



NORTH COUNTY EDUCATIONAL PURCHASING CONSORTIUM
BOARD MEETING MINUTES
April 3, 2013

Teresa Wacker, President, called the meeting to order at 8:44 a.m.

Pledge of Allegiance

Member Districts in attendance:

- *Bonsall Unified School District – Jessica Kinder
- *Cardiff School District – Sharon Iverson
- *Del Mar Union School District – Brenda Heskett
- *Escondido Union School District – Vickie Howe
- *Escondido Union High School District – Kathleen Brousil
- *Fallbrook Unified Elementary School District – Kara Allegro
- *MiraCosta College – Kim Simonds
- *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 – Margy Lara
- *San Dieguito Union High School District – Christina Bennett
- *San Marcos Unified School District – Lynne Kotas
- *Valley Center/Pauma Unified School District – Colleen Heublein

Associate Member District in attendance:

- *San Diego County Office of Education – Joseph Hebel
- *San Diego Unified School District – Pearl Adams

Also in attendance:

- *Office Depot – Michael Stechel
- *OfficeMax – Catherine Rogers
- *Sierra School Equipment – Sean McQuaid
- *SupplyMaster – Susan Brewer

1. Approval of Agenda (D/A):

On Agenda: Change Agenda Item #'s so addressing Budget first since representative needs to leave early. Kim Simonds moved to approve the agenda as corrected. Motion seconded by Janay Greenlee. Motion carried unanimously.

2. Welcome Guests:

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

3. Approve February 6, 2013 Board Meeting Minutes (D/A):

Lynne Kotas presented. Jessica Kinder moved to approve the February 6, 2013 Board Meeting minutes. Motion seconded by Christina Bennett. Motion carried unanimously.

4. Approve March 6, 2013 Administrative Committee Meeting Minutes (D/A):

Debbie Kelly presented. Kim Simonds moved to approve the March 6, 2013 Administrative Committee Meeting Minutes as presented. Motion seconded by Jenny Akins. Motion carried unanimously.

5. Approve Treasurer's Report for February 6, 2013 (D/A):

Presented by Kara Allegro. Kim Simonds moved to approve the treasurer's report as presented. Motion seconded by Christina Bennett. Motion carried unanimously.

6. Member/Associate Member Dues (D/A):

Kara Allegro presented. Presented dues schedule and requested to keep the 50% discount rate in place for the coming year. Janay Greenlee moved to accept the Dues schedule as presented. Motion seconded by Christina Bennett. Motion carried unanimously.

7. Presentation/Discussion of 2013/2014 Proposed Budget (D):

Kara Allegro presented. Discussed audit amount – bumping up \$2500 to cover audit work. Debbie K questioned ending balances. Error in #. Janay G discussed Printing Budget line – needed? Lowered down to \$50. Kara A discussed the Postage budget. Changed to \$50. Add Bank Charges line for \$50.

8. Approve Award of Audio Visual & Equipment Supplies Bid (D/A):

Kim Simonds presented. Requested to have VP approval and ratify at the June 5th board meeting. Vendors stated they would extend current bid 3 weeks. Will verify again that she has all of the extensions. Janay Greenlee moved to allow VP approval of bid and ratify at June board mtg. Motion seconded by Christina Bennett. Motion carried unanimously.

9. Old Business (D):

A. Training update: Jessica presented. Doing Fall Training – hopefully Trainer we want will be available. Plan B is possible to have a Legal training session. Purchasing from the Legal viewpoint.
B. NCT Billing: Teresa W presented. NCT bill to go to Treasurer, Bid# as PO# for statements. Give Acct# when placing orders.

10. New Business (D):

Jessica Kinder asked about the Holiday Brunch Room preference. Last years compared to Salon 1, years prior. Most all preferred Dec 2012 room, the larger room.

11. Bid Assignments for 2013-2014 (D/A):

Teresa Wacker presented. Discussed Legal Ad, Networking Bid and Custodial Supplies needing new sponsors. Debbie Kelly felt large bids should be shared by two sponsors. She can take Cust Supplies if someone takes one of hers. Debbie K currently has 7-12 Art and Cust Chemicals. New listing of Bid Assignments will be created. Kim Simonds moved to approve change of Bid sponsor

for 7-12 Art bid to Jessica Kinder and the Custodial Supplies to Debbie Kelly. Motion seconded by Brenda Heskett. Motion carried unanimously.

12. Nomination of Officers for 2013/2014 (D/A):

Teresa Wacker presented. Announced Jessica Kinder needs to step down out of the next advancement in her board position. So, current nominations of officers are: Lynne Kotas/President, Kara Allegro/Vice President, Debbie Kelly/Secretary and Treasurer position open. Janay Greenlee moved to accept nominations. Motion seconded by Kim Simonds. Motion carried unanimously.

13. Approve Amendment to Print Shop Paper Bid (D/A):

Teresa Wacker presented. Price increase request. Kim Simonds moved to Approve the amendment to the above named bid. Motion seconded Janay Greenlee. Motion carried unanimously.

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

Jessica Kinder presented. 4 items changed. Jenny Akins moved to approve amendment to above named bid. Motion seconded Kim Simonds. Motion carried unanimously.

15. Erate/Network Bid: (D/A):

Teresa Wacker, Lynne Kotas and Jessica Kinder discussed. Discussed # of districts eligible to use. Sharon Clay did a lookup online of districts that filed for Internal Connections in 2012. Discussed how bid would be presented (CISCO only or equals). Lynne Kotas to email districts and ask who would use if it were setup as an Erate Bid. Tabled til next meeting, June 5th.

16. AB1598 committee: (D/A):

Teresa Wacker presented. Possibly split out modular pieces. Pearl A mentioned she's worked with Gretchen Shiply/Attorney and she could be helpful. Discussed and decided to have Legal Counsel review. Committee members to be: Janay Greenlee & Debbie Kelly. Christina Bennett moved to have Committee created and address through legal counsel. Motion seconded by Lynne Kotas. Motion carried unanimously.

17. Approve Amendment to Health Bid: (D/A):

Janay Greenlee presented. Vendor took exception. Recommending to relieve vendor of line and re-award to 2nd lowest bidder line 5. Henry Schein tape, 30% increase asked – Bid Administrator told them to hold price. Christina Bennett moved to approve amendment to above named bid. Motion seconded by Brenda Heskett. Motion carried unanimously.

18. Acclamations (D):

Teresa Wacker thanked all Bid Sponsors (new and old) for taking on bids on behalf of the Consortium.

19. Round Table Discussions (D):

- Lynne Kotas: PEC100/Public works filing – who's familiar?
- Debbie Kelly: Bringing question to group from Michelle Johnson/Carlsbad: Independent Contractors – sole proprietor – do they fall under "employee class"?

20. Adjournment (D/A):

Moved: Janay Greenlee Seconded: Christina Bennett Motion carried unanimously
Time: 10:15 a.m.