

# EDUCATION TECHNOLOGY JOINT POWERS AUTHORITY

## Minutes

### REGULAR MEETING OF THE GOVERNING BOARD

January 29, 2026, 2025 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 1:05 PM.

Present:

Brianne Ford with Irvine Unified School District

Stephanie Avera with Capistrano Unified School District

Susan Rutledge with Clovis Unified School District

Kelly Hilton with San Ramon Valley Unified School District

#### 2. APPROVAL OF MINUTES

**Motion Passed:** Approve the Minutes from the December 11, 2025 Regular Board Meeting.

Passed with a motion by Kelly Hilton and a second by Susan Rutledge.

Aye Brianne Ford

Aye Susan Rutledge

Aye Kelly Hilton

Aye Stephanie Avera

#### 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 Kelly Hilton and a second by Susan Rutledge.

Aye Brianne Ford

Aye Susan Rutledge

Aye Kelly Hilton

Aye Stephanie Avera

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

Minutes: None.

## **6. ACCEPTANCE OF TREASURER REPORT**

Minutes: The budget, quarterly reporting, and founding fee members were discussed.

Peter Skibitzki joined the meeting.

## **7. ACCEPTANCE OF STANDING REPORTS**

### **7.a. Membership**

Minutes: Membership was discussed.

### **7.b. Communications**

Minutes: The upcoming CASBO conference vendor booth was discussed.

### **7.c. Procurement**

Minutes: Current and Future RFPs were discussed.

### **7.d. Goals and Objectives**

Minutes: The Annual Goals Progress Report was 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 Kelly Hilton and a second by Susan Rutledge.

Aye     Brienne Ford  
Aye     Susan Rutledge  
Aye     Kelly Hilton  
Aye     Stephanie Avera  
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 the Administrative Fee and Administrative Fee language.

**Motion:** 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 Kelly Hilton and a second by Susan Rutledge.

Aye Brianne Ford  
Aye Susan Rutledge  
Aye Kelly Hilton  
Aye Stephanie Avera  
Aye Peter Skibitzki

**10.b. Approve Bylaws**

**Motion:** Approve the existing Bylaws as previously approved.

Passed with a motion by Kelly Hilton and a second by Susan Rutledge.

Aye Brianne Ford  
Aye Susan Rutledge  
Aye Kelly Hilton  
Aye Stephanie Avera  
Aye Peter Skibitzki

**11. ITEMS FOR DISCUSSION**

None.

**12. ADJOURNMENT**

**Motion Passed:** Adjourn the meeting at 1:17 pm.

Passed with a motion by Kelly Hilton and a second by Susan Rutledge.

Aye Brianne Ford  
Aye Susan Rutledge  
Aye Kelly Hilton  
Aye Stephanie Avera  
Aye Peter Skibitzki

**Future Meetings**  
February 26, 2026