

# EDUCATION TECHNOLOGY JOINT POWERS AUTHORITY

## Minutes

### REGULAR MEETING OF THE GOVERNING BOARD

March 28, 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 1:09 PM.

Present:

Brianne Ford with Irvine Unified School District

Sean Rozell with Capistrano 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 February 29, 2024 Regular Board Meeting.

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

Aye Brianne Ford

Aye Jeremy Davis

Aye Peter Skibitzki

Aye Sean Rozell

#### 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 Jeremy Davis

Aye Peter Skibitzki

Aye Sean Rozell

Kelly Hilton joined the meeting.

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

Minutes: Board members shared their organizations' situations related to administrative matters.

**6. ACCEPTANCE OF TREASURER REPORT**

Minutes: Administrative Fee and Quarterly Report status was discussed.

**7. ACCEPTANCE OF STANDING REPORTS**

**7.a. Membership**

Minutes: Membership was discussed.

**7.b. Communications**

Minutes: The upcoming CASBO conference presentation and expo booth was discussed and recent and planned communications with members and vendor demonstrations were discussed.

**7.c. Procurement**

Minutes: The Security RFP award and delayed contract negotiations was discussed. The SIS RFP and the possibility of shared scoring was 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     Brienne Ford  
Aye     Jeremy Davis  
Aye     Peter Skibitzki  
Aye     Sean Rozell  
Aye     Kelly Hilton

**9. ITEMS REMOVED FROM CONSENT AGENDA**

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

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

**10.a.** Vote for Director for Clovis Unified School District

**Motion Passed:** Elect Susan Rutledge as primary designee for Clovis Unified School District.

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

Aye Brianne Ford  
Aye Jeremy Davis  
Aye Peter Skibitzki  
Aye Sean Rozell  
Aye Kelly Hilton

**10.b.** Vote for Secondary Designee for Clovis Unified School District

**Motion Passed:** Elect Michael Johnston as secondary designee for Clovis Unified School District.

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

Aye Brianne Ford  
Aye Jeremy Davis  
Aye Peter Skibitzki  
Aye Sean Rozell  
Aye Kelly Hilton

**10.c.** Election of Treasurer

**Motion Passed:** Appoint Susan Rutledge to serve as Treasurer effective March 28, 2024.

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

Aye Brianne Ford  
Aye Jeremy Davis  
Aye Peter Skibitzki  
Aye Sean Rozell  
Aye Kelly Hilton

**11. ITEMS FOR DISCUSSION**

**11.a.** Discuss possible Administrative Fee restructure

**Minutes:** The Administrative Fee restructure will be discussed in future board meetings.

**11.b.** Discuss Security & IT Administration RFP

**Minutes:** The award and delayed contract negotiations were discussed.

**11.c.** Discuss Vendor Demonstrations/Presentations - JPA Participation and Promotion

**Minutes:** Vendor Demonstrations/Presentations were discussed.

**12. ADJOURNMENT**

**Motion Passed:** Adjourn the meeting at 1:39 pm.

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

Aye     Brianne Ford  
Aye     Jeremy Davis  
Aye     Peter Skibitzki  
Aye     Sean Rozell  
Aye     Kelly Hilton

**Future Meetings**

April 25, 2024