

# EDUCATION TECHNOLOGY JOINT POWERS AUTHORITY

## Minutes

### REGULAR MEETING OF THE GOVERNING BOARD

September 8, 2022 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 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

Michael Johnston with Clovis 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 28, 2022 Regular Board Meeting.

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

Aye Brianne Ford

Aye Michael Johnston

Aye David Seabury

Aye Jeremy Davis

Aye Sean Rozell

Abstain 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 Sean Rozell.

Aye Brianne Ford  
Aye Michael Johnston  
Aye David Seabury  
Aye Jeremy Davis  
Aye Sean Rozell  
Aye Peter Skibitzki

## **5. ACCEPTANCE OF BOARD MEMBER AND STAFF REPORTS**

Minutes: Board members shared their agencies' situations related to purchases and 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 upcoming CITE and CASBO conference presentations 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 Jeremy Davis and a second by Sean Rozell.

Aye Brianne Ford  
Aye Michael Johnston  
Aye David Seabury  
Aye Jeremy Davis  
Aye Sean Rozell  
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 Unaudited Actuals SACS 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 Sean Rozell.

Aye     Brienne Ford  
Aye     Michael Johnston  
Aye     David Seabury  
Aye     Jeremy Davis  
Aye     Sean Rozell  
Aye     Peter Skibitzki

### 10.b. Approve Annual Evaluation Report

**Motion Passed:** Approve the Annual Evaluation Report for 2021-22 as presented

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

Aye     Brienne Ford  
Aye     Michael Johnston  
Aye     David Seabury  
Aye     Jeremy Davis  
Aye     Sean Rozell  
Aye     Peter Skibitzki

### 10.c. Approve Annual Plan.

**Motion Passed:** Approve the Annual Plan for 2022-23 as presented.

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

Aye     Brienne Ford  
Aye     Michael Johnston  
Aye     David Seabury  
Aye     Jeremy Davis  
Aye     Sean Rozell  
Aye     Peter Skibitzki

### 10.d. Approve Updated Associate Member, Board, and Founding Member Operating Procedures.

**Motion Passed:** Approve the updated Associate Member, Board, and Founding Member Operating Procedures as presented and authorize staff to update as needed to reflect current practices.

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

Aye     Brienne Ford  
Aye     Michael Johnston  
Aye     David Seabury  
Aye     Jeremy Davis  
Aye     Sean Rozell  
Aye     Peter Skibitzki

**10.e.** Approve Updated Ed Tech JPA Financial Host Agency and Fee Proposal.

**Motion Passed:** Approve the updated Ed Tech JPA Financial Host Agency and Fee Proposal as presented, with a \$30,000 annual payment, plus 6.25% of Administrative Fees recorded at year end and reimbursement of direct costs with the clarification that the changed fees shall be effective for the 2022-23 fiscal year.

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

Aye     Brienne Ford  
Aye     Michael Johnston  
Aye     David Seabury  
Aye     Jeremy Davis  
Aye     Sean Rozell  
Aye     Peter Skibitzki

**10.f.** Approve Updated Ed Tech JPA Operations Host Agency and Fee Proposal.

**Motion Passed:** Approve the updated Ed Tech JPA Operations Host Agency and Fee Proposal as presented, with a \$10,000 annual payment and reimbursement of direct costs.

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

Aye     Brienne Ford  
Aye     Michael Johnston  
Aye     David Seabury  
Aye     Jeremy Davis  
Aye     Sean Rozell  
Aye     Peter Skibitzki

**10.g.** Approve Updated Ed Tech JPA Procurement Host Agency (PHA) and Fee Proposal.

**Motion Passed:** Approve the updated Ed Tech JPA Procurement Host Agency and Fee Proposal as presented, with a \$10,000 annual payment, plus 6.25% of Administrative Fees recorded at year end for procurements run by the PHA, and reimbursement of direct costs, with the clarification that the changed fees shall be effective for the 2022-23 fiscal year. Past PHAs shall receive 6.25% of Administrative Fees recorded at year end for procurements run by their agency.

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

Aye     Brienne Ford  
Aye     Michael Johnston  
Aye     David Seabury  
Aye     Jeremy Davis  
Aye     Sean Rozell  
Aye     Peter Skibitzki

**10.h.** Approve Updated Procurement Operating Procedures.

**Motion Passed:** Approve the updated Procurement Operating Procedures as presented and authorize staff to update as needed to reflect current practices, with a flat rate for Sponsoring Members per RFP determined by the Board on a case-by-case basis.

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

Aye Brianne Ford  
Aye Michael Johnston  
Aye David Seabury  
Aye Jeremy Davis  
Aye Sean Rozell  
Aye Peter Skibitzki

## **11. ITEMS FOR DISCUSSION**

**11. a.** The Core Values were discussed

**11. b.** Vendor demonstrations and JPA involvement were discussed

**11. c.** Strategic Initiatives were discussed and Founding Members volunteered for contributions

## **12. ADJOURNMENT**

**Motion Passed:** Adjourn the meeting at 2:30 pm.

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

Aye Brianne Ford  
Aye Michael Johnston  
Aye David Seabury  
Aye Jeremy Davis  
Aye Sean Rozell  
Aye Peter Skibitzki

## **Future Meetings**

October 27, 2022