



NORTH COUNTY EDUCATIONAL PURCHASING CONSORTIUM
BOARD MEETING MINUTES
August 7, 2013

Kara Allegra, President, called the meeting to order at 8:37 a.m.

Pledge of Allegiance

Member Districts in attendance:

- *Bonsall Unified School District – Jessica Kinder
- *Cardiff School District – Sharon Iverson
- *Carlsbad Unified School District – Michelle Johnson
- *Del Mar Union School District – Brenda Heskett
- *Escondido Union School District – Vickie Howe
- *Escondido Union High School District – MaryAnn Kirastoulis
- *Fallbrook Unified Elementary School District – Kara Allegro
- *Fallbrook Union High School District – Sher Hoff
- *MiraCosta College – Kim Simonds
- *Oceanside Unified School District – Debbie Kelly
- *Oceanside Unified School District – Donna Purcell
- *Palomar College – Teresa Wacker
- *Palomar College – Jenny Akins
- *Poway Unified School District – Rick Kittinger
- *Poway Unified School District – Gayle McCormick
- *San Dieguito Union High School District – Doug Gilbert
- *San Marcos Unified School District – Susan Wallace
- *Valley Center/Pauma Unified School District – Colleen Heublein

Associate Member District in attendance:

- *Cajon Valley Union School District – Teri Svacina
- *Cajon Valley Union School District – Sharon Clay
- *Grossmont Union High School District – Guiselle Carreon
- *San Diego County Office of Education – Sandie Thompson Nobile
- *San Diego County Office of Education – Kimberly Hayes
- *San Diego County Office of Education – Michele Nye
- *San Diego County Office of Education – Lorraine Hamann
- *San Diego Unified School District – Pearl Adams
- *San Diego Unified School District – John Groll
- *San Diego Unified School District – Wanda Fransaw Taylor

Also in attendance:

- *Office Depot – Michael Stechel
- *Office Depot – Steve Estes

- *OfficeMax – Catherine Rogers
- * School Specialty – Chris Duffy
- *SupplyMaster – Susan Brewer
- * Virco – Mark Friesz

1. Approval of Agenda (D/A):

Brenda Haskett moved to approve the agenda. Motion seconded by Sher Hoff. Motion carried unanimously.

2. Welcome Guests:

Kara Allegra welcomed everyone and asked that they introduce themselves and the company they represent.

3. Approve June 5, 2013 Board Meeting Minutes (D/A):

Kara Allegra presented. Sharon Clay notes that Cajon Valley should be an Associate member district; item 24 should be Sher Hoff finished her 1st year not hour. Jessica Kinder moved to approve with changes to the July 10, 2013 Board Meeting minutes. Motion seconded by Vickie Howe. Motion carried unanimously.

4. Approve July 10, 2013 Administrative Committee Meeting Minutes (D/A):

Debbie Kelly presented. Change of item 2H should be bottled water not water bottles. Jessica Kinder moved to approve with changes to the July 10, 2013 Administrative Committee Meeting Minutes. Motion seconded by Sher Hoff. Motion carried unanimously.

5. Approve Treasurer's Report for August 7, 2013 (D/A):

Presented by Kara Allegro. Michelle Johnson moved to approve the treasurer's report as presented. Motion seconded by Colleen Heublein. Motion carried unanimously.

6. Old Business (D):

A. Attorney Services, Kara Allegra presented letter from Laura Romano as a discussion item showing new rates. Will bring back to October meeting.

B. Agreements under 15K, Sandy Thompson Nobile presented information regarding storm water, will bring back to the October meeting.

7. New Business (D):

None

8. Holiday Brunch Meeting in December 2013 price change (D/A):

Kara Allegra presented. Currently we offer a \$5.00 discount to the districts, price has gone up to \$19.50, do we want to still allow districts to pay \$13.50. Kim Simonds moved to approve price as is for Districts and vendors will pay increase. Motion seconded by Mary Ann Kirastoulis. Motion carried unanimously.

9. Approve Award of LCD Projector Lamp Bid (D/A):

Sharon Clay presented. Concern from vendors that other vendors are not using true OEM products. Mary Ann Kirastoulis moved to award bid. Motion seconded by Brenda Heskett. Motion carried unanimously.

10. Approve Award of Laptop Bid (D/A):

Jessica Kinder presented, will ask for president ratification at October Board Meeting, bid will expire October 2, 2013. Kim Simonds moved to approve president ratification to the above named bid. Motion seconded Sher Hoff. Motion carried unanimously.

11. Approve Award of CNS Snack and Beverage Bid (D/A):

Michelle Johnson presented. Mary Ann Kirastoulis moved to approve award to above named bid. Motion seconded Sher Hoff. Motion carried unanimously.

12. Approve Award of Health and Athletic Supplies Bid: (D/A):

Rich Kittinger presented. Kim Simonds moved to approve award to above named bid. Motion seconded Brenda Heskett. Motion carried unanimously.

13. Approve award of Copier Bid: (D/A):

Gayle McCormick presented, Brenda Heskett inquired if maintenance would still apply after bid expiration, yes maintenance will continue. Jessica Kinder moved to approve award to above named bid. Motion seconded by Kim Simonds. Motion carried unanimously.

14. Ratify Award of Library Supplies Bid: (D/A):

Brenda Heskett presented. Jessica Kinder moved to approve the ratification of the above named bid. Motion seconded by Kim Simonds. Motion carried unanimously.

15. Ratify Award of Audio Visual Supplies and Equipment Bid (D/A):

Kim Simonds presented. Jessica Kinder moved to approve the ratification of the above named bid. Motion seconded by Michelle Johnson. Motion carried unanimously.

16. Ratify Award of Bottled Water Bid: (D/A):

Rich Kittinger presented, has spoken with vendor regarding concerns districts have. Michelle Johnson also noted that bottles are cheaper on this bid then the Child Nutrition bid. Kim Simonds moved to approve the ratification of the above named bid. Motion seconded by Sher Hoff. Motion carried unanimously.

17. Approve Amendment for Office and Classroom Supplies Bid (D/A):

Jessica Kinder presented. Colleen Heublein moved to approve the amendment to the above named bid. Motion seconded Mary Ann Kirastoulis. Motion carried unanimously.

18. Approve Amendment #2 for Fuel Bid Extension (D/A):

John Groll presented. Jessica Kinder moved to approve the amendment to the above named bid. Motion seconded Mary Ann Kirastoulis. Motion carried unanimously.

19. Approve Amendment for Custodial Supplies Bid (D/A):

Kara Allegra presented. Guiselle Carreon said a cure notice should be issued. Item tabled.

20. Approve Amendment for Furniture Bid #FURN0113 (D/A):

Guiselle Carreon presented. Sent Cure notice to School Space Solutions, no response, need to terminate contract. Mary Ann Kirastoulis moved to approve the amendment to the above named bid. Motion seconded Kim Simonds. Motion carried unanimously.

21. Bid Assignments for 13/14 (D/A):

Susan Wallace presented. Jessica Kinder moved to approve the amendment with changes to terms and dates as discussed. Motion seconded Kim Simonds. Motion carried unanimously.

22. Furniture Bid #2 – Prevailing Wage (D/A):

Guiselle Carreon presented. Any items requiring prevailing wages will be removed from bid .Jessica Kinder moved to approve. Motion seconded Kim Simonds. Motion carried unanimously.

23. Create Adhoc Committee for NCEPC Training (D/A):

Kim Simonds presented. Guiselle Carreon and Sher Hoff are willing to volunteer. Will Contact Janay Greenlay to see if she is interested. Mary Ann Kirastoulis moved to Approve. Motion seconded Michele Johnson. Motion carried unanimously.

24. Acclamations (D):

Debbie Kelly introduced Donna Purcell as a new Buyer for Oceanside. Pearl Adams introduced Wanda Fransaw Taylor as new contracts Admin Supervisor. Mary Ann Kirastoulis thanked Guiselle for the knowledge she brings to the group.

25. Round Table Discussion (D):

- Guiselle Carreon inquired as to what districts have been issued a subpoena for Office Depot lawsuit, Guiselle has sent information to F3 and will provide information at next meeting. Debbie Kelly asked what districts charge for Public Records Request, Grossmont charges .25 per page.
- Sharon Iverson asked if anyone knew of a laser fiche company, districts said they would provide information to her.
- Doug Gilbert was told by vendor that last year they were told they could not bid on the advertising bid because they did not own the paper, Discussion and agreement if they have rights to advertise they can bid.
- Chris Duffy of School Specialty let the group know that they just filed for bankruptcy and will have a lot of changes.

26. Adjournment (D/A):

Moved: Mary Ann Kirastoulis
Time: 10:36 a.m.

Seconded: Colleen Heublein Motion carried unanimously