeting. You may also provide live comments via "Zoom." For more information, visit cityofirvine.org/child-care-development/irvine-child-care-project-board-information.

REQUEST TO SPEAK IN PERSON: If you would like to address the Board on a scheduled agenda item, non-agenda item, or public hearing, please fill out a Request to Speak Form and submit to the Recording Secretary. We respectfully ask that you identify on the form your name and the item(s) on which you would like to speak. The Request to Speak Form assists the Chair in ensuring that all persons wishing to address the Board are recognized. It also ensures the accurate identification of meeting participants in the Board minutes. Your name will be called at the time public comments are heard by the Board. 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 and/or the time they are actually heard, considered, and decided may be modified by the Chair or the Board during the course of the meeting, so please stay alert.

PLEASE NOTE: The Board 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 Administrator at 949-724-6635, or via email at tstubbler@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.

ADJOURNMENT

At 11 a.m., the Board will determine which of the remaining agenda items can be considered and acted upon prior to 12 noon and will continue all other items on which additional time is required until a future Board meeting. All meetings are scheduled to terminate by 12 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 Child Care Services and are available for public inspection and copying once the agenda is publicly posted (at least 7 days prior to a regular Board meeting). Staff reports can also be downloaded from the City's website at cityofirvine.org at least seven days prior to the scheduled Board 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 Administrator at 949-724-6635.

SUPPLEMENTAL MATERIAL RECEIVED AFTER THE POSTING OF THE AGENDA

Any supplemental writings or documents distributed to a majority of the Board regarding any item on this agenda after the posting of the agenda will be available for public review in Child Care Services, 14341 Yale, 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 the Irvine Child Care Project Administrator 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 Board. Please provide 15 copies of the information to be submitted and file with the Recording Secretary at the time of arrival to the meeting. This information will be disseminated to the Board 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 Child Care Services 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 CFR 35. 102-35. 104 ADA Title II).

COMMUNICATION 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 Board are held on the second Monday of select months at 8:30 a.m. Agendas are available for viewing at the following locations:

- City Clerk’s Office
- Irvine Police Department
- Main Entrance of City Hall
- Lakeview Senior Center, 20 Lake Rd
- Northwood Community Center, 4521 Bryan Ave
- Rancho Senior Center, 3 Ethel Coplen Way
- William Woollett Jr. Aquatics Center, 4601 Walnut Ave
- City’s web page at cityofirvine.org

I hereby certify that the agenda for the Irvine Child Care Project Board meeting was posted in accordance with law at the main entrance of City Hall, 1 Civic Center Plaza, Irvine, California, on March 2, 2026 by 5:30 p.m. as well as on the City’s website.

Signed by:


 Recording Secretary

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, 2026

Fiscal Year 2025-26 Budget

Percentage of Year Completed: 58%

OPERATING FUND Program Description	2025-26 Adopted Budget	Current (Adjusted) Budget	Encumbered Funds (PO's)	Actual Recvd/Spent To Date	Balance	% Used/ Rec'vd
ICCP - Regular Programs						
<i>COST CENTER 005710</i>						
REVENUE						
8650 Portable Fees Cnty	\$1,990,375	\$1,990,375	\$0	\$1,161,053	\$829,322	58%
8660 Interest Income Cnty	\$126,000	\$135,000	\$0	\$70,662	\$64,338	52%
8662 Net Changes in Investments	\$0	(\$5,749)	\$0	(\$5,749)	\$0	100%
8699 Other Local Revenue	\$0	\$0	\$0	\$169	(\$169)	0%
Total Revenue:	\$2,116,375	\$2,119,626	\$0	\$1,226,135	\$893,491	58%
OPERATING EXPENDITURES						
4305 Campus Safety	\$5,250	\$5,000	\$0	\$0	\$5,000	0%
4306 M & O Repairs Done By IUSD	\$60,000	\$70,000	\$0	\$24,329	\$45,671	35%
4376 Materials/Supplies	\$1,000	\$1,000	\$0	\$0	\$1,000	0%
5450 Insurance	\$159,892	\$159,892	\$0	\$149,896	\$9,996	94%
5500 Utilities	\$116,794	\$116,794	\$0	\$48,665	\$68,129	42%
5601 Non-Cap Site/Bldg Improve./Rehab	\$40,000	\$40,000	\$0	\$7,526	\$32,474	19%
5811 Consultants	\$65,000	\$0	\$0	\$0	\$0	0%
5817 Scholarships	\$30,000	\$15,000	\$0	\$0	\$15,000	0%
5837 Interest Expense	\$8,820	\$7,000	\$0	\$653	\$6,347	9%
5838 Audit	\$22,000	\$25,000	\$0	\$20,000	\$5,000	80%
5861 Facilities & Financial Support / IUSD	\$134,221	\$134,221	\$0	\$55,925	\$78,296	42%
5862 Custodial Services	\$731,832	\$731,832	\$0	\$304,930	\$426,902	42%
5864 Program Coordination / City	\$664,444	\$629,609	\$0	\$213,253	\$416,356	34%
Total Operating Expenditures:	\$2,039,253	\$1,935,348	\$0	\$825,177	\$1,110,171	43%
Total Excess (Deficiency):	\$77,122	\$184,278	\$0	\$400,958		
CAPITAL EXPENDITURES						
6210 Building Improvement	\$115,000	\$115,000	\$0	\$62,328	\$52,672	54%
6410 Custodial Vehicles	\$70,000	\$70,983	\$10,536	\$60,447	\$0	85%
Total Capital Expenditures:	\$185,000	\$185,983	\$10,536	\$122,776	\$52,672	72%
Net Increase (Decrease):	(\$107,878)	(\$1,705)	(\$10,536)	\$278,183		
Beginning Balance, July 1	\$2,923,005	\$2,923,005		\$2,923,005		
Ending Balance, June 30	\$2,815,127	\$2,921,300		\$3,201,187		
Components of Ending Balance:						
Capital Facilities (Modular Replacement) Reserve	\$2,748,399	\$2,857,660		\$3,172,749		
3% Operation Reserve	\$66,728	\$63,640		\$28,439		

Irvine Child Care Project

(A California Joint Powers Authority)

Statement Of Revenues, Expenditures, and Changes In Fund Balances As Of January 31, 2026

Fiscal Year 2025-26 Budget

GRANT PROGRAM FUNDS Program Description	2025-26 Adopted Budget	Current (Adjusted) Budget	Encumbered Funds (PO's)	Actual Recvd/Spent To Date	Balance	% Used/ Rec'vd
STATE GRANT/CDD						
COST CENTER 005501						
REVENUE						
8290 Child Development Apportionments	\$679,000	\$550,097	\$0	\$487,148	\$62,949	89%
8590 Other State Revenue	\$679,000	\$550,097	\$0	\$396,913	\$153,184	72%
Total Revenue:	\$1,358,000	\$1,100,194	\$0	\$884,061	\$216,133	80%
EXPENDITURES						
5810 Serv./Contracts	\$1,358,000	\$1,100,194	\$0	\$595,717	\$504,477	54%
Total Expenditures:	\$1,358,000	\$1,100,194	\$0	\$595,717	\$504,477	54%
Deferred Revenue (Carry-over):	\$0	\$0	\$0	\$288,344		
LOCAL GRANT / Irvine Childrens Fund (ICF)						
COST CENTER 005712						
REVENUE						
8689 All Other Fees & Contracts/ICF	\$136,000	\$132,789	\$0	\$6,703	\$126,086	5%
8290 Other Revenue/CDBG	\$64,000	\$67,211	\$0	\$44,286	\$22,925	66%
Total Revenue:	\$200,000	\$200,000	\$0	\$50,989	\$149,011	25%
EXPENDITURES						
5817 Scholarships	\$200,000	\$200,000	\$0	\$68,804	\$131,196	34%
Total Expenditures:	\$200,000	\$200,000	\$0	\$68,804	\$131,196	34%
Fund Balance (U):	\$0	\$0	\$0	(\$17,815)		
GRANT PROGRAM FUND SUMMARY						
REVENUE	\$1,558,000	\$1,300,194	\$0	\$935,050	\$365,144	72%
EXPENDITURES	\$1,558,000	\$1,300,194	\$0	\$664,521	\$635,673	51%
Total Excess (Deficiency):	\$0	\$0	\$0	\$270,529		
Beginning Balance, July 1	\$0	\$0	\$0	\$0		
Ending Balance, June 30	\$0	\$0	\$0	\$270,529		
TOTAL ICCP FUND BALANCE:	\$2,815,127	\$2,921,300	\$0	\$3,471,716		
(Operating Fund + Grant Program Funds)						

ITEM 1.2
ADMINISTRATOR'S REPORT

Irvine Child Care Project (ICCP) Administrator's Report
March 9, 2026

Scholarships/Grants to Fund Scholarships:

- ICCP Scholarship applications continue to be accepted. As of February 1, 2026, 31 children have been awarded scholarships, covering a total of 2,332 days of enrollment.

Program Quality:

- As of March 1, all 29 Comprehensive Quality assessments have been conducted at ICCP sites for the 2025-26 school year. Recommendations for 2026-27 fiscal year lease renewals will be made to the ICCP Board in May and will be based on continued compliance with State of California Community Care Licensing Requirements and ICCP Quality Assessment Standards.

2. CONSENT CALENDAR

ITEM 2.1 MINUTES



MINUTES

IRVINE CHILD CARE PROJECT REGULAR MEETING

Cyril Yu
President

**February 9, 2026
8:30 AM**

Christine Knowland
Vice President

Kelli Cheshire
Clerk

**Irvine City Hall
Conference Training Center (CTC)
1 Civic Center Plaza
Irvine, California 92606**

Kristin Auer
Board Member

Melinda Liu
Board Member

CALL TO ORDER

The regular meeting of the Irvine Child Care Project Board (Board) was called to order at 8:31 a.m. on February 9, 2026, in Conference Training Center (CTC), Irvine Civic Center, 1 Civic Center Plaza, Irvine, California: President Yu presiding.

ROLL CALL

Present: 3

PRESIDENT:
VICE PRESIDENT:
BOARD MEMBER:

Cyril Yu
Christine Knowland
Kristin Auer

Absent: 2

CLERK:
BOARD MEMBER:

Kelli Cheshire
Melinda Liu

PLEDGE OF ALLEGIANCE

President Yu led the Pledge of Allegiance.

PUBLIC COMMENTS – NON-AGENDIZED ITEMS

There were no public comments.

INTRODUCTIONS

Superintendent Traci Stubbler announced Melinda Lui, has been appointed as the new City Council representative to the board.

1. REPORTS

1.1 FINANCIAL REPORT

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

1.2 ADMINISTRATOR'S REPORT

Superintendent Stubler reported that as of January 1, 2026, 31 scholarships have been awarded across 14 sites totaling \$88,806. ICCP Scholarship applications continue to be accepted.

The Directors' Forum was held on February 5 at the Irvine Civic Center. All 29 sites were in attendance for the presentation on coaching staff to success in after-school programs.

BOARD ANNOUNCEMENTS/COMMITTEE REPORTS/COMMITTEE UPDATES

ADDITIONS AND DELETIONS TO THE AGENDA

2. CONSENT CALENDAR

ACTION: Moved by board member Knowland, seconded by board member Auer 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 January 12, 2026.

2.2 WARRANT REQUEST – CATALYST FAMILY INC.

ACTION:

Approved payment of \$95,148.75 to Catalyst Family Inc. for child care development services for December 1-31, 2025

2.3 WARRANT REQUEST – CATALYST FAMILY INC.

ACTION:

Approved payment of \$55,204.00 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 \$20,002.43 [\$5,110.37 Community Development Block Grant (CDBG); \$14,892.06 Irvine Children's

Fund (ICF)] for child care services for December 1-31, 2025 funded by ICF scholarships.

- \$ 7,520.70 to Catalyst Family Inc. (ICF)
- \$ 0.00 to Creekers Club
- \$ 570.00 to Dolphin Club (ICF)
- \$ 0.00 to Kids Stuff
- \$ 11,911.73 to Rainbow Rising (\$5,110.37 CDBG; \$6,801.36 ICF)

2.5 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 December 2025.

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

2.6 WARRANT REQUEST – CITY OF IRVINE

ACTION:

Approved payment of \$50,842.42 to the City of Irvine for Contract Services and Program and Grant Administration for the month of December 2025.

- \$ 36,622.45 for Program Administration
- \$ 6,974.97 for Grant Administration
- \$ 7,245.00 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 \$153,358.00 paid by IUSD on behalf of ICCP.

2.8 DEPOSIT OF STATE GRANT APPORTIONMENT

ACTION:

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

- \$ 227,611.00 01-005-50100-8290
- \$ 108,495.00 01-005-50100-8590

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

ACTION:

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

- \$ 60,276.00 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:

- \$ 22,925.47 01-005-712-00-8290
- \$ 14,892.06 01-005-712-00-8689

BOARD BUSINESS

3.1 IRVINE CHILD CARE PROJECT (ICCP) PROPOSED BUDGET FOR FISCAL YEAR 2026-27 WITH MULTI-YEAR BUDGET PROJECTIONS

ACTION:

Submitted for Board review and discussion.

Discussion included: Staff requested the Board’s input on the preferred 2026-27 rental rate adjustment based on the provided scenarios (no increase, 1%, or 2%). The Board discussed and expressed support for a 1% increase as a prudent approach.

3.2 IRVINE CHILD CARE PROJECT (ICCP) BOARD REORGANIZATION

Superintendent Stubler declared nominations open for President of the Irvine Child Care Project Board.

ACTION:

Moved by Board Member Knowland, seconded by Board Member Auer, and unanimously carried by those members present to select President Yu to serve as the President of the Irvine Child Care Project Board.

President Yu declared nominations open for Vice President of the Irvine Child Care Project Board.

ACTION:

Moved by Board Member Auer, seconded by President Yu, and unanimously carried by those members present to select Vice President Knowland to serve as the Vice President of the Irvine Child Care Project Board.

President Yu declared nominations open for Clerk of the Irvine Child Care Project Board.

ACTION:

Moved by President Yu, seconded by Vice President Knowland, and unanimously carried by those members present to select Board Member Auer to serve as the Clerk of the Irvine Child Care Project Board.

ADJOURNMENT

Moved by Board Member Auer, seconded by Vice President Knowland, and unanimously carried by those members present to adjourn the meeting at 8:44 a.m.

CYRIL YU, PRESIDENT

Date Approved: _____

Mona Mojabi
RECORDING SECRETARY

ITEM 2.2

**WARRANT REQUEST –
CATALYST FAMILY INC.
JANUARY 1-31, 2026**

IRVINE CHILD CARE PROJECT

TOPIC: WARRANT REQUEST – CATALYST FAMILY INC.

DESCRIPTION: Catalyst Family Inc. has submitted an invoice in the amount of **\$84,729.30** for child care development services for the month of **January 2026**. This provider served a total of 97 children during this month.

A site-by-site breakdown of service follows.

The attached invoice and warrant request in the amount of **\$84,729.30** are submitted for the Board's review and approval.

RECOMMENDED ACTION: Approve payment of **\$84,729.30** to Catalyst Family Inc. for child care development services for January 1-31, 2026.

IRVINE CHILD CARE PROJECT

DATE: March 9, 2026

<u>VENDOR</u>	<u>EXPENDITURE CLASSIFICATION</u>	<u>AMOUNT</u>
CATALYST FAMILY INC.	00550159-5810	\$84,729.30
	TOTAL	\$84,729.30

EXPENDITURE CLASSIFICATION SUMMARY

00550159-5810	\$84,729.30
TOTAL	\$84,729.30

**ATTENDANCE SUMMARY
CERTIFIED CHILDREN**

STATE GRANT

**January 2026
(20 days of service)**

CATALYST FAMILY INC.:

Oak Creek	20 387	Children served Child days of enrollment
Plaza Vista	15 283	Children served Child days of enrollment
Turtle Rock	21 415	Children served Child days of enrollment
Springbrook	3 44	Children served Child days of enrollment
Deerfield	15 286	Children served Child days of enrollment
University Park	22 409	Children served Child days of enrollment
<u>TOTALS:</u>	97 1,824	Children served Child days of enrollment
<u>YEAR-TO-DATE:</u>	680 13,156	Children served Child days of enrollment

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 **\$18,922.90 [\$18,992.90 Irvine Children's Fund (ICF)]** are submitted for the Board’s review and approval for ICF Scholarships during the month of **January 2026**. The warrants to be issued are as follows:

\$6,571.50 to Catalyst Family Inc. **(ICF)**

\$0.00 to Creekers Club

\$532.50 to Dolphin Club **(ICF)**

\$0.00 to Kids Stuff

\$11,818.90 to Rainbow Rising **(ICF)**

A site-by-site breakdown follows.

RECOMMENDATION: Approve payments for warrants totaling the amount of **\$18,922.90 [\$18,992.90 Irvine Children's Fund (ICF)]** for child care services for January 1-31, 2026 funded by ICF scholarships.

IRVINE CHILD CARE PROJECT

DATE: March 9, 2026

<u>VENDOR</u>	<u>EXPENDITURE CLASSIFICATION</u>	<u>AMOUNT</u>
CATALYST FAMILY INC.	00571259-5817	\$6,571.50
CREEKERS CLUB	00571259-5817	\$0.00
DOLPHIN CLUB	00571259-5817	\$532.50
KIDS STUFF	00571259-5817	\$0.00
RAINBOW RISING	00571259-5817	\$11,818.90
	TOTAL	\$18,922.90

ATTENDANCE SUMMARY
IRVINE CHILDREN'S FUND SCHOLARSHIP PROGRAM
January 2026

<i>Alderwood</i>	3	Children served
<i>Beacon Park</i>	0	Children served
<i>Bonita Canyon</i>	0	Children served
<i>Brywood</i>	0	Children served
<i>Cadence Park</i>	0	Children served
<i>Canyon View</i>	1	Children served
<i>College Park</i>	1	Children served
<i>Culverdale</i>	3	Children served
<i>Cypress Village</i>	2	Children served
<i>Deerfield</i>	0	Children served
<i>Eastshore</i>	1	Children served
<i>Eastwood</i>	1	Children served
<i>Greentree</i>	2	Children served
<i>Loma Ridge</i>	0	Children served
<i>Meadow Park</i>	1	Children served

<i>Northwood</i>	4	Children served
<i>Oak Creek</i>	0	Children served
<i>Plaza Vista</i>	0	Children served
<i>Portola Springs</i>	0	Children served
<i>Santiago Hills</i>	0	Children served
<i>Solis Park</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>	3	Children served
<i>Vista Verde</i>	1	Children served
<i>Westpark</i>	1	Children served
<i>Woodbury</i>	3	Children served

January 2026:

Number of Children Served: 27
Number of Child Days of Enrollment: 415
Number of Sites Served: 14
Funds Awarded: \$18,922.90
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: 31
Number of Child Days of Enrollment: 2,332
Number of Sites Served: 15
Funds Awarded: \$107,729.39

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

For the Month of January 2026

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 2026**, reimbursement amounts of:

Canyon View	\$888.75	(ICF)
University Park	\$3,258.75	(ICF)
Vista Verde	\$763.50	(ICF)
Woodbury	\$1,660.50	(ICF)
Total Amount due to Catalyst Family Inc.:	\$6,571.50	(ICF)

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

For the Month of January 2026

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

Long Term scholarships awarded to the students in the **Dolphin Club** program operating at the following schools in Irvine, for **January 2026**, reimbursement amounts of:

Eastshore	\$532.50 (ICF)
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Total Amount due to Dolphin Club:	\$532.50 (ICF)
--	-----------------------

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

For the Month of January 2026

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 2026**, reimbursement amounts of:

Alderwood	\$2,290.50	(ICF)
College Park	\$789.75	(ICF)
Culverdale	\$1,874.75	(ICF)
Cypress Village	\$1,266.00	(ICF)
Eastwood	\$834.00	(ICF)
Greentree	\$832.50	(ICF)
Meadow Park	\$564.75	(ICF)
Northwood	\$2,740.40	(ICF)
Westpark	\$626.25	(ICF)
Total Amount due to Rainbow Rising:	\$11,818.90	(ICF)

ITEM 2.4

**WARRANT REQUESTS –
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 **\$81,904.00** for payment for Utilities, Facilities and Financial Support Services, and Custodial Services for the month of January 2026.

The specific breakdown is as follows:

- \$60,986.00 for Custodial Services
- \$0.00 for Custodial Equip Amortization
- \$0.00 for Payment of Portable Purchase
- \$9,733.00 for Utilities
- \$11,185.00 for Facilities & Financial Support

RECOMMENDED ACTION: Approve payment of **\$81,904.00** for Utilities, Facilities and Financial Support Services, and Custodial Services for the month of January 2026.

IRVINE CHILD CARE PROJECT

DATE: March 9, 2026

<u>VENDOR</u>	<u>EXPENDITURE CLASSIFICATION</u>	<u>AMOUNT</u>
IUSD	00571059-5862	\$60,986.00
IUSD	00571081-7439	\$0.00
IUSD	00571081-7439	\$0.00
IUSD	00571081-5500	\$9,733.00
IUSD	00571059-5861	\$11,185.00
	TOTAL	\$81,904.00

EXPENDITURE CLASSIFICATION SUMMARY

00571059-5862	\$60,986.00
00571081-7439	\$0.00
00571081-7439	\$0.00
00571081-5500	\$9,733.00
00571059-5861	\$11,185.00
TOTAL	\$81,904.00



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:	75WI0083
DIVISION:	75GN
TERM:	2526
INVOICE DATE:	01/01/26
DUE DATE:	01/31/26
AMOUNT DUE	\$81,904.00

Item	Qty	Unit Amt	Ref. #	Account	Description	Amount
1	1	9,733.00		0100000000 8650	January 2026: Utilities	9,733.00
2	1	11185.00		0100000000 8699	January 2026: Facilities & Financial Support Services	11,185.00
3	1	60986.00		0100505400 8699	January 2026: Custodial Svcs	60,986.00
Tax						
INVOICE TOTAL						\$81,904.00

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 75WI0083
DIV: 75GN
TERM: 2526
Due Date 01/31/26
Amount Due \$81,904.00
Amount Paid \$ _____

ITEM 2.5

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

IRVINE CHILD CARE PROJECT

TOPIC: **WARRANT REQUEST – IRVINE UNIFIED SCHOOL DISTRICT (IUSD) WORK ORDER CHARGE BACKS**

DESCRIPTION: IUSD has submitted an invoice for the Board’s review and approval in the amount of \$10,400.54 for Irvine Child Care Project (ICCP) Work Order charge backs for Fiscal Year 2025-26, Quarter 2.

The specific breakdown is as follows:

- \$10,400.54 for Work Order charge backs

RECOMMENDATION: Approve payment of \$10,400.54 for ICCP Work Order charge backs for Fiscal Year 2025-26, Quarter 2.

IRVINE CHILD CARE PROJECT

DATE: March 9, 2026

<u>VENDOR</u>	<u>EXPENDITURE CLASSIFICATION</u>	<u>AMOUNT</u>
IUSD	00571059-4306	\$10,400.54
IUSD	00571085-5601	
IUSD	00571085-6210	
IUSD	00571085-6230	
IUSD	00571085-6410	
	TOTAL	\$10,400.54

EXPENDITURE CLASSIFICATION SUMMARY

00571059-4306	\$10,400.54
00571085-5601	
00571085-6210	
00571085-6230	
00571085-6410	
TOTAL	\$10,400.54



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:	75WI0142
DIVISION:	75GN
TERM:	2526
INVOICE DATE:	01/23/26
DUE DATE:	01/31/26
AMOUNT DUE	\$10,400.54

Item	Qty	Unit Amt	Ref. #	Account	Description	Amount
1	1	10400.54		0100505300 8699	WORKORDER CHARGEBACKS 10/1/25 to 12/31/25	10,400.54
					Tax	
INVOICE TOTAL						\$10,400.54

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	75WI0142
DIV:	75GN
TERM:	2526
Due Date	01/31/26
Amount Due	\$10,400.54
Amount Paid	\$ _____

ITEM 2.6

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 **\$75,223.71** for Contract Services and Program and Grant Administration for the month of January 2026.

The specific breakdown is as follows:

\$62,661.62 for Program Administration

\$1,694.59 for Grant Administration

\$10,867.50 for Contract Services

RECOMMENDED ACTION: Approve payment of **\$75,223.71** to the City of Irvine for Contract Services and Program and Grant Administration for the month of January 2026.

IRVINE CHILD CARE PROJECT

DATE: March 9, 2026

<u>VENDOR</u>	<u>EXPENDITURE CLASSIFICATION</u>	<u>AMOUNT</u>
CITY OF IRVINE	005710-59-5864	\$62,661.62
CITY OF IRVINE	005501-59-5810	\$1,694.59
CITY OF IRVINE	005710-59-5864	\$10,867.50
CITY OF IRVINE	005710-59-4305	\$0.00
	TOTAL	\$75,223.71

EXPENDITURE CLASSIFICATION SUMMARY

005710-59-5864	\$62,661.62
005501-59-5810	\$1,694.59
005710-59-5864	\$10,867.50
005710-59-4305	\$0.00
TOTAL	\$75,223.71



City of Irvine

FINANCE DEPARTMENT
P.O. BOX 19575
IRVINE, CA 92623-9575
949-724-6041
AccountsReivable@cityofirvine.org

CUSTOMER NO. C4604

INVOICE NO. 228025

INVOICE DATE 02/23/2026

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 \$75,223.71

JANUARY 2026 STAFFING: ADMINISTRATION = \$62,561.62
STAFFING: GRANT ADMINISTRATION = \$1,694.59
SUPPLIES: \$0
DUPLICATING: \$100
CONTRACT SERVICES PAID ON CARD: \$0
CONTRACT SERVICES: \$10,867.50
LOCAL TRAVEL: \$0
TOTAL: \$75,223.71

Total Due: \$75,223.71

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 #: 228025
INVOICE DATE: 02/23/2026
TOTAL AMOUNT DUE: \$75,223.71

TOTAL PAYMENT:
\$ _____

ITEM 2.7

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

IRVINE CHILD CARE PROJECT7

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

DESCRIPTION: The following invoice for \$215.07, has been paid by IUSD on behalf of ICCP:

\$215.07 to HD Supply for Supplies

RECOMMENDED ACTION: Receive and file attached invoice in the total amount of \$215.07 paid by IUSD on behalf of ICCP.

LEDGER: 41 DATE ISSUED: 01/29/26 VENDOR NAME: HD-SUPPLY FACILIT VENDOR:V4100134 CHECK: 41004317

INVOICE DATE	INVOICE / REF NUMBER	PURCHASE ORDER NUMBER	AMOUNT
12/05/25	0882252375	W41R0008	215.07
TOTAL AMOUNT OF INVOICES			215.07

PAID BY:
 IRVINE CHILD CARE PROJECT
 5050 BARRANCA PARKWAY
 IRVINE, CA 92604-4698
 949-651-0444

SUMMARY
 0100571059 5601 215.07

Sub Fund
 0101

ORANGE COUNTY SUPERINTENDENT OF SCHOOLS
 IRVINE CHILD CARE PROJECT

56-382
 412
 No. 41004317
 Date: 01/29/26
 Acct#: XXXXXXXXXX

Pay TWO Hundred FIFTEEN Dollars and 07/100

*****215.07

To The Order of HD SUPPLY FACILITIES MAINTENANCE LTD
 PO BOX 509058
 SAN DIEGO, CA 92150-9058

VOID UNLESS PRESENTED WITHIN 6 MONTHS
 WELLS FARGO BANK, N.A.
 115 HOSPITAL DRIVE
 VAN WERT, OH. 45891

NOT NEGOTIABLE NOT NEGOTIABLE NOT NEGOTIABLE NOT NEGOTIABLE



PO Box 509058 • San Diego, CA 92150-9058

Sign up to pay online or go paperless
Visit: <http://hdsupplyfacilities.billtrust.com>
Login Token: RLL RRB WQS

ProPurchase INVOICE

Credit/Account Information
800/798-8888, FAX 800/930-4930
Orders/Product Information
800/431-3000, FAX 800/859-8889

Terms: Net 30 Days
A late charge of \$2.00 or 1.5% per month (18% per year) is charged on past due invoices.

Invoice payments made by credit card or other fee-bearing payment methods may result in a processing fee.

HD Supply Facilities Maintenance, Ltd. Federal ID 52-2418852

Customer Number	Reference	Order Number	Purchase Order Number	Invoice Date	Invoice Number
18765462	2302194655	0273992126	W41R0008	12/05/2025	0882252375

57 3 SP 1.320 E0057 I0425 D14780289902 S2 P10951757 0008:0012



Ship To:



IRVINE UNIFIED SCHOOL DISTRICT
100 NIGHTMIST
IRVINE CA 92618-1710

F

HomeDepot.com Purchase

Stock Number	Description	Product Category	Quantity	Unit Price	Unit	Extension
1001128	BRIDGE ACRE 46.181 IN. LINTEL OAK RE Receipt SKU: 0042666072151, Taxable: Y	Hospitality Supply	1	199.60	EA	199.60
	THD.com Purchase Trans Type: Sale Store#: 8119 Date: 12/05/2025 Register#: 081 Trans#: 2285 Cardholder: RICHARD FELIX Card Nickname: PURCHASING Card#: XXXX-XXXX-XXXX-5878 ThdOrderNumber: WN42426058	<i>Ronda Daisher</i> JAN 15 2026				
		IRVINE UNIFIED SCHOOL DISTRICT MAINTENANCE & OPERATIONS				

Product Category Summary (Excluding Misc. Charges & Freight)
Hospitality Supply 215.07

Sub Total	199.60
Sales Tax	15.47
Freight	0.00
TOTAL	215.07

Question? Call Sharon Jane Anthony at 800-798-8888 or email Sharon.Anthony-Mcgee@hdsupply.com



PO Box 509058 • San Diego, CA 92150-9058

Invoice Number: 882252375
Amount Due: 215.07
Date Due: 01/04/2026

Amount Paid: _____

For proper credit to your account, please do not staple check to remittance form.

Please return this portion with payment.

IRVINE UNIFIED SCHOOL DISTRICT
100 NIGHTMIST
IRVINE CA 92618-1710

Mail To:

HD Supply Facilities Maintenance, Ltd.
P.O. Box 509058
San Diego, CA 92150-9058

ITEM 2.8

**DEPOSIT OF STATE GRANT
APPORTIONMENT**

IRVINE CHILD CARE PROJECT

TOPIC: DEPOSIT OF STATE GRANT APPORTIONMENT

DESCRIPTION: The Irvine Child Care Project has received a check \$205,719.00 from the California Department of Social Services.

\$205,719.00 Represents the third
apportionment received for the
Fiscal Year 2025-26 State Grant

RECOMMENDED ACTION: Receive and file record of deposit from the California Department of Social Services as follows:

\$205,719.00 01-005-50100-8290
\$0.00 01-005-50100-8590



BOARD
CYRIL YU, President
CHRISTINE KNOWLAND, Vice President
KELLI CHESHIRE, Clerk
KRISTIN AUER, Member
MELINDA LIU, Member

February 2, 2026

To: IUSD
From: Traci Stubbler
ICCP Administrator
Subject: Deposit of State Grant Apportionment for CCTR-5213

I have enclosed a check from the State of California to deposit as the 3rd State Grant Apportionment, for FY 2025-26 in the amount of \$205,719.00.

Please deposit into the following accounts:

3rd Apportionment (CCTR-5213):

\$205,719.00 Grant CDD-deposit to account # 01-005-50100-8290/Federal

Submitted for your action.

Thank you,

Traci Stubbler

Traci Stubbler
ICCP Administrator

CDPR								Comment and/ or Apportionment
Vendor			Total_Payment	Agreement	PCA_	Distribution	Fiscal	
Code	SupplierName	InvoiceID	_Amt	_Number	Code	Line_Amount	YearID	Schedule/PayRun#
Q553	IRVINE CHILD CARE PROJECT	CD-20250701-Q5530	\$ 205,719	CCTR5213	13254	\$ 205,719	2025-26	Feb-Mar #1



1102 Q Street, Suite 4800
Sacramento, CA 95811

Check No. 7004932
Check Date Jan 21, 2026
Check Amount \$205,719.00
Child Care Contractors Program

IRVINE CHILD CARE PROJECT
ONE CIVIC CNTR PLAZA
PO BOX 19575
IRVINE, CA 92623-9575

Invoice ID	Memo	Payment Amount
CD-20250701-Q5530	Analyst: Brennah.Solley@dss.ca.gov	\$205,719.00
	TOTAL	\$205,719.00

THIS CHECK IS VOID WITHOUT A COLORED BORDER AND BACKGROUND PLUS A KNIGHT & FINGERPRINT WATERMARK ON THE BACK - HOLD AT ANGLE TO VIEW



Bank of America
Sacramento, CA 95814-4578

11-35/1210 (CA)

01-21-2026

7004932

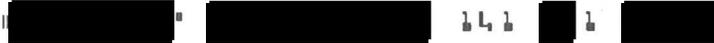
AMOUNT
***\$205,719.00

*****Two Hundred Five Thousand Seven Hundred Nineteen and 00/100*****

VOID AFTER 180 DAYS

Pay to the
Order of:

IRVINE CHILD CARE PROJECT



3. BOARD BUSINESS

ITEM 3.1

**DETERMINATION OF FISCAL YEAR 2026-27
GENERAL CHILD CARE AND
DEVELOPMENT GRANT ADMINISTRATIVE
FEE**

IRVINE CHILD CARE PROJECT

TOPIC: **DETERMINATION OF FISCAL YEAR 2026-27 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 2025-26, 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 2026-27 CCTR subcontract agreement with Catalyst Kids, administrative fees must be determined.

Considering the actual amount of City staff time required for grant oversight and the healthy reserve maintained by ICCP, it is recommended the CCTR administrative fee remain at 2% for Fiscal Year 2026-27 contract.

RECOMMENDATION: Approve a 2% administrative fee for the General Child Care and Development Program for inclusion in the Fiscal Year 2026-27 contract with Catalyst Family Inc.

ITEM 3.2

**IRVINE CHILD CARE PROJECT (ICCP)
PROPOSED BUDGET FOR FISCAL YEAR
2026-27 WITH MULTI-YEAR BUDGET
PROJECTIONS**

IRVINE CHILD CARE PROJECT

TOPIC: **IRVINE CHILD CARE PROJECT (ICCP)
PROPOSED BUDGET FOR FISCAL YEAR 2026-27
WITH MULTI-YEAR BUDGET PROJECTIONS**

DESCRIPTION: Submitted for Board's review and discussion are Proposed Budgets for Fiscal Year (FY) 2026-27 with multi-year Budget Projection for fiscal years 2027-28, 2028-29, and 2029-30.

At the February 9, 2026 meeting, the Board requested to consider a one percent rent increase.

The FY 2026-27 Proposed Budget will be revised to reflect the Board approved 2026-27 Provider Rental Rate and submitted for the Board's final review and approval at the May Board meeting.

RECOMMENDATION: Submitted for Board review and discussion.

Irvine Child Care Project

(A California Joint Powers Authority)

Statement Of Revenues, Expenditures, and Changes

Proposed Budget FY 2026-27 with Multi Year Budget Projection - 1% Rent Increase

OPERATING FUND	2025-26	2026-27	2027-28	2028-29	2029-30
Program Description	Estimated	Proposed	Projected	Projected	Projected
ICCP - Regular Programs	Actuals	Budget	Budget	Budget	Budget
COST CENTER 005710					
REVENUE					
8650 Portable Fees Cnty	\$1,990,376	\$2,010,276	\$2,030,377	\$2,050,678	\$2,071,189
8660 Interest Income Cnty	\$135,000	\$121,500	\$109,350	\$109,350	\$109,350
Total Revenue:	\$2,125,376	\$2,131,776	\$2,139,727	\$2,160,028	\$2,180,539
OPERATING EXPENDITURES					
4305 Campus Safety	\$5,000	\$9,000 (1)	\$9,700 (1)	\$10,200 (1)	\$9,700 (1)
4306 M & O Repairs done by IUSD	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000
4376 Materials/Supplies	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
4388 Custodial Supplies	\$0	\$0	\$0	\$0	\$6,000 (2)
4401 Non-Capitalized Equipment	\$0	\$0	\$0	\$0	\$20,000 (2)
5450 Insurance	\$159,892	\$179,080 (3)	\$200,570 (3)	\$224,639 (3)	\$251,596 (3)
5500 Utilities	\$116,794	\$122,634 (4)	\$128,766 (4)	\$135,205 (4)	\$141,966 (4)
5601 Non-Cap Site/Bldg Improve./Rehab	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000
5810 Services/Contracts (Water testing Req)	\$0	\$0	\$30,000 (5)	\$0 (5)	\$0
5817 Scholarships	\$15,000	\$30,000	\$30,000	\$30,000	\$30,000
5837 Interest Expense	\$7,000	\$6,075	\$5,468	\$5,468	\$5,468
5838 Audit	\$25,000	\$27,000	\$29,000	\$31,000	\$33,000
5861 Facilities & Financial Support / IUSD	\$134,221	\$137,466 (6)	\$140,766 (6)	\$143,581 (6)	\$146,453 (6)
5862 Custodial Services	\$731,832	\$734,310 (7)	\$743,827 (7)	\$752,486 (7)	\$761,428 (7)
5864 Program Coordination / City	\$629,609	\$673,079 (8)	\$707,146 (8)	\$742,267 (8)	\$777,622 (8)
Total Operating Expenditures:	\$1,935,348	\$2,029,644	\$2,136,243	\$2,185,846	\$2,294,233
Total Excess (Deficiency):	\$190,028	\$102,132	\$3,485	(\$25,818)	(\$113,694)
CAPITAL EXPENDITURES					
6210 Building Improvement	\$115,000	\$115,000	\$115,000	\$115,000	\$115,000
6410 Custodial Vehicles	\$60,447	\$65,000	\$60,000	\$0	\$0
Total Capital Expenditures:	\$175,447	\$180,000	\$175,000	\$115,000	\$115,000
Net Increase (Decrease):	\$14,581	(\$77,868)	(\$171,516)	(\$140,818)	(\$228,694)
Beginning Balance, July 1	\$2,585,849	\$2,600,430	\$2,522,562	\$2,351,047	\$2,210,229
Ending Balance, June 30	\$2,600,430	\$2,522,562	\$2,351,047	\$2,210,229	\$1,981,536
Components of Ending Balance:					
Capital Facilities (Modular Replacement) Reserve	\$2,537,106	\$2,456,273	\$2,281,710	\$2,141,204	\$1,909,259
3% Operation Reserve	\$63,324	\$66,289	\$69,337	\$69,025	\$72,277

Irvine Child Care Project

(A California Joint Powers Authority)

Statement Of Revenues, Expenditures, and Changes

Proposed Budget FY 2026-27 with Multi Year Budget Projection - 1% Rent Increase

GRANT PROGRAM FUNDS	2025-26	2026-27	2027-28	2028-29	2029-30
Program Description	Estimated Actuals	Proposed Budget	Projected Budget	Projected Budget	Projected Budget
STATE GRANT/CDD					
COST CENTER 005501					
REVENUE					
8290 Child Development Apportionments	\$550,097	\$679,000	\$679,000	\$679,000	\$679,000
8590 Other State Revenue	\$550,097	\$679,000	\$679,000	\$679,000	\$679,000
Total Revenue:	\$1,100,194	\$1,358,000	\$1,358,000	\$1,358,000	\$1,358,000
EXPENDITURES					
5810 Serv./Contracts	\$1,100,194	\$1,358,000	\$1,358,000	\$1,358,000	\$1,358,000
Total Expenditures:	\$1,100,194	\$1,358,000	\$1,358,000	\$1,358,000	\$1,358,000
Deferred Revenue (Carry-over):	\$0	\$0	\$0	\$0	\$0
LOCAL GRANT / Irvine Childrens Fund (ICF)					
COST CENTER 005712					
REVENUE					
8689 All Other Fees & Contracts	\$132,789	\$136,000	\$136,000	\$136,000	\$136,000
8290 Other Local Revenue/CDBG	\$67,211	\$64,000	\$64,000	\$64,000	\$64,000
Total Revenue:	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000
EXPENDITURES					
5817 Scholarships	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000
Total Expenditures:	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000
Fund Balance (U):	\$0	\$0	\$0	\$0	\$0
GRANT PROGRAM FUND SUMMARY					
REVENUE	\$1,300,194	\$1,558,000	\$1,558,000	\$1,558,000	\$1,558,000
EXPENDITURES	\$1,300,194	\$1,558,000	\$1,558,000	\$1,558,000	\$1,558,000
Total Excess (Deficiency):	\$0	\$0	\$0	\$0	\$0
Beginning Balance, July 1	\$0	\$0	\$0	\$0	\$0
Ending Balance, June 30	\$0	\$0	\$0	\$0	\$0
TOTAL ICCP FUND BALANCE:	\$2,600,430	\$2,522,562	\$2,351,047	\$2,210,229	\$1,981,536
(Operating Fund + Grant Program Funds)					

Irvine Child Care Project

(A California Joint Powers Authority)

Statement Of Revenues, Expenditures, and Changes

Proposed Budget FY 2026-27 with Multi Year Budget Projection - 1% Rent Increase

Budget Assumptions

- (1) Budgeted replacement AED pads and batteries, and potential replacement or addition of one security radio per year.*
- (2) Budgeted \$26K every 5 years beginning FY 2024-25.*
- (3) 12% increase year over year based on 4 year average of actuals.*
- (4) 5% increase year over year.*
- (5) Required lead water testing every 5 years beginning FY 2022-23.*
- (6) Increase due to projected increase for step in column & benefit increases of Facilities and Finance salaries for IUSD employees.*
- (7) Increase due to projected increase for step in column & benefit increases of custodial salaries, and industry wide price increases. Increased custodial supplies \$2K annually beginning FY 2020-21.*
- (8) Program Coordination includes \$7,250 in program supplies to be distributed to sites, an 8% increase in contract services (total of \$72,450 in FY 2026-27) to support quality enhancement, and a 7% projected increase for step in column & benefit increases for City of Irvine employees.*

ITEM 3.3

**DETERMINATION OF FISCAL YEAR 2026-27
CHILD CARE PROVIDER RENTAL RATE**

IRVINE CHILD CARE PROJECT

TOPIC: **DETERMINATION OF FISCAL YEAR 2026-27 CHILD CARE PROVIDER RENTAL RATE**

DESCRIPTION: Traditionally, the Irvine Child Care Project Board (Board) reviews the projected three-year budget and current economic conditions affecting providers when setting the rental rate for the upcoming fiscal year.

Recent ICCP rental rate history is as follows:

- No rent increases were included in the approved budgets for Fiscal Years (FY) 2009-10 through 2011-12 due to economic conditions and declining enrollment at some ICCP sites.
- Rent increases were approved for fiscal years 2012-13 through 2018-19.
- No rent increases were included in the approved budgets for FY 2019-20 through 2024-25 due to the severe economic impacts of COVID-19 on child care providers.
- A 1% increase was approved for Fiscal Year 2025-26 to help ensure fiscal solvency.

Following the Board's decision for FY 2026-27, lease agreements will be prepared and mailed to child care providers for signature. The new leases will take effect July 1, 2026.

RECOMMENDATION: Approve a 1% rental rate increase for FY 2026-27.