



# MINUTES

## IRVINE CHILD CARE PROJECT REGULAR MEETING

Cyril Yu  
President

Kelli Cheshire  
Clerk

Christine Knowland  
Board Member

Kristin Auer  
Board Member

Vacant  
Board Member

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

**Irvine City Hall, L104  
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 8:33 a.m. on November 10, 2025, in Conference Room L104, Irvine Civic Center, 1 Civic Center Plaza, Irvine, California: President Yu presiding.

### ROLL CALL

Present: 4

PRESIDENT:  
BOARD MEMBER:  
BOARD MEMBER:  
BOARD MEMBER:

Cyril Yu  
Christine Knowland  
Kelli Cheshire  
Kristin Auer

### PLEDGE OF ALLEGIANCE

President Yu led the Pledge of Allegiance.

### PUBLIC COMMENTS – NON-AGENDIZED ITEMS

There were no public comments.

### INTRODUCTIONS

Superintendent Traci Stubbler welcomed Kristin Auer, Community Services Manager as the new board member.

### 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 Traci Stubbler reported that as of October 1, 2025, 26 scholarships have been awarded across 13 ICCP sites totaling \$35,382.

A Directors’ Forum was held on September 10 at Portola Springs Community Center. The training, “Ready, Set, Feed! A Hands-On Emergency Meal Challenge for ICCP Directors,” focused on emergency preparedness and meal planning for after-school programs. The next Directors’ Forum is scheduled for December 10 at Quail Hill Community Center. The Irvine Police Department will be presenting “Staying Alert: Safety and Security in After-School Programs”.

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

There were no Board Member announcements.

**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 2.12.

**2.1 MINUTES**

**ACTION:**  
Approved the minutes of the Irvine Child Care Project Board regular meeting held on September 8, 2025.

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

**ACTION:**  
Approved the minutes of the Irvine Child Care Project Board regular meeting held on October 20, 2025.

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

**ACTION:**  
Approved payment of \$87,419.59 to Catalyst Family Inc. for child care development services for September 1-30, 2025.

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

**ACTION:**

Approved payments for warrants totaling the amount of \$14,763.75 [Community Development Block Grant (CDBG)] for child care services for September 1-30, 2025 funded by ICF scholarships.

- \$ 4,414.00 to Catalyst Family Inc. (CDBG)
- \$ 0.00 to Creekers Club
- \$ 45.00 to Dolphin Club (CDBG)
- \$ 0.00 to Kids Stuff
- \$ 10,304.75 to Rainbow Rising (CDBG)

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

**ACTION:**

Approved payment of \$24,328.64 for ICCP Work Order charge backs for Fiscal Year 2025-26, Quarter 1.

**2.7 WARRANT REQUEST – CITY OF IRVINE**

**ACTION:**

Approved payment of \$36,625.22 to the City of Irvine for Contract Services and Program and Grant Administration for the month of September 2025.

- \$ 37,876.83 for Program Administration
- \$ 1,748.39 for Grant Administration
- \$ 0.00 for Contract Services

**2.8 IRVINE CHILD CARE PROJECT (ICCP) PAYMENTS ISSUED OCTOBER 2025**

**ACTION:**

Received and filed attached record of payments issued October 2025 for service month August 2025.

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

**ACTION:**

Received and filed attached invoices in the total amount of \$26,958.69 paid by IUSD on behalf of ICCP.

**2.10 DEPOSIT OF STATE GRANT APPORTIONMENT**

**ACTION:**

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

- 17,090.00 01-005-50100-8290
- \$ 0.00 01-005-50100-8590

**2.11 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:

- \$ 58,656.00 01-005-50100-8590

**2.12 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:

- \$ 28,679.03 01-005-712-00-8290
- \$ 6,703.43 01-005-712-00-8689

**3. BOARD BUSINESS**

**3.1 IRVINE CHILD CARE PROJECT BOARD REORGANIZATION**

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

**ACTION:**

President Yu nominated Board Member Knowland, seconded by Board Member Cheshire and unanimously carried by those members present to select Board Member 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:**

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

**3.2 RESOLUTION TO AUTHORIZE DESIGNATED ICCP PERSONNEL TO SIGN CALIFORNIA DEPARTMENT OF SOCIAL SERVICES CONTRACT DOCUMENTS**

**ACTION:**

Moved by Board Member Knowland, seconded by Board Member Cheshire and unanimously carried by those members present to adopt resolution to certify the approval of the ICCP Board of Directors to enter into this transaction with the California Department of Social Services for the purpose of providing child care and development services and to authorize the designated personnel to sign contract documents for Fiscal Year 2025-26.

**3.3 IRVINE CHILD CARE PROJECT BOARD 2026 MEETING SCHEDULE**

**ACTION:**

Moved by Board Member Knowland, seconded by Board Member Cheshire and unanimously carried by those members present and approved the ICCP Board 2026 meeting schedule.

**ADJOURNMENT**

**Moved by Board Member Knowland, seconded by Board Member Cheshire, and unanimously carried by those members present to adjourn the meeting at 8:54 a.m.**

  
CYRIL YU, PRESIDENT

Date Approved: 1/12/2026



Mona Mojabi  
RECORDING SECRETARY