



**AGENDA**  
**REGULAR MEETING GOVERNING BOARD**  
**ED TECH JPA**

2:00 P.M. March 28, 2019

Ed Tech JPA will hold a Board meeting on March 28, 2019, at 2:00 p.m. at the Irvine Unified School District Office, 5050 Barranca Pkwy, Irvine, CA 92604.

The meetings of the Board at which official action is taken shall be public meetings, and no person shall be excluded therefrom.

The agenda will be published at least 72 hours prior to the meeting. Supporting documentation will be provided at the meeting or emailed electronically to members prior to the meeting as it becomes available.

President	Brianne Ford
Vice-President	John Morgan
Secretary	Brianne Ford
Treasurer	Michael Johnston

*Board of Directors Founding Members*

Irvine Unified Founding Member  
Capistrano Unified Founding Member  
Clovis Unified Founding Member

Brianne Ford/alternate Michelle Bennett  
John Morgan/alternate Stephanie Alvera  
Michael Johnston/alternate Susan Rutledge

*Other*

Mark Williams, Fagen Friedman & Fulfroost LLC  
Meg Keaney, Fagen Friedman Fulfroost LLC  
Francie Heim, Consultant

**Agenda**

1. Determination of a quorum and call to order.
2. Approval of minutes of the previous regular meeting and of the previous special meeting.
3. Public Comment

Anyone may address the Board on any item that is within the Board's subject matter jurisdiction. However, the Board may not take action on any item not on this agenda except as authorized by Government Code section 54954.2.

4. Approval of the Agenda



## 5. Accept Fullerton SD as a Founding Member of the JPA

Background information: Fullerton SD board took action on membership in the JPA on March 13, 2019.

Recommendation: Accept Fullerton SD as a Founding Member with Jeremy Davis as primary and Mike McAdam as alternate.

Motion:

## 6. Election of Secretary

Background Information: At the January meeting, Brianne Ford was elected as President and Secretary, as there were insufficient Founding Members to have an additional member serve in the capacity of Secretary. With the addition of Fullerton SD, there are sufficient Founding Members, so that Brianne Ford does not have to serve in the capacity of Secretary.

Recommendation: Entertain a motion to Nominate Jeremy Davis, Fullerton SD designee, to serve as the Secretary.

Motion:

## 7. Treasurer Report

Michael Johnston will update the board on actions taken by Clovis Unified to establish a JPA fund with the Fresno County Treasurer. In addition Clovis Unified will file a request for a CDS code with CDE, and file with IRS to request a Federal Employer Identification Number (FEIN). \*\*Board members need to file Form 700.

## 8. Consent Agenda

No consent agenda at this time.

## 9. Unfinished and old business

### A. RFP Process

- a. Update on RFPs issued or in process
- b. Brianne and Michael will provide updates.

### B. Vendor outreach and education process

- a. Brianne Ford will provide an update on activities to date

### C. Review of JPA Bylaws - additional input/discussion.

- a. Executive committee structure for decision making in specified situations.
- b. Founding member performing the administrative unit also functions as the Treasurer.
- c. Clarification of fees for associate members.
- d. ~~Clarification of Founding Members financial contribution.~~

### D. Review of Insurance options

- a. Francie will provide an update on application with Alliant Insurance Services.



- E. Review and input into criteria for additional Founding Members as well as a process for how new members will be added
  - a. DRAFT operating procedure and timeline for Founding Members will be reviewed (Francie Heim)
  - b. DRAFT Founding Member Application will be reviewed (Francie Heim)
  
- F. Review and input into criteria for Associate Members
  - a. DRAFT operating procedure and timeline for Associate members will be reviewed (Francie Heim)
  - b. DRAFT Associate Member Application will be reviewed (F3)
  - c. DRAFT Associate Member Agreement will be reviewed (F3)
  - d. DRAFT Associate Member Board Resolution will be reviewed (F3)
  
- G. Federal purchasing requirements
  - a. F3 will provide information on federal purchasing requirements, specifically as they relate to Ed Tech JPA.
  
- H. Legal Contract follow-up (Brianna Ford will provide an update)

## New Business (Action Items)

### 10. Approve issuance of RFPs

10.a. Background information: Irvine USD has volunteered to run a Request for Proposal (RFPs) for: Facilities and Resource Management.

Recommendation: Approve the RFP with scoring criteria and administrative fee as presented.

Motion:

10. b. Background information: Irvine USD has volunteered to run a Request for Proposal (RFPs) for: Classroom Management and Student Online Safety.

Recommendation: Approve the RFP with scoring criteria and administrative fee as presented.

Motion:

10.c. Background information: Irvine USD has volunteered to run a Request for Proposal (RFPs) for: Educational Intelligence and Analytics.

Recommendation: Approve the RFP with scoring criteria and administrative fee as presented.

Motion:



10.d. Background information: Fullerton SD has volunteered to run a Request for Proposal (RFP) for: Mobile Device Management.

Recommendation: Approve the RFP with scoring criteria and administrative fee as presented.

Motion:

### 11. Determine Official Address

Background Information: The Secretary of State requires an official address.

Recommendation: Approve 5050 Barranca Parkway, Irvine, CA 92604 as the official address.

Motion:

### 12. New Business (Non Action Items)

#### A. Discuss Operating Procedures

Brianne will update the board on operating procedures drafted by Irvine USD regarding Board Meetings and Procurement.

### Closing Items

#### 13. Personnel Items

#### 14. Reports of the Executive Director and any special committees or advisory councils

- Website Update Subcommittee report.

#### 15. Presentation of written communications

#### 16. Scheduling of next meeting Thursday, April 25 at 2:00 at Irvine USD

#### 17. Adjournment.

\*\*Revised on 3/25/2019