



North County Educational Consortium Board Meeting Minutes December 8, 2010

Paulette Anderson, President, called the meeting to order at 9:27 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
Carlsbad Unified School District – Rosemary Monderine
Carlsbad Unified School District – Ellen Fritz
Carlsbad Unified School District – Rick Keskey
Del Mar Union School District – Paulette Anderson (President)
Del Mar Union School District – Karen Harris
Escondido Union Elementary School District – Pat Smith
Escondido Union Elementary School District – Vickie Howe
Escondido Union Elementary School District – Sarah Grace
Escondido Union Elementary School District – Shad Marelewicz
Escondido Union Elementary School District – Julie Collins
Escondido Union High School District – Kathleen Brousil
Escondido Union High School District – Connie Knapp
Encinitas Unified School District – Jessica Kinder
Encinitas Unified School District – Pat Sanchez
Fallbrook Union High School District – Teresa Wacker (Vice President)
MiraCosta College – Susan Asato
MiraCosta College – Kim Simonds
MiraCosta College – Peggy Stroika
MiraCosta College – Laurel McMillen
Oceanside Unified School District – Karen Huddleston
Oceanside Unified School District – Debbie Kelly
Palomar College – Jenny Akins
Palomar College – Linda Bonner
Poway Unified School District – Janay Greenlee
Poway Unified School District – Gayle McCormick
Poway Unified School District – Micki Krupinski
Poway Unified School District – Kim Farris
Ramona Unified School District – Doris Fitzpatrick
Ramona Unified School District – Dawn Postoskie
San Dieguito Union High School District – Sheila Graciano
San Dieguito Union High School District – Thea Rickman
San Marcos Unified School District – Lynne Kotas (Treasurer)

San Marcos Unified School District – Susan Wallace
San Marcos Unified School District – Terry King
Valley Center-Pauma Union School District – Colleen Heublein
Valley Center-Pauma Union School District – Sue Hill
Vista Unified School District – Mythe Huynh
Vista Unified School District – Carre Scivoletti
Vista Unified School District – Leslie Stratmann

Associate Member District in attendance:

Cajon Valley Union School District – Sharon Clay
Cajon Valley Union School District – Sherill Kelsen
Cajon Valley Union School District – Patti Olah
San Diego County Office of Education – Michael Grattan
San Diego County Office of Education – Sandie Thompson-Nobile
San Diego Union School District – Pearl Adams

Also in attendance:

American Chemical & Sanitary – Lesley Robinson
American Chemical & Sanitary – Shirley Gower
Hyphenet – Paul Falcone
Ikon Office Solutions – Lori Wergeland
Ikon Office Solutions – Oscar Weathersby
Office Depot – Michael Stechel
Office Depot – Steve Estes
SLM Contract Furniture – Catherine Rogers
SLM Contract Furniture – Susan Lord
SupplyMaster Inc. – Susan Brewer
Toshiba – Bill Lane
Toshiba – Erik Masi
Virco – Mark Friesz

1. Approval of Agenda (D/A):

Corrections to the agenda: 1) tabled agenda item #4 for approval at the NCEPC Board meeting on February 2, 2011, 2) deleted agenda item #19. Jessica Kinder moved to approve the agenda with corrections. Linda Bonner seconded the motion. Motion carried unanimously.

2. Welcome Guests (D):

Paulette Anderson, President, welcomed everyone. All members, associate members and guests introduced themselves.

3. Approve October 6, 2010 Board Meeting Minutes (D/A):

Linda Bonner moved to approve the October 6, 2010 board meeting minutes as presented. Janay Greenlee seconded the motion. Motion carried unanimously.

4. Approve November 3, 2010 Administrative Committee Meeting Minutes (D/A):

Approval of November 3, 2010 Administrative Committee Meeting Minutes tabled for approval at the NCEPC Board meeting on February 2, 2011. See agenda item #1 for approval.

5. **Approve Treasurer's Report for December 8, 2010 (D/A):**
Lynne Kotas reported 1) almost all member dues have been collected, 2) discussed the expenses and certificated deposits listed on the report, and 3) stated she will verify pricing on NCEPC legal advertisement invoices. Janay Greenlee moved to approve the treasurer's report as presented. Kim Simonds seconded the motion. Motion carried unanimously.
6. **Old Business (D):**
No old business.
7. **New Business (D):**
No new business.
8. **Ratify Award of Print Shop Paper Bid (D/A):**
Linda Bonner discussed the bid process. Paulette Anderson, President, approved the award of the Print Shop Paper Bid on November 17, 2010. Kim Simonds moved to ratify the award of the bid. Janay Greenlee seconded the motion. Motion carried unanimously.
9. **Ratify Award of Legal and Recruitment Advertising Bid (D/A):**
Michael Grattan requested ratification of award of Legal and Recruitment Advertising Bid that was previously awarded by the NCEPC President, Paulette Anderson. Letters of award were sent to three vendors. Janay Greenlee moved to approve the ratification of award. Jenny Akins seconded the motion. Motion carried unanimously.
10. **Approve Award of Xerographic Paper Bid (D/A):**
Lynne Kotas discussed the bid process: 1) had pre-bid meeting on November 5, 2010, 2) five (5) bids were received, and 3) all responsible and responsive bidders will be awarded line item(s). Lynne stressed to districts to notify her of any issues/problems regarding the bid, so she can follow-up the awarded vendor(s) regarding any problems. Jessica Kinder moved to approve the award of the Xerographic Paper Bid. Kim Simonds seconded the motion. Motion carried unanimously.
11. **Approve Award of Art Supplies Grade K-6 Bid (D/A):**
Lynne Kotas, interim bid administrator, requested the bid be approved by the NCEPC President at a later date and ratified by the NCEPC Board at the February 2, 2011 meeting. The bid opening is scheduled for December 8, 2010. The term of the contract is January 1, 2011 through December 31, 2011. Kim Simonds moved to approve the bid be awarded by the president and ratified by the board at the meeting February. Janay Greenlee seconded the motion. Motion carried unanimously.
12. **Approve Award of Art Supplies/Equipment Grade 7-12 Bid (D/A):**
Jessica Kinder presented the bid on behalf of Diana Johnson, Bid Administrator. Bids were sent to 15 vendors with six responses. The bid is a percentage off bid. Janay Greenlee moved to approve the Award of the Art Supplies/Equipment Grade 7-12 Bid as presented. Kim Simonds seconded the motion. Motion carried unanimously.
13. **Approve Award of Classroom Furniture and Equipment Bid (D/A):**
Jessica Kinder presented the bid on behalf of Diana Johnson, Bid Administrator. Fourteen (14) bids were mailed with thirteen (13) responses and one (1) non-responsive bid. The recommendation is to award to ten vendors. Michelle Johnson moved to approve the award of

the Classroom Furniture and Equipment Bid as presented. Linda Bonner seconded the motion. Motion carried unanimously.

- 14. Approve Award of Custodial Chemical Bid (D/A):**
Jessica Kinder presented the bid. Twenty-two bids were mailed with nine (9) responses. All nine vendors responding to the bid were awarded line item(s). Karen Huddleston moved to approve Award of Custodial Chemical Bid as presented. Janay Greenlee seconded the motion. Motion carried unanimously.
- 15. Approve Award of Custodial Supply Bid (D/A):**
Paulette Anderson presented the bid. Fourteen bids were mailed to vendors. The recommendation is to award to ten vendors. Linda Bonner moved to approve the Award of Custodial Supply Bid as presented. Lynne Kotas seconded the motion. Motion carried unanimously.
- 16. Approve Award of Office and Classroom Supplies Bid (D/A):**
Michael Grattan stated he is analyzing the bid and has requested the bid be awarded by the NCEPC President at a later date and ratified by the NCEPC Board at the February 2, 2011 meeting. Kim Simonds moved to approve the bid be awarded by the NCEPC President and ratified by the NCEPC Board at the February meeting. Janay Greenlee seconded the motion. Motion carried unanimously.
- 17. Approve Award of PE & Athletic Equipment Supplies Bid (D/A):**
Paulette Anderson presented the bid on behalf of Vickie Howe, Bid Administrator. Twenty (20) bids were mailed to vendors. Three of the five bids received were considered responsive and responsible bids. There are 107 line items. Line item #94 has been discontinued. Lines 99 and 100 had no award. There was a coin toss for line #55. Janay Greenlee moved to approve the award of the PE & Athletic Equipment Supply Bid as presented. Jessica Kinder seconded the motion. Motion carried unanimously.
- 18. Approve Award of Science Supplies Bid (D/A):**
Lynne Kotas, interim bid administrator, requested the bid be approved by the NCEPC President at a later date and ratified by the NCEPC Board at the February 2, 2011 meeting. The bid opening is scheduled for December 21, 2010. Kim Simonds moved to approve the Science Supplies Bid be awarded by the President and ratified by the NCEPC Board at the February board meeting. Janay Greenlee seconded the motion. Motion carried unanimously.
- 19. Approve Award of HP & Non-HP Computer Printer Bid (D/A):**
Agenda item deleted. See agenda item #1 for approval.
- 20. Correspondence: Approve Letter of Resignation (D/A):**
Paulette Anderson received a letter from Alicia Hasinsky resigning from her position as NCEPC Secretary. Linda Bonner moved to approve the Alicia's resignation. Janay Greenlee seconded the motion. Motion carried unanimously.
- 21. Discuss Nomination for NCEPC Secretary Position (D):**
Paulette Anderson announced she sent an email notification to all NCEPC members notifying everyone that the secretary position was vacant and asked for a call for nominations. The nomination and election for the position will be at the February 2, 2011 meeting.

22. Acclamations (D):

- a) Paulette Anderson thanked all bid administrators for the work on their individual bids. She also thanked Poway Unified School District for taking on the Health and Athletic Supply bid.
- b) Lynne Kotas thanked those districts who took on new bids, especially those districts who agreed to assume bids Vista Unified was administering.
- c) Jenny Akins announced Linda Bonner was retiring.
- d) Janay Greenlee thanked Lynne Kotas for taking on a bid.
- e) Jessica Kinder announced Carre Scivoletti will be retiring. Jessica thanked Carre for all her work.

23. Round Table Discussion (D):

- a) Karen Huddleston had a concern about vendors who use “back door” techniques to win business. The Consortium strongly discourages this practice for a number of reasons. One reason in particular is that the non-awarded vendors providing goods at an equal or lower price are not held to the same terms and conditions of the awarded vendors, which means there is no protection for the districts.
- b) Karen Huddleston asked that replies to NCEPC messages (especially a thank you) be sent just to the sender. If the reply contains useful information, then reply to all.

24. Adjournment (D/A):

Teresa Wacker moved to adjourn the meeting. Kim Simonds seconded the motion. Motion carried unanimously. Time: 10:25 am