

EDUCATION TECHNOLOGY JOINT POWERS AUTHORITY

Minutes

REGULAR MEETING OF THE GOVERNING BOARD

January 26, 2023 2:00 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 2:05 PM.

Present In Person:

N/A

Present by Telephone:

Brianne Ford with Irvine Unified School District

David Seabury with El Dorado County Office of Education

Sean Rozell with Capistrano Unified School District

Peter Skibitzky with San Juan Unified School District

Mike McAdam with Fullerton School District

2. APPROVAL OF MINUTES

Motion Passed: Approve the Minutes from the December 8, 2022 Regular Board Meeting.

Passed with a motion by Peter Skibitzky and a second by Sean Rozell.

Aye Brianne Ford

Aye David Seabury

Aye Sean Rozell

Aye Peter Skibitzky

Aye Mike McAdam

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 Peter Skibitzky and a second by Sean Rozell.

Aye Brianne Ford
Aye David Seabury
Aye Sean Rozell
Aye Peter Skibitzky
Aye Mike McAdam

Kelly Hilton joined the meeting.

5. ACCEPTANCE OF BOARD MEMBER AND STAFF REPORTS

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

6. ACCEPTANCE OF TREASURER REPORT

Minutes: An update related to Administrative Fees was provided.

7. ACCEPTANCE OF STANDING REPORTS

7.a. Membership

Minutes: Membership was discussed.

7.b. Communications

Minutes: Weekly Updates for the board and Monthly Updates to members 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.

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 Peter Skibitzky and a second by Sean Rozell.

Aye Brianne Ford
Aye David Seabury
Aye Sean Rozell
Aye Peter Skibitzky
Aye Mike McAdam
Aye Kelly Hilton

9. ITEMS REMOVED FROM CONSENT AGENDA

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

10. ITEMS OF BUSINESS (ACTION)

10.a. Approve the Minimum Price Guarantee related to upcoming contract negotiations.

Motion: Approve the Minimum Price Guarantee as presented with the understanding that terms may be negotiated on a case-by-case basis.

Passed with a motion by Peter Skibitzky and a second by Sean Rozell.

Aye Brienne Ford
Aye David Seabury
Aye Sean Rozell
Aye Peter Skibitzky
Aye Mike McAdam
Aye Kelly Hilton

Peter Skibitzky left the meeting.

10.b. Approve the Administrative Fee related to upcoming contract negotiations.

Motion: Approve the existing Administrative Fee as presented through June 30, 2023; Approve the updated Administrative Fee as presented effective July 1, 2023, with the understanding that terms may be negotiated on a case-by-case basis. The updated Administrative Fee shall be retroactive for all previous procurement and contracts as of July 1, 2023.

Passed with a motion by David Seabury and a second by Sean Rozell.

Aye Brienne Ford
Aye David Seabury
Aye Sean Rozell
Aye Mike McAdam
Aye Kelly Hilton

10.c. Approve Bylaws

Motion: Approve the Bylaws as presented.

Passed with a motion by David Seabury and a second by Sean Rozell.

Aye Brienne Ford
Aye David Seabury
Aye Sean Rozell
Aye Mike McAdam
Aye Kelly Hilton

10.d. Approve the Operating Procedures and Host Agency Fee Proposals.

Motion: Approve the Operating Procedures and Host Agency Fee Proposals as previously approved.

Passed with a motion by David Seabury and a second by Sean Rozell.

Aye Brienne Ford
Aye David Seabury
Aye Sean Rozell
Aye Mike McAdam
Aye Kelly Hilton

10.e. Approve primary and secondary designees for Irvine Unified School District, Capistrano Unified School District and Clovis Unified School District.

Motion: Approve:

Brienne Ford as the primary designee for Irvine Unified School District;
Michelle Bennett as the secondary designee for Irvine Unified School District;
Michael Johnston as the primary designee for Clovis Unified School District;
Susan Rutledge as the secondary designees for Clovis Unified School District;
Sean Rozell as the primary designee for Capistrano Unified School District;
Stephanie Avera as the secondary designee for Capistrano Unified School District.

Passed with a motion by David Seabury and a second by Sean Rozell.

Aye Brienne Ford
Aye David Seabury
Aye Sean Rozell
Aye Mike McAdam
Aye Kelly Hilton

10.f. Approve Laura Fry as the secondary designee for San Juan Unified School District

Motion Passed: Approve Laura Fry as the secondary designee for San Juan Unified School District

Passed with a motion by David Seabury and a second by Sean Rozell.

Aye Brienne Ford
Aye David Seabury
Aye Sean Rozell
Aye Mike McAdam
Aye Kelly Hilton

11. ITEMS FOR DISCUSSION

11.a. Prior Board Approval for expenditures exceeding \$2,500.00

Minutes: Item Tabled.

11.b. Discuss CASBO Expo participation and support

Minutes: The CASBO booth and miscellaneous items were discussed.

12. ADJOURNMENT

Motion Passed: Adjourn the meeting at 2:43 pm.

Passed with a motion by David Seabury and a second by Sean Rozell.

Aye Brianne Ford
Aye David Seabury
Aye Sean Rozell
Aye Mike McAdam
Aye Kelly Hilton

Future Meetings

March 30, 2023