



NORTH COUNTY EDUCATIONAL PURCHASING CONSORTIUM  
BOARD MEETING MINUTES  
August 20, 2008

**Kim Simonds, President, called the meeting to order at 8:37 a.m.**

**Pledge of Allegiance**

**Member Districts in attendance:**

Bonsall Union School District – Annie Chavez  
Cardiff School District – Sharon Iverson  
Del Mar Union School District – Paulette Anderson  
Encinitas Union School District – Andrea Matusek  
Escondido Union Elementary School District – Vickie Howe  
Escondido Union High School District – Alicia Hasinsky  
Fallbrook Union High School District – Teresa Wacker  
Fallbrook Union Elementary School District – Kara Allegro  
MiraCosta College – Laurel McMillen  
Palomar College – Kim Simonds  
Poway Unified School District – Janay Greenlee  
Ramona Unified School District – Doris Fitzpatrick  
San Marcos Unified School District – Lynne Kotas  
Valley Center Unified School District – Colleen Heublein  
Vista Unified School District – Diana Johnson

**Associate Member District in attendance:**

San Diego County Office of Education – Craig Winder

**Also in attendance:**

N/A

**1. Approval of Agenda (D/A):**

Janay Greenlee moved to approve the agenda as presented. Motion seconded by Andrea Matusek. Motion carried unanimously.

**2. Welcome Guests:**

There were no guests at this special meeting.

**3. Approve Award of the Wireless Laptop Bid (D/A):**

Presented by Diana Johnson, Vista Unified School District. The bid had expired in June, but an extension was put in place and to expire on the 2<sup>nd</sup> of September. 17 bid packets were sent out, 8 responded, 1 was a no bid, 1 was non responsive. Recommendation is to award to the three low bidders. Paulette Anderson moved to approve the award of the Laptop Bid as presented. Motion seconded by Janay Greenlee. Motion carried unanimously.

**4. Approve Amendment to Classroom Furniture & Equipment Bid (D/A):**

Presented by Diana Johnson, Vista Unified School District. There is an addendum to the amendment that includes an additional 6 items, from Arenson, that they are requesting a price increase. The price increase for the majority of the items is between 3 and 5% with the exception of item #113 which has an increase of 35%. Diana did check with the next low bidder on item #113 and they had an increase as well and would not be able to honor their original bid price. The recommendation is to approve the increase. Janay Greenlee moved to approve the amendment for increases as presented. Motion seconded by Andrea Matusek. Motion carried unanimously.

**5. Approve Amendment to the Xerographic Paper Bid (D/A):**

Presented by Lynne Kotas, San Marcos Unified School District. Xerox is requesting a 6% increase. Discussion ensued regarding the change in reps. Janay Greenlee moved to approve the amendment as presented. Discussion - This item should have been on the agenda for the August 6<sup>th</sup> meeting, but once again due to e-mail issues it did not make it. It was agreed that Xerox had done due diligence and that it was in fact due to our internal issues that it was delayed. The decision is to back date the approved increase to be effective August 6<sup>th</sup>. Janay Greenlee rescinded her motion to approve the amendment as presented. New Motion - Janay Greenlee moved to approve amendment as presented effective August 6<sup>th</sup>. Motion seconded by Annie Chavez. Motion carried unanimously.

**6. Approve Amendment to the Audio Visual Supplies Bid (D/A):**

Presented by Lynne Kotas, San Marcos Unified School District. Line #97 had an error on the part number, the description was correct, but the bid price was based on the part number. The request is to correct the part number and price. Janay Greenlee moved to approve the amendment as presented. Motion seconded by Paulette Anderson. Motion carried unanimously.

**7. Acclamations (D):**

Kim Simonds thanked everybody for attending this special board meeting. Teresa Wacker, thank you to Kim Simonds for all the help with the CNS bid.

**8. Round Table Discussion (D):**

Paulette had a question in regards to sending out bid packets. If they do not want to have someone bid, do they have to send them a bid packet? The consensus is that out of professional courtesy, yes you should. However, because it is an advertised bid they have the opportunity to request the packet themselves. The next question is; if they come in low can they not be awarded the bid? Only with solid grounds for it. There would need to be some documentation noting problems with the vendor. Diana Johnson received a request from Office Depot for an increase on a furniture item that they wanted to go through today. It should be on the next agenda after the proper research for the increase is done. Diana also started discussion on dairy bids. Sewlls Riverside Dairy gave a great bid price per Escondido Union High School District. Craig Winder, please post bids and amendments in timely manner. Craig is also looking for admin regulation or something in writing regarding rules for miscellaneous expenses, such as purchases that are made outside of purchasing that will need to be reimbursed. Craig also brought in samples of pencils from the Sanford rep and the rep from Pioneer gave him. There is a box of pre-sharpened and not sharpened pencils, he is asking that we all take one of each and give them a try and comment.

*state vendor was problem*

**22. Adjournment (D/A):**

Moved: Janay Greenlee      Seconded: Diana Johnson      Motion carried unanimously  
Time: 9:20 a.m.