



## **AGENDA**

### **REGULAR MEETING GOVERNING BOARD**

1:00 P.M. June 26, 2025

Ed Tech JPA will hold a Board meeting on June 26, 2025, 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.

Board agendas may be viewed at <https://edtechjpa.org/departments/board-meetings>.

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
Secretary	David Seabury
Treasurer	Susan Rutledge

#### *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	Susan Rutledge/alternate Michael Johnston
Fullerton	Founding Member	Jeremy Davis/alternate Mike McAdam
El Dorado County of Education	Founding Member	David Seabury/alternate Wendy Frederickson
San Juan Unified	Founding Member	Peter Skibitzki/alternate Laura Fry
San Ramon Valley Unified	Founding Member	Kelly Hilton/alternate Daniel Hillman

#### 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.

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

Susan Rutledge 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 Changes to the Administrative Fee.

**Background Information:** At the December 5, 2019 board meeting Brianne Ford and Michael Johnston were authorized to develop an Administrative Fee. Revisions to the Administrative Fee were approved by the Board at the January 23, 2020 and April 27, 2023 board meetings. The board discussed possible changes to the Administrative Fee May 29, 2025 board meeting. The board desires to lower the Administrative Fee to 3.5% for all vendors previously subject to the 4% Administrative Fee, with the discount for large individual sales remaining the same, effective for the 2025-26 fiscal year.

**Recommendation:** Approve the updated Administrative Fee as presented effective July 1, 2025, with the understanding that terms may be negotiated on a case-by-case basis and that the Nutrition RFP will have a different Administrative Fee structure. The updated Administrative Fee shall be retroactive for all previous procurements and contracts as of July 1, 2025.

**Motion:**

### 10.b. Approve Updated Ed Tech JPA Operations Host Agency and Fee Proposal

**Background Information:** The original Operations Unit Fee Proposal was board approved on February 27, 2020, was revised on September 8, 2022, and has been revised to more accurately reimburse the Operations Host Agency for the costs of supporting the Ed Tech JPA administrative needs.

**Recommendation:** Approve the updated Ed Tech JPA Operations Host Agency and Fee Proposal

**Motion:**

### 10.c. Approve Updated Ed Tech JPA Procurement Host Agency and Fee Proposal

**Background Information:** The original Procurement Unit Fee Proposal was board approved on February 27, 2020, was revised on September 8, 2022, and has been revised to more accurately reimburse the Procurement Host Agency for the costs of supporting the Ed Tech JPA procurements.

**Recommendation:** Approve the updated Ed Tech JPA Procurement Host Agency and Fee Proposal



**Motion:**

**10.d. Approve Issuance of Web Design and Hosting and Notification Solutions RFP**

**Background Information:** Irvine USD has volunteered to run a Request for Proposal (RFP) for: Web Design and Hosting and Notification Solutions.

**Recommendation:** Approve Resolution No. 24-25-27 authorizing issuance of the RFP with scoring criteria as presented and the administrative fee as previously approved at the June 26, 2025 board meeting.

**Motion:**

**10.e. Approve Issuance of Social and Emotional Learning Assessment RFP**

**Background Information:** Irvine USD has volunteered to run a Request for Proposal (RFP) for: Social and Emotional Learning Assessment.

**Recommendation:** Approve Resolution No. 24-25-28 authorizing issuance of the RFP with scoring criteria as presented and the administrative fee as previously approved at the June 26, 2025 board meeting.

**Motion:**

**10.f. Approve Issuance of Facilities and Resource Management RFP**

**Background Information:** Irvine USD has volunteered to run a Request for Proposal (RFP) for: Facilities and Resource Management.

**Recommendation:** Approve Resolution No. 24-25-29 authorizing issuance of the RFP with scoring criteria as presented and the administrative fee as previously approved at the June 26, 2025 board meeting.

**Motion:**

**10.g. Approve 2025-26 Budget**

**Background information:** Pursuant to discussion at the last regular board meeting, a budget will be brought to the Board for input, discussion, and adoption. The budget will provide a multi-year look at possible sales, revenues, and expenses, to assist the board in decision-making.

**Recommendation:** Approve 2025-26 Budget as presented

**Motion:**

**11. Items for Discussion**

**11.a.** Annual Review of Procurement, Administrative, and Financial Host Agency duties, Operating Procedures, and fees

**11.b.** July board meeting

**Closing Items**

**12.** Adjournment

**Future Meetings**

July 31, 2025

## **Consent Agenda**

### **REGULAR MEETING GOVERNING BOARD**

1:00 P.M. June 26, 2025

#### **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:

- Antelope Elementary School District
- Elite Academic Academy
- Manteca Unified School District
- San Jose Charter Academy
- Temple City Unified School District

The Board must formally ratify the approval of their membership.

**Recommendation:** Ratify associate membership for the organizations listed.

\*Ratify

#### **2. Approve Check Register.**

**Background Information:** A Check Register is presented to the Board listing checks which have been issued in accordance with established purchasing procedures of Ed Tech JPA. These checks are presented to the Board for ratification in accordance with the applicable provisions of the Education and Government Code Statutes of the State of California. A copy of the full report is attached.

**Recommendation:** Ratify issuance of checks as listed.

\*Ratify

#### **3. Approve Amendment to Health-e Pro Agreement.**

**Background Information:** Ed Tech JPA awarded RFP No.23/24-01 Nutrition Management System to Water Walkers Inc dba Health-e Pro ("Health-e Pro") at the October 26, 2023 board meeting. The agreement was amended at the March 27, 2025 board meeting. Health-e Pro and Ed Tech JPA desire to amend the Purchase Agreement to update the terms.

**Recommendation:** Approve an amendment to the existing Purchase Agreement with Health-e Pro to amend the terms.

\*Ratify

#### **4. Approve Amendment to Otus Agreement and Pricing.**

**Background Information:** Ed Tech JPA awarded RFP No. 23/24-02 Assessment Platform to Otus LLC ("Otus") at the January 25, 2024 board meeting. Otus has recently made available additional products that weren't available at the time their proposal was submitted and would like to amend the Master



Agreement to include these products.

The Master Agreement specifies Vendor may add products introduced to the market by the manufacturer that added products are either a direct replacement or are substantially equivalent to original products listed in the RFP, Vendor's proposal, the Master Agreement and/or any Purchase Agreements or Added Products are enriched capabilities, new modules, technology advancements, and/or service categories within the solution that Vendor did not have at the time the proposal was submitted.

**Recommendation:** Approve an amendment to the existing agreement and updated pricing with Otus.

\*Ratify

#### **5. Approve Amendment to Ellevation Agreement and Pricing.**

**Background Information:** Ed Tech JPA awarded RFP No. 21/22-03 English Learner Management Program Systems to Curriculum Associates, LLC ("Ellevation") at the June 30, 2022 board meeting. The Master Agreement specifies Ellevation may adjust pricing not to exceed ten percent (10%) annually. Ellevation desires to update pricing and extend the Agreement through August 31, 2026.

**Recommendation:** Approve an amendment to the existing agreement and updated pricing with Ellevation.

\*Ratify

#### **6. Approve Amendment to Catapult/Centegix Agreement and Pricing.**

**Background Information:** Ed Tech JPA awarded RFP No. 20/21-02 Web Design & Hosting to Diverse Network Associates, Inc. dba Catapult K12 ("Catapult") at the March 25, 2021 board meeting. 34ED, LLC dba Centegix ("Centegix") has recently acquired the CatapultEMS/WeTip divisions. Agreements with Catapult for the CatapultEMS/WeTips divisions shall be assumed by Centegix.

The Master Agreement specifies Vendor may add products introduced to the market that are either a direct replacement or are substantially equivalent to original products listed in the RFP, Vendor's proposal, the Master Agreement and/or any Purchase Agreements or Added Products are enriched capabilities, new modules, technology advancements, and/or service categories within the solution that Vendor did not have at the time the proposal was submitted.

**Recommendation:** Approve an amendment to the existing agreement and with a name change and updated pricing with Catapult and Centegix.

\*Ratify