

# EDUCATION TECHNOLOGY JOINT POWERS AUTHORITY

## Minutes

### REGULAR MEETING OF THE GOVERNING BOARD

April 24, 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 1:03 PM.

Present:

Brianne Ford with Irvine Unified School District  
Sean Rozell with Capistrano 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 March 27, 2025 Regular Board Meeting.

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

Aye Brianne Ford  
Aye Sean Rozell  
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 Sean Rozell.

Aye Brianne Ford  
Aye Sean Rozell  
Aye Jeremy Davis  
Aye David Seabury

Kelly Hilton and Peter Skibitzki joined the meeting.

## **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: Administrative Fees and annual goals were discussed.

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

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

Minutes: Membership was discussed.

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

Minutes: The recent CASBO conference and future events and presentations 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 Sean Rozell.

Aye Brianne Ford

Aye Sean Rozell

Aye Jeremy Davis

Aye David Seabury

Aye Kelly Hilton

Ayte Peter Skibitzki

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

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

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

**10.a.** Approve Proposed Regular Board Meeting Schedule.

**Motion Passed:** Approve Proposed Regular Board Meeting Schedule with the July meeting set as tentative and the December meeting rescheduled to December 11, 2025, with the acknowledgement that meetings may be changed at the discretion of the board.

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.b.** Approve Issuance of Artificial Intelligence Platforms RFP

**Motion Passed:** Approve Resolution No. 24-25-25 authorizing issuance of the RFP with scoring criteria as presented and the administrative fee as approved at the April 27, 2023 board meeting.

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

**11. ITEMS FOR DISCUSSION**

**11.a.** Admin Fee Discussion

**Minutes:** The Admin Fee structure and possible changes were discussed.

**11.b.** Vendor Partner Sales Review Follow Up

**Minutes:**

**12. ADJOURNMENT**

**Motion Passed:** Adjourn the meeting at 2:02 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**  
May 29, 2025