

# EDUCATION TECHNOLOGY JOINT POWERS AUTHORITY

## Minutes

### REGULAR MEETING OF THE GOVERNING BOARD

March 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, and <https://iusd.zoom.us/j/81049555486?pwd=IM2axuFLaMdyQ3i52I9qM69FjBjc11.1>, Meeting ID: 810 4955 5486, Passcode: 5Avj1n.

#### 1. CALL TO ORDER AND ROLL CALL

Minutes:

Brianne Ford called the meeting to order at 1:03 PM.

Present:

Brianne Ford with Irvine Unified School District  
Stephanie Avera with Capistrano Unified School District  
Susan Rutledge with Clovis Unified School District  
Mike McAdam with Fullerton School District  
Kelly Hilton with San Ramon Valley Unified School District

#### 2. APPROVAL OF MINUTES

**Motion Passed:** Approve the Minutes from the February 26, 2026 Regular Board Meeting.

Passed with a motion by Susan Rutledge and a second by Stephanie Avera.

Aye Brianne Ford  
Aye Stephanie Avera  
Aye Susan Rutledge  
Aye Mike McAdam  
Aye Kelly Hilton

#### 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 Susan Rutledge and a second by Stephanie Avera.

Aye Brianne Ford  
Aye Stephanie Avera  
Aye Susan Rutledge  
Aye Mike McAdam  
Aye Kelly Hilton

## **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: The end of the Quarter is approaching.

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

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

Minutes: Membership was discussed.

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

Minutes: The upcoming CASBO conference presentation and vendor booth were discussed.

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

Minutes: Current and Future RFPs and agreement negotiations 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 Susan Rutledge and a second by Stephanie Avera.

Aye Brianne Ford  
Aye Stephanie Avera  
Aye Susan Rutledge  
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 Issuance of Electronic Procurement Software RFP.

**Motion Passed:** Approve Resolution No. 25-26-35 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 Susan Rutledge and a second by Stephanie Avera.

Aye Brianne Ford  
Aye Stephanie Avera  
Aye Susan Rutledge  
Aye Mike McAdam  
Aye Kelly Hilton

## **11. ITEMS FOR DISCUSSION**

11.a. Upcoming Member Survey

Minutes:

## **12. ADJOURNMENT**

**Motion Passed:** Adjourn the meeting at 1:40 pm.

Passed with a motion by Susan Rutledge and a second by Stephanie Avera.

Aye Brianne Ford  
Aye Stephanie Avera  
Aye Susan Rutledge  
Aye Mike McAdam  
Aye Kelly Hilton

## **Future Meetings**

April 30, 2026