

# EDUCATION TECHNOLOGY JOINT POWERS AUTHORITY

## Minutes

### REGULAR MEETING OF THE GOVERNING BOARD

March 28, 2019 2:00 P.M.

Administration Center

5050 Barranca Parkway

Irvine, CA 92604

#### 1. CALL TO ORDER

Minutes:

Brianne Ford called the meeting to order at 2:05 PM.

#### 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

Francie Heim individual consultant

Jeremy Davis with Fullerton SD

Present by Telephone:

Mark Williams with F3

John Morgan with Capistrano USD

Michael Johnston with Clovis USD

Bill McGuire individual consultant

Susan Rutledge with Clovis USD

#### 4. APPROVAL OF MINUTES

**Motion Passed:** Approve the Minutes from the February 28, 2019 Regular Board Meeting. Approve the Minutes from the March 15, 2019 Special Meeting with one correction to reflect that John Morgan was voting.

Passed with a motion by John Morgan and a second by Michael Johnston.

Yes     Brienne Ford  
Yes     Michael Johnston  
Yes     John Morgan

## **5. APPROVAL OF AGENDA**

**Motion Passed:** Adopt Agenda, as presented.

Passed with a motion by John Morgan and a second by Michael Johnston.

Yes     Brienne Ford  
Yes     Michael Johnston  
Yes     John Morgan

## **6. ACCEPTANCE OF FULLERTON SCHOOL DISTRICT AS A FOUNDING MEMBER OF THE JPA**

**Motion Passed:** Accept Fullerton SD as a Founding Member with Jeremy Davis as primary and Mike McAdam as alternate.

Passed with a motion by John Morgan and a second by Michael Johnston.

Yes     Brienne Ford  
Yes     Michael Johnston  
Yes     John Morgan

## **7. ELECTION OF JEREMY DAVIS AS SECRETARY**

**Motion Passed:** Appoint Jeremy Davis as Secretary.

Passed with a motion by John Morgan and a second by Michael Johnston.

Yes     Brienne Ford  
Yes     Michael Johnston  
Yes     John Morgan  
Yes     Jeremy Davis

## **8. ACCEPTANCE OF TREASURER REPORT**

Minutes: The Federal Tax ID has been received. The County Office approved the formation of the JPA and the fund for Clovis to act as the administrative unit of the JPA. All members of the Board of Directors need to fill in their initial Form 700 disclosure document and establish the initial address. It was suggested that the treasurer and president are the two signatories. Clovis will send invoices to the founding districts quickly. Brienne noted that the purchasing deadline is coming up quickly and asked if the invoices could come out in the next two weeks. Michael agreed.

## **9. ACCEPTANCE OF CONSENT AGENDA**

Minutes:

There is no consent agenda to approve.

## **10. OLD BUSINESS**

Minutes:

**10.a.** RFP Process.

**10.b.** Vendor Outreach and education process.

**10.c.** Review of JPA Bylaws - additional input/discussion.

**10.d.** Review of insurance options.

**10.e.** Review and input into criteria for additional Founding Members as well as the process for how new members will be added.

**10.f.** Review input into criteria for Associate Members

**10.g.** Federal purchasing requirements.

**10.h.** Legal contract follow up.

## **9. NEW BUSINESS**

### **9.a. APPROVAL OF FACILITIES AND RESOURCE MANAGEMENT RFP**

**Motion Passed:** Approve the Facilities and Resource Management RFP with scoring criteria and administrative fee as presented.

Passed with a motion by John Morgan and a second by Michael Johnston.

Yes     Brienne Ford

Yes     Michael Johnston

Yes     John Morgan

Yes     Jeremy Davis

### **9.b. APPROVAL OF CLASSROOM MANAGEMENT AND STUDENT ONLINE SAFETY RFP**

**Motion Passed:** Approve the Classroom Management And Student Online Safety RFP with scoring criteria and administrative fee as presented.

Passed with a motion by John Morgan and a second by Michael Johnston.

Yes     Brienne Ford  
Yes     Michael Johnston  
Yes     John Morgan  
Yes     Jeremy Davis

### **9.c. APPROVAL OF EDUCATIONAL INTELLIGENCE AND ANALYTICS RFP**

**Motion Passed:** Approve the Educational Intelligence And Analytics RFP with scoring criteria and administrative fee as presented.

Passed with a motion by John Morgan and a second by Michael Johnston.

Yes     Brienne Ford  
Yes     Michael Johnston  
Yes     John Morgan  
Yes     Jeremy Davis

### **9.d. APPROVAL OF MOBILE DEVICE MANAGEMENT RFP**

**Motion Passed:** Approve the Mobile Device Management RFP with scoring criteria and administrative fee as presented.

Passed with a motion by John Morgan and a second by Michael Johnston.

Yes     Brienne Ford  
Yes     Michael Johnston  
Yes     John Morgan  
Yes     Jeremy Davis

### **9.e. DETERMINATION OF OFFICIAL ADDRESS**

**Motion Passed:** Approve 1450 Herndon Ave., Clovis, CA 93611 as the official address of the JPA for administrative matters. 5050 Barranca Parkway, Irvine, CA 92604 shall be used as the procurement address.

Passed with a motion by John Morgan and a second by Michael Johnston.

Yes     Brienne Ford  
Yes     Michael Johnston  
Yes     John Morgan  
Yes     Jeremy Davis

## **10. NEW BUSINESS (NON ACTION ITEMS)**

### **10.a. OPERATING PROCEDURES**

Minutes: Operating Procedures have been drafted. Board Members should look over the procurement procedures for comments before the next meeting.

## **11. REPORT OF EXECUTIVE DIRECTOR AND SPECIAL COMMITTEE OF ADVISORY COUNCIL**

Minutes:

### **11.a. Website Subcommittee Report.**

## **12. SCHEDULING OF NEXT MEETING**

The next meeting shall be a Regular Meeting held on April 26, 2019 at 2:00PM at 5050 Barranca Parkway, Irvine, CA 92604.

## **13. ADJOURNMENT**

**Motion Passed:** Adjourn the meeting.

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

Yes     Brianne Ford

Yes     Michael Johnston