



NORTH COUNTY EDUCATIONAL PURCHASING CONSORTIUM
BOARD MEETING MINUTES
October 2, 2013

Lynne Kotas, President, called the meeting to order at 8:40 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 – Vickie Howe
- *Escondido Union High School District – MaryAnn Kirastoulis
- *Fallbrook Union Elementary School District – Kara Allegro
- *Fallbrook Union High School District – Sheila Duncan
- *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 – Jose Chavez
- *Poway Unified School District – Gayle McCormick
- *Ramona Unified School District – Doris Fitzpatrick
- *San Dieguito Union High School District – Doug Gilbert
- *San Marcos Unified School District – Susan Wallace
- *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
- *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

Also in attendance:

- *Culver Newlin - Nathan Rosenblatt
- *SupplyMaster – Susan Brewer
- *Troxell Communications – Teri Connolly
- *Virco – Mark Friesz

1. Approval of Agenda (D/A):

Michelle Johnson moved to approve the agenda with changes, remove #11, #10 should be award of bid add PE bid as amendment. Motion seconded by Brenda Heskett. Motion carried unanimously.

2. Welcome Guests:

Lynne Kotas welcomed everyone and asked that they introduce themselves and the company they represent.

3. Approve August 7, 2013 Board Meeting Minutes (D/A):

Lynne Kotas presented. Sher Hoff should be listed as Encinitas. Kara Allegra moved to approve with changes to the minutes. Motion seconded by Sher Hoff. Motion carried unanimously.

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

Debbie Kelly presented. Brenda Heskett moved to approve with changes to the August 7, 2013 Administrative Committee Meeting Minutes. Motion seconded by Kim Simonds. Motion carried unanimously.

5. Approve Treasurer's Report for October 2, 2013 (D/A):

Presented by Doug Gilbert. Debbie Kelly moved to approve the treasurer's report as presented. Motion seconded by Sher Hoff. Motion carried unanimously.

6. Old Business (D):

A. Jessica Kinder stated she thought she was keeping the Art Supply 7-12 bid, after discussion it was decided that Debbie Kelly would keep since it opens October 7, 2013 and will look for new bid administrator for next year; Sher Hoff said she is interested.

B. Lynne Kotas asked about a procedure for submitting documents for board meeting. Suggestions were having a deadline of one week ahead of time so everyone could look on line or continuing to have a paper copy available. Discussion with group. Will be brought as a discussion/action item at next meeting.

C. Guiselle Carreon asked for best practices to be emailed to her for October 25, 2013 meeting.

D. Donna Purcell inquired about Cameo not delivering in a timely matter.

E. Doug Gilbert inquired about Audit procedures.

F. Guiselle mentioned the CASBO luncheon is scheduled the same day as ours; Lynne will look into changing ours if possible.

7. New Business (D):

A. Vickie Howe mentioned Escondido has a purchasing clerk position open

B. Diana Johnson inquired about problems with School Specialty. Jessica Kinder asked that all complaints be sent to her so she can address.

C. Teresa Wacker welcomed new person from Fallbrook Union HSD, Sheila Duncan.

8. Approve award of Legal Advertising Bid (D/A):

Doug Gilbert presented. Jessica Kinder moved to award bid. Motion seconded by Kim Simonds. Motion carried unanimously.

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

Teresa Wacker presented. Kim Simonds moved to award bid. Motion seconded by Jessica Kinder. Motion carried unanimously.

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

Diana Johnson presented, Kim Simonds moved to ratify bid. Teresa Wacker moved to approve the ratification of the above named bid. . Motion carried unanimously.

11. Item Removed (Ratify Award of Bottled Water)

12. Approve Amendment #1 for Audio Visual Bid: (D/A):

Kim Simonds presented, noted that the date needs to be changed to reflect current year. Jessica Kinder approved amendment with change amendment to the above named bid. Motion seconded Vickie Howe. Motion carried unanimously.

13. Approve Amendment for Furniture Bid: (D/A):

Guiselle Carreon presented, Kim Simonds moved to approve amendment of the above named bid. Motion seconded by Brenda Heskett. Motion carried unanimously.

13a. Approve Amendment #1 for PE Bid: (D/A):

Vickie Howe presented, Sher Hoff moved to approve amendment of the above named bid. Motion seconded by Michelle Johnson. Motion carried unanimously.

14. Approve Contract For Attorney Services: (D/A):

Lynne Kotas presented. Item was on last agenda as a discussion only. Vickie Howe moved to approve the contract for attorney Services. Motion seconded by Diana Johnson. Motion carried unanimously.

15. Approve Provisions for Public Works under 15k (D/A):

Lynne Kotas, SDCOE let us know our documents need updating, after discussion decision was made to table item and allow districts to submit in writing any concerns/suggestions they have.

16. Acclamations (D):

Brenda Heskett thanked Guiselle Carreon for workshop and help she has provided, also thanked Kim Simonds.

Lynne Kotas thanked Kara Allegro, Debbie Kelly and Doug Gilbert for handling the first meeting for her.

17. Round Table Discussion (D):

- Debbie Kelly suggested that each person who has an item to present hold on to them and then pass them around during that item, that way people don't need to keep going to the back as people get here with documents.
- Debbie Kelly mentioned that the board is seeing things with fresh eyes and trying to follow the Bylaws established, please bear with us as meetings might take a little longer as some changes are made.
- Michelle Johnson mentioned her district is looking for a district willing to do a MOU for SE transportation.
- Sandie Thompson Nobile mentioned Guiselle Carreon will do a workshop at the county regarding CUPCAA

- Guiselle Carreon discussed the prequalification of contracts for construction projects over 1 million, deadline is January 1, 2014. She has questionnaire on her website.
- Doug Gilbert will set up account number with SD Union Tribune and will email it out.
- Guiselle Carreon asked for everyone to please respond to her Furniture bid request.
- Lynne Kotas discussed problem with furniture bid, still no word from DIR regarding prevailing wage.
- Guiselle Carreon discussed possible legislation change to construction code, also let us know about RFP on CASBO website.

18. Adjournment (D/A):

Moved: Vickie Howe

Seconded: Michelle Johnson Motion carried unanimously

Time: 11:30 a.m.