



NORTH COUNTY EDUCATIONAL PURCHASING CONSORTIUM  
BOARD MEETING MINUTES  
APRIL 5, 2006

**Peggy Stroika, President, called the meeting to order at 8:43 a.m.**

**Pledge of Allegiance**

**Member Districts in attendance:**

Bonsall Union School District - Annie Chavez  
Cardiff School District – Sharon Iversen  
Carlsbad Unified – Donna Harper, Rosemary Monderine  
Del Mar Union School District – Paulette Anderson  
Encinitas Union School District – Pat Sanchez  
Escondido Union High School District – Mary Ann Kirastoulis  
Escondido Union School District – Janay Greenlee, Vickie Howe  
Fallbrook Union High School District – Teresa Walker  
Mira Costa College – Peggy Stroika  
Palomar College – Kim Simonds  
Poway Unified School District – Sheila Hearvey  
Ramona Unified School District – Lynne Kotas  
San Dieguito Union High School District – Simonetta March  
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 Districts:**

Cajon Valley Union School District – Susan Olinger  
La Mesa-Spring Valley School District – Jeennine Joergensen  
San Diego County Office of Education – Craig Winder, Sandie Thompson-Noble

**Also in attendance:**

GovPlace – Jim Buwell  
HP – Fatima Yusuf  
Office Depot – Steve Estes  
Virco – Mark Friesz  
Xerox – Ernie Reyes  
Xerox Western Education Sector – Mary Jo Clay

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

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

**2. Welcome Guests :**

Peggy Stroika welcomed everyone who attended. Welcomed Mark Friesz from Virco, Jim Buwell from GovPlace, Fatima Yusuf from HP, Ernie Reyes from Xerox and Mary Jo Clay from Xerox Western Education Sector.

**3. Approve February 1, 2006 Board Meeting Minutes (D/A):**

Peggy Stroika stated that Kara had not supplied the minutes before going out on maternity leave. Donna Caperton moved to table the minutes. Motion second by Donna Harper. Carried unanimously.

**4. Approve March 1, 2006 Administrative Committee Meeting Minutes (D/A):**

Simonetta March moved to approve the meeting minutes. Motion second by Donna Caperton. Carried unanimously.

**5. Approve Treasurer's Report for April 6, 2006 (D/A):**

Donna Caperton moved to approve report. Motion second by Simonetta March. Carried unanimously.

**6. Old Business (D):**

None.

**7. New Business (D):**

- a. Peggy Stroika submitted an invoice that was not received for the Administrative Committee Meeting for Ron Wise for the period of August 2005 through December 2005 in the amount of \$447.00.
- b. Donna Caperton inquired about how to tell which items qualify for bid discounts with the Demco catalogs. She stated any part numbers that start with "W" or a "P". This is for their regular non promotional catalogs.
- c. Peggy Stroika stated that she had sent out the updated Member and Associate Member lists. She stated that she will continue to keep any updates going with the assistance of Ron Wise.

**8. Member and Associate Member Dues (D/A):**

Peggy Stroika asked if the Member and Associate Member Dues needed to be done as an action item. It was decided that it did need to be that way, so Donna Harper moved to keep the discounted membership dues at half. Motion second by Donna Caperton. Carried unanimously.

**9. Presentation & Discussion of the 2006-2007 Proposed Budget (D):**

Kim Simonds presented the proposed budget for 2007-2007. Discussion ensued about current Consortium CD's and 2005-2006 expenditures. Kim Simonds will bring back final budget for approval to the June meeting.

**10. Approve Proposal for Annual Audit Services (D/A):**

Kim Simonds presented the new proposal for the 2006. She also presented that the 2004-2005 audit had not been completed, but a copy of the proposal could not be found. She requested one from the audit company. Discussion ensued making sure that the principal was different for the audit. Donna Caperton moved to give the president to approve the proposals for audit services for fiscal years ending 2005, 2006, 2007 and 2008 on behalf of the consortium if the proposal is reasonable. Motion second by Simonetta March. Carried unanimously.

**11. Approve and Adopt Changes to NCEPC Bylaws, effective July 1, 2006 – 3<sup>rd</sup> reading (D/A):**

Donna Harper presented the bylaws with the changes in verbiage for the ADA less than 2500. Donna Harper moved to have the bylaws approved as amended. Motion second by Donna Caperton.

**12. Approve Amendment to NCEPC Bid Terms and Conditions (D/A):**

Peggy Stroika presented the question of clarification of the freight charge included on the standard bid terms and conditions. Discussion ensued regarding the consensus of the board allowed for the bid administrators to change that freight amount. Simonetta March moved that clarification be issued that no bid administrator will exceed \$100 for minimum order requirements for free freight and it is up to the bid administrators to whether they want to charge \$50 or \$100. Motion second by Donna Harper. Carried unanimously.

**13. Bid Assignments for 2006 (D/A):**

Peggy Stroika presented the current bid assignments list and asked for any changes, additions or corrections. Donna Harper requested to add the Lamp Bid with the dates of March 1, 2006 though

February 28, 2006. Donna Caperton added a change on the Network Bid of a 3 year term with the dates of 02/08/06 through 02/07/09. Donna Harper asked about the dates of the copiers, Janay Greenlee clarified that it was a 3 year term with 5 years on the maintenance with the dates of the bid being 07/08-06/08. Rosemary Monderine corrected the dates of the Health and Athletic Supplies bid to 06/04/06 through 06/03/07. Questions were asked about the bottled water bid and it was clarified that it was a renewable bid with the dates of 07/04 with 4 additional renewals. Craig Winder presented the correction of the Legal Bid dates to say 10/2002 through 09/2006. Donna Caperton moved to approve the changes as presented. Motion second by Donna Harper. Carried unanimously.

**14. Presentation of Slate of Officers (D):**

Peggy Stroika presented the slate of officers for the second terms. The nominations will be brought back to the June meeting for final approval.

**15. Ratify Award of Audio Visual Supplies Bid (D/A):**

Bill Adams presented the awarded bid. Donna Caperton moved to approve the ratification. Motion second by Simonetta March. Carried unanimously.

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

Bill Adams presented item changes and proposed his solutions for each changes. Discussion ensued about vendors being responsible for the items that they bid and the consequences that can be imposed. Discussion was also held about the change over of televisions to high definition television sets. Donna Caperton questioned if we were going to after damages from CDW-G and the decision was made to warn them with a letter. Donna Harper moved to approve Amendment #1 as presented with a letter of warning being sent to CDW-G that the NCEPC has voted to waive the damages in this instance. Motion second by Simonetta March. Carried unanimously.

**17. Ratify Award of Lamp Bid (D/A):**

Donna Caperton moved to ratify the award of the Lamp Bid. Motion second by Bill Adams. Carried unanimously.

**18. Ratify Award of Network Equipment Bid (D/A):**

Donna Caperton presented the award of the Network Equipment Bid. Bill Adams moved to approve the ratification. Motion second by Janay Greenlee. Carried unanimously.

**19. Approve Amendment to Network Equipment Bid (D/A):**

Donna Caperton presented a misunderstanding by the vendors that they could not supply the SmartNet at the listed price. Donna Caperton moved to approve the reduction in percentage for the SmartNet maintenance, due to an error, from 38% to 30%. Motion second by Donna Harper. Carried unanimously.

**20. Approve Award of Health Supply Bid (D/A):**

Rosemary Monderine presented the bid for award. Donna Caperton moved to approve the Health Supply Bid as presented. Motion second by Bill Adams. Carried unanimously.

**21. Approve Amendment to Print Shop Paper Bid (D/A):**

Kim Simonds presented the price increase request from Spicer's Paper. Ernie Reyes spoke to the paper market's price increases and explained why they were occurring. Donna Caperton moved to approve the amendment as presented. Motion second by Simonetta March. Carried unanimously.

**22. Approve Amendment to Furniture Bid (D/A):**

Donna Caperton presented that School Specialty bid on an item that they couldn't provide as specified. Simonetta March moved that School Specialty be warned by letter that they would be relieved of the item and damages would be waived and then rearward the item to Corporate Express. Motion second by Donna Harper. Carried unanimously.

**23. Acclamations (D):**

- a) Peggy Stroika thanked the committee who did the amended changes to the bylaws to the agreement.
- b) Craig Winder gave acclamations to all of the bid administrators.
- c) Susan Olinger introduced Jeennine Joergensen from La Mesa Spring Valley. Susan then requested to have the group introduce themselves.
- d) Peggy Stroika announced that Kara Allegro had her baby boy.

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

- a) Simonetta March questioned if there was another way to deal with Public Works projects under \$15,000. Discussion ensued about the different ways that the various districts handle simplifying the process.
- b) Donna Caperton found video from the Education Expo from 1990. It was talked about watching at the next meeting.
- c) Donna Caperton brought new legislation to the membership. First, AB2832 is in the legislature being introduced and this will allow school districts to forego competitive bidding requirements to existing contracts if the amount is less than 10% of all contracts. Discussion ensued about clarifying the meaning of this legislation. Second, AB2833 is in the legislature being introduced and this is for increasing the public works bid limit from \$15,000 to \$50,000 with an allowance for inflation.
- d) Donna Caperton also informed the membership that according to the San Bernadino County Council, school districts may no longer piggyback on any bid. Sandie Thompson-Noble received an e-mail from Ellen Michaels from San Diego County Council who said that Public Contract Code really does not allow for anyone to directly deal with a vendor on a bid that is piggybackable. Ellen shared with Sandie that for now, she does not agree with the ruling of the San Bernadino County Council. And Ellen also feels that districts may deal directly with a vendor when working with a piggybackable bid. Discussion continued about this.
- e) Donna Caperton talked about the State is using the strategically sourced statewide contracts for various items where a fee is paid. There is some information out there about the contracts and the districts are authorized to use them in the case of an emergency. They are not competitively bid. They reference public code references as 10298 and 10308.
- f) Janay Greenlee asked if there was anything that could be done to support the legislation to change the public works bid limit. Donna Caperton responded that you could go to [www.leginfo.com](http://www.leginfo.com) and send a letter for your district to support the legislation. Janay asked if the Consortium could write a letter in support of the legislation. Peggy Stroika said that she would review it.
- g) Donna Harper asked for information on when ASB pays for referees and choreographers and things like that if they pay them with independent contractor agreements. Donna Caperton said that they use performance agreements and they must prove that they are on file and already signed prior to the event so that they can issue the 1099 if their over \$600.
- h) Donna Harper brought a problem with Office Depot. Office Depot had not shipped everything so some of it was very late. Donna assessed liquidated damages, and Office Depot is requesting that the damages be waived because Donna did not contact them when the items were late. Discussion ensued about liquidated damages, what can be charged and the specifics of Donna's situation.
- i) Donna Harper presented a memo that she received from the IRS about cell phone costs being added as income to an employee when the cell phone is used for personal calls. Discussion ensued about this and how to handle this. The suggestions were a comprehensive log sheet, issuing a 1099 or offering a stipend.
- j) Donna Harper asked if anyone knew what the government code was on charging sales tax on rentals. Donna Caperton said that it is not a government code, but it is a regulation with the State Board of Equalization and there should be a guide there.
- k) Lynne Kotas wanted to update everyone on Arrowhead, as they had been billing a surcharge and after researching it, they corrected the problem. Lynne put forth a request that the next time that the bottled water bid goes out, that there be something added about requiring that the vendor provide signed delivery slips.

- l) Lynne Kotas made a comment about what it says that on such a bad weather day, so many people have shown up at the consortium meeting.
- m) Lynne Kotas brought to the attention of the membership that there will be a price increase coming to the next meeting from Xerox.
- n) Craig Winder informed everyone that the County Office will not be renewing the Relocatable bid until it can be a co-operative bid. The current bid will be good until June 30<sup>th</sup>, 2006.
- o) Craig Winder informed the membership that the County Council has a new set of construction contract documents that are on the web.
- p) Craig Winder asked that anyone with an amendment or an award to please remember to post them to the NCEPC list.
- q) Sheila Hearvey asked about a return clause that is on the Konica-Minolta agreement that they are preparing to sign. Discussion ensued about having the original packaging per the clause in the agreement.
- r) Janay Greenlee presented a new person to contact at Aztec Imaging and also included the information on the new upgraded machine. There is no price change.

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

Peggy Stroika asked for a motion to adjourn the the meeting. Donna Caperton moved to adjourn. Second by Simonetta March. Carried unanimously. Time 11:38 a.m.