



NORTH COUNTY EDUCATIONAL PURCHASING CONSORTIUM
BOARD MEETING MINUTES
October 3, 2012

Jessica Kinder, Vice-President, called the meeting to order at 8:44 a.m.

Pledge of Allegiance

Member Districts in attendance:

- *Bonsall Unified School District – Jessica Kinder
- *Carlsbad Unified School District – Michelle Johnson
- *Del Mar Union School District – Brenda Heskett
- *Encinitas Union School District – Sher Hoff
- *Escondido Union School District – Vicki Howe
- *Escondido Union High School District – MaryAnn Kirastoulis
- *Fallbrook Union Elementary School District – Kara Allegro
- *MiraCosta College – Peggy Stroika
- *Oceanside Unified School District – Debbie Kelly
- *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 – Doug Gilbert
- *San Marcos Unified School District – Lynne Kotas
- *San Pasqual Union School District – Rhonda Brown
- *Solana Beach School District – MaryAnn Archuleta
- *Valley Center/Pauma Unified School District – Colleen Heublein
- *Vista Unified School District – Diana Johnson

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 County Office of Education – Daniel Distrola
- *San Diego Unified School District – John Groll
- *San Diego Unified School District – Janice Viado

Also in attendance:

- *Culver Newlin - Nathan Rosenblatt
- *Office Depot – Steve Estes
- *Office Depot – Michael Stechel
- *Office Max – Bobby Grizzle
- *Office Max – Christina Sanderson
- *Office Max – Fern Helms
- *Office Max – Chris Kaussen
- *Office Max – Jennifer Grindle
- *Southwest School – John Hymes
- *SupplyMaster – Susan Brewer
- *Virco – Mark Friesz

1. Approval of Agenda (D/A):

Jessica Kinder presented Agenda for approval – no changes made.

Peggy Stroika moved to approve the agenda as presented. Motion seconded by Brenda Heskett. Motion carried unanimously.

2. Welcome Guests:

Jessica Kinder welcomed everyone and asked that they introduce themselves and the company they represent.

3. Approve August 1, 2012 Board Meeting Minutes (D/A):

Lynne Kotas presented. Peggy Stroika moved to approve the August 1, 2012 Board Meeting minutes as presented. Motion seconded by Doug Gilbert. Motion carried unanimously.

4. Approve September 5, 2012 Administrative Committee Meeting Minutes (D/A):

Debbie Kelly presented. Kara Allegro moved to approve the September 5, 2012 Administrative Committee Meeting Minutes as presented. Motion seconded by Peggy Stroika. Motion carried unanimously.

5. Approve Treasurer's Report for October 3, 2012 (D/A):

Kara Allegro presented. Peggy Stroika moved to approve the treasurer's report as presented. Motion seconded by Diana Johnson. Motion carried unanimously.

6. Old Business (D):

A. Dairy Bid – Pricing Clarification: Michelle Johnson gave update on amendment required for bid (State requirements), how awarded, current status of bid. Is looking to design bid differently next cycle where request is for % above the Federal Dairy price listings.

B. Legal & Recruitment Ad bid: Teresa Wacker discussed that we are working off the last year of a 3 year bid pricing format for this bid. Looking for a new bid sponsor to handle this bid for the districts.

C. February 2013 Training: Lynne Kotas discussed survey results for recommended training to hold at February board meeting at SDCOE. Purchasing Certification program most popular, then RFP/RFQ, then Purchasing101/102.

7. New Business (D):

Jessica Kinder brought up Holiday Brunch date

Kara Allegro mentioned she's going to look into a Debit card w/ MFCU for board members for misc needed purchases and in keeping same approval process so easier then running checks back and forth places. (ex: food for meetings, supplies, etc)

8. Approve Award of Print Shop Paper Bid (D/A):

Teresa Wacker discussed the need to request VP approval and ratification at the December board meeting. Current bid expires 10-30-12 and new bid will be in place prior to expiration. Janay Greenlee approved VP approval of bid and ratifying at December meeting. Motion seconded by Kara Allegro. Motion carried unanimously.

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

Sharon Clay presented. Bid opened August 9th, 19 bids received, 3 rejected as non-responsive. She sent to President for approval and then sent out to NCEPC on email listing. Bid goes from 9-01-12 thru 8-30-13. Doug Gilbert moved to approve ratification of LCD Projector Lamp Bid. Motion seconded by Brenda Heskett. Motion carried unanimously.

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

Jessica Kinder presented. Amendment addresses lines 14, 15 and 121. Peggy Stroika Approved Amendment as presented. Motion seconded by Diana Johnson. Motion carried unanimously.

11. Acclamations (D):

*Kara Allegro thanked Michelle Johnson for handling the issues on the Dairy Bid.

*Michelle Johnson thanked Teresa Wacker for her support on Dairy Bid.

*John Groll thanked Teresa Wacker for her assistance on the Fuel Bid.

12. Round Table Discussions:

*Jessica Kinder: Office/Classroom bid usage request coming out shortly. Has made some changes to the bid so let her know of your district needs regarding the items.

*Debbie Kelly: Produce Bid. Had some difficulties on their bid due to pricing issues so throwing all bids out and starting over. Learning there might be an LA Market index to price off of. Legal is reviewing.

*Kara Allegro: Discussed Apple product deployment management as well as system securities. Sher Hoff discussed what processes Encinitas follow.

*Debbie Kelly: They purchased some Kindle Fires and having issues so doesn't recommend them

*Brenda Heskett: They work with Chrome books –anyone else?

27. Adjournment (D/A):

Moved: Peggy Stroika Seconded: Janay Greenlee Motion carried unanimously

Time: 10:00 a.m