



NORTH COUNTY EDUCATIONAL PURCHASING CONSORTIUM  
BOARD MEETING MINUTES

October 1, 2008

**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  
Carlsbad Unified School District – Rosemary Monderine  
Carlsbad Unified School District – Donna Harper  
Escondido Union Elementary School District – Vickie Howe  
Escondido Union Elementary School District – Marlanea Kirkbride  
Escondido Union High School District – Mary Ann Kirastoulis  
Fallbrook Union High School District – Teresa Wacker  
MiraCosta College – Peggy Stroika  
Palomar College – Kim Simonds  
Poway Unified School District – Janay Greenlee  
Ramona Unified School District – Doris Fitzpatrick  
San Dieguito Union High School District – Sheila Graciano  
San Marcos Unified School District – Lynne Kotas  
Valley Center-Pauma Unified School District – Colleen Heublein  
Vista Unified School District – Donna Caperton  
Vista Unified School District – Diana Johnson

**Associate Member District in attendance:**

Cajon Valley Union School District – Sharon Clay  
San Diego County Office of Education – Craig Winder

**Also in attendance:**

Anixter – Jeff Mathis  
Hyphenet – Edward Gillett  
Office Depot – Steve Pachorek  
Office Vantage – John Ericson  
Southwest School Supply – Catherine Rogers  
Virco – Mark Friesz  
Xerox – Stephanie Arnold  
Xerox – Ginger Ellis

**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 district/company they represent.

**3. Approve August 6, 2008 Board Meeting Minutes (D/A):**

Lynne Kotas, SMUSD, noted that item #15 said "Peggy Stroika moved to approve the increase", should have been only to approve. Donna Caperton moved to approve the revised minutes for the October 1, 2008 Board Meeting. Motion seconded by Peggy Stroika. Motion carried unanimously.

**4. Approve August 20, 2008 Special Board Meeting Minutes (D/A):**

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

**5. Approve September 3, 2008 Admin. Committee Meeting Minutes (D/A):**

Donna Harper moved to Approve September 3, 2008 Admin. Committee Meeting Minutes. Motion seconded by Peggy Stroika. Motion carried unanimously.

**6. Approve Treasurer's Report for October 1, 2008 (D/A):**

Presented by Colleen Heublein, Valley Center Unified School District. Donna Caperton moved to approve October 1, 2008 Treasurer's Report as presented. Motion seconded by MaryAnn Kirastoulis. Motion carried unanimously.

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

Donna Caperton – Discussion ensued regarding furniture bid issues not making the agenda and now having to wait until December meeting to approve price increases and bid reassignments. The suggestion is that we find a way to ensure that items get on the agenda and that maybe there should be another special board meeting. Issues with the yahoo groups were also discussed. The decision to hold a special board meeting before the admin. meeting was made.

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

Lynne Kotas, SMUSD, mentioned the increase coming for the Ca. recycling fee on monitors and TV's. Lynne also shared her idea to hold a contract reading training workshop. Discussion ensued regarding the planning of the workshop. Marlanea Kirkbride, EUSD, asking about communication through Yahoo groups and not getting too many responses. Craig Winder, SDCOE, gave list of bids that are shopping lists and not formal bids. They are as follows; Custodial Chemicals, Library Supplies, Science, Art Supplies 7-12 and Legal Notices/Classified Recruitment.

**9. Ratify Award of Print Shop Paper Bid (D/A):**

Presented by Kim Simonds, Palomar Community College. Donna Caperton moved to ratify award of Print Shop Paper Bid. Motion seconded by Janay Greenlee. Motion carried unanimously.

**10. Ratify Amendment #2 to Custodial Supply Bid (D/A):**

Presented by Kim Simonds on behalf of Paulette Anderson, Del Mar Union School District. There is a list of changes which includes the substitution of domestic seat covers, the price has increased to \$34.13 per case. Donna Caperton moved to ratify amendment. Motion seconded by Peggy Stroika. Motion carried unanimously.

**11. Approve Amendment #3 to Custodial Supply Bid (D/A):**

Presented by Kim Simonds on behalf of Paulette Anderson, Del Mar Union School District. This is in regards to the 45% and 77% price increase that Office Depot has on the Rubbermaid wastebaskets. The next lowest bidder had the same price increase, the recommendation is that the price increase be approved as requested. Donna Caperton moved to approve Amendment #3. Motion seconded by Peggy Stroika. Motion carried unanimously.

**12. Ratify Award of CNS Paper Products Bid (D/A):**

Presented by Teresa Wacker, Fallbrook Union High School District. Peggy Stroika moved to ratify award of CNS Paper Products Bid. Motion seconded by Donna Caperton. Motion carried unanimously.

**13. Ratify Award of Library Supplies Bid (D/A):**

Presented by Lynne Kotas, San Marcos Unified School District. 9 packets were sent out and 7 responded. This is a catalog bid. All but one vendor, Gaylord, stayed with the \$50.00 min. for free shipping. Donna Caperton moved to ratify award of Library Supplies Bid. Motion seconded by Peggy Stroika. Motion carried unanimously.

**14. Approve Amendment to Data Processing Supplies Bid (D/A):**

Presented by Mary Ann Kirastoulis, Escondido Union High School District. There is a 5% increase on Category D. Donna Caperton moved to approve increase. Motion seconded by Lynne Kotas. Motion carried unanimously.

**15. Approve Award of Computer, High-End & Parts Bid (D/A):**

Presented by Diana Johnson, Vista Unified School District. Approve the final option year on the contract which will end October 2, 2009. The bid administrator has also changed from Donna Caperton to Diana Johnson. Peggy Stroika moved to approve the extension. Motion seconded by Donna Caperton. Motion carried unanimously.

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

Presented by Lynne Kotas, San Marcos Unified School District. Liberty Paper is requesting 1% increase, this will reach the cap for the year, per the escalation clause. Donna Caperton moved to approve the amendment. Motion seconded by Mary Ann Kirastoulis. Motion carried unanimously.

**17. Approve Renewal for Publication of Legal Notices/Classified Recruitment (D/A):**

Presented by Craig Winder, San Diego County Office of Ed. We are in year two of a three year award. Donna Caperton moved that we approve renewal. Motion seconded by Peggy Stroika. Motion carried unanimously.

**18. Acclamations (D):**

Kim Simonds – Thanked Donna Harper for her help and dedication to the consortium. Donna Harper – Gave a thank you to the members of the consortium and for the experience gained. Donna also offered her services as consultant.

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

Kim Simonds – Reminder for the Holiday Brunch on December 10<sup>th</sup>. Peggy Stroika – Reminded vendors that the invitation is extended to them as well for the Holiday Brunch. Teresa Wacker – regarding the negative e-mail sent in reference to custom items that were not known prior to bid being sent out and which were subsequently dropped. Lynne Kotas – Question on finger printing, what documentation should be received. Self certification form. Also question on Blackberry servers. Discussion ensued. Craig Winder – Standard School Supply List, reminder that elementary school districts with less than 2500 ADA are able to use the bids regardless of membership. Also the reminder about posting amendments/awards on the list. Regarding large documents and the difficulty in getting them out, the suggestion is to change the DPI to 300 and this will cut the file size down to half.

**20. Adjournment (D):**

Moved: Donna Caperton  
Time: 10:10 a.m.

Seconded: Mary Ann Kirastoulis

Motion carried unanimously