



NORTH COUNTY EDUCATIONAL PURCHASING CONSORTIUM  
BOARD MEETING MINUTES  
August 1, 2012

**Teresa Wacker, President, called the meeting to order at 8:54 a.m.**

**Pledge of Allegiance**

**Member Districts in attendance:**

- \*Bonsall Unified School District – Jessica Kinder
- \*Cardiff School District – Sharon Iverson
- \*Carlsbad Unified School District – Susan Renaud
- \*Carlsbad Unified School District – Stephanie Fenske
- \*Del Mar Union School District – Brenda Heskett
- \*Escondido Union School District – Pat Smith
- \*Escondido Union High School District – Alicia Hasinsky
- \*Fallbrook Union Elementary School District – Kara Allegro
- \*MiraCosta College – Kim Simonds
- \*Palomar College – Teresa Wacker
- \*Palomar College – Jenny Akins
- \*Poway Unified School District – Janay Greenlee
- \*Ramona Unified School District – Doris Fitzpatrick
- \*San Dieguito Union High School District – Sheila Graciano
- \*San Marcos Unified School District – Lynne Kotas
- \*Valley Center/Pauma Unified School District – Colleen Heublein

**Associate Member District in attendance:**

- \*Cajon Valley Union School District – Sharon Clay
- \*San Diego County Office of Education – Pam Gilles
- \*San Diego County Office of Education – Sandie Thompson-Noble
- \*San Diego Unified School District – Pearl Adams

**Also in attendance:**

- \*Hollandia Dairy – Ernesto Franco
- \*Hollandia Dairy – Sean Simonian
- \*Hyphenet – Paul Falcone
- \*Office Depot – Michael Stechel
- \*Southwest School – John Hymes
- \*SupplyMaster – Susan Brewer
- \*Virco – Mark Friesz

**1. Approval of Agenda (D/A):**

Teresa presented Agenda and changes/adds needed to be made prior to acceptance.

Add: CNS Paper Amendment (#22), Reassignment of Library Bid (#23) and Reassignment of Legal Advertising Bid (#24).

Change: Line 14 – change from Ratify to Award

Alicia Hasinsky moved to approve the agenda as presented with changes. Motion seconded by Brenda Heskett. Motion carried unanimously.

## **2. Welcome Guests:**

Teresa Wacker welcomed everyone and asked that they introduce themselves and the company they represent.

## **3. Approve June 6, 2012 Board Meeting Minutes (D/A):**

Lynne Kotas presented. Kim Simonds moved to approve the June 6, 2012 Board Meeting minutes as presented. Motion seconded by Jenny Akins. Motion carried unanimously.

## **4. Approve July 11, 2012 Administrative Committee Meeting Minutes (D/A):**

Lynne Kotas presented. Kara Allegro moved to approve the July 11, 2012 Administrative Committee Meeting Minutes as presented. Motion seconded by Colleen Heublein. Motion carried unanimously.

## **5. Approve Treasurer's Report for April 4, 2012 (D/A):**

Kara Allegro presented. Stated Membership Dues Invoices will be sent out this week. Kim Simonds moved to approve the treasurer's report as presented. Motion seconded by Janay Greenlee. Motion carried unanimously.

**6. Old Business (D):**Jessica Kinder gave update on status of Website Upgrade RFP process.

## **7. New Business (D):**

**a. Training Topics for Feb 2012 mtg:** Lynne K mentioned past topics mentioned like Erate & Purchasing 101. Pearl A mentioned holding a Purchasing Certification Program workshop(s). Discussed more on that topic. Brenda H mentioned Software/Licensing workshop due to increase in Technology avenues coming up.

## **8. Approve Holiday Brunch Fee Revision for 12/13 (D/A):**

Jessica Kinder presented. Recommended holding \$5 off discount for member/associate member districts. Also said Salon 1 not available so for our size group, need two smaller salons at \$100 each so increase in cost of event by \$100. Janay Greenlee approved Holiday Brunch Fee Revision and Discount offered districts as presented. Motion seconded by Pat Smith. Motion carried unanimously.

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

Sharon Clay presented. Bid opening set for Aug 9<sup>th</sup>. Current bid runs til August 31, 2012. Requesting Board President approval and ratification at October board meeting. Kim Simonds moved to approve Board President Approval of bid and Ratifying at October board meeting. Motion seconded by Kara Allegro. Motion carried unanimously.

## **10. Approve Award of Fuel Bid (D/A):**

Pearl Adams presented. John Groh did majority of work but was on vacation. Notified 230 suppliers of bid. 12 suppliers downloaded. July 19<sup>th</sup> was close of bid. 6 suppliers responded. Pearl A mentioned that consortium may want to consider purchasing OPC pricing subscription so districts using the Fuel bid can easily verify supplier pricing. Alicia Hasinsky moved to approve the fuel bid as presented. Motion seconded by Brenda Heskett. Motion carried unanimously.

## **11. Ratify Award of Library Supply Bid (D/A):**

Jessica Kinder presented. Bid was Board President approved prior and documents were emailed out before meeting. Janay Greenlee moved to Approve Ratification of Library Supply Bid. Motion seconded by Pat Smith. Motion carried unanimously.

**12. Ratify Award of Health & Athletic Supply Bid (D/A):**

Janay Greenlee presented. Bid was Board President approved prior and documents were emailed out before meeting. Alicia Hasinsky moved to Approve the Ratification of Health & Athletic Supply Bid. Motion seconded by Pat Smith. Motion carried unanimously.

**13. Ratify Award of K-6 Art Supply Bid (D/A):**

Teresa Wacker tabled this item due to it not needing to be on agenda.

**14. Ratify Award of CNS Dairy Bid (D/A):**

Susan Renaud presented for Michelle Johnson. 5 were mailed out. 3 responded. Split into regions. Janay Greenlee moved to Approve Award of CNS Dairy Bid as presented. Motion seconded by Jenny Akins. Motion carried unanimously.

**15. Approve Amendment to CNS Snack/Drink Bid (D/A):**

Susan Renaud presented for Michelle Johnson. Amendment for a Bid Sponsor clerical error. Kim Simonds approved Amendment to the CNS Snack/Drink Bid. Motion seconded by Jenny Akins. Motion carried unanimously.

**16. Approve Amendment to Office & Classroom Supply Bid (D/A):**

Teresa Wacker presented. Discussed Line item 162 specifically and discussed Office Advantage requesting increase on 7 line items but only provided backup for 5 items from manufacturers. This Amendment was to clarify some past amendment awards and correct errors in awarding relative to UOM issues. It was agreed that the increases requested would not be allowed due to there not being an increase/decrease clause allowable in bid documents, request for UOM change on indexes will not be allowed due to the fact supplier bid each as required and will be held to that and it was allowed to relieve supplier of lines 164/168 and re-award to SW School due to awarded supplier bid incorrect UOM. Jessica Kinder Approved Amendment as presented with changes. Motion seconded by Kara Allegro. Motion carried unanimously.

**17. Approve Amendment #2 to K-6 Art Bid (D/A):**

Kara Allegro presented. Kim Simonds Approved Amendment #2 for K-6 Art Bid. Motion seconded by Alicia Hasinsky. Motion carried unanimously.

**18. Ratify Amendment #1 to K-6 Art Bid (D/A):**

Kara Allegro presented. Awarded line 63 to SW School Supply in Error – should have been awarded to School Specialty. Kim Simonds Approved Ratification of Amendment #1 to K-6 Art Bid. Motion seconded by Alicia Hasinsky. Motion carried unanimously.

**19. Approve Renewal of Laptop/Notebook Bid (D/A):**

Teresa Wacker presented for Diana Johnson. Bid is being renewed with allowed changes in models and lowering of prices. Kim Simonds Approved Last Renewal Option for the Laptop/Notebook Bid. Motion seconded by Janay Greenlee. Motion carried unanimously.

**20. Approve Renewal of Legal & Recruitment Advertising Bid (D/A):**

Pam Gilles presented. Initial approach was to ask vendors to renew next option of bid but in reviewing all documents/file of the bid, Bid Sponsor is not able to locate the presented bid by SD Reader and they are questioning whether they wish to extend. Vendor as well cannot provide documents. Bid Sponsor was recommending to go out to bid again. Consortium discussed whether it was to consortiums cost advantage to re-bid at this time because NCT was held to pricing due to their column width change earlier in bid so was agreed for Bid Sponsor to keep looking for document so we can extend. If documents cannot be located, consortium agrees to allow Board President to make decision on renewing or rebidding. Jessica Kinder Approved for Board President,

after receiving any/all documents located, to determine if Bid Sponsor will look to renew bid or go out to Bid again. Motion seconded by Janay Greenlee. Motion carried unanimously.

**21. Re-Assignment of Office & Classroom Supply Bid (D/A):**

Teresa Wacker presented. Due to changes in the SDCOE Purchasing staffing, a new Bid Sponsor is needed for this bid. Jessica Kinder volunteered to take it. Kim Simonds Approved the Re-Assignment of the Office & Classroom Supply Bid. Motion seconded by Alicia Hasinsky. Motion carried unanimously.

**ADDED BOARD AGENDA ITEMS:**

**22. Award of Amendment to the CNS Paper Bid (D/A):**

Teresa Wacker presented for Guiselle Carreon. Kim Simonds Approved Amendment to CNS Paper Bid. Motion seconded by Alicia Hasinsky. Motion carried unanimously.

**23. Approve Re-Assignment of the Library Supplies Bid (D/A):**

Teresa Wacker presented. With Jessica Kinder taking over the Office & Classroom Supplies Bid, she needs to pass on the Library Supplies bid which is a catalog only bid. Brenda Heskett with Del Mar volunteered to take over this bid when it comes up again. Colleen Heublein Approved the Re-Assignment of the Library Supplies Bid. Motion seconded by Pat Smith. Motion carried unanimously.

**24. Approve Re-Assignment of the Legal & Recruitment Advertising Bid (D/A):**

Teresa Wacker presented. Due to changes in the SDCOE Purchasing staffing, a new Bid Sponsor is needed for this bid. A suggestion was made that Doug Gilbert with San Dieguito would be a good candidate. Sheila Graciano with San Dieguito will discuss with him. Kim Simonds Approved for this item to be Postponed til discussions could take place with perspective candidates and if someone is found prior to next Board Meeting, it is Approved for Board President to assign bid due to timelines coming up for this bid to be put out. Expires Sept 30<sup>th</sup>, 2012. Motion seconded by Kara Allegro.

**25. Acclamations (D):**

- \*Teresa Wacker thanked Kim Simonds for assistance with the Office & Classroom Supplies bid evaluation of documents. Equally, Kim Simonds thanked Teresa for help on that as well.
- \* Pam Gilles thanked both Teresa W and Kim S for their assistance in her office regarding Office & Classroom Supplies bid.
- \*Pam Gilles thanked Susan Wallace, Lynne Kotas, Teresa Wacker on being helpful on Office Classroom and Supplies Bid.

**26. Round Table Discussions:**

- \*Jenny Akins: Anyone dealt with Furniture company Crawford? Being charged and/or quoted prevailing wage to set office furniture.
- \*Lynne Kotas: How was meeting food/drink provided? First time we've had Panera Bread cater. Suggestion to have forks available and water. But all food was good and would recommend using the again.
- \*Sandie Nobile-Thompson: Discussed new Travel Program SDCOE signed onto eff 7-01-12.

**27. Adjournment (D/A):**

Moved: Janay Greenlee      Seconded: Kim Simonds      Motion carried unanimously  
Time: 10:35 a.m