

EDUCATION TECHNOLOGY JOINT POWERS AUTHORITY

Minutes

REGULAR MEETING OF THE GOVERNING BOARD

September 4, 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 1:04 PM.

Present:

Brianne Ford with Irvine Unified School District
Susan Rutledge with Clovis Unified School District
Jeremy Davis with Fullerton School District
David Seabury with El Dorado County of Education
Peter Skibitzki with San Juan Unified School District
Kelly Hilton with San Ramon Valley Unified School District

2. APPROVAL OF MINUTES

Motion Passed: Approve the Minutes from the June 26, 2025 Regular Board Meeting.

Passed with a motion by Peter Skibitzki and a second by Susan Rutledge.

Aye Brianne Ford
Aye Kelly Hilton
Aye Susan Rutledge
Aye Jeremy Davis
Aye David Seabury
Aye Peter Skibitzki

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 Peter Skibitzki and a second by Susan Rutledge.

Aye Brianne Ford
Aye Kelly Hilton
Aye Susan Rutledge
Aye Jeremy Davis
Aye David Seabury
Aye Peter Skibitzki

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: None.

7. ACCEPTANCE OF STANDING REPORTS

7.a. Membership

Minutes: Membership was discussed.

7.b. Communications

Minutes: The upcoming CITE and CASBO conference presentations and vendor booth were discussed 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: None.

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 Peter Skibitzki and a second by Susan Rutledge.

Aye Brianne Ford
Aye Kelly Hilton
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. Accept Capistrano Unified School District's selection for primary board member

Motion Passed: Accept Stephanie Avera as primary designee for Capistrano Unified School District

Passed with a motion by Peter Skibitzki and a second by Susan Rutledge.

Aye Brianne Ford
Aye Kelly Hilton
Aye Susan Rutledge
Aye Jeremy Davis
Aye David Seabury
Aye Peter Skibitzki

10.b. Accept Capistrano Unified School District's selection for secondary designee

Motion Passed: Accept Lana Nguyen as secondary designee for Capistrano Unified School District

Passed with a motion by Peter Skibitzki and a second by Susan Rutledge.

Aye Brianne Ford
Aye Kelly Hilton
Aye Susan Rutledge
Aye Jeremy Davis
Aye David Seabury
Aye Peter Skibitzki

10.c. Approve Unaudited Actuals SACS Report

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

Passed with a motion by Peter Skibitzki and a second by Susan Rutledge.

Aye Brianne Ford
Aye Kelly Hilton
Aye Susan Rutledge
Aye Jeremy Davis
Aye David Seabury
Aye Peter Skibitzki
Aye Lana Nguyen

10.d. Approve Annual Evaluation Report

Motion Passed: Approve the Annual Evaluation Report for 2024-25 as presented

Passed with a motion by Peter Skibitzki and a second by Susan Rutledge.

Aye Brianne Ford
Aye Kelly Hilton
Aye Susan Rutledge
Aye Jeremy Davis
Aye David Seabury
Aye Peter Skibitzki
Aye Lana Nguyen

10.e. Approve Annual Plan.

Motion Passed: Approve the Annual Plan for 2025-26 as presented.

Passed with a motion by Peter Skibitzki and a second by Susan Rutledge.

Aye Brianne Ford
Aye Kelly Hilton
Aye Susan Rutledge
Aye Jeremy Davis
Aye David Seabury
Aye Peter Skibitzki
Aye Lana Nguyen

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

Motion Passed: 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.

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

Aye Brianne Ford
Aye Kelly Hilton
Aye Susan Rutledge
Aye Jeremy Davis
Aye David Seabury
Aye Peter Skibitzki
Aye Lana Nguyen

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

Motion Passed: 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.

Passed with a motion by David Seabury and a second by Susan Rutledge.

Aye Brianne Ford
Aye Kelly Hilton
Aye Susan Rutledge
Aye Jeremy Davis
Aye David Seabury
Aye Peter Skibitzki
Aye Lana Nguyen

11. ITEMS FOR DISCUSSION

11.a. Review the Legal Budget and Plan.

Minutes: The Legal Budget and Plan was reviewed.

12. ADJOURNMENT

Motion Passed: Adjourn the meeting at 2:25 pm.

Passed with a motion by Peter Skibitzki and a second by Susan Rutledge.

Aye Brianne Ford
Aye Kelly Hilton
Aye Susan Rutledge
Aye Jeremy Davis
Aye David Seabury
Aye Peter Skibitzki
Aye Lana Nguyen

Future Meetings

October 30, 2025