

AGENDA
REGULAR MEETING GOVERNING BOARD
ED TECH JPA

2:00 P.M. February 28, 2019

Ed Tech JPA will hold a Board meeting on February 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 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. Acceptance of Treasurer report
No Treasurer report at this time.
6. Consent Agenda
No consent agenda at this time.

7. Unfinished and old business

A. RFP Process

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

B. Vendor outreach and education process

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

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

- a. Items for discussion so far:
- b. Executive committee structure for decision making in specified situations.
- c. Founding member performing the administrative unit also functions as the Treasurer.

D. Review of Insurance options

- a. Francie will provide an update on research to date.

E. Review and input into criteria for additional founding members as well as a process for how new members will be added

- a. At the last meeting, the board provided feedback on criteria for additional new founding members. Further discussion is proposed on a timeline for adding new founding members and suggested outreach to possible new members. We also need a founding member agreement in place.

F. Associate member outreach

- a. At the last meeting, we discussed the need to have a clearly defined strategy for associate member outreach as well as having an associate member agreement.

New Business (Action Items)

8. 2018-19 Budget

Background information:

Per discussion at the last meeting, a budget will be brought to the Board for input and discussion with possible adoption at the February or March meeting. The budget will provide a multi-year look at possible sales, revenues, and expenses, to assist the board in decision-making.

Recommendation:

Motion:

9. Administrative Unit Fee Proposal

Background information:

Michael Johnston will provide an update to the board on the following:

- a. Clovis Board Approval of Administrative Unit
- b. Any updates to the description of the scope of work of the administrative unit
- c. Establishment of the operational fund with Fresno COE

An Administrative unit fee proposal will be brought to the Board for input and discussion with possible adoption at the February or March meeting.

Recommendation:

Motion:

10. Approval of F3 Professional Services Agreement

Background information:

At the last meeting, this item was tabled due to lack of a JPA budget and the difficulty in approving a contract without a budget in place. F3 and Michael Johnston (Treasurer) were to confer on revisions to the agreement to ensure clarity on reimbursement for expenditures incurred by F3 prior to the establishment of the JPA.

Recommendation:

Motion:

11. Approval of Contract for Consultant/Administration Support

Background information:

At the last meeting, this item was tabled due to lack of a JPA budget and the difficulty in approving a contract without a budget in place.

This proposal is for the JPA to contract with CSI/Bill McGuire & Associates for consulting support. The contract will provide for the services of Francie Heim and Bill McGuire to support the JPA.

Recommendation:

Motion

Closing Items

12. Personnel Items

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

Website Update Subcommittee report

F3 will provide an update on research to date.

14. Presentation of written communications

15. Scheduling of next meeting Thursday, March 28 at 2:00 at Irvine USD

16. Adjournment.