

EDUCATION TECHNOLOGY JOINT POWERS AUTHORITY

Minutes

REGULAR MEETING OF THE GOVERNING BOARD

February 7, 2019 2:00 P.M.

Administration Center

5050 Barranca Parkway

Irvine, CA 92604

1. CALL TO ORDER

Minutes:

The meeting was called to order at 2:03PM.

2. PUBLIC COMMENT

None.

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.

3. ROLL CALL

Present:

Brianne Ford with IUSD

Meg Keaney with F3

Michelle Bennett with IUSD

Mark Williams with F3

Francie Heim individual consultant

John Morgan with Capistrano USD

Present by Telephone:

Jeremy Davis with Fullerton USD

Michael Johnston with Clovis Unified

Susan Rutledge with Clovis Unified

4. APPROVAL OF AGENDA

Motion Passed: Adopt Agenda, as presented.

Passed with a motion by Brianne Ford and a second by John Morgan.

Yes John Morgan

Yes Brianne Ford

5. ACCEPT CLOVIS UNIFIED SCHOOL DISTRICT AS A FOUNDING MEMBER OF ED TECH JPA

Motion Passed: Accept Clovis USD as a Founding Member of Ed Tech JPA

Passed with a motion by Brianne Ford and a second by John Morgan.

Yes John Morgan

Yes Brianne Ford

6. APPROVAL OF CURRENT MASTER LIST OF FOUNDING MEMBERS DESIGNEE AND ALTERNATE

Motion Passed: Approve the current master list as presented in the Board Agenda with Stephanie Alvera as the alternate for Capistrano USD.

Irvine Unified: Brianne Ford primary and Michelle Bennett alternate

Capistrano Unified: John Morgan primary and Stephanie Alvera alternate

Clovis Unified: Michael Johnston primary and Susan Rutledge alternate

Passed with a motion by Brianne Ford and a second by John Morgan.

Yes John Morgan

Yes Brianne Ford

Yes Michael Johnston

7. ELECTION OF JOHN MORGAN AS VICE PRESIDENT

Motion Passed: Appoint John Morgan as Vice President.

Passed with a motion by Brianne Ford and a second by John Morgan.

Yes John Morgan

Yes Brianne Ford

Yes Michael Johnston

7. ELECTION OF MICHAEL JOHNSTON AS TREASURER

Motion Passed: Appoint Michael Johnston as Treasurer.

Passed with a motion by Brianne Ford and a second by John Morgan.

Yes John Morgan

Yes Brianne Ford

Yes Michael Johnston

8. APPROVAL OF MINUTES

Motion Passed: Approve the Minutes from the January 23, 2019 Board Meeting.

Passed with a motion by Brianne Ford and a second by John Morgan.

Yes John Morgan
Yes Brianne Ford
Yes Michael Johnston

9. ACCEPTANCE OF TREASURER REPORT

Minutes:

There is no Treasurer report to accept.

10. ACCEPTANCE OF CONSENT AGENDA

Minutes:

There is no consent agenda to approve.

11. OLD BUSINESS

Minutes:

11.a. Review of JPA Bylaws - additional input/discussion.

From the last meeting, we discussed establishing an executive committee structure for decision making in specified situations. Also for consideration in the bylaws, is a revision that makes the Founding Member performing the administrative unit function the Treasurer.

11.b. Review of Insurance options.

11.c. Review of the description of administrative unit functions. A document was shared with the Board that outlines the anticipated functions of the administration unit.

11.d. Review and discussion of fee structure (4% at the last meeting for first RFPs)

11.e. Review and input into criteria for additional Founding Members as well as the process for how new members will be added. A document was shared with the Board as a starting point to the discussion.

11.f. JPA logo options.

11.g. Vendor outreach and education process.

11.h. Associate member outreach.

12. NEW BUSINESS

12.a. APPROVAL OF F3 PROFESSIONAL SERVICES AGREEMENT

Motion to Table: Approve the F3 Professional Services Agreement.

Motion Tabled with a motion by Brianne Ford and a second by John Morgan with the understanding that the Treasurer will work with F3. This item will be brought back to a future meeting for discussion and approval.

Yes John Morgan
Yes Brianne Ford
Yes Michael Johnston

12.b. APPROVAL OF CSI CONSULTING PROFESSIONAL SERVICES AGREEMENT

Motion to Table: Approve the CSI Consulting Professional Services Agreement.

Motion Tabled with a motion by Brianne Ford and a second by John Morgan with the understanding that this will be part of the overall budget discussion in the next meeting.

Yes John Morgan
Yes Brianne Ford
Yes Michael Johnston

12.c. ESTABLISH A SUBCOMMITTEE OF THE BOARD TO REVIEW THE WEBSITE AND BACK OFFICE PROVIDER OPTIONS

Motion Passed: Appoint John Morgan and Jeremy Davis to make up the subcommittee.

Passed with a motion by Brianne Ford and a second by Michael Johnston.

Yes John Morgan
Yes Brianne Ford
Yes Michael Johnston

13. APPROVAL OF RFPS

Motion Passed: Approve the Electronic Document Routing System RFP presented.

Passed with a motion by Brianne Ford and a second by John Morgan.

Yes John Morgan
Yes Brianne Ford
Yes Michael Johnston

14. SCHEDULING OF NEXT MEETING

The next meeting shall be held on February 28, 2019 at 2:00PM at 5050 Barranca Parkway, Irvine, CA 92604.

15. ADJOURNMENT

Motion Passed: Adjourn the meeting.

Passed with a motion by Brianne Ford and a second by John Morgan.

Yes John Morgan

Yes Brianne Ford

Yes Michael Johnston