



NORTH COUNTY EDUCATIONAL PURCHASING CONSORTIUM
BOARD MEETING MINUTES
October 5, 2011

Teresa Wacker, President, called the meeting to order at 8:42 a.m.

Pledge of Allegiance

Member Districts in attendance:

Bonsall Unified School District – Annie Chavez
Cardiff School District – Sharon Iverson
Carlsbad Unified School District – Michelle Johnson
Del Mar Union School District – Brenda Heskett
Encinitas Union School District – Jessica Kinder
Escondido Union School District – Pat Smith
Escondido Union High School District – Alicia Hasinsky
Fallbrook Union Elementary School District – Kara Allegro
Fallbrook Union High School District – Brenda Mefford
MiraCosta College – Peggy Stroika
MiraCosta College – Kim Simonds
Oceanside Unified School District – Debbie Kelly
Palomar College – Teresa Wacker
Poway Unified School District – Janay Greenlee
Ramona Unified School District – Doris Fitzpatrick
San Dieguito Union High School District – Doug Gilbert
San Dieguito Union High School District – Margy Lara
San Marcos Unified School District – Lynne Kotas
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 USD – Sharon Clay
San Diego County Office of Education – Sandie Thompson-Nobile
San Diego County Office of Education – Michael Grattan

Also in attendance:

Culver Newlin – Nathan Rosenblatt
Hyphenet – Paul Falcone
Office Depot – Steve Estes
School Space Solutions – Darin Shoemaker
SupplyMaster – Susan Brewer

1. Approval of Agenda (D/A):

Kim Simonds moved to approve the agenda as presented. Motion seconded by Michelle Johnson. Motion carried unanimously.

2. Welcome Guests:

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

3. Approve August 3, 2011 Board Meeting Minutes (D/A):

Peggy Stroika moved to approve the August 3, 2011 Board Meeting minutes with date correction noted. Motion seconded by Alicia Hasinsky. Motion carried unanimously.

4. Approve September 7, 2011 Administrative Committee Meeting Minutes (D/A):

Kara Allegro moved to approve the Sept 7, 2011 Administrative Committee Meeting Minutes as presented. Motion seconded by Kim Simonds. Motion carried unanimously.

5. Approve Treasurer's Report for October 5, 2011 (D/A):

Presented by Lynne Kotas, San Marcos Unified School District. Peggy Stroika moved to approve the treasurer's report as presented. Motion seconded by Kara Allegro. Motion carried unanimously.

6. Old Business (D):

a) Lynne Kotas gave an update from the JPA/Bylaws committee's. Peggy Stroika asked that after recommendations are established to have legal counsel review as a whole. Paul Falcone/Hyphenet asked if there was a current process in place for new members to join – he was told yes and to refer that party to a current board member for instructions.

b) Holiday Brunch dates were reminded as well as members directed to flyer on back counter. New fee structure: \$5 off per person for district personnel – vendor costs stays the same at \$18.50ea. Jessica send she will also email flyer to districts and if any district wants it to go specifically to a vendor, let her know.

7. New Business (D):

Kara Allegro discussed an upcoming Training opportunity on the Feb Board meeting date. We discussed at last Admin mtg about trainings to hold and from topics mentioned at Aug mtg, we'll just setup trainings and send out notices. Hoping to have a Spring and then Fall trainings. Janay will setup and put trainings in place. Will do Feb Bd Meeting and training at SDCOE in hopes of making available to more associate member districts too.

Peggy Stroika said she believes she has located master bid boiler plate packet. She'll review, share with board, then get posted on website.

Teresa Wacker mentioned that at last Admin mtg it was discussed to have website areas reviewed and updated more often. And to put the Request for Payment form on website also.

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

Teresa Wacker discussed the bid. Advertised 8/16 and 8/23. Emailed 8 vendors the bid. Received 7 bids. Awarded to 5 vendors. Although she requested approval of the Print Shop Paper bid, she did not have documents present at mtg and had not emailed them to members prior to board mtg to review so due to this, Board could not approve. Teresa had mailed them to VP, Jessica Kinder, who will in turn approve them after meeting and we will ratify the bid at the Dec board mtg. Kim Simonds moved to approve allow Board VP to approve the Print Shop paper bid and then to have it ratified at the Dec bd mtg. Motion seconded by Janay Greenlee. Motion carried unanimously.

9. Approve Health and Athletic Supply Bid (D/A):

Teresa discussed the timeline of the Health & Supplies Bid. Poway was going to process but ran into difficulties so Palomar College agreed to put bid out and open. Ads ran 9/29 and 10/06. Will open the bid Oct 13th. Teresa is putting docs together currently. Requesting VP approval and will have ratified at the Dec bd mtg. Janay Greenlee moved to approve allow Board VP to approve the Health & Supplies bid and then to have it ratified at the Dec bd mtg. Motion seconded by Diana Johnson. Motion carried unanimously

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

Sharon Clay presented. Aug 11th opened the bid. Received 18 bids, 1 bid considered non-responsive. 2 categories: 1) OEM and 2) Compatibles. Found that some lights bid were manufactured in same plant as an OEM light but was not labeled OEM so she moved those to the Compatible category. President approved on 9-02-11. Bid docs were emailed to members. Kim Simonds moved to ratify award of the LCD Projector bid as presented. Motion seconded by Michelle Johnson. Motion carried unanimously.

11. Approve Amendment to Laptop Bid (D/A):

Diana Johnson presented. She said most of the items were discontinued due to the changing nature of the bid lines. Most of the new items have improved features. Most had a reduction in cost except for HP models. Slight increase. Alicia Hasinsky moved to approve the Amendment of the Laptop bid. Motion seconded by Kara Allegro. Motion carried unanimously.

12. Approve Amendment to Furniture Bid (D/A):

Diana Johnson presented. Amendment was for Hon products. Received mfr docs on the Hon items. Peggy Stroika asked if she was told what the increase mainly was for. Diana said for manufacturing costs increasing. Peggy Stroika moved to Approve the Amendment to the Furniture Bid. Motion seconded by Janay Greenlee. Motion carried unanimously.

13. Approve the Revision of Feb 2012 Bd Mtg location (D/A):

Teresa Wacker explained that we were moving the Feb 2012 board mtg from the NCREC to SDCOE due to establishing a training after the board mtg. Mtg to start at regular time of 8:30am. Peggy Stroika moved to approve change in locations for Feb 2012 mtg. Motion seconded by Janay Greenlee. Motion carried unanimously.

14. Acclamations (D):

*Diana Johnson thanked all who supported her while she was out.

*Jessica Kinder thanked Peggy Stroika for the bid boiler plate research.

*Jessica also thanked Teresa W/Peggy S and Kim S for taking on and helping with the Health Supplies bid.

*Teresa thanked Peggy S and Kim S for their help coming up for Health Supplies Bid.

15. Round Table Discussions (D):

*Kara A and Colleen H getting together to do the Custodial Supplies Bid. Reformatting some lines/adding others/deleting some. Please notify them of who will be using bid and your districts needs. Kara said she knows pulling usage is hard but they really need the data to make bid productive for all.

*Debbie K: RE: IPADs and APPS. Who's purchasing and dealing with this now? Jessica K said her district is. Doing in phases. Buying IPAD's for 1200 kids. Buying Apps thru the VPP program and they're purchasing JAMF – the management program for software devices. They're looking at

using a programming developer license to compliment process. Needs to add to security of their process. Fullerton is an all Apple District so you can call them for their insight too. But they don't deal with IPAD's, just desktop units to tracking may be different.

*Debbie Kelly purchased locks for IPAD's – how are Districts tracking apps? Concerned for audit purposes. Janay G: sites to requisitions – voucher comes to purchasing-purchasing gets code- sends to end user – end user installs. Can have more than one Program Mgr. If you buy a lot, should use VPP Program. Janay G uses Stores system in FIS to inventory. Tells Admins to buy their own apps. Stated that Special Ed depts. usually have substantial qtys to be able to purchase more. Debbie K says they don't buy in packs. They buy gift cards. Janay said you can get better discounts in bulk buying. Janay doesn't like that Apple makes you buy \$100 gift card and it sits with Apple versus us.

*Kara A asked how Administrator rights established for whats on IPAD's? Janay G 's district doesn't say no. Debbie K says no – that its district property so no personal stuff on unit. Jessica K does same as Oceanside (Debbie K). Parents/Staff sign off on a content sheet that defines do's/don'ts. They treat like a textbook. Parents able to buy insurance on units. \$50/yr. Their district keeps replacements on hand in case needed. JPA ok'd their process. Parents can purchase own IPAD and allow child to bring to school and use. Kara A doesn't want her district in news for any poor content located on a device. Feels it's a large control issue. Lynne K stated that her district has a required training class anyone has to take before they're allowed to have district IPAD they purchased. That way Tech Dept logs unit and user and explains do's/don'ts. Michelle J asked if forms that Jessica K's district completes are same or different than upfront form signed at beginning of year. Michelle requested if Jessica could send our her form. Debbie K asked if cost of unit for parents purchasing was cheaper? No said Jessica. Jessica said her district was going to buy a lot of IPAD's and sell to parents but decided not to.

*Sharon C- Lamp Bid input needed: Large lamp mfrs (GE, Sylvania, Phillips) – other supplies want to bid their “or equal” product. It's a problem in determining if its equal or not. Because although it may meet specs, all lamps have parameters of spec and the “or equal” product can be all over the place in comparison. Kara A discussed their district school retrofits that were performed by SDG&E. Created an issue down the road because SDG&E brought in a company to install bulbs. 2 schools didn't meet criteria to do; now they're trying to figure how to resolve and stay as close to a district standard. Finds that there are color differences with bulbs light. Kara has tried to get specific lamp that vendor put in – went to contractor – can't get. Sharon C stated she heard there's some unique “rare earth” material in the bulbs that now there's a shortage in China with. Big brands not affected – but China made types are. Sharon C said she can't Sample the bulbs because there are not enough fixtures to test them all at her site. Then she asked if districts are using the bid. Several said they were. Sharon C stated prices lower this go round because some companies said they won't bid and they expect districts to buy their bulbs with WSCA pricing.

Janay G suggested to do 3 brand names and then 2 off brand and they can bid to those lines. Kara A was telling her Maint group to just create a different standard for the 2 schools that need to be done differently. Kara A said the vendor told her to pull sample and test to find what works. Sharon C asked all to send usage. Lynne K reminded districts that its part of our ByLaws that Bid Sponsors require usage so please send usage. Sharon C also noted that ballasts are a lot more expensive so may add to bid.

*Brenda H asked about Performance Agreements. Had a flimsy one for music coaching – wasn't being fingerprinted – she knows she needs to work on a procedure for this area. PTA paying- not board approved – not being informed who's out at schools – sometimes along with kids. Kara A stated Lynne K did a presentation on Independent Contractors and to talk to her on her process. That she had a good checklist to follow. Kara A said she has mtgs with PTA folks at her district and discusses what they can/can't do. Lynne K discussed ICA, Performance Agreements. Primary need to secure insurance and talk with provider about what they're doing. Discuss and see if fingerprinting needed or if they're being supervised by staff. Kara A stated that SDCOE has

Guidelines online for ICA's. It's a guideline questionnaire to define if person should be brought in as an employee or contractor. Jessica K said her district tells PTA's to funnel all thru their office. She has a memo to explain to sites why this is needed. Jessica K said her PTA's main concerns for not wanting to go thru district is the concern with the reallocation of their donated funds. Jessica K said her district works with the PTA's to give them whatever account insight they need to track. Doug G stated that districts have oversight on ASB dealings and ASB's get audited and that district is responsible. Doug has a 2 pg contract. Kara A said she states to those PTA's that they're on their own if it goes legal but if they put thru district office, now district is responsible to pursue. She further mentioned it supports them and protects them since they don't have resources to withstand a litigation. Kara A mentioned that had a fundraiser with Motocross people - a bit of a concern. Doug G said he's seen those too. Kara A said a couple newer, younger ASB new people appreciated the support/help.

*Diana J asked how districts are handling Prop 65 warnings on shipments. This is the warning labels manufacturers must put on any product that might have hazardous to your health components/materials on products shipped to California only. She's having a problem that because CANNON doesn't want to decipher each product, that they've slapped the label on all their products. Consortium recommended she not do business with them. That she needs to stay consistent with policy of rejecting product that has that label on it. She doesn't have a problem with any other company but CANNON. Sharon C said might want bid sponsor to add to PE supply bid if not already there. Diana J said she's pretty much moved her orders to SSG for now.

16. Adjournment (D/A):

Moved: Peggy Stroika

Seconded: Janay Greenlee

Motion carried unanimously

Time: 10:17 a.m.