

EdPAC COMMITTEE
Monthly Meeting
Aug 10, 2017-1:00 P.M.
Held at Granite School District

The following minutes are a summary of the Aug 10, 2017 EdPAC Committee meeting.

Those present:

Ken Crawford, Chair-Ogden SD	Rock Boyer-Murray SD
Tom Mason, Vice Chair-Alpine SD	Ryan Pitcher-Nebo SD
Gary Hansen-Secretary-Canyons SD – via phone	Jared Gardner-Granite SD
Tyler Barnes-Salt Lake SD	Jennifer Salts – State of Utah
Karma Leatham-Cache SD	Nikki Sanchez-State of Utah
Brad Cummings-USOE	

1. Welcome.....Ken Crawford
2. Approved March 9, 2017 meeting minutes.....Ken Crawford
3. Introduction – Ryan Pitcher
4. Fresh produce State contract with Nicolas:
 Nikki indicated that the State is not planning to renew produce contract with Nicolas. Discussed possible participation with UCARE COOP that is managed by Canyons School District/Nancy Webb.

ACTION: Gary to provide more about the UCARE COOP, participation and contracts.

5. Conflict in Sept – EdPAC and PEP.....Ken Crawford
 Decided to meet on the 14th of Sept from 10:30 am - noon. Will meet in the conference room of the State Purchasing Office which is 3150 State Office building, Capitol Hill.
6. Learning Management Software (LMS)Jennifer Salts
 State has signed a couple contracts for LMS solutions:
 MA-2660 Performance Matters
 MA-2661 Scenario Learning
 Fees based on a per user. Jared mentioned that they received a very nice discount for signing up for three (3) years. **Thanks to State Purchasing for these!!!**
7. Educational Software.....Jennifer Salts
 She was able to determine that thru SHI contract we can purchase BrainPop. She asked if there were other solutions that we would like her to review to determine if SHI or one of the other providers have a partnership with.
8. EdPAC Workshop.....Tom Mason
 Tom reviewed date and location. November 2, 2017 at Jordan School District. Discussed general A.M. and P.M. sessions. Verified that State would act as fiscal agent for gathering registration fee.

Discussed participation of charter schools, and/or organizations representing them. It was mentioned that EdPAC leadership has in the past reached out without success. Jennifer mentioned that she discuss workshop with UPAC and they are willing to assist. They just need to know now.

ACTION: Tom to email list of topics for review to EdPAC committee. Also need presenters for those workshops chosen.

This is taken from email that Tom sent:

Below are some topics that we discussed in May plus some additional. Please review and volunteer to teach a break out!

If you have any other topics that you would like to be considered, please let me know.

"What's Working for You?" I envisioned this one as a discussion on what vendors are delivering the best services and goods. I would have attendees come with a list of successes as well as needs for better vendors.

"FAQ" that come to State Purchasing. What are the common questions that come to the State Office?

"Student Travel" and Risk Managements take on this.

"Construction" rating sub contractors

"Fixed Asset Management" Best practices

"ADA Compliance" Since this has grown beyond handi cap accessible, what do we need to be aware of?

"Terms and Conditions" The State Office uses different T&C for different items, what should we know about this, and what should we be doing differently?

"Computer Related Contracts" Understanding how to best use the State contracts, and what we can use them for.

"Holding Vendors Accountable" How to deal with a price change, and receiving the wrong product from a third party. What leverage do we have?

9. Library Book contract.....Jared Gardner
Jared mentioned that library contract with Follett has been executed. Ken emailed such with participating addendum to all in early Aug. If you plan on participating, please get signed participating addendum back to Julie – Granite School District. **Thanks to Granite School District!!**
10. Charter school training.....Jennifer Salts
The State Purchasing office was asked by State Auditors to do provide training for Charter schools. State office put together a wonderful presentation.
11. Mountain State Book Depository discussion:
Jared discussed recent committee meeting that he and Gary attended.
Administrative rule discussed.

Other items discussed:

Practice/Procedures for copies of RFP requested. How does everyone handle?
Determined that most require a GRAMA request that is sent thru records officer.
Also recommended that even if you require paper response it may be helpful if you also asked for an electronic copy. This makes it a lot easier to distribute if requested.

Complement paid to one of the State School Furniture vendors.

Ken asked who was attending EdSpaces in Kansas City in Oct.

Jason - Granite. Karma - Cache, Ken - Ogden and Gary - Canyons.

Discussed recent audits dealing with purchases made for nutrition services.
Suggestion – can those that have recently been audited share the audit findings for other districts to review?

Meeting adjourned.