

AGENDA REGULAR MEETING GOVERNING BOARD

1:00 P.M. October 28, 2021

Ed Tech JPA will hold a Board meeting on October 28, 2021, at 1:00 PM at the Irvine Unified School District Office: 5050 Barranca Parkway, Irvine, CA 92604, Fullerton School District Office: 1401 W. Valencia Drive, Fullerton, CA 92883, Capistrano Unified School District Office: 33122 Valle Road, San Juan Capistrano, CA 92675, Clovis Unified School District Office: 1450 Herndon Avenue, Clovis, CA 93611, El Dorado County Office of Education Office: 6767 Green Valley Road, Placerville, CA 95667, San Juan Unified School District Office: 3738 Walnut Avenue, Carmichael, CA 95608, San Ramon Valley Unified School District Office: 3280 Crow Canyon Road, San Ramon, CA 94526.

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

Jeremy Davis
David Seabury

Secretary Treasurer

Michael Johnston

Board of Directors Founding Members

Irvine Unified Founding Member Brianne Ford/alternate Michelle Bennett Capistrano Unified Founding Member Sean Rozell/alternate Stephanie Avera Clovis Unified Founding Member Michael Johnston/alternate Susan Rutledge Fullerton Founding Member Jeremy Davis/alternate Mike McAdam El Dorado County of Education Founding Member David Seabury/Kevin Monsma San Juan Unified Founding Member Peter Skibitzki/Susan Kane San Ramon Valley Unified Founding Member Greg Medici/alternate Greg Pitzer

Agenda

- 1. Determination of a quorum and call to order roll call.
- 2. Approve the Minutes of the previous regular 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. Each topic or item is limited to 30 minutes; each speaker is limited to 3 minutes.

- Approval of the Agenda
- 5. Board Member and Staff Reports
- 6. Treasurer Report



Michael Johnston will provide an update to the board.

7. Standing Reports

- 7.a. Membership
- 7.b. Communications
- 7.c. Procurement
- 7.d. Goals and Objectives

8. Consent Agenda

All matters of the Consent Agenda are considered to be routine and will be enacted by the Board in one motion, without prior discussion. At this time an item may be removed from the consent calendar by the Board, staff, or community for discussion.

Recommendation: Approve all items on the Consent Agenda. Motion:

9. Items Removed from Consent Agenda

9.a.

10. Items of Business (Action)

10.a. Approve agreement with Hallstrom, Klein & Ward LLP for an expenditure not to exceed \$5,000.00.

Background Information: Ed Tech JPA desires to register trademarks (sevicemarks) with the United States Patent and Trademark Office ("U.S.P.T.O."). Hallstrom, Klein & Ward LLP specializes in business law, including the filing of trademarks and servicemarks.

Recommendation: Approve an agreement with Hallstrom, Klein & Ward LLP for an expenditure not to exceed \$5,000.00 for the filing of four marks with the U.S.P.T.O., including custom descriptions and searches for similar logos.

Motion:

11. Items for Discussion

11.a. Procurement Calendar

11.b. Discuss vendor acquisitions

11.c. Strategic Initiatives

Closing Items

12. Adjournment

Future Meetings

December 9, 2021



Consent Agenda REGULAR MEETING GOVERNING BOARD

1:00 P.M. October 28, 2021

1. Ratify Approval of New Associate Members.

Background Information: The following organizations have applied for associate membership and, pursuant to Ed Tech JPA's Associate Member Operating Procedures, were granted provisional approval:

Rowland Unified School District

The Board must formally ratify the approval of their membership.

Recommendation: Ratify associate membership for the organizations listed.

2. Approve Issuance of RFP

Background Information: Irvine USD has volunteered to run a Request for Proposal (RFP) for: **English Learner Program Management Systems.**

Recommendation: Approve Resolution No. 21-22-4 authorizing issuance of the RFP with scoring criteria as presented and the administrative fee as approved at the January 23, 2020 board meeting.



List of Attachments Board Meeting October 28, 2021

Item No.	Page No.	Description
1	5	September 9, 2021 Board Meeting Minutes
2	8	Annual Goals Progress Report
3	9	Resolution No. 21-22-4 Approval of English Learner Program Management Systems RFP process
4	10	Hallstrom, Klein & Ward LLP drafted and proposed redlined Engagement of Firm Agreement
5	16	Procurement Calendar
6	17	Strategic Initiatives

EDUCATION TECHNOLOGY JOINT POWERS AUTHORITY

Minutes

REGULAR MEETING OF THE GOVERNING BOARD

September 9, 2021 1:00 P.M. Google Meet

1. CALL TO ORDER AND ROLL CALL

Minutes:

Brianne Ford called the meeting to order at 1:02 PM.

Present In Person:

N/A

Present by Telephone:

Brianne Ford with Irvine Unified School District
Susan Rutledge with Clovis Unified School District
Kevin Monsma with El Dorado County Office of Education
Greg Pitzer with San Ramon Valley Unified School District
Jeremy Davis with Fullerton School District
Peter Skibitzki with San Juan Unified School District

2. APPROVAL OF MINUTES

Motion Passed: Approve the Minutes from the July 29, 2021 Regular Board Meeting.

Passed with a motion by Jeremy Davis and a second by Peter Skibitzki.

Aye Brianne Ford
Aye Susan Rutledge
Aye Kevin Monsma
Aye Greg Pitzer
Aye Jeremy Davis
Aye Peter Skibitzki

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 AGENDA

Motion Passed: Adopt Agenda, as presented.

Passed with a motion by Jeremy Davis and a second by Peter Skibitzki.

Aye Brianne Ford Aye Susan Rutledge Aye Kevin Monsma Aye Greg Pitzer Aye Jeremy Davis
Aye Peter Skibitzki

5. ACCEPTANCE OF BOARD MEMBER AND STAFF REPORTS

Minutes: Board members shared their district/counties' situations related to purchases, administrative matters, and matters related to COVID 19.

6. ACCEPTANCE OF TREASURER REPORT

Minutes: None.

7. ACCEPTANCE OF STANDING REPORTS

7.a. Membership

Minutes: Membership was discussed.

7.b. Communications

Minutes: Recent and planned communications with members were discussed including the Quarterly Member Newsletter and a Vendor Interest Survey related to a Web Design & Hosting Vendor Demonstration.

7.c. Procurement

Minutes: Current and Future RFPs were discussed.

7.d. Goals and Objectives

Minutes: The Annual Goals Progress Report and budget projections were reviewed.

8. ACCEPTANCE OF CONSENT AGENDA

8.a. At this time an item may be removed from the consent calendar by the Board, staff, or community for discussion. Approve all items on the Consent Agenda.

Motion Passed: Approve all items on the Consent Agenda.

Passed with a motion by Jeremy Davis and a second by Peter Skibitzki.

Aye Brianne Ford
Aye Susan Rutledge
Aye Kevin Monsma
Aye Greg Pitzer
Aye Jeremy Davis

Aye Peter Skibitzki

9. ITEMS REMOVED FROM CONSENT AGENDA

9.a. Items Removed from Consent Agenda: None.

10. ITEMS OF BUSINESS (ACTION)

10.a. Approve Susan Kane as the secondary designee for San Juan Unified School District.

Motion Passed: Approve Susan Kane as the secondary designee for San Juan Unified School District.

Passed with a motion by Jeremy Davis and a second by Peter Skibitzki.

Aye Brianne Ford
Aye Susan Rutledge
Aye Kevin Monsma
Aye Greg Pitzer
Aye Jeremy Davis
Aye Peter Skibitzki

10.b. Approve Unaudited Actuals Report

Motion Passed: Approve the unaudited actuals SACS report as presented, pursuant to California Education Code Section 42100.

Passed with a motion by Jeremy Davis and a second by Peter Skibitzki.

Aye Brianne Ford
Aye Susan Rutledge
Aye Kevin Monsma
Aye Greg Pitzer
Aye Jeremy Davis
Aye Peter Skibitzki

11.ITEMS FOR DISCUSSION

11.a. Review Strategic Initiatives

Minutes: Strategic Initiatives were discussed.

11.b. Ed Tech JPA Trademark

Minutes: The possibility of trademarking the Ed Tech JPA logo was discussed.

12. ADJOURNMENT

Motion Passed: Adjourn the meeting at 1:55 pm.

Passed with a motion by Jeremy Davis and a second by Peter Skibitzki.

Aye Brianne Ford
Aye Susan Rutledge
Aye Kevin Monsma
Aye Greg Pitzer
Aye Jeremy Davis
Aye Peter Skibitzki

Future Meetings October 28, 2021



ANNUAL GOALS PROGRESS REPORT

October 2021

The Education Technology Joint Powers Authority (Ed Tech JPA) aims to streamline procurement, provide competitive pricing, and secure favorable technology contracts for educational agencies and other eligible entities.

CURRENT POSITION

June 24, 2021	October 21, 2021	Goal for June 2022
88 Members 1,172,230 Students 15 Completed Procurements 56 Available Contracts \$138,612.33 Admin Fee Revenue 2020-21	91 Members 1,254,843 Students 15 Completed Procurements 62 Available Contracts \$107,954.03 Admin Fee Revenue 2021-22	110 Members 18 Completed Procurements \$160K Admin Fee Revenue 2021-22

Education Technology Joint Powers Authority RESOLUTION No. 21-22-4

APPROVAL OF ENGLISH LEARNER PROGRAM MANAGEMENT SYSTEMS RFP PROCESS

WHEREAS, the Education Technology Joint Powers Authority ("Ed Tech JPA") wishes to enter into Master Contracts with providers for english learner program management systems and related services in order to accommodate Members' current and future english learner program management systems needs; and

WHEREAS, english learner program management systems and related services are of a specialized and unique nature; and

WHEREAS, english learner program management systems are undergoing rapid and significant changes and Members' demand for these services is increasing; and,

WHEREAS, there has been a proliferation of services and products to reflect these changes; and

WHEREAS, pursuant to Public Contract Code section 20118.2, school districts are allowed to acquire english learner program management systems through a Request for Proposal ("RFP") process that takes into account system capabilities and other factors in addition to cost; and

WHEREAS, pursuant to Government Code sections 6500 and 6502, Joint Powers Authorities are allowed to exercise any power common to the contracting parties; and

WHEREAS, Ed Tech JPA members include school districts; and

WHEREAS, Ed Tech JPA intends to publish an RFP for the acquisition of english learner program management systems and related services, with the following evaluation components: (1) Functionality and Usability, (2) Vendor Support and Ability to Perform, (3) Price, and (4) Technology Requirements.

NOW, THEREFORE, THE BOARD OF TRUSTEES OF THE EDUCATION TECHNOLOGY JOINT POWERS AUTHORITY DOES HEREBY RESOLVE, ORDER, AND DETERMINE AS FOLLOWS:

- 1. Ed Tech JPA's proposed procurement of english learner program management systems and related services qualifies as procurement under Public Contract Code section 20118.2 and is hereby authorized by the Board.
 - 2. The evaluation factors are hereby authorized and approved.
- 3. The multiple award schedule of the RFP and authorization for the Board President to enter into a Master Contract between Ed Tech JPA and selected providers shall be taken by separate Board action.

ADOPTED, SIGNED AND APPROVED this 28th day of October, 2021.

EDUCATION TECHNOLOGY JOINT POWERS AUTHORITY BOARD OF EDUCATION

	ву:	
Attest:	Brianne Ford, Board President	
David Seabury, Secretary		

October 6, 2021

Via Email: jeremy davis@myfsd.org

Jeremy Davis
Ed Tech JPA
1450 Herndon Avenue
Clovis, CA 93611

RE: ENGAGEMENT OF FIRM

Dear Jeremy Davis:

This letter will confirm with appreciation that you have asked Hallstrom, Klein & Ward, LLP ("HKW" and "Attorneys") to provide your company, Education Technology Joint Powers Authority, with legal counsel regarding the filing of an application to register four trademarks. We look forward to the opportunity to assist you. The purpose of this letter is to ensure that you are fully informed as to the terms and conditions that apply to the delivery of our legal services. Unless otherwise provided, the terms of this engagement letter shall apply to all future matters you request our firm to handle. In that spirit, we have attempted to raise the issues that should be addressed at the beginning of the engagement.

Our services for filing trademark applications are provided on a flat-rate basis of \$750 for the filing of the initial trademark application in one class. Our rate for additional classes is \$250 each plus the filing fee. Customized descriptions generate additional fees. Any additional services, such as responding to any office action, will be provided on an hourly basis. Any third-party prior use search services are charged separately. The hourly billing rate for Grant Hallstrom is presently \$350 per hour. The regular hourly billing rates for others who might provide legal advice are: other attorneys' (including attorneys hired to work on contact basis) range from \$325 to \$385 per hour. Paralegal/law clerk rates range from \$90 to \$160 per hour and other support staff ranges from \$45 to \$150 per hour. In the course of our representation, we may incur expenses such as document reproduction charges, filing fees, court reporter fees etc. These items will be separately itemized on our billing statements as expenses. All payment made on invoices will be applied first to expenses, and then to fees.

We will require an initial payment in full of five thousand dollars (\$5,000) to assist you with this matter. We will notify you and receive your permission to proceed before incurring any additional fees beyond this retainer. At the termination of our services, we will refund any unused portion of the retainer. You acknowledge that our legal fees may exceed this amount and we do not make any representation or provide any guaranty regarding the outcome of any matter. We have no obligation to perform any further services until we receive an executed copy of this engagement agreement.

Our statements will be prepared and mailed after the close of the month in which services are rendered and costs advanced. To be fair to those clients who pay their statements promptly (by avoiding higher fees that would reflect the added cost incurred from carrying delinquent accounts), a monthly service charge, assessed on the last day of each month against all fees and costs that were billed before the beginning of that month and remain unpaid at the end of the month, is calculated at a rate equal to 1.5% per month of the unpaid balance.

Although we look forward to a mutually enjoyable relationship with you, we must provide for the unanticipated. Accordingly, we mutually agree that in order to avoid litigation in the event of any dispute concerning our billings and representation of you, such dispute shall be submitted to arbitration before an arbitration panel of the Orange County Bar Association and will be heard under rules and procedures of the Orange County Bar Association. Hallstrom, Klein & Ward, LLP maintains errors and omissions insurance coverage applicable to the services to be rendered.

If this letter correctly sets forth your understanding of the scope of the services to be rendered to you by Hallstrom, Klein & Ward, LLP, and if the terms of the engagement are satisfactory, please sign and date the enclosed copy of this letter in the space provided, and return it to me. If the scope of service described is incorrect or if the terms of the engagement set forth in this letter are not satisfactory to you, please call me so that we can discuss either aspect. We look forward to working with you.

Very truly yours,
Hallstrom, Klein & Ward, LLP

I hereby agree to and accept the terms of the engagement as stated above:

By: _	
	Jeremy Davis, Vice President
	Education Technology Joint Powers Authority



September 30, 2021

Via Email: jeremy davis@myfsd.org

Jeremy Davis Ed Tech JPA 1450 Herndon Avenue Clovis, CA 93611

RE: ENGAGEMENT OF FIRM

Dear Jeremy Davis:

This letter will confirm with appreciation that you have asked Hallstrom, Klein & Ward, LLP ("HKW" and "Attorneys") to provide your companyorganization, Education Technology Joint Powers Authority, with legal counsel regarding the filing of an application to register a trademark. We look forward to the opportunity to assist you. The purpose of this letter is to ensure that you are fully informed as to the terms and conditions that apply to the delivery of our legal services. Unless otherwise provided, the terms of this engagement letter shall apply to all future matters you request our firm to handle, approval of which must be approved in writing by an authorized Education Technology Joint Powers Authority representative prior to the performance thereof. In that spirit, we have attempted to raise the issues that should be addressed at the beginning of the engagement.

Our services for filing trademark applications are provided on a flat-rate basis of \$750 for the filing of the initial trademark application in one class. Our rate for additional classes is \$250 each plus the filing fee. Any additional services, such as responding to any office action, will be provided on an hourly basis. Any third party search services are charged separately. The hourly billing rate for Grant Hallstrom is presently \$350 per hour. The regular hourly billing rates for others who might provide legal advice are: other attorneys' (including attorneys hired to work on contact basis) range from \$325 to \$385 per hour. Paralegal/law clerk rates range from \$90 to \$160 per hour and other support staff ranges from \$45 to \$150 per hour. In the course of our representation, we may incur expenses such as document reproduction charges, filing fees, court reporter fees etc. These items will be separately itemized on our billing statements as expenses. All payment made on invoices will be applied first to expenses, and then to fees.

We will require an initial payment in full of fivene thousand dollars (\$54,000) to assist you with this matter. We will refund any unused retainer. You acknowledge that our legal fees may exceed this amount and we do not make any representation or provide any guaranty regarding the outcome of any matter. We have no obligation to perform any further services until we receive an executed copy of this engagement agreement.

Commented [A1]: This is pretty standard, but something to take note of. Do we want to ask for a cap on this prior to performance. Something like "HKW will cease services if fees exceed two thousand dollars and shall obtain permission from Education Technology Joint Powers Authority prior to performing any additional services;"

Commented [A2]: Do we want more info?

Commented [A3]: FYI: \$5,000 retainer.

15615 ALTON PARKWAY, SUITE 175, IRVINE, CA 92618 TEL (949) 450-8500 • FAX (949) 450-1588 • WWW.HKWLLP.COM Our statements will be prepared and mailed after the close of the month in which services are rendered and costs advanced. To be fair to those clients who pay their statements promptly (by avoiding higher fees that would reflect the added cost incurred from carrying delinquent accounts), a monthly service charge, assessed on the last day of each month against all fees and costs that were billed before the beginning of that month and remain unpaid at the end of the month, is calculated at a rate equal to 1.5% per month of the unpaid balance.

Although we look forward to a mutually enjoyable relationship with you, we must provide for the unanticipated. Accordingly, we mutually agree that in order to avoid litigation in the event of any dispute concerning our billings and representation of you, such dispute shall be submitted to arbitration before an arbitration panel of the Orange County Bar Association and will be heard under rules and procedures of the Orange County Bar Association. Hallstrom, Klein & Ward, LLP maintains errors and omissions insurance coverage applicable to the services to be rendered.

If this letter correctly sets forth your understanding of the scope of the services to be rendered to you by Hallstrom, Klein & Ward, LLP, and if the terms of the engagement are satisfactory, please sign and date the enclosed copy of this letter in the space provided, and return it to me. If the scope of service described is incorrect or if the terms of the engagement set forth in this letter are not satisfactory to you, please call me so that we can discuss either aspect. We look forward to working with you.

Very truly yours, Hallstrom, Klein & Ward, LLP

Grant J. Hallstrom, Esq.

I hereby agree to and accept the terms of the engagement as stated above:

By:	
-	Jeremy Davis, Vice President
	Education Technology Joint Powers Authority

Commented [A4]: FYI: we agree to arbitration

Commented [A5]: Do we want a copy of their COI? IUSD typically asks for this and I'm not sure how the JPA wants to handle this. We'll also need their W-9

We accept credit card p fill in the following info		wish to make a payme	ent by credit	t card, please
I authorize Hallstrom K	lein & Ward, LLP to	o charge my credit ca	rd.	
credit card number The billing address whe	card,)	cvv number (3 digit number on back of card after credit card number) redit card bill, include	expiration	
Street address		City	State	Zip
Signature		Date		

Ed Tech JPA Trademark Discussion Points

- Marks to Register (\$750 per mark)
 - o Ed Tech JPA
 - o Ed Tech
 - Education Technology JPA
 - logc
 - *recommend we do not use "Joint Powers Authority", because we will get an
 Office Action asking to disclaim that wording
- Category/Descriptions to Register
 - o Category 35
 - "Purchasing and procurement services, namely, procuring of contracts for others for the purchase of goods and labor contracting services"
 - "Assisting with the formation, negotiation, and management of contracts with public sector entities"
 - OR Custom description (extra \$100 per mark)
- We can begin using ™ now, and can use ® after we register the marks.
- Searches to see if similar logos are in use we can have them hire someone to do a search (\$100 - \$500).
- Potential that we could receive Office Actions from USPTO regarding possible issues.
- Seek board approval for not to exceed \$5,000.00

Jeremy's

notes: https://docs.google.com/document/d/1bNTEstyFOQZrawOYIBe8h-5qNoMkWAgLfr9_8ID0 mlk/edit

Diana's

notes: https://docs.google.com/document/d/1Te2qlrMYwiNkuJxdMt5Myr_OL9Y94nhYxG-2hdTZNYM/edit



Projected Proposal List

	Current Exp	Projected	Projected Award			Hosting Member	
RFP	Date	Release	Date	Board Approval	Hosting Member	Deadline	Notes
Planned RFPs							
Facilities and Resource Management Platform	n/a	9/1/21	12/9/21	3/28/19	Irvine & Clovis		
Human Resources & Sustitute Management Systems	n/a	10/8/21	1/27/22	9/9/21	Irvine (San Juan & Fullerton have interest)	6/30/22	Was board approved on 5/30/19 for Absence Tracking and Substitute Placement Platform, but revised to include HR systems
English Learner Program Management Syste	n/a	6/30/22	10/27/22	10/28/21 *anticipat	Irvine		requested by Vista Unified
ADDITIONAL REQUESTS - Not yet calenda	ared						
Visitor Management System	n/a	NOT PROJECTED	, BUT A POSSIBIL	7/29/21			
Library Management	n/a	NOT PROJECTED	, BUT A POSSIBIL	10/30/19	Irvine		
Financial System?	n/a	NOT PROJECTED	, BUT A POSSIBIL	ITY			
Address Verification Services	n/a	NOT PROJECTED	, BUT A POSSIBIL	ITY	IUSD?	7/31/23	
Device Insurance	n/a	NOT PROJECTED	, BUT A POSSIBIL	ITY			requested by Oceanside. Potential RFP
Cloud Hosting and Management Services	n/a	NOT PROJECTED), BUT A POSSIBIL	ITY			
Plagiarism Check Solution	n/a	NOT PROJECTED	, BUT A POSSIBIL	ITY			
Enterprise Resource Performance	n/a	NOT PROJECTED	, BUT A POSSIBIL	ITY			
Cyber Security	n/a	NOT PROJECTED, BUT A POSSIBILITY		ITY			Vendor requested (Rubrik)
Editing Software (adobe)	n/a	NOT PROJECTED	, BUT A POSSIBIL	ITY			
RFP PROJECTED RENEWALS							
Nutrition	3/27/24	Winter 2022/23					
Notification	4/25/24	Winter 2022/23					
LMS	5/9/24	Spring 2023					*Include a module for video conferencing
Electronic Document Routing	5/29/24	Spring 2023					
Classroom Management	6/26/24	Summer 2023					
MDM	3/28/25	Summer 2023					
Assessment	12/4/24	Fall 2023					
Educational Intelligence	1/22/25	Fall 2023					
Help Desk	2/2/25	Winter 2023		_			
SIS	2/16/25	UNCLEAR IF WE	WANT TO RUN AN	OTHER			
College and Career	5/27/25	Spring 2024					
Media Repository	8/30/25	Spring 2024					
Identity Management	1/5/26	Fall 2024					
Web Design & Hosting	3/16/26	Winter 2024					
SEL							

Ed Tech JPA Strategic Initiatives 2021-22

Category	Activity	Primary	Secondary/Additional
Membership	Annual Membership Survey	Michelle	Brie
	Processing New Member Applications/New Member Onboarding	Michelle	Sarah (IUSD)
	Potential Member Outreach - Identifying Underrepresented Regions, Members with no Contracts	Brie	Michelle
	Potential Member Outreach - Direct Contact with Districts/COEs	Michelle (coordinate updates)	ALL (Assigned by County)
	Direct Calls to Members w/o Contract Usage	Michelle (coordinate updates)	ALL (Assigned by County)
Procurement	Draft and Administer Facilities Management RFP	Michelle	Brie, F3
	Draft and Administer Absence Tracking/Substitute RFP	Michelle	Brie, F3
	Draft and Administer Visitor Management RFP	Michelle	Brie, F3
	Contract negotiations/tracking	Michelle	F3
	Contract Amendments (Acquisitions, Product Updates, Admin Fee)	Michelle	F3
	Maintain Procurement Calendar and Prepare Board Items	Michelle	Brie

Outreach/Marketing	Refresh Ed Tech JPA Website	Michelle/Brie	IUSD Web Team
	Update Ed Tech JPA Website URL (edtechjpa.org)	IUSD Web Team	Michael, Jeremy, Michelle, Brie
	CITE Conference Participation/Presentation	Brie	Jeremy, Michelle
	CASBO Conference Participation/Presentation	Michael	Brie, Michelle
	CASH Conference Participation/Presentation (end of Feb in Sacramento)	Sean	
-	Develop Structure for Hosted Vendor Conferences (Product Presentations)		Brie
	Vendor Conference 1 (multi-day): Data Assessment and Analytics (Assessment, Educational Intelligence, SEL awardees) - Host/Coordination		IUSD Admin Team
	Vendor Conference 2: Web Design and Hosting - Host/Coordination	David	IUSD Admin Team
	Signature Logo	IUSD Web Team	Michelle (coordinate)
	Ed Tech JPA branded T-shirts	Sean	Brie, Michelle
	Ed Tech JPA Youtube channel		
Financial Capacity	Maintain Budget, Update for Initial Adoption, Interim Revisions, Audit	Michael	Susan
	Request Admin Fee Quarterly Reports from Vendors	Susan	Michael
	Invoice Vendors for Admin Fee Payments	Susan	Michael
	Update Sales Projections Worksheet	Brie	Michelle, Susan
	Validate General Counsel/Consultant Expenditures	Michelle	Susan

	Evaluate Potential Alternative Revenue Streams	Michael	Jeremy & Greg Pitzer
	Pay legal fees, consultants, insurance, all other JPA costs	Susan	Michael
Board Operations	Prepare Board Agendas and Materials	Michelle	Brie
	Annual Evaluation Report	Brie	Michelle
	Annual Plan	Brie	Michelle
	Legal Budget and Plan	F3	Brie, Michelle
	Board Weekly Update	Michelle	Brie