



## 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
Secretary	David Seabury
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.

4. 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



# EDUCATION TECHNOLOGY JOINT POWERS AUTHORITY

## 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	91 Members	110 Members
1,172,230 Students	1,254,843 Students	
15 Completed Procurements	15 Completed Procurements	18 Completed Procurements
56 Available Contracts	62 Available Contracts	
\$138,612.33 Admin Fee Revenue 2020-21	\$107,954.03 Admin Fee Revenue 2021-22	\$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

By:

Brianne Ford, Board President

Attest:

David Seabury, Secretary



**HALLSTROM, KLEIN & WARD LLP**  
THE BUSINESS LAW CENTER

October 6, 2021

Via Email: [jeremy\\_davis@myfsd.org](mailto: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.

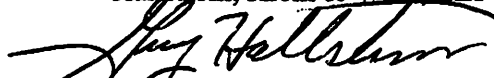
We will require an initial payment in full of five thousand dollars (\$5,000) to assist you with this matter. We will notify you and receive your permission to proceed before incurring any additional fees beyond this retainer. At the termination of our services, we will refund any unused portion of the 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



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



HALLSTROM, KLEIN & WARD LLP  
THE BUSINESS LAW CENTER

September 30, 2021

Via Email: [jeremy\\_davis@myfsd.org](mailto: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/organization, 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 five~~one~~ thousand dollars (\$5~~1~~,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.

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.

**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

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

We accept credit card payments, so if you wish to make a payment by credit card, please fill in the following information.

I authorize Hallstrom Klein & Ward, LLP to charge my credit card.

_____	_____	_____	_____
credit card number	Type (visa, master card,)	cvv number (3 digit number on back of card after credit card number)	expiration date

The billing address where you receive the credit card bill, include your zip code:

_____	_____	_____	_____
Street address	City	State	Zip

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Ed Tech JPA Trademark Discussion Points

- Marks to Register (\$750 per mark)
  - Ed Tech JPA
  - Ed Tech
  - Education Technology JPA
  - logo
  - \*recommend we do not use “Joint Powers Authority”, because we will get an Office Action asking to disclaim that wording
- Category/Descriptions to Register
  - 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\\_8ID0mlk/edit](https://docs.google.com/document/d/1bNTEstyFOQZrawOYIBe8h-5qNoMkWAglFr9_8ID0mlk/edit)

Diana's

notes:[https://docs.google.com/document/d/1Te2qlrMYwiNkuJxdMt5Myr\\_OL9Y94nhYxG-2hdTZNYM/edit](https://docs.google.com/document/d/1Te2qlrMYwiNkuJxdMt5Myr_OL9Y94nhYxG-2hdTZNYM/edit)

## Projected Proposal List

RFP	Current Exp Date	Projected Release	Projected Award Date	Board Approval	Hosting Member	Hosting Member Deadline	Notes
<b>Planned RFPs</b>							
Facilities and Resource Management Platform	n/a	9/1/21	12/9/21	3/28/19	Irvine & Clovis		
Human Resources & Substitute 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 System	n/a	6/30/22	10/27/22	10/28/21 *anticipated	Irvine		requested by Vista Unified

<b>ADDITIONAL REQUESTS - Not yet calendared</b>							
Visitor Management System	n/a	NOT PROJECTED, BUT A POSSIBILITY		7/29/21			
Library Management	n/a	NOT PROJECTED, BUT A POSSIBILITY		10/30/19	Irvine		
Financial System?	n/a	NOT PROJECTED, BUT A POSSIBILITY					
Address Verification Services	n/a	NOT PROJECTED, BUT A POSSIBILITY			IUSD?	7/31/23	
Device Insurance	n/a	NOT PROJECTED, BUT A POSSIBILITY					requested by Oceanside. Potential RFP
Cloud Hosting and Management Services	n/a	NOT PROJECTED, BUT A POSSIBILITY					
Plagiarism Check Solution	n/a	NOT PROJECTED, BUT A POSSIBILITY					
Enterprise Resource Performance	n/a	NOT PROJECTED, BUT A POSSIBILITY					
Cyber Security	n/a	NOT PROJECTED, BUT A POSSIBILITY					Vendor requested (Rubrik)
Editing Software (adobe)	n/a	NOT PROJECTED, BUT A POSSIBILITY					
<b>RFP PROJECTED RENEWALS</b>							
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 ANOTHER					
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