



AGENDA
REGULAR MEETING GOVERNING BOARD
ED TECH JPA

2:00 P.M. April 26, 2019

Ed Tech JPA will hold a Board meeting on April 26, 2019, 2019 at 2:00PM at 5050 Barranca Parkway, Irvine, CA 92604; 1450 Herndon Ave., Clovis, Ca 93611; and 1401 W. Valencia Drive, Fullerton, Ca 92883.

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	Jeremy Davis
Treasurer	Michael Johnston

Board of Directors Founding Members

Irvine Unified	Founding Member	Brianne Ford/alternate Michelle Bennett
Capistrano Unified	Founding Member	John Morgan/alternate Stephanie Alvera
Clovis Unified	Founding Member	Michael Johnston/alternate Susan Rutledge
Fullerton	Founding Member	Jeremy Davis/alternate Mike McAdam

Other

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

Agenda

1. Determination of a quorum and call to order.
2. Approval of minutes of the previous 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. 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. A Federal Employer Identification Number (FEIN) has been obtained. ***Board members need to file Form 700.

6. Consent Agenda

No consent agenda at this time.

7. Unfinished and old business

A. RFP Process

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

B. Vendor outreach and education process

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

C. Federal purchasing Requirements

- a. F3 will provide information on federal purchasing requirements, specifically as they relate to the JPA.

New Business (Action Items)

8. Approve Award of RFP No. 18/19-02 Notification System Platform

8.a. Background information:

RFP No. 18/19-02 Notification System Platform was conducted pursuant to Board approval at the January 25, 2019 Board meeting. Aeries Software, Inc., dba Eagle Software submitted a Proposal that meets the minimum qualifications.

Recommendation: Approve the award of RFP No. 18/19-02 Notification System Platform to Aeries Software, Inc., dba Eagle Software, and other qualifying vendors, as approved by the board.

8.b. Background information:

RFP No. 18/19-02 Notification System Platform was conducted pursuant to Board approval at the January 25, 2019 Board meeting. West Interactive Services Corporation submitted a Proposal that meets the minimum qualifications.

Recommendation: Approve the award of RFP No. 18/19-02 Notification System Platform to West Interactive Services Corporation, and other qualifying vendors, as approved by the board.

9. Approve Revised Budget

Background information: The previous 2018-2019 Budget was approved with an estimated 6% administrative fee, with 3% to be paid to a third party, and incorporated an estimate for insurance costs. The JPA has approved a 4% administrative fee, with no set percentage to be paid to a third party, and an



exact insurance quote has been obtained. The 2018-10 Budget has been revised to reflect these changes.

Recommendation: Approve the 2018-19 Budget.

Motion:

10. Approve issuance of RFP

10.a. Background information: Capistrano USD has volunteered to run a Request for Proposal (RFP) for: Identity 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 (RFP) for: Web Design and Hosting Solution

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

Motion:

11. Approval of Alliant Insurance Services Agreement

Background information: The JPA requires professional and liability insurance as outlined in the Agreement.

Recommendation: Approve the Alliant Insurance Agreement as presented.

Motion:

12. Approve Bylaws

Background information: At the January 25, 2019 board meeting the Bylaws were approved with the intent to review and revise with input from new founding members, with the changes approved in June. The new founding members have reviewed the Bylaws, and revisions have been made. It is in the best interest of the JPA that the revised Bylaws be approved prior to accepting Associate Members.

Recommendation: Approve the Bylaws.

Motion:



13. Approve Founding Member Application and Operating Procedures

Background information: The JPA wishes to add a limited number of additional Founding Members, based on criteria in the Operating Procedures.

Recommendation: Approve the Joint Powers Authority Agreement, Founding Member Application, and Operating Procedures as attached.

Motion:

14. Approve Associate Member Agreement, Application, and Operating Procedures

Background information: The JPA wishes to add Associate Members, based on criteria in the Operating Procedures. Agencies with a CDS code will receive provisional approval upon receipt of their completed Application and Associate Membership Agreement, and approval will be retroactively approved at the next board meeting. The Application may be provided as an online form.

Recommendation: Approve the Associate Member Agreement, Associate Member Application, and Operating Procedures as attached.

Motion:

15. Approve Procurement Operating Procedures

Background information: The JPA requires set standards and procedures for the process of procuring new products to make available to its members. A procurement Operating Procedure has been created outlining these standards and procedures.

Recommendation: Approve the Procurement Operating Procedures as attached.

Motion:

16. Approve Board Operating Procedures

Background Information: The JPA requires set standards and procedures for the process of holding board meetings and obtaining board approval. A Board Operating Procedure has been created outlining these standards and procedures.

Recommendation: Approve the Board Operating Procedures as attached.

Motion:

17. Approve Proposed Regular Board Meeting Schedule



Background Information: Ed Tech JPA is required to meet on a regular basis. At this time regular meetings once a month will suffice the needs of the Board.

Recommendation: Approve the Regular Board Meeting Schedule as attached, with the understanding that dates may change as needed by Board Members.

Motion:

18. New Business (Non Action Items)

Closing Items

19. Personnel Items

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

- Website Update Subcommittee report.

21. Presentation of written communications

22. Scheduling of special meeting Friday, May 3, 2019 at 3:00pm pm at Irvine USD

23. Scheduling of next regular meeting Thursday, May 30, 2019 at 2:00pm at Irvine USD

24. Adjournment.