

EDUCATION TECHNOLOGY JOINT POWERS AUTHORITY

Minutes

REGULAR MEETING OF THE GOVERNING BOARD

June 27, 2024 1:00 P.M.

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

1. CALL TO ORDER AND ROLL CALL

Minutes:

Brianne Ford called the meeting to order at 1:06 PM.

Present:

Brianne Ford with Irvine Unified School District
Sean Rozell with Capistrano Unified School District
Susan Rutledge with Clovis Unified School District
Jeremy Davis with Fullerton School District
David Seabury with El Dorado County of Education

2. APPROVAL OF MINUTES

Motion Passed: Approve the Minutes from the May 30, 2024 Regular Board Meeting.

Passed with a motion by Jeremy Davis and a second by Sean Rozell.

Aye Brianne Ford
Aye Sean Rozell
Aye Susan Rutledge
Aye Jeremy Davis
Aye David Seabury

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 Sean Rozell.

Aye Brianne Ford
Aye Sean Rozell
Aye Susan Rutledge
Aye Jeremy Davis

Aye David Seabury

5. ACCEPTANCE OF BOARD MEMBER AND STAFF REPORTS

Minutes: Board members shared their district/counties' situations related to administrative matters.

6. ACCEPTANCE OF TREASURER REPORT

Minutes: none

7. ACCEPTANCE OF STANDING REPORTS

7.a. Membership

Minutes: Membership was discussed.

7.b. Communications

Minutes: The recent newsletter, annual survey, upcoming CITE conference presentation and vendor booth, and possible presentations with CalSPRA and the Small School District Association were discussed.

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. The annual review will occur in September.

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 Sean Rozell.

Aye Brianne Ford

Aye Sean Rozell

Aye Susan Rutledge

Aye Jeremy Davis

Aye David Seabury

9. ITEMS REMOVED FROM CONSENT AGENDA

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

10. ITEMS OF BUSINESS (ACTION)

10.a. Approve 2024-25 Budget

Motion Passed: Approve 2024-25 Budget as presented.

Passed with a motion by Jeremy Davis and a second by Sean Rozell.

Aye Brianne Ford
Aye Sean Rozell
Aye Susan Rutledge
Aye Jeremy Davis
Aye David Seabury

10.b. Election of Officers.

Motion Passed: Appoint the following officers to two year terms:

President: Brianne Ford
Vice President: Jeremy Davis
Secretary: David Seabury

Passed with a motion by Jeremy Davis and a second by Sean Rozell.

Aye Brianne Ford
Aye Sean Rozell
Aye Susan Rutledge
Aye Jeremy Davis
Aye David Seabury

10.c. Vote for Secondary Designee for El Dorado County Office of Education

Motion Passed: Elect Wendy Frederickson as secondary designee for El Dorado County Office of Education.

Passed with a motion by Jeremy Davis and a second by Sean Rozell.

Aye Brianne Ford
Aye Sean Rozell
Aye Susan Rutledge
Aye Jeremy Davis
Aye David Seabury

10.d. Approve Issuance of Associated Student Body Solution RFP

Motion Passed: Approve Resolution No. 23-24-47 authorizing issuance of the RFP with scoring criteria as presented and the administrative fee as approved at the April 27, 2023 board meeting.

Passed with a motion by Jeremy Davis and a second by Sean Rozell.

Aye Brianne Ford
Aye Sean Rozell
Aye Susan Rutledge
Aye Jeremy Davis
Aye David Seabury

10.e. Approve Issuance of Online Procurement/Bid Software RFP

Motion Passed: Approve Resolution No. 23-24-48 authorizing issuance of the RFP with scoring criteria as presented and the administrative fee as approved at the April 27, 2023 board meeting.

Passed with a motion by Jeremy Davis and a second by Sean Rozell.

Aye Brienne Ford
Aye Sean Rozell
Aye Susan Rutledge
Aye Jeremy Davis
Aye David Seabury

10.f. Approve Issuance of College and Career Planning Platform RFP

Motion Passed: Approve Resolution No. 23-24-49 authorizing issuance of the RFP with scoring criteria as presented and the administrative fee as approved at the April 27, 2023 board meeting.

Passed with a motion by Jeremy Davis and a second by Sean Rozell.

Aye Brienne Ford
Aye Sean Rozell
Aye Susan Rutledge
Aye Jeremy Davis
Aye David Seabury

11. ITEMS FOR DISCUSSION

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

Minutes: The Procurement, Administrative, and Financial Host Agency duties, Operating Procedures, and fees were discussed. No changes were proposed.

11.b. Discuss July board meeting

Minutes: The board discussed keeping the July board meeting on the schedule. The board meeting has been canceled and the next board meeting will be held on September 5, 2024.

11.c. Administrative Fee Structure

Minutes: The board discussed The Admin Fee in relation to strategic partnerships, resellers, and hardware. The board noted several factors that may warrant further negotiations of the administrative fee, including partnerships with Statewide organizations, existing piggybackable agreements and comparable administrative fees, the unique nature of reseller and distributor agreements, and vendor resources dedicated toward marketing and administering consortium contracts. The board also discussed strategies for supporting continued relationships with vendor partners.

11.d. Possible Apple Procurement

Minutes: The board discussed requests from member agencies to issue a procurement that would include Apple products due to the absence of an existing purchasing vehicle. Equivalent products, the Admin Fee, and number of anticipated respondents were discussed in relation to a possible Apple product procurement. Ed Tech JPA will connect with legal counsel for legal considerations.

12. ADJOURNMENT

Motion Passed: Adjourn the meeting at 2:04 pm.

Passed with a motion by Jeremy Davis and a second by Sean Rozell.

Aye Brienne Ford
Aye Sean Rozell
Aye Susan Rutledge
Aye Jeremy Davis
Aye David Seabury

Future Meetings
September 5, 2024