

# EDUCATION TECHNOLOGY JOINT POWERS AUTHORITY

## Minutes

### REGULAR MEETING OF THE GOVERNING BOARD

February 26, 2026 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  
Stephanie Avera with Capistrano Unified School District  
Susan Rutledge with Clovis Unified School District  
Jeremy Davis with Fullerton School District  
David Seabury with El Dorado County of Education

#### 2. APPROVAL OF MINUTES

**Motion Passed:** Approve the Minutes from the January 29, 2025 Regular Board Meeting.

Passed with a motion by Jeremy Davis and a second by David Seabury.

Aye Brianne Ford  
Aye Stephanie Avera  
Aye Susan Rutledge  
Aye Jeremy Davis  
Aye David Seabury

#### 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 David Seabury.

Aye Brianne Ford  
Aye Stephanie Avera  
Aye Susan Rutledge

Aye Jeremy Davis  
Aye David Seabury

Peter Skibitzki joined the meeting.

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

Minutes: Board members shared their organizations' 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 CASBO and CITE conferences, and 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.

## **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 David Seabury.

Aye Brianne Ford  
Aye Stephanie Avera  
Aye Susan Rutledge  
Aye Jeremy Davis  
Aye David Seabury  
Aye Peter Skibitzki

## **9. ITEMS REMOVED FROM CONSENT AGENDA**

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

## **10. ITEMS OF BUSINESS (ACTION)**

**10.a.** Second Interim Budget & SACS Report.

**Motion Passed:** Approve the positive certification of the Second Interim and SACS Report.

Passed with a motion by Jeremy Davis and a second by David Seabury.

Aye Brianne Ford  
Aye Stephanie Avera  
Aye Susan Rutledge  
Aye Jeremy Davis  
Aye David Seabury  
Aye Peter Skibitzki

**10.b.** Approve Issuance of English Learner Program Management Systems RFP.

**Motion Passed:** Approve Resolution No. 25-26-33 authorizing issuance of the Request for Proposals with the administrative fee as approved at the June 26, 2025 board meeting.

Passed with a motion by Jeremy Davis and a second by David Seabury.

Aye Brianne Ford  
Aye Stephanie Avera  
Aye Susan Rutledge  
Aye Jeremy Davis  
Aye David Seabury  
Aye Peter Skibitzki

**10.c.** Approve Issuance of Personnel Management Systems RFP.

**Motion Passed:** Approve Resolution No. 25-26-34 authorizing issuance of the Request for Proposals with the administrative fee as approved at the June 26, 2025 board meeting.

Passed with a motion by Jeremy Davis and a second by David Seabury.

Aye Brianne Ford  
Aye Stephanie Avera  
Aye Susan Rutledge  
Aye Jeremy Davis  
Aye David Seabury  
Aye Peter Skibitzki

## **11. ITEMS FOR DISCUSSION**

None.

## **12. ADJOURNMENT**

**Motion Passed:** Adjourn the meeting at 2:10 pm.

Passed with a motion by Jeremy Davis and a second by David Seabury.

Aye Brianne Ford  
Aye Stephanie Avera  
Aye Susan Rutledge  
Aye Jeremy Davis  
Aye David Seabury  
Aye Peter Skibitzki

**Future Meetings**

March 26, 2026