



NORTH COUNTY EDUCATIONAL PURCHASING CONSORTIUM
BOARD MEETING MINUTES
December 10, 2008

Kim Simonds, President, called the meeting to order at 9:15 a.m.

Pledge of Allegiance

Member Districts in attendance:

Bonsall Union School District – Annie Chavez
Carlsbad Unified School District – Rosemary Monderine
Del Mar Union School District – Paulette Anderson
Escondido Union Elementary School District – Marlanea Kirkbride
Escondido Union High School District – Mary Ann Kirastoulis
Encinitas Union School District – Jessica Kinder
Fallbrook Union Elementary School District – Kara Allegro
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 – Diana Johnson

Associate Member District in attendance:

Cajon Valley Union School District – Sharon Clay
Coronado Unified School District – Cathy Caballero
San Diego County Office of Education – Craig Winder
San Diego County Office of Education – Sandie Thompson-Nobile

Also in attendance:

Datel Systems – Heidi Groves
Ecolab – Bruce Graham
Ecolab – Scott Ruddell
Ecolab – Spike Kalotren
Hewlett Packard – Liam Daly
Ikon Office Solutions – Lori Wergland
Liberty Paper – William Ortega
MoreDirect – Joey DiSimone
Office Advantage – John Ericson
Office Depot – Mike Stechel
Office Depot – Brian Ngo
Office Depot – Steve Estes
Office Depot – Jean Walling
Southwest School Supply – Catherine Rogers

Supply Master – Susan Brewer
Virco – Mark Friesz
Virco – Kathy Virtue
Xerox – Stephanie Arnold
Xerox – Ginger Ellis

1. Approval of Agenda (D/A):

Paulette Anderson moved to approve the agenda as presented. Motion seconded by Diana Johnson. Motion carried unanimously.

2. Welcome Guests:

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

3. Approve October 1, 2008 Board Meeting Minutes (D/A):

Peggy Stroika moved to approve the minutes for the October 1, 2008 Board Meeting. Motion seconded by Paulette Anderson. Motion carried unanimously.

4. Approve November 5, 2008 Special Board Meeting Minutes (D/A):

Peggy Stroika moved to approve the minutes. Motion seconded by Janay Greenlee. There was one item for discussion on the minutes. Lynne Kotas noted that, in the Round Table Discussion, the line regarding Kirk Paper was incorrect. The line read “do want to split cases” and should have read “do not want to split cases”. Peggy Stroika revised her motion to approve the minutes with the correction. Motion seconded by MaryAnn Kirastoulis. Motion carried unanimously.

5. Approve November 5, 2008 Admin. Committee Meeting Minutes (D/A):

Janay Greenlee moved to Approve November 5, 2008 Admin. Committee Meeting Minutes. Motion seconded by Lynne Kotas. Motion carried unanimously.

6. Approve Treasurer’s Report for December 10, 2008 (D/A):

Presented by Colleen Heublein, Valley Center - Pauma Unified School District. Peggy Stroika moved to approve December 10, 2008 Treasurer’s Report as presented. Motion seconded by Diana Johnson. Motion carried unanimously.

7. Old Business (!):

There were no items.

8. New Business (D):

There were no items.

9. Approve Award of Xerographic Paper Bid (D/A):

Presented by Lynne Kotas, San Marcos Unified School District. 8 packets were sent, 5 bids received. This year the line items were broken down by unit of measure. There are now separate line items for case pricing, pallet pricing and carload pricing. Large size paper is not on the bid, per usage numbers. Lynne thanked the vendors for their support of the consortium. Peggy Stroika moved to ratify award of Xerographic Paper Bid. Motion seconded by Janay Greenlee. Motion carried unanimously.

10. Approve Award of Art Supplies Grade K-6 Bid (D/A):

Presented by Kara Allegro, Fallbrook Union Elementary School District. 12 packets sent, 8 received. 5 were awarded by coin toss. Kara Allegro moved to approve award of bid as presented. Motion seconded by Peggy Stroika. Motion carried unanimously.

11. Approve Award of Art Supplies/Equipment Grade 7-12 Bid (D/A):

Presented by Diana Johnson, Vista Unified School District. 11 packets were sent, 8 received. Recommendation is to award to 8 successful bidders. Peggy Stroika moved to approve award of bid. Motion seconded by Jessica Kinder. Motion carried unanimously.

12. Approve Award of Classroom Furniture and Equipment Bid (D/A):

Presented by Diana Johnson, Vista Unified School District. 36 packets were sent, 13 received, 2 no bid. Diana has worked to better categorize items on the bid. There have been a few items dropped from the bid, due to usage numbers. Lynne Kotas moved to award Bid. Motion seconded by Peggy Stroika. Motion carried unanimously.

13. Approve Award of Custodial Chemical Bid (D/A):

Presented by Jessica Kinder, Encinitas Union School District. 20 packets were sent, 4 received, 1 no bid. Peggy Stroika moved to award Bid. Motion seconded by Diana Johnson. Motion carried unanimously.

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

Presented by Paulette Anderson, Del Mar Union School District. 17 packets were sent, 10 received, 1 late and not opened. There is one typographical error on line #98, the price reads \$29.95 and should be \$25.95. Peggy Stroika moved to approve with correction to line #98. Motion seconded by Kara Allegro. Motion carried unanimously.

15. Approve Award of Office and Classroom Supplies Bid (D/A):

Presented by Craig Winder, San Diego County Office of Ed. 13 packets were sent, 9 received. Awards to all 9. Peggy Stroika moved to approve award. Motion seconded by Lynne Kotas. Motion carried unanimously.

16. Approve Award of PE & Athletic Equipment Supplies Bid (D/A):

Presented by Marlanea Kirkbride on behalf of Vickie Howe, Escondido Union School District. There was no bid on several items. 24 packets were sent, 10 received and 2 awarded. Peggy Stroika moved to approve bid. Motion seconded by Janay Greenlee. Motion carried unanimously.

17. Approve Award of Science Supplies Bid (D/A):

Presented by Kara Allegro, Fallbrook Union Elementary School District. 12 packets were sent, 11 received and 1 non-responsive. Doris Fitzpatrick moved to approve the bid. Motion seconded by Lynne Kotas. Motion carried unanimously.

18. Approve Amendment to Child Nutrition Services Paper Product Bid (DA):

Presented by Teresa Wacker, Fallbrook Union High School District. Per P&R Paper line #45 was misrepresented in regards to the case pack and are now requesting to change the price. P&R bid \$23.90 originally for a case pack of 400 and are giving a price for a 500 case pack at \$60.77. The next lowest bidder was All American Plastic & Packaging at \$50.66 for a case pack of 500. The suggestion of the board was to relieve P&R Paper of that line item and re-award to All American Plastic, who is willing to hold their original pricing.

19. NCEPC Address & Contact List (D):

Presented by Teresa Wacker, Fallbrook Union High School District. A mass e-mail was sent requesting any information that needed to be updated. Follow up phone calls were made to those who did not respond. It is requested that if any changes are needed that they forward those on to Teresa.

20. Acclamations

Kim Simonds thanked everyone for their work on bids. Donna Caperton thanked Craig Winder for his years of work and expertise, for his help in joining SDCOE with NCEPC as well as being the liaison for the associate member districts. Craig Winder expressed his appreciation for his job in purchasing. Craig also offered advice on planning for retirement.

21. Round Table Discussion

MaryAnn Kirastoulis distributed purchase edge points, the points can be redeemed for HP product. 27 districts made use of the bid. Craig Winder reminded everyone to please post bid information on the website.

22. Adjournment (D):

Moved: Peggy Stroika
Time: 10:20 a.m.

Seconded: Diana Johnson

Motion carried unanimously