

EDUCATION TECHNOLOGY JOINT POWERS AUTHORITY

Minutes

REGULAR MEETING OF THE GOVERNING BOARD

January 25, 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

Kelly Hilton with San Ramon Valley Unified School District

Sean Rozell with Capistrano Unified School District

Susan Rutledge 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 December 7, 2023 Regular Board Meeting.

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

Aye Brianne Ford

Aye Susan Rutledge

Aye Peter Skibitzki

Aye Jeremy Davis

Aye Sean Rozell

Aye Kelly Hilton

David Seabury joined the meeting. 1:09 pm

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 Susan Rutledge
Aye Peter Skibitzki
Aye Jeremy Davis
Aye Sean Rozell
Aye Kelly Hilton
Aye David Seabury

5. ACCEPTANCE OF BOARD MEMBER AND STAFF REPORTS

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

Susan Rutledge left the meeting. 1:14pm
Susan Rutledge re-joined the meeting. 1:18pm

6. ACCEPTANCE OF TREASURER REPORT

Minutes: Administrative Fees were discussed.

7. ACCEPTANCE OF STANDING REPORTS

7.a. Membership

Minutes: Membership was discussed.

7.b. Communications

Minutes: Recent and planned communications with 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. Member support regarding contract and product use was discussed.

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 Susan Rutledge
Aye Peter Skibitzki
Aye Jeremy Davis
Aye Sean Rozell

Aye Kelly Hilton
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 Clovis Unified School District as the Financial Host Agency.

Motion Passed: Approve Clovis Unified School District as the Financial Host Agency of Ed Tech JPA in accordance with section 9.c. of the Founding Member Agreement.

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

Aye Brianne Ford
Aye Susan Rutledge
Aye Peter Skibitzki
Aye Jeremy Davis
Aye Sean Rozell
Aye Kelly Hilton
Aye David Seabury

10.b. Increase marketing budget to support California IT in Education (CITE) potential partnership.

Motion Tabled: Approved increasing the marketing budget to support a partnership with California IT in Education (CITE).

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

Aye Brianne Ford
Aye Susan Rutledge
Aye Peter Skibitzki
Aye Jeremy Davis
Aye Sean Rozell
Aye Kelly Hilton
Aye David Seabury

Peter Skibitzky left the meeting. 2:02 pm

10.c. Approve the Administrative Fee and Administrative Fee language.

Motion Passed: Approve the existing Administrative Fee and language as previously approved, with the understanding that terms may be negotiated on a case-by-case basis. The board discussed strategies to lower the Administrative Fee in the future, particularly related to equipment and maintenance.

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

Aye Brianne Ford
Aye Susan Rutledge
Aye Jeremy Davis

Aye Sean Rozell
Aye Kelly Hilton
Aye David Seabury

10.d. Approve Bylaws

Motion Passed: Approve the existing Bylaws as previously approved.

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

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

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

Motion Passed: Approve the existing Operating Procedures and Host Agency Fee Proposals as previously approved, with one change: The board approved a change to the Operating Procedures “Contracts are required to come to the board for approval, however agreements with no financial impact and no substantive change to standard terms and conditions may be approved without board approval”. The board discussed the possibility of adjusting the Procurement Host Agency Fee Proposal in the future.

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

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

10.f. Submission of the 2022-23 Annual Financial Audit of the Education Technology Joint Powers Authority

Motion Passed: Approve the audit of the 2022-23 financial records of the Education Technology Joint Powers Authority as submitted.

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

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

10.g. Increase marketing budget to support California School Boards Association (CSBA) potential partnership.

Motion Tabled: Approved increasing the marketing budget with an additional expenditure to support a partnership with California School Boards Association (CSBA).

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

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

11. ITEMS FOR DISCUSSION

11.a. Discuss scoring assignments for Security & IT Administration RFP

Minutes: Lead responsibilities were discussed.

11.b. Alternate dates for May board meeting

Minutes: The current board meeting schedule was confirmed.

12. ADJOURNMENT

Motion Passed: Adjourn the meeting at 2:48 pm.

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

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

Future Meetings

February 29, 2024