



NORTH COUNTY EDUCATIONAL PURCHASING CONSORTIUM
BOARD MEETING MINUTES
June 5, 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
- *Cajon Valley Union School District – Sharon Clay
- *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 – Mary Ann Kirastoulis
- *Fallbrook Unified Elementary School District – Kara Allegro
- *MiraCosta College – Kim Simonds
- *MiraCosta College – Peggy Stroika
- *Oceanside Unified School District – Barbara Brown
- *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 – Christina Bennett
- *San Marcos Unified School District – Lynne Kotas
- *Valley Center/Pauma Unified School District – Sue Hill

Associate Member District in attendance:

- *San Diego County Office of Education – Pam Gilles
- *San Diego County Office of Education – Kimberly Hayes
- *San Diego County Office of Education – Joseph Hebel
- *San Diego County Office of Education – Michelle Nye
- *San Diego County Office of Education – Sandie Thompson-Nobile
- *San Diego Unified School District – Pearl Adams

Also in attendance:

- *Battery Systems – Claudia Castanares
- *Battery Systems – Mike Sides
- *Office Depot – Michael Stechel
- *OfficeMax – Catherine Rogers
- *School Space Solutions – Stephen Nightingale
- *School Space Solutions – Darin Shoemaker

*SupplyMaster – Susan Brewer

*Virco – Mark Friesz

1. Approval of Agenda (D/A):

Teresa W presented. Peggy Stroika moved to approve the agenda as presented. Motion seconded by Sher Hoff. Motion carried unanimously.

2. Welcome Guests:

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

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

Lynne Kotas presented. Lynne noted date change at top from April to June. Debbie Kelly moved to approve the April 3, 2013 Board Meeting minutes. Motion seconded by Kim Simonds. Motion carried unanimously.

4. Approve May 1, 2013 Administrative Committee Meeting Minutes (D/A):

Debbie Kelly presented. Peggy Stroika moved to approve the May1, 2013 Administrative Committee Meeting Minutes as presented. Motion seconded by Brenda Heskett. Motion carried unanimously.

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

Kara Allegro presented. Kara to review CD's and discuss at next meeting. Sher Hoff moved to approve the treasurer's report as presented. Motion seconded by Doug Gilbert. Motion carried unanimously.

6. Old Business (D): no discussion

7. New Business (D):

A. RFP for Legal Services: Teresa Wacker presented. Janay Greenlee discussed open ended one with Fagan right now too (for furniture issues) – not required to go out and bid. Peggy Stroika stated we should send out a letter to L. Romano that we wish to continue to have available her open services. Several members stated Romano is familiar with NCEPC so want to retain her as well as Fagan. Lynne Kotas will send out letter to Romano.

8. Approve 2013-2014 Budget (D/A):

Kara Allegro presented. MaryAnn Kirastoulis asked about bank charges on budget; are they just check costs? Kara Allegro stated little cost for statement copies needed for audit. Michelle Johnson asked about consulting – why needed? We discussed Debbie Harper/Ron Wise days and what they did for group. Janay Greenlee moved to approve budget as presented. Motion seconded by MaryAnn Kirastoulis. Motion carried unanimously.

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

Teresa Wacker presented. Current nominations of officers are: Lynne Kotas/President, Kara Allegro/Vice President, Debbie Kelly/Secretary and Doug Gilbert/Treasurer. Janay Greenlee moved to accept nominations. Motion seconded by Kim Simonds. Motion carried unanimously.

10. Approve Dates & Locations for Administrative Committee Meetings: (D/A):

Lynne Kotas presented. Kim Simonds moved to Approve dates & locations of meetings. Motion seconded Sher Hoff. Motion carried unanimously.

11. Approve Dates & Locations for Board Meetings: (D/A):

Lynne Kotas presented. Kim Simonds moved to approve dates & locations for meetings. Motion seconded Brenda Heskett. Motion carried unanimously.

12. Approve Legal Services Agreement: (D/A):

Teresa Wacker presented. Fagan, Friedman & Frost submitted an invoice for \$2315 for legal services regarding the NCEPC Furniture Bid. Discussion ensued around AB1598, furniture bid in place currently and how to handle items affected on the bid by Assembly Bill. Debbie Kelly discussed what statement attorney made regarding recommendations of action. Then discussion touched on if the furniture bid was in place prior to Jan 1, 2013, does AB apply? Teresa Wacker would like this question answered before proceeding. Agreements are still not signed so do we have valid contracts at all was another item discussed. Janay Greenlee suggested the Admin Committee or Board should do a letter to legislature requesting clarification on AB 1598. Rates of Fagan were presented for any future requests of work: Associate: \$185-195/hr, Partner \$230-250/hr, Office Counsel \$250/hr, Paralegal \$110-130/hr, Ed. Consult \$145/hr, Communication Counsel \$195/hr. An additional lawyer question is what are extension rules. Kara Allegro moved to approve expense for legal counsel. Motion seconded by Janay Greenlee. Motion carried unanimously.

13. Bid Assignments: (D/A):

Teresa Wacker did not have lists available and asked to have agenda item Tabled.

14. SDCOE recommended changes to Public Projects Under 15K contract: (D/A):

Sandie Thompson-Nobile presented. Reviewed known history of contract. Joanne Branch/SDCOE stated items in contract are outdated (like storm water references). As well as additional Federal Requirements. Discussion ensued on whether storm water verbiage needs to be on all PO's. Some district just reference a link on their PO's re: storm water. Was requested that the contract be send to L. Romano for review. Janay Greenlee moved to approve sending agreement to legal counsel for updating. Motion seconded by Michelle Johnson. Motion carried unanimously.

15. Approve Renewal of CNS Paper products Bid: (D/A)

Teresa Wacker presented. Guiselle C's bid – requesting approval of 2 vendors to fall off bid and renew without those items. Bid language says can remove 5% both on all awarded lines effective July 1. Kim Simonds moved to renew CNS paper bid as presented. Motion seconded by MaryAnn Kirastoulis. Motion carried unanimously.

16. Approve Renewal of CNS Dairy Bid: (D/A)

Michelle Johnson presented. Pricing in email as of 5-10-13. Kim Simonds moved to approve renewal of CNS Dairy Bid. Motion seconded by Brenda Heskett. Motion carried unanimously.

17. Approve Renewal of CNS Snacks/Beverages Bid: (D/A)

Michelle Johnson presented. A&R 5.3% increase. Michelle requested to go out to bid and not renew this bid. This vendor bought out their competition so may not have local competition. Requested President to approve bid and ratify at next board meeting. Janay Greenlee moved to approve not renewing this bid and bid sponsor to go back out with new bid; President to approve and board to ratify. Motion seconded by Debbie Kelly. Motion carried unanimously.

18. Approve Award of Library Supplies Bid: (D/A)

Brenda Heskett was not ready with bid award. Requested Bid to be President Approved and ratify at next board meeting. Janay Greenlee moved to approve having President approve bid award and ratify at next board meeting. Motion seconded by Kim Simonds. Motion carried unanimously.

19. Approve Award of Health and Athletic Supplies Bid: (D/A)

Janay Greenlee presented. Bid was not scheduled yet. Requesting President approval and ratify at next board meeting. Peggy Stroika moved to approve having President approve and bid to be ratified at next board meeting. Motion seconded by MaryAnn Kirastoulis. Motion carried unanimously.

20. Approve Extension of Bottle Water Bid: (D/A)

Janay Greenlee presented. This is final year of contract, 5 of 5. Currently have Sparkletts and will need to be bid next year. Extension letter out. Sparkletts was supposed to issue any request to increase by April 1 and they know to supply substantiating documentation to support an increase. Janay requested that extension be President approved after receiving confirming documentation and ratify at next board meeting. Peggy Stroika moved to approve sending agreement to legal counsel for updating. Motion seconded by Michelle Johnson. Motion carried unanimously.

21. Approve award of Copier Bid: (D/A)

Janay Greenlee presented. Added color copiers and higher volume units. Bid opens 7/3. Requesting President Approval and to ratify at next board meeting. MaryAnn Kirastoulis moved to approve having President approve and ratify at next board meeting. Motion seconded by Kim Simonds. Motion carried unanimously.

22. Approve Amendment to Office & Classroom Supplies Bid: (D/A)

Jessica Kinder presented. 3 lines items affected (11, 147 and 158) Sher Hoff moved to approve amendment as presented. Motion seconded by Kara Allegro. Motion carried unanimously.

23. Ratify Award of Audio Visual Equipment and Supply Bid: (D/A)

Kim S/Teresa W presented. Opened bid 6/4. Has new Discount off list price section. Requesting VP to award and ratify at next board meeting. Kara Allegro moved to approve the VP to award and bid to be ratified at next board meeting. Motion seconded by Janay Greenlee. Motion carried unanimously.

24. Acclamations (D):

- Peggy S thanked the Board and all Bid Sponsors for all their hard work.
- Jessica K thanked Debbie K and Doug G
- Sharon C thanked Jessica K for keeping up on the Office Supplies Bid issues/changes
- Teresa W thanked bid administrators
- Brenda H thanked all those that helped her – its now her 2nd year at Del Mar
- Sher H thanked all that supported her too since she just finished her 1st hr at Encinitas
- Pearl A announced her retirement taking effect late August
- Jessica presented gift to Teresa W/Board President

25. Round Table Discussions (D):

- Brenda H: School Specialty/Office supplies bid, not responding to phone calls. Cure letter was discussed by bid administrator so please send all concerns to her, Jessica. Would like to send out next week so needs documentation.

- Debbie K: Bid openings – how are people handling the reading of bids. Do you allow pictures to be taken of bids at bid opening?
- Peggy S: Would like clarification of our standing on the furniture bid
- Janay G: Has a buyer position open at her district
- Lynne K: Audit beginning – collecting files
- Pearl A: Fuel bid renewal in the works
- Debbie K: discuss training by an attorney – discuss substitution issues. Maybe guest speaker format where preformed questions can be presented. Maybe come to August meeting.

26. Adjournment (D/A):

Moved: Peggy Stroika Seconded: Janay Greenlee Motion carried unanimously

Time: 10:41 a.m.