

AGENDA
REGULAR MEETING GOVERNING BOARD
ED TECH JPA

2:00 P.M. February 7, 2019

Ed Tech JPA will hold a Board meeting on February 7, 2019, at 2:00 p.m. at the Irvine Unified School District Office, 5050 Barranca Pkwy, Irvine, CA 92604.

Additional location, attending by phone, Clovis Unified School District Office at 1450 Herndon Avenue, Clovis CA 93611.

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 before 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	Vacant
Secretary	Brianne Ford
Treasurer	Vacant

Attendees:

Irvine Unified Founding Member designee or alternate
Capistrano Unified Founding Member designee or alternate
Clovis Unified Proposed Founding Member designee or alternate
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 the Agenda
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. Accept Clovis Unified as a Founding Member of the JPA

Background: Clovis Unified board is taking action on membership in the JPA on Wednesday February 6.

Recommendation: Accept Clovis Unified as a Founding Member

Motion:

5. Approval of Current Master List of Founding Members Designee and Alternate

Background:

As of February 7, 2019, the JPA has three founding members. The three founding member designees and alternates are shown below. If a founding member changes their primary designee or alternate designee, the JPA shall be notified and the master list updated and placed on the next board agenda for approval as a consent item.

Irvine Unified	Brianne Ford primary and Michelle Bennett alternate
Capistrano Unified	John Morgan primary with no alternate at this time
Clovis Unified	Michael Johnston primary and Susan Rutledge alternate

Recommendation: Approve the master list of founding members and designees as presented.

Motion:

6. Vice President Vacancy

Jeremy Davis is no longer with Capistrano Unified as he has taken a position with Fullerton Elementary SD. This leaves a vacancy with the Vice-President position.

Recommendation: We need a nomination of a Founding Member to serve as the Vice-President.

Motion:

7. Treasurer Vacancy

Jeremy Davis is no longer with Capistrano Unified as he has taken a position with Fullerton Elementary SD. This leaves a vacancy with the Treasurer position.

Recommendation: We need a nomination of a Founding Member to serve as the Treasurer. The Founding Member serving as the Administrative Unit should ideally be the Treasurer, and this should be a discussion when the Bylaws are reviewed at a later date.

Motion:

8. Approval of minutes of January 31, 2019

9. Acceptance of Treasurer report

No Treasurer report at this time.

10. Consent Agenda

No consent agenda at this time.

11. Unfinished and old business – Discussion Only

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.

b) Review of Insurance options

c) Review of the description of administrative unit functions. A document will be shared with the board that outlines the anticipated functions of the administration unit.

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

- e) Review and input into criteria for additional Founding Members as well as the process for how new members will be added. A document will be shared with the board as a starting point to the discussion
- f) JPA logo options
- g) Vendor outreach and education process.
- h) Associate member outreach

New Business (Action Items)

12. Approval of F3 Professional Services Agreement

Background:

At the last meeting, Mark was to get the engagement letter between JPA and F3 to Clovis in-house counsel for review. If we have a recommendation by the meeting date, board approval of the contract will be requested.

Recommendation:

Motion:

13. Approval of Contract for Consultant/Administration Support

Background:

A proposal will be presented to the Board 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:

14. Establish a Subcommittee of the Board to Review the Website and Back Office Provider Options.

Background:

Membership would consist of one board member and other members of the public. The subcommittee would make a recommendation to the board for next steps in moving forward. Jeremy Davis is interested in serving as a member of the public on the subcommittee. We would also need a board member to serve on the committee.

Recommendation: Establish a subcommittee to review the website and back office provider options.

Motion:

15. Approval for Issuance of Founding Member RFPs

Background:

Information will be presented at the meeting on any RFPs to be issued on behalf of the Ed Tech JPA.

Recommendation:

Motion:

Closing Items

16. Personnel Items

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

18. Presentation of written communications

19. Scheduling of next meeting.

Suggested date: Thursday, March 14 at 2:00

20. Adjournment.