



NORTH COUNTY EDUCATIONAL PURCHASING CONSORTIUM
BOARD MEETING MINUTES
February 2, 2011

Paulette Anderson, President, called the meeting to order at 8:37 a.m.

Pledge of Allegiance

Member Districts in attendance:

Cardiff School District – Sharon Iversen
Carlsbad Unified School District – Michelle Johnson
Del Mar Union School District – Paulette Anderson
Encinitas Union School District – Jessica Kinder
Escondido Union School District – Vickie Howe
Escondido Union High School District – Mary Ann Kirastoulis
Fallbrook Union Elementary District – Kara Allegro
Fallbrook Union High School District – Teresa Wacker
MiraCosta College – Peggy Stroika
MiraCosta College – Kim Simonds
Oceanside Unified School District – Debbie Kelly
Oceanside Unified School District – Karen Huddleston
Palomar College – Jenny Akins
Poway Unified School District – Janay Greenlee
Ramona Unified School District – Doris Fitzpatrick
Solana Beach School District – Mary Ann Archuleta
San Dieguito Union High School District – Christina Bennett
San Dieguito Union High School District – Douglas Gilbert
San Marcos Unified School District – Lynne Kotas
Valley Center-Pauma Unified School District – Colleen Heublein

Associate Member District in attendance:

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

Also in attendance:

Hyphenet – Paul Falcone
Konica Minolta Business Services – Larry Pennington
Konica Minolta Business Services – Roger Mayton
Office Depot – Mike Stechel
School Specialty – Chris Duffy
School Specialty – Jason Singer
Virco Manufacturing – Mark Friesz

1. Approval of Agenda (D/A):

Peggy Stroika moved to approve the agenda as presented. Motion seconded by Karen Huddleston. Motion carried unanimously.

2. Welcome Guests:

Paulette Anderson welcomed everyone and asked that they introduce themselves and the company they represent.

3. Nomination and Election for NCEPC Secretary Position (D/A):

Paulette Anderson explained that due to a vacancy, nominations for the open NCEPC Secretary Position were requested. The nominee would fill the position until the end of the term in June. Paulette named Jessica Kinder as a willing volunteer and opened for other names/volunteers. None were mentioned. Peggy Stroika moved to approve Jessica Kinder as NCEPC Secretary. Motion seconded by Karen Huddleston. Motion carried unanimously.

4. Approve December 8, 2010 Board Meeting Minutes (D/A):

Peggy Stroika moved to approve the December 8, 2010 Board Meeting minutes as presented. Motion seconded by Jenny Akins. Motion carried unanimously.

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

Peggy Stroika moved to approve the November 3, 2010 Administrative Committee Meeting Minutes as presented. Motion seconded by Jenny Akins. Motion carried unanimously.

6. Approve January 5, 2011 Administrative Committee Meeting Minutes (D/A):

Kim Simonds, MiraCosta College, presented. She pointed out a typographical error in the date on the report, that date will be corrected. Peggy Stroika moved to approve the January 5, 2011 Administrative Committee Meeting minutes as corrected. Motion seconded by Karen Huddleston. Motion carried unanimously.

7. Approve Treasurer's Report for February 2, 2011 (D/A)

Presented by Lynne Kotas, San Marcos Unified School District. Lynn reported that the overall total of all NCEPC bank accounts is \$35,317.38. Peggy Stroika moved to approve the treasurer's report as presented. Motion seconded by Janay Greenlee. Motion carried unanimously.

8. Old Business (D):

None

9. New Business (D):

Paulette Anderson mentioned that at the April Board meeting Board nominations will be requested once again. She encouraged members to step forward. / Lynn Kotas stated that she has checked with Donna Caperton and cross referenced the NCEPC bylaws; the flow of officers is: Secretary, Treasurer, Vice President, President. Discussion ensued on the issue of past practice versus following the bylaws. Do officers automatically move up or are nominations open to all members? Kim Simonds requested clarification; are we to follow bylaws or adhere to past practice? It was determined that currently the NCEPC will adhere to the bylaws, however the Board will look into creating a "Bylaw Committee" (at the suggestion of Karen Huddleston) in order to carefully review and revise the current bylaws including, but not limited to, the topics of: officer nominations & service, Administrative Committee meeting attendance, how to handle officer resignations and the posting of the bylaws on the NCEPC website. / Paulette Anderson inquired if anyone had any "training needs". The Administrative Committee has discussed the possibility of a "Breakfast Round Table" as a "question and answer" session. Lynn Kotas suggested we could post the

questions in advance so that all could come prepared to answer and discuss. Mary Ann Kirastoulis suggested a Buyer 101 class to provide the new Purchasing faces with solid resources. Perhaps training classes could be held on an annual basis. Michelle Johnson thought the NCEPC could benefit from a refresher course on what the San Diego County Office requires from the Districts. Paulette Anderson asked if the vendors would like a workshop so that the NCEPC vendor requirements and expectations were made clear. The attending vendors were in agreement. Janay Greenlee asked what sort of timeline was expected for the training seminars... while March was feasible, August was mentioned. / Paulette Anderson reminded the attendees that the bid assignment listed will be updated shortly and the NCEPC will need someone to take over the Custodial Supply Bid as she will be retiring this summer. / Lynn Kotas passed around the Member & Associate Member lists and asked that everyone check it for accuracy and initial next to their corresponding district.

10. Ratify Award of Office and Classroom Supply Bid (D/A):

Michael Grattan from the San Diego County Office of Education presented. He stated that there were a few small typographic errors on the bid and would get a copy of the bid out to the districts as soon as those were corrected. It is his goal to have this bid available to the districts at an earlier date next year. Janay Greenlee moved to approve the ratification of the award of the Office and Classroom Supply Bid as presented. Motion seconded by Kim Simonds. Motion carried unanimously.

11. Ratify Award of Science Supply and Equipment Bid (D/A):

San Marcos Unified School District assisted in the administration of this bid while Kara Allegro was on personal leave from Fallbrook Union Elementary School District. Lynn Kotas presented. This bid is a “catalogue percentage off” bid and is awarded to all responsive, responsible bidders. Lynn reminded the districts, that this bid cannot be used in place of the competitive bid process for projects and purchases over bid limit. Janay Greenlee moved to approve the ratification of the award of the Science Supply and Equipment Bid as presented. Motion seconded by Peggy Stroika. Motion carried unanimously.

12. Ratify Award of K-6 Art Supply Bid (D/A):

San Marcos Unified School District assisted in the administration of this bid while Kara Allegro was on personal leave from Fallbrook Union Elementary School District. Lynn Kotas presented. The bid was advertised in November, five bids were received. One amendment has already been issued since the bid opening, which was approved by the Board President, Paulette Anderson, on December 22, 2010. Janay Greenlee moved to approve the ratification of the award of the K-6 Art Supply Bid. Motion seconded by Peggy Stroika. Motion carried unanimously.

13. Approve Award of Audio Visual Equipment and Supplies Bid (D/A):

Lynn Kotas, San Marcos Unified School District, presented. San Diego Unified School District does not plan on participating this year so districts will notice a drastic decrease in the number of items listed on the bid. Eighteen vendors attended the mandatory pre-bid meeting. The bid is scheduled to open on February 10 and will be DVBE compliant. Lynn requested authorization to have the NCEPC President approve so that the bid will be available for districts to use starting March 1. Janay Greenlee moved to authorize president approval of the award of the Audio Visual Equipment and Supplies Bid. Motion seconded by Kim Simonds. Motion carried unanimously.

14. Approve Award of Data Processing Supply Bid (D/A):

Mary Ann Kirastoulis from Escondido Union High School District presented. (27) bids were mailed to interested vendors. Nine responses were received, one no-bid. Category “A” is awarded by line item; Categories “B, C & D” are awarded to the vendor(s) with the lowest combined total. Rasix is

once again the awarded vendor for Categories “B & C”. Mary Ann pointed out that while the bid allows for “OEM” Brother cartridges only, compatible Brother products are just as good. Peggy Stroika moved to approve the award of the Data Processing Supply Bid as presented. Motion seconded by Janay Greenlee. Motion carried unanimously.

15. Approve Award of Networking Equipment and Installation Services Bid (D/A):

Peggy Stroika, MiraCosta College, presented as the new bid administrator. Peggy presented an amendment that would change the date of this bid to run from April 15 to April 14. The participating vendors have all agreed to extend the existing bid through April. CDW requested a 5% increase, as the maximum allowed under the contract language. All other participating vendors have agreed to hold prices firm through April. Peggy will be sending out another “request for usage requirements” to the districts. Paulette Anderson asked for the bid term limit. This is a three year bid with the option of two (2) one-year extensions, for a total of up to five years. Janay Greenlee moved to approve the amendment to the Networking Equipment and Installation Services Bid as presented. Motion seconded by Michelle Johnson. Motion carried unanimously.

16. Approve Award of Lamp Bid (D/A):

Sharon Clay, Cajon Valley School District, presented. This bid is recommended award by line item to five responsive bidders. One complaint was received in regards to the IKO brand specified. The vendor argued the quality of the brand. All the districts utilizing the IKO brand are happy with the quality. Sharon warned that she did not receive a substantial response to usage requests from districts. She mentioned that the NCEPC might want to reconsider the bid if not many districts are utilizing it. Next bid cycle she will begin eliminating the line items that do not produce any usage numbers. Kim Simonds moved to approve the award of the Lamp Bid as presented. Motion seconded by Mary Ann Kirastoulis. Motion carried unanimously.

17. Approve Award of HP & Non-HP Computer Printer Bid (D/A):

Doug Gilbert of San Dieguito Union High School District presented. This bid has been restructured a bit from the previous format. The bid language has been changed from “fixed firm” to allowing for reductions in price throughout the term. The new format has also allowed for five different manufacturers to participate. Eighteen bids were sent out to prospective bidders, ten bids were received, six vendors are recommended for award. The DVBE requirements have been updated and more clearly defined. Suppliers have commented that they like the new format. Lynn Kotas gave Doug accolades on the amount of work and time he put into the restructure of this bid and for updating the DVBE requirements. Janay Greenlee inquired: Did the newly structured bid still receive competitive pricing. Doug verified that the responses were still competitively priced. Mary Ann Kirastoulis suggested that Districts ordering the printers on this bid submit usage requirement to add the ink cartridges to the Data Supply Bid. Kim Simonds moved to approve the award of the HP & Non-HP Computer Printer Bid as presented. Motion seconded by Janay Greenlee. Motion carried unanimously.

18. Acclamations (D):

Kara Allegro thanked Lynn Kotas and Susan Wallace at San Marcos Unified School District for their help with the K-6 Arty Supply & Science Supply & Equipment bids while she was on leave. / Doug Gilbert thanked Lynn Kotas and Paulette Anderson for their assistance with the HP & Non-HP Computer Printer Bid. / Paulette Anderson gave thanks to everyone who participates in the bids.

19. Round Table Discussion (D):

Lynn Kotas, San Marcos Unified School District, informed all that several “Smart Boards” are on the Audio Visual Supplies Bid. She has added training for the use of these boards on the bid and is currently trying to restructure the wording to include a time line for the completion of such training. /

Lynn also encouraged all to share during Round Table Discussion – this is the perfect time to ask any questions. / Debbie Kelly from Oceanside Unified School District inquired if “Time and Material” bids could be used for the span of a fiscal year. Janay Greenlee warned against such a practice. The project must include unit pricing in the bid, can only be used for one year and must be under \$25,000.00 for bonding purposes. Debbie asked if a sample could be emailed. Lynn Kotas suggested that they must have a project in mind and then have an alternative listed for excess pricing to use throughout the year. Sandie Thompson Nobile warned Districts be cautious of bidders low-balling the original project in order to win the additional work suggested on the bid. / Debbie Kelly and Karen Huddleston asked to speak with San Diego Unified School District after the meeting adjournment to discuss the fuel bid. / Michael Grattan inquired if any districts had financed computers. If anyone had any information on such a practice, please email him. / Sharon Clay from Cajon Valley Union School District asked if anyone had gone through the process of grant funding for transportation equipment.

20. Adjournment (D/A):

Moved: Kim Simonds

Seconded: Janay Greenlee

Motion carried unanimously

Time: 10:25 a.m.