

# EDUCATION TECHNOLOGY JOINT POWERS AUTHORITY

## Minutes

### REGULAR MEETING OF THE GOVERNING BOARD

September 7, 2023 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 p.m.

Present:

Brianne Ford with Irvine Unified School District  
Kelly Hilton with San Ramon Valley Unified District  
Mike McAdam with Fullerton School District  
Sean Rozell with Capistrano Unified School District  
David Seabury with El Dorado County of Education  
Peter Skibitzki with San Juan Unified School District

#### 2. APPROVAL OF MINUTES

**Motion Passed:** Approve the Minutes from the July 27, 2023 Regular Board Meeting.

Passed with a motion by Kelly Hilton and a second by Sean Rozell.

Aye Brianne Ford  
Aye Kelly Hilton  
Aye Mike McAdam  
Aye Sean Rozell  
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 Kelly Hilton and a second by Sean Rozell.

Aye Brianne Ford  
Aye Kelly Hilton  
Aye Mike McAdam

Aye Sean Rozell  
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: The annual audit is underway.

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

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

Minutes: Membership was discussed.

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

Minutes: The upcoming CITE conference presentation and vendor booth; CSBA affiliate membership; Ed Week Presentation Conference for vendors; CASBO presentations 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: 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 Kelly Hilton and a second by Sean Rozell.

Aye Brianne Ford  
Aye Kelly Hilton  
Aye Mike McAdam  
Aye Sean Rozell  
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.** 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 Kelly Hilton and a second by Sean Rozell.

Aye Brianne Ford  
Aye Kelly Hilton  
Aye Mike McAdam  
Aye Sean Rozell  
Aye David Seabury  
Aye Peter Skibitzki

**10.b.** Increase approved expenditure with Hallstrom, Klein & Ward, LLP (HKW) to total not to exceed ten thousand dollars (\$10,000.00)

**Motion Passed:** Approve increasing the approved expenditure with Hallstrom, Klein & Ward, LLP by an additional \$5,000.00, totaling an amount not to exceed \$10,000.00 to respond to USPTO Office Actions and file for the Supplementary Registry.

Passed with a motion by Kelly Hilton and a second by Sean Rozell.

Aye Brianne Ford  
Aye Kelly Hilton  
Aye Mike McAdam  
Aye Sean Rozell  
Aye David Seabury  
Aye Peter Skibitzki

Sean Rozell left the meeting.

Peter Skibitzki left the meeting.

**10.c.** Approve Annual Evaluation Report

**Motion Passed:** Approve the Annual Evaluation Report for 2022-23 as presented

Passed with a motion by Kelly Hilton and a second by David Seabury

Aye Brianne Ford  
Aye Kelly Hilton  
Aye Mike McAdam  
Aye David Seabury

**10.d.** Approve Annual Plan.

**Motion Passed:** Approve the Annual Plan for 2023-24 as presented.

Passed with a motion by Kelly Hilton and a second by David Seabury

Aye Brianne Ford  
Aye Kelly Hilton  
Aye Mike McAdam  
Aye David Seabury

**11. ITEMS FOR DISCUSSION**

**11.a.** Review Quarterly Report application and discuss usage

**Minutes:** Planned development, necessary reports, and features were previewed and discussed.

**11.b.** Marketing Materials for 2023-24

**Minutes:** Shirts, owls with teal shirts, pens, updated signage (pop-up ones from IUSD Print Shop), and lunchbags requested for the booth at CITE.

## **12. ADJOURNMENT**

**Motion Passed:** Adjourn the meeting at 2:07 p.m.

Passed with a motion by Kelly Hilton and a second by David Seabury.

Aye	Brianne Ford
Aye	Kelly Hilton
Aye	Mike McAdam
Aye	David Seabury

### **Future Meetings**

October 26, 2023