



## **AGENDA**

### **REGULAR MEETING GOVERNING BOARD**

1:00 P.M. September 4, 2025

Ed Tech JPA will hold a Board meeting on September 4, 2025, at 1:00 PM at the 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.

Board agendas may be viewed at <https://edtechjpa.org/department/board-meetings>.

The meetings of the Board at which official action is taken shall be public meetings, and no person shall be excluded therefrom.

The agenda will be published at least 72 hours prior to the meeting. Supporting documentation will be provided at the meeting or emailed electronically to members prior to the meeting as it becomes available.

President	Brianne Ford
Vice-President	Jeremy Davis
Secretary	David Seabury
Treasurer	Susan Rutledge

#### *Board of Directors Founding Members*

Irvine Unified	Founding Member	Brianne Ford/alternate Michelle Bennett
Capistrano Unified	Founding Member	Vacant/alternate Stephanie Avera
Clovis Unified	Founding Member	Susan Rutledge/alternate Michael Johnston
Fullerton	Founding Member	Jeremy Davis/alternate Mike McAdam
El Dorado County of Education	Founding Member	David Seabury/alternate Wendy Frederickson
San Juan Unified	Founding Member	Peter Skibitzki/alternate Laura Fry
San Ramon Valley Unified	Founding Member	Kelly Hilton/alternate Daniel Hillman

#### **Agenda**

1. Determination of a quorum and call to order - roll call
2. Approve the Minutes of the previous regular meeting
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. Each topic or item is limited to 30 minutes; each speaker is limited to 3 minutes.

4. Approval of the Agenda



**5. Board Member and Staff Reports**

**6. Treasurer Report**

Susan Rutledge will provide an update to the board.

**7. Standing Reports**

- 7.a.** Membership
- 7.b.** Communications
- 7.c.** Procurement
- 7.d.** Goals and Objectives

**8. Consent Agenda**

All matters of the Consent Agenda are considered to be routine and will be enacted by the Board in one motion, without prior discussion. At this time an item may be removed from the consent calendar by the Board, staff, or community for discussion.

**Recommendation:** Approve all items on the Consent Agenda.

**Motion:**

**9. Items Removed from Consent Agenda**

**9.a.**

**10. Items of Business (Action)**

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

**Background information:** The primary board member designee for Capistrano Unified School District, Sean Rozell, has relocated resulting in a vacancy in the board. Capistrano Unified School District wishes to appoint Stephanie Avera as their new primary board member.

**Recommendation:** Elect Stephanie Avera as primary designee for Capistrano Unified School District.

**Motion:**

**10.b. Approve Lana Nguyen as the secondary designee for Capistrano Unified School District.**

**Background Information:** Stephanie Avera has been approved as the primary designee for Capistrano Unified School District, resulting in a vacancy in the secondary designee position. Capistrano Unified School District desires to name Lana Nguyen as its secondary designee.

**Recommendation:** Approve Lana Nguyen as the secondary designee for Capistrano Unified School District.

**Motion:**

**10.c. Approve Unaudited Actuals SACS Report**

**Background information:** The unaudited actuals SACS report was prepared in accordance with California Education Code Section 41010 and will be provided for review and approval.



**Recommendation:** Approve the unaudited actuals SACS report as presented, pursuant to California Education Code Section 42100.

**Motion:**

**10.d.** Approve Annual Evaluation Report.

**Background Information:** An annual evaluation report of the effectiveness of programs and services shall be presented, pursuant to the Education Technology Joint Powers Authority Bylaws

**Recommendation:** Approve the Annual Evaluation Report for 2024-25 as presented.

**Motion:**

**10.e.** Approve Annual Plan.

**Background Information:** An annual plan which describes objectives and procedures to be implemented in assisting with the resolution of the needs of Ed Tech JPA's membership and which identifies the programs and services which are suggested by the JPA for implementation during the following year and contains components of long-range planning determined by the JPA shall be presented, pursuant to the Education Technology Joint Powers Authority Bylaws.

**Recommendation:** Approve the Annual Plan for 2025-26 as presented.

**Motion:**

**10.f.** Approve primary and secondary designees for San Juan Unified School District.

**Background Information:** On August 27, 2020 the Board approved:

Kent Stephens as the primary designee and Peter Skibitzki as the secondary designee for San Juan Unified School District.

On July 20, 2021 the board approved Peter Skibitzki as the primary designee for San Juan Unified School District due to a resignation by Kent Stephens.

On September 9, 2021 the board approved Susan Kane as the secondary designee for San Juan Unified School District due to a change in designation for Peter Skibitzki. Subsequently, on January 23/2023 the board approved Laura Fry as the secondary designee for San Juan Unified School District due to a resignation by Susan Kane.

The Board desires to re-evaluate director assignments every four (4) years pursuant to section V.B. of the Bylaws. The current primary and secondary designees have performed well and staff proposes their re-election.

**Recommendation:** Approve:

Peter Skibitzki as the primary designee for San Juan Unified School District;  
Laura Fry as the secondary designee for San Juan Unified School District.

**Motion:**

**10.g.** Approve primary and secondary designees for San Ramon Valley Unified School District.

**Background Information:** On September 24, 2020 the Board approved:

Greg Medici as the primary designee for San Ramon Valley Unified School District.



On January 27, 2022 the board approved Daniell Hillman as the primary designee for San Ramon Valley Unified School District due to a resignation by Greg Medici. Subsequently, on December 8, 2022 the board approved Stella Kemp as the primary designee for San Ramon Valley Unified School District due to a resignation by Daniel Hillman. Subsequently, on July 28, 2023 the board approved Kelly Hilton as the primary designee for San Ramon Valley Unified School District due to a change in designation for Stella Kemp.

On October 22, 2020 the Board approved Greg Pitzer as the secondary designee for San Ramon Valley Unified School District.

On December 8, 2022 the board approved Kelly Hilton as the secondary designee for San Ramon Valley Unified School District due to a resignation by Greg Pitzer. Subsequently, on July 28, 2023 the board approved Stella Kemp as the secondary designee for San Ramon Valley Unified School District due to a change in designation for Kelly Hilton. Subsequently, on January 30, 2025 the board approved Daniel Hillman as the secondary designee for San Ramon Valley Unified School District due to a resignation by Stella Kemp.

The Board desires to re-evaluate director assignments every four (4) years pursuant to section V.B. of the Bylaws. The current primary and secondary designees have performed well and staff proposes their re-election.

**Recommendation:** Approve:

Kelly Hilton as the primary designee for San Ramon Valley Unified School District;

Daniel Hillman as the secondary designee for San Ramon Valley Unified School District.

**Motion:**

**11. Items for Discussion**

11.a. Review the Legal Budget and Plan.

**Closing Items**

12. Adjournment

**Future Meetings**

October 30, 2025



## **Consent Agenda REGULAR MEETING GOVERNING BOARD**

1:00 P.M. September 4, 2025

### **1. Ratify Approval of New Associate Members**

**Background Information:** The following organizations have applied for associate membership and, pursuant to Ed Tech JPA's Associate Member Operating Procedures, were granted provisional approval:

- Granite Mountain Charter School
- Lewis Center for Educational Research

The Board must formally ratify the approval of their membership.

**Recommendation:** Ratify associate membership for the organizations listed.

\*Ratify

### **2. Approve Check Register.**

**Background Information:** A Check Register is presented to the Board listing checks which have been issued in accordance with established purchasing procedures of Ed Tech JPA. These checks are presented to the Board for ratification in accordance with the applicable provisions of the Education and Government Code Statutes of the State of California. A copy of the full report is attached.

**Recommendation:** Ratify issuance of checks as listed.

\*Ratify

### **3. Approve Amendment to MCCi Agreement and Pricing.**

**Background Information:** Ed Tech JPA awarded RFP No.23/24-04 Electronic Document Routing Solution to ECS Imaging, Inc. ("ECS") at the February 29, 2024 board meeting. MCCi, LLC ("MCCi") has recently acquired ECS and desires to assume the agreements.

The Master Agreement specifies Vendor may add products introduced to the market that are either a direct replacement or are substantially equivalent to original products listed in the RFP, Vendor's proposal, the Master Agreement and/or any Purchase Agreements or Added Products are enriched capabilities, new modules, technology advancements, and/or service categories within the solution that Vendor did not have at the time the proposal was submitted. MCCi products have undergone such changes.

**Recommendation:** Approve an amendment to the existing agreement and pricing with ECS to change the contracting entity to MCCi.

\*Ratify

### **4. Approve Amendment to Aeries Agreement**

**Background Information:** Ed Tech JPA awarded RFP No. 24/25-02 Student Information Systems to Aeries Software, Inc. ("Aeries Corporation") at the April 24, 2025 board meeting. Aeries Corporation subsequently went through a change in ownership resulting in a new entity called Aeries Software, LLC



("Aeries LLC"). Agreements with Aeries Corporation shall be assumed by Aeries LLC.

**Recommendation:** Approve an amendment to the existing agreement and with a name change with Aeries Software, LLC.

\*Ratify

#### **5. Approve Amendment to Gray Step Software Agreement**

**Background Information:** Ed Tech JPA awarded RFP No. 24/25-05 Associated Student Body Solution to KEV Group Inc. ("KEV") at the April 24, 2025 board meeting. Subsequently, KEV determined that its subsidiary Gray Step Software Inc. (Gray Step") would be the contract entity. Agreements with KEV shall be assumed by Gray Step.

**Recommendation:** Approve an amendment to the existing agreement and with a name change with Gray Step Software Inc..

\*Ratify

#### **6. Approve Amendment to ParentSquare Agreement and Pricing.**

**Background Information:** Ed Tech JPA awarded RFP No. 22/23-03 Learning Management Solution to ParentSquare, Inc. ("ParentSquare") at the October 26, 2023 board meeting and approved an amendment related to the minimum price language on October 24, 2024. The Master Agreement specifies Vendor may add products introduced to the market that are either a direct replacement or are substantially equivalent to original products listed in the RFP, Vendor's proposal, the Master Agreement and/or any Purchase Agreements or Added Products are enriched capabilities, new modules, technology advancements, and/or service categories within the solution that Vendor did not have at the time the proposal was submitted. ParentSquare products have undergone such changes.

**Recommendation:** Approve an amendment to the existing agreement and pricing with ParentSquare, Inc..

\*Ratify