



# MINUTES

## IRVINE CHILD CARE PROJECT REGULAR MEETING

September 8, 2014

Conference Room L102  
One Civic Center Plaza  
Irvine, California

### CALL TO ORDER

A regular meeting of the Irvine Child Care Project (ICCP) was called to order on Monday, September 8, 2014 at 8:32 a.m. in Conference Room L102 at Irvine City Hall, One Civic Center Plaza, Irvine, by President Anderson.

### ROLL CALL

BOARDMEMBER:  
CLERK:  
VICE PRESIDENT:  
PRESIDENT:

LAUREN BROOKS  
ALAN BATTENFIELD  
DARIN LOUGHREY  
RUTH ANDERSON

Absent:  
BOARDMEMBER:

LARRY AGRAN

### PLEDGE OF ALLEGIANCE

### INTRODUCTIONS

The following self-introductions were made:

- Terry Merriett - Child Development Centers, Inc. (CDC)
- Heather Lenore - CDC Program Director
- Amy Luzzi - CDC Site Director
- Amanda Barlow - CDC Site Director
- Teresa Collins - Irvine Children's Fund
- Jennifer Willis - Rainbow Rising Site Director
- Becky Meyers - Irvine Unified School District

### ANNOUNCEMENTS

None

### PRESENTATIONS

None

**ADDITIONS/DELETIONS TO AGENDA** None

**PUBLIC COMMENTS** None

**CONSENT CALENDAR**

**ACTION:** Moved by Boardmember Brooks, seconded by Vice President Loughrey and carried unanimously to approve Consent Calendar items 1 through 17.

Ayes: 4 Anderson, Battenfield, Brooks, Loughrey

Noes: 0

Absent: 1 Agran

**1. APPROVAL OF ICCP MINUTES**

**ACTION:** Approved minutes of the regular meeting of June 9, 2014.

**2. WARRANT REQUEST – CHILD DEVELOPMENT CENTERS**

**ACTION:** Approved payment of \$51,890.87 to Child Development Centers, Inc. for child care development services for July 1-31, 2014.

**3. WARRANT REQUEST – CHILD DEVELOPMENT CENTERS**

**ACTION:** Approved payment of \$73,429.55 to Child Development Centers, Inc. for child care development services for June 2014 and the balance of the month of May 2014, once funding is received from the California Department of Education.

**4. WARRANT REQUESTS – IRVINE CHILDREN’S FUND (ICF) SCHOLARSHIPS**

**ACTION:** Approved payments for warrants totaling the amount of \$7,678.50 for ICF Scholarships during the month of July 2014.

- \$5,333.00 to Rainbow Rising
- \$ 610.00 to Kids Stuff
- \$ 0.00 to Koala Klub
- \$ 300.00 to Child Development Centers, Inc.
- \$1,000.00 to Creekers Club
- \$ 435.50 to Dolphin Club

5. **WARRANT REQUEST – IRVINE UNIFIED SCHOOL DISTRICT (IUSD)**

**ACTION:** Approved payment of \$54,191.96 for Facilities and Financial Support Services, Utilities, Custodial Services, Custodial Equipment Amortization and payment for sale of IUSD-owned portables to ICCP for the month of July 2014.

- \$ 6,250.00 for Facilities & Financial Support
- \$ 7,262.79 for Utilities
- \$28,743.42 for Custodial Services
- \$ 1,346.33 for Custodial Equip Amortization
- \$10,589.42 for Payment of Portable Purchase

6. **WARRANT REQUEST – IRVINE UNIFIED SCHOOL DISTRICT (IUSD) REHAB AND REPAIR CHARGE BACKS**

**ACTION:** Approved payment of \$16,633.83 for ICCP Rehab and Repair charges, Work Order charge backs and Building Improvement charges for the 4th Quarter of FY 2013-14.

- \$10,161.33 for Rehab and Repair charges
- \$ 5,813.97 for Work Order charge backs
- \$ 658.53 for Building Improvement charges

7. **WARRANT REQUEST – IRVINE UNIFIED SCHOOL DISTRICT (IUSD)**

**ACTION:** Approved payment of \$299,500.00 to IUSD for the purchase of two portable buildings at Cypress Village Elementary school.

8. **WARRANT REQUEST – CITY OF IRVINE**

**ACTION:** Approved payment of \$12,432.13 to the City of Irvine for Program Administration, Grant Administration and Supplies for the month of July 2014.

- \$11,453.49 for Program Administration
- \$ 978.64 for Grant Administration
- \$ 0 for Supplies

9. **IRVINE CHILD CARE PROJECT (ICCP) PAYMENTS FOR JULY 2014**

**ACTION:** Reviewed and approved July 2014 payments attached.

10. **IRVINE CHILD CARE PROJECT (ICCP) PAYMENTS FOR AUGUST 2014**

**ACTION:** Reviewed and approved August 2014 payments attached.

**11. ICCP EXPENSES PAID BY IUSD**

**ACTION:** Reviewed and accepted attached invoices in the total amount \$35,935.00 paid or accrued by IUSD on behalf of ICCP.

**12. DEPOSIT OF STATE GRANT APPORTIONMENT**

**ACTION:** Authorized the deposit of grant funds from the State Department of Education into the appropriate accounts as follows:

- \$50,998.00                      01-005-50100-8290
- \$24,324.00                      01-005-50100-8290
- \$82,642.00                      01-005-50100-8590

**13. DEPOSIT OF SCHOLARSHIP FUNDS FROM ICF**

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

- \$38,074.43                      01-005-712-00-8689

**14. CALIFORNIA DEPARTMENT OF EDUCATION GENERAL CHILD CARE AND DEVELOPMENT PROGRAM GRANT FUNDING FOR FY 2014-15**

**ACTION:** Received and filed.

**15. SUBCONTRACT AGREEMENT WITH CHILD DEVELOPMENT CENTERS, INC. FOR CALIFORNIA DEPARTMENT OF EDUCATION GENERAL CHILD CARE AND DEVELOPMENT PROGRAM GRANT FUNDING**

**ACTION:** Received and filed.

**16. IRVINE CHILDREN'S FUND (ICF) SCHOLARSHIP FUNDING ALLOCATION TO THE IRVINE CHILD CARE PROJECT (ICCP) FOR FY 2014-15**

**ACTION:** Accepted the allocation from the Irvine Children's Fund.

**17. ENGAGEMENT LETTER WITH VAVRINEK, TRINE, DAY & CO., LLP FOR YEAR END AUDITS JUNE 30, 2014 THROUGH JUNE 30, 2016**

**ACTION:** Receive and file engagement letter agreement with Vavrinek, Trine, Day & Co., LLP for the fiscal year audits ending June 30, 2014 through June 30, 2016.

**BOARD BUSINESS**

None.

**REPORTS**

**1. FACILITIES AND BUDGET REPORT – JOHN FOGARTY**

It was reported that the Fiscal Year 2013-14 deficit of \$39,000 was due to timing issues with the opening of the new sites. Deficit will become the beginning balance for Fiscal Year 2014-15 and should balance out by year-end.

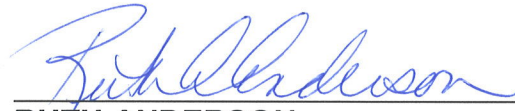
At this point, discussion among the Board included:

- Boardmember Brooks thanked the Irvine Children’s Fund for their \$120,000 commitment to ICCP and the additional \$1,000 per provider site commitment for this school year.
- Boardmembers Battenfield and Brooks expressed concerns regarding availability of spaces for kindergarten and transitional kindergarten students at ICCP child care sites and suggested staff begin developing a plan to address this issue. Boardmember Brooks requested regular updates from staff on progress at future meetings.

**2. ICCP ADMINISTRATOR’S REPORT – TRACI STUBBLER**

Report included in packet was reviewed and discussed.

**ADJOURNMENT** at 8:58 a.m. on Monday, September 9, 2014.



**RUTH ANDERSON**  
President  
Irvine Child Care Project



**Athena Martinez**  
Recording Secretary

Date 11/10/14