



NORTH COUNTY EDUCATIONAL PURCHASING CONSORTIUM
BOARD MEETING MINUTES

April 1, 2009

Kim Simonds, President, called the meeting to order at 8:45 a.m.

Pledge of Allegiance

Member Districts in attendance:

Bonsall Union School District – Annie Chavez
Cardiff School District – Sharon Iverson
Carlsbad Unified School District – Michelle Johnson
Del Mar Union School District – Paulette Anderson
Encinitas School District – Jessica Kinder
Escondido Union Elementary School District – Vickie Howe
Escondido Union High School District – Mary Ann Kirastoulis
Fallbrook Union Elementary School District – Kara Allegro
Fallbrook Union High School District – Teresa Wacker
MiraCosta College – Peggy Stroika
MiraCosta College – Kim Simonds
Palomar College – Linda Bonner
Palomar College – Jenny Akins
Poway Unified School District – Janay Greenlee
Ramona Unified School District – Doris Fitzpatrick
San Dieguito Union High School District – Douglas Gilbert
San Marcos Unified School District – Lynne Kotas
Valley Center-Pauma Unified School District – Colleen Heublein
Vista Unified School District – Donna Caperton

Associate Member District in attendance:

Cajon Valley Union School District – Amanda Cropp
Cajon valley Union School District – Sharon Clay
San Diego County Office of Education – Dana Perrin
San Diego County Office of Education – Sandie Thompson-Nobile

Also in attendance:

Office Depot – Mike Stechel
Southwest School Supply – Catherine Rogers
Virco – Mark Friesz

1. Approval of Agenda (D/A):

Peggy Stroika moved to approve the agenda as presented. Motion seconded by Donna Caperton.
Motion carried unanimously.

2. Welcome Guests:

Kim Simonds welcomed everyone and asked that they introduce themselves and the company they represent.

3. Approve February 4, 2009 Board Meeting Minutes (D/A):

Peggy Stroika moved to approve the minutes. Motion seconded by Janay Greenlee. Motion carried unanimously.

4. Approve March 4, 2009 Admin. Committee Meeting Minutes (D/A):

Donna Caperton moved to approve the minutes. Motion seconded by Peggy Stoika. Motion carried unanimously.

5. Approve Treasurer's Report for April 1, 2009 (D/A):

Presented by Colleen Heublein, Valley Center - Pauma Unified School District. Donna Caperton moved to approve April 1, 2009 Treasurer's Report as presented. Motion seconded by Lynne Kotas. Motion carried unanimously.

6. Old Business (D):

There were no items.

7. New Business (D):

Kim Simonds – Announced that she has accepted position at Mira Costa and will be sending out new contact information. Donna Caperton – Concerns regarding the dairy bid. It is her hope that it will be done by geographical areas to avoid penalizing other districts. There is dealing going on in regards to the CNS Paper Bid. Letter to vendors that we are aware that there is dealing going on and that is not permitted. MayAnn Kirastoulis – Buyers should contact food service directors and make them aware that there is not to be any dealing. Sharon Clay – E-Schoolbid demo. There was concern over the boiler plate documents and over the cost to the vendors to participate. Per Sharon, our boiler plate documents will be used along with the terms and conditions, she has also done some research and found that there is a high number of our vendors that are already registered. Discussion ensued.

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

Presented by Colleen Heublein, Valley Center – Pauma Unified School District. Explanation of dues calculations. Peggy Stroika motioned to approve the dues as presented by Colleen. Motion seconded by Janay Greenlee. Motion carried unanimously.

9. Presentation & Discussion of the 2009/2010 Proposed Budget (D):

Presented by Colleen Heublein, Valley Center – Pauma Unified School District. There was a mistake, the actuals were put in the proposed under catering. Discussed a couple of changes that will be made.

10. Bid Assignments for 2009/2010 (D/A):

Presented by Kim Simonds, MiraCosta College. There will be a dairy bid this year that Carlsbad is taking on. Peggy moved to approve the current bid assignments as well as the new dairy bid for the next year. Motion seconded by Janay Greenlee. Motion carried unanimously. .

11. Nomination of Officers for 2009/2010 (D/A):

Presented by Kim Simonds, MiraCosta College. Kim asked for volunteers for the positions of Treasurer and for Secretary. Lynne Kotas volunteered as Treasurer. Peggy Stroika moved to accept the nominations of Lynne Kotas as Treasurer, Teresa Wacker as Vice-President and Paulette Anderson as President. Motion seconded by Jessica Kinder

12. Approve Consultant Agreement (D/A):

Presented by Kim Simonds, MiraCosta College. Donna Harper has agreed to the terms. Her charge will be same at \$20.00 per hour. Peggy Stroika moved to approve the consultant agreement. Motion seconded by Lynne Kotas. Motion carried unanimously.

13. Approve Revision of Increase/Decrease Clause (D/A):

Presented by Kim Simonds, MiraCosta College. It was decided that there needed to be more info to the board before this can be decided. Item tabled.

14. Ratify Award of Audio Visual Equipment & Supplies Bid (D/A):

Presented by Lynne Kotas, San Marcos Unified School District. There are two items that are still being worked on, Lynne has requested further documentation. Four items were decided by coin toss. There were 11 bidders, 6 non-responsive and 5 that were awarded to. Peggy Stroika moved to approve the ratification of the A/V Bid. Motion seconded by MaryAnn Kirastoulis. Motion carried unanimously.

15. Approve Amendment to LCD Projector Lamp Bid (D/A):

Presented by Sharon Iverson, Cardiff School District. The request is for a price increase. Janay Greenlee moved to approve the price increase. Motion seconded by Annie Chavez. Motion carried unanimously.

16. Approve Amendment to Copier Bid (D/A):

Presented by Janay Greenlee, Poway Unified School District. Janay is requesting that the items awarded to Danka now be awarded to Toshiba, due to Danka's change in product line. Peggy Stroika moved to approve amendment. Motion seconded by Mary Ann Kirastoulis. Motion carried unanimously.

17. Approve Amendment to PE & Athletic Equipment Bid (D/A):

Presented by Vickie Howe, Escondido Union Elementary School District. Line item 114 and 115, scrimmage vests, had a discrepancy. What was specified was a heavy duty vest and what was provided was not. There was no other responsive bidder on these items and the recommendation is to un-award these items from Sport Supply Group. Peggy Stroika moved to approve the amendment. Motion seconded by Lynne Kotas. Motion carried unanimously.

18. Approve Award of Health and Athletic Supplies Bid (DA):

Presented by Michelle Johnson, Carlsbad Union School District. Bid opening is on June 3rd and the request is to have the board president approve award with ratification. Janay Greenlee moved to approve award by president with ratification. Motion seconded by Peggy Stroika. Motion carried unanimously.

20. Acclamations

Colleen thanked Cajon Valley for their presentation of E-school.

21. Round Table Discussion

Lynne, problems with items from Elgin being on backorder constantly. Colleen – NCR paper problem, the yellow sheet is not being printed on. Janay – Water bid does not have another year and will need to be bid. Discussion ensued. Discussion on the boiler plate documents, when should it be reviewed. Sandie – Warrants, A/P and purchasing should attend workshop. Sales Tax, date items received affects tax amount. Jessica – Surplus portables. Jenny (Palomar) – Request to change attendee to Linda Bonner. Lynne – Postage increase on May 11th.

22. Adjournment (D):

Moved: Peggy Stroika Seconded: Janay Greenlee Motion carried unanimously
Time: 10:20 a.m.