

NORTH COUNTY EDUCATIONAL PURCHASING CONSORTIUM  
BOARD MEETING MINUTES  
FEBRUARY 1, 2006

**Peggy Stroika, President, called the meeting to order at 8:40 a.m.**

**Pledge of Allegiance**

**Member Districts in attendance:**

Bonsall Union School District – Annie Chavez  
Cardiff School District – Sharon Iverson  
Carlsbad Unified School District – Donna Harper  
Del Mar Union School District – Paulette Anderson  
Encinitas Union School District – Andrea Matusek  
Escondido Union School District – Vickie Howe  
Escondido Union High School District – Mary Ann Kirastoulis  
Fallbrook Union Elementary School District – Kara Allegro (Secretary)  
Fallbrook Union High School District – Teresa Wacker  
MiraCosta College – Peggy Stroika – (President)  
Palomar College – Jenny Akins, Kim Simonds (Treasurer)  
Poway Unified School District – Gayle McCormick  
Ramona Unified School District – Lynne Kotas  
San Dieguito Union High School District – Simonetta March (Vice President)  
San Marcos Unified School District – Bill Adams  
San Pasqual Union School District – Rhonda Brown  
Valley Center- Pauma Unified School District – Colleen Heublein  
Vista Unified School District – Donna Caperton

**Associate Member District:**

Cajon Valley Union School District – Staci Jenkins  
San Diego County Office of Education – Craig Winder, Sandie Thompson-Nobile

**Also in attendance:**

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

Donna Caperton moved to approve the agenda as presented. Motion seconded by Donna Harper. Carried unanimously.

**2. Welcome Guests:**

Peggy Stroika welcomed all the Districts and Vendors that attended. Peggy also requested that everyone introduce themselves and state the District and Company that they represent.

**3. Approve December 14, 2005 Board Meeting Minutes (D/A):**

Donna Harper moved that we approve the October 5, 2005 meeting minutes. Motion seconded by Donna Caperton. Carried unanimously.

**4. Approve January 4, 2006 Administrative Committee Meeting Minutes (D/A):**

Donna Harper moved that we approve the January 4, 2006 administrative meeting minutes. Motion seconded by Donna Caperton. Carried unanimously.

5. **Approve Treasurer's Report for January 4, 2006 (D/A):**  
Kim Simonds presented the treasurer's report indicating that there was little activity and standard expenditures. Donna Caperton moved to approve the treasurer's report as presented. Motion seconded by Donna Harper. Carried unanimously.
6. **Old Business (D):**
  - a) Craig Winder reminded Bid Administrators to please post their bids and amendments on the Yahoo Group page.
  - b) Bill Adams passed out a letter from Audio Graphics stating that they had purchased Troxell Communications.
7. **New Business (D):**  
None
8. **Approve and Adopt Changes for the Joint Powers Agreement (JPA) – Second Reading (D/A):**  
Donna Harper thanked the committee members, Donna Caperton and MaryAnn Kirastoulis for their help. Donna made sure that it had been reviewed by everyone and if there were no questions, then she moved to approve the revised JPA as presented. Motion seconded by Bill Adams. Carried unanimously.
9. **Approve and Adopt Changes for NCEPC Bylaws – Second Reading (D/A):**  
Donna Harper asked if everyone had reviewed the changes to the Bylaws. Craig Winder had a question as to the wording about the Associate Member District's membership fees in there ADA was below a certain number. He stated that he thought that there were 2 different figures depending on your ADA, one was \$400.00 and the other was \$150.00. The Bylaws second reading was tabled after clarification from the Treasurer on the matrix component, along with the flat rate fee Member Districts and the membership fee that Associate Member Districts pay. Donna Harper moved that we table the second reading after clarification. Motion seconded by Nettie March. Carried unanimously.
10. **Authorize NCEPC President to Award Audio Visual Equipment and Supplies Bid with the Ratification by the Board at the April 5, 2006 Meeting (D/A):**  
Donna Caperton moved that we approve the NCEPC President to award the Audio Visual Equipment and Supplies Bid. Motion seconded by Nettie March. Carried unanimously.
11. **Approve Award of Data Processing Bid (D/A):**  
MaryAnn Kirastoulis presented the Data Processing bid, she sent out 20 bids, received 12 responses and reject 2 bids. She noted that this was a very tight bid, she thought that we received great pricing and that some of our pricing did not increase. Donna Caperton moved that the bid be approved as presented. Motion seconded by Bill Adams. Carried unanimously.
12. **Approve Award of Lamp Bid (D/A):**  
Donna Harper stated that the bid was not out on the street yet, that she planned on it being out there on Monday. She asked permission to have the NCEPC President award the Lamp Bid and ratify at the next Consortium meeting. Bid would be effective March 1, 2006. Donna Harper moved that we approve the President to award the bid and ratify the bid at the April 5, 2006 Board Meeting. Motion seconded by Nettie March. Carried unanimously.
13. **Authorize NCEPC President to Award Networking Equipment Bid with Ratification by the Board at the April 5, 2006 Meeting (D/A):**  
Donna Caperton stated that the bid had not closed yet, days before the original closing she had numerous questions so she decided to extend the bid opening date. She also noted that this bid was done as an E-Rate and needed to extend the timeline to accommodate E-Rate guidelines. Donna Harper moved that we approve the President to award the bid and ratify

the bid at the April 5, 2006 Board Meeting. Motion seconded by MaryAnn Kirastoulis. Carried unanimously.

**14. Approve Amendment to K-6 Art Supply Bid (D/A):**

Kara Allegro presented the amendment to the K-6 Art Supply Bid. Donna Caperton moved that we approve the amendment as presented. Motion seconded by Donna Harper. Carried unanimously.

**15. Acclamations (D):**

- a) Peggy Stroika thanked Donna Caperton, Donna Harper and MaryAnn Kirastoulis for all of their hardwork on the JPA and Bylaws.
- b) Donna Harper thanked the Consortium for the card on the passing of her father.
- c) Andrea Matusek thanked Donna Caperton and Sandie Thompson –Nobile for their help on the bids.
- d) Sue Hill thanked everyone for the Holiday Brunch, she thought it was very well done and enjoyed the event. She also thanked MaryAnn Kirastoulis for the PurchasEdge Program.
- e) Craig Winder thanked Donna Caperton for updating the Consortium on the happenings going on. He thanked Donna Harper for the Lamp Bid and apologized for missing the membership fees on the Bylaw reading.
- f) Sandie Thompson-Nobile thanked everyone for all of their hard work and she appreciates all that we do.

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

- a) Peggy Stroika reminded everyone that when Kara Allegro goes out on maternity leave that Kim Simonds will take over the Secretarial duties in her absence. She provided everyone with a hand out on what her supervisor had been working on with regards to the new Recycling Mandates and asked if anyone else had any information.
- b) Nettie March asked for feedback on how other Districts handle Public Works Contacts ranging from \$1000 to \$14,999? How do we keep track of all jobs? Donna Caperton suggested developing a contract that covers the whole year. Sandie Thompson-Nobile suggested having a usage point and looking at historical spending within the category for example; painting. Nettie also asked about Costco's Business to Business delivery and requiring you to use a credit card. Bill Adams stated that it does exist and the consensus was with all Districts that no one would do business with them because of the requirements.
- c) Donna Caperton brought up the fuel bid and that there was still no word on when it would be awarded; maybe June or July, Current bid had been extended with SoCo. She spoke about the Attorney Generals Opinion on Piggybacking that was recently released. They are waiting for a legal opinion from their attorney on the effects that this ruling will cause. She feels that this will change the face of piggybacking and not only with Relocateable Classrooms, but with every kind of piggybackable bid.
- d) Craig Winder asked for football uniform vendors.
- e) Lynne Kotas asked how other Districts handle asphalt and concrete bidding? MaryAnn Kirastoulis said that they identify the different areas in the bid package and then asking for a breakdown on one bid. Sandie Thompson-Nobile said that a large District in the county got into trouble by using a matrix bid and recommended that Districts stay away from that kind of format. Lynne also asked about surplus, how other Districts handled it and what companies are out there to assist in this process. She is concerned with the companies coming in and loading up the material and taking their sweet time to make the most of the fee they charge to pick up the surplus items. Andrea Matusek said that she uses Nationwide Auctioneers, depending on the commodity being surplusd she either puts it on pallets ready to go or they take it there themselves. Lynne brought up Arrowhead and the issue that her District is not getting signed delivery receipts from the driver. She has asked the driver to please get signed delivery receipts, leave them with the sites, the driver refuses honor her requests and the Rep has been no help.
- f) Bill Adams let everyone know that Ron Wise was absent and sent along Ron's regrets.

- g) Kara Allegro asked permission for the Secretary and Treasurer to purchase Flash Drive's for the purpose of saving information onto these devices.

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

Peggy Stroika asked for a motion to adjourn the meeting. Motion was requested by Donna Harper to adjourn the meeting. Motion was seconded by Bill Adams. Carried unanimously. Time 10:30 a.m.