



NORTH COUNTY EDUCATIONAL PURCHASING CONSORTIUM
BOARD MEETING MINUTES
April 7, 2010

Paulette Anderson, President, called the meeting to order at 8:30 a.m.

Pledge of Allegiance

Member Districts in attendance:

Bonsall Union School District – Annie Chavez
Carlsbad Unified School District – Michelle Johnson
Carlsbad Unified School District – Rosemary Monderine
Del Mar Union School District – Paulette Anderson
Encinitas Union School District – Jessica Kinder
Escondido Union School District – Vickie Howe
Escondido Union High School District – Alicia Hasinsky
Escondido Union High School District – Mary Ann Kirastoulis
Fallbrook Union Elementary School District – Kara Allegro
Fallbrook Union High School District – Teresa Wacker
MiraCosta College – Kim Simonds
Palomar College – Jenny Akins
Poway Unified School District – Janay Greenlee
Ramona Unified School District – Doris Fitzpatrick
San Dieguito Union High School District – Thea Solomon
San Dieguito Union High School District – Douglas Gilbert
San Marcos Unified School District – Lynne Kotas
Valley Center-Pauma Union School District – Colleen Heublein
Vista Unified School District – Diana Johnson

Associate Member District in attendance:

Cajon Valley Union School District – Susan Olinger
San Diego County Office of Education – Sandie Thompson-Noble
San Diego County Office of Education – Dean Miyake
San Diego County Office of Education – Gina Sibley
San Diego Union School District – John Groll

Also in attendance:

ABI Office Furniture – Catherine Rogers
Golden Star Technology – Alex Rodriguez
Golden Star Technology – Tony D'Alessio
Konika Minolta – Larry Pennington
Mr. Copy – Brian Nascimento
Mr. Copy – AJ DeGrandmont
Office Depot – Steve Estes
Redbird Lighting – Mark Rogers

1. Approval of Agenda (D/A):

Kim Simonds moved to approve the agenda as presented. Motion seconded by Peggy Stroika. Motion carried unanimously.

2. Welcome Guests:

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

3. Approve February 3, 2010 Board Meeting Minutes (D/A):

Jessica Kinder moved to approve the February 3, 2010 Board Meeting Minutes as presented. Motion seconded by Kim Simonds. Motion carried unanimously.

4. Approve March 3, 2010 Administrative Committee Meeting Minutes (D/A):

Kim Simonds moved to approve the March 3, 2010 Administrative Committee Meeting Minutes as presented. Motion seconded by Jenny Atkins. Motion carried unanimously.

5. Approve Treasurer's Report for April 7, 2010 (D/A)

Presented by Lynne Kotas, San Marcos Unified. Kim Simonds moved to approve the Treasurer's Report as presented. Motion seconded by Diana Johnson. Motion carried unanimously.

6. Old Business (D):

Susan Olinger, Cajon Valley Union, asked what the status is of the pager bid. Diana Johnson reminded everyone that this bid was eliminated. Most districts use cell phones. Diana would consider reinstating pager bid. If no bids are received, individual districts would need to work with their own representative for this service. Mary Ann Kirastoulis, Escondido Union High School, informed everyone that they would need to utilize Purchase Edge points by the end of this school year. She will send an updated list to districts.

7. New Business (D):

Sandie Noble-Thompson, San Diego County Office of Education, discussed advertising and the Legal Ad Bid. Oceanside Unified has expressed interest in becoming a member of the Consortium.

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

Lynne Kotas, San Marcos Unified, let everyone know that the Bylaws have information and procedures in place as to how districts are charged for dues. Associate Members are charged a flat rate, and we will continue the 50% reduction. Janay Greenlee moved to approve the Member and Associate Member Dues as presented. Motion seconded by Kim Simonds. Motion carried unanimously.

9. Presentation and Discussion of the 2010-2011 Proposed Budget (D/A):

Lynne Kotas, San Marcos Unified, requested that this item be tabled to the June meeting. Jessica Kinder moved to table the Presentation and Discussion of the 2010-2011 Proposed Budget to the June meeting. Motion seconded by Kim Simonds. Motion carried unanimously.

10. Nominations of Officers (D/A):

Kim Simonds, Mira Costa College, moved to approve current officers. Motion seconded by Kara Allegro. Motion carried unanimously.

11. Approve Bid Assignments for 2010-2011 (D/A):

Kim Simonds, Mira Costa College, requested that this item be tabled to June meeting. Kim Simonds moved to table the Bid Assignments for 2010-2011 to the June meeting. Motion seconded by Janay Greenlee. Motion carried unanimously.

12. Approve Consultant Agreement (D/A):

Kim Simonds, Mira Costa College, requested that this item be tabled to June meeting. Kim Simonds moved to table the Approve Consultant Agreement to the June meeting. Motion seconded by Diana Johnson. Motion carried unanimously.

13. 2nd Reading of Changes to Bid Terms and Conditions (D/A):

Janay Greenlee, Poway Unified, recommended that the Board approve line 5 (Section: Agreement. Clause: Consortium's Right to Withhold Certain Amount (Page 13, Paragraph 5) and line 22 (Section: Agreement. Clause: Audit and Inspection of Records (Page 16, Paragraph 22), but not line 6 (Section: Special Provisions. Clause: Late Fees (Page 11, Paragraph 6). She asked that this item be tabled until the Administrative Committee Meeting in May. Janay Greenlee moved to table the 2nd Reading of Changes to Bid Terms and Conditions to Administrative Committee meeting in May. Motion seconded by Kim Simonds. Motion carried unanimously.

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

Lynne Kotas, San Marcos Unified, stated that she received 12 bids, three vendors were non-responsive. Would like to award to nine vendors that were considered responsive. She did have a coin toss for an identical item. Lynne asked that the Board approve to Ratify Award of Audio Visual Equipment and Supplies Bid. Motion Seconded by Kim Simonds. Motion carried unanimously.

15. Approve Award of Health and Athletic Supply Bid (D/A):

Rosemary Monderine, Carlsbad Unified, stated bid will open on April 29. Rosemary asked that this item be tabled and ratified at June meeting. Janay Greenlee moved to table and ratify the Award of Health and Athletic Supply Bid at the June meeting. Motion seconded by Kim Simonds. Motion carried unanimously.

16. Approve HP & Non-HP Computer Printer Amendment (D/A):

Gina Sibley, San Diego County Office of Education, stated there were items that either had no award or were now discontinued items. There was also much discussion over several other items. It was suggested that alternate items be kept on this bid. This bid was reviewed and it is recommended by Gina that we approve the amendment. Kim Simonds moved to approve the HP & Non-HP Computer Printer Amendment as presented. Motion seconded by Janay Greenlee. Motion carried unanimously.

17. Approve Xerographic Paper Amendment (D/A):

Lynne Kotas, San Marcos Unified, stated that a supplier requested an increase and she denied it because it was not received on time to take to the Board for approval. Also, not all suppliers submitted documentation that there was an increase in this product. Therefore, Lynne felt it was not justified. There is a cap on price increase. Janay Greenlee moved to Approve Xerographic Paper Amendment as presented. Motion seconded by Kim Simonds. Motion carried unanimously.

18. Approve Wireless Notebook/Laptop Amendment (D/A):

Diana Johnson, Vista Unified, stated that since the award of the original bid in August 2008 things in the technology field have obviously changed. Diana will update as she receives changes from vendors. Diana asked that we approve the amendment to this bid. Kim Simonds moved to Approve Wireless Notebook/Laptop Amendment as presented. Motion seconded by Jenny Atkins. Motion carried unanimously.

19. Approve Data Processing Amendment (D/A):

Mary Ann Kirastoulis, Escondido Union High, introduced “big deal pricing” that is being offered by HP. This deal would offer discounts on certain print cartridges that are currently on the Data Processing bid. Mary Ann recommends that the Board accept big deal pricing for the remaining term of the bid. Janay Greenlee moved to Approve Data Processing Amendment as presented. Motion seconded by Diana Johnson. Motion carried unanimously.

20. Approve Custodial Chemical Amendment (D/A):

Jessica Kinder, Encinitas Union, stated that Waxie is requesting a change because their supplier is experiencing a massive reduction of certain products. Waxie does have products that are equal and would be more cost effective. Jessica requests that we approve the amendment to the Custodial Chemical bid. Janay Greenlee moved to Approve Custodial Chemical Amendment as presented. Motion seconded by Kara Allegro. Motion carried unanimously.

21. Approve K-6 Art Supply Amendment (D/A):

Kara Allegro, Fallbrook Union Elementary, requested that the Board approve change for item number 64 (Paper, construction, 12”x18”, 50 sheets/pkg, 100% sulphite, all colors including assorted, Riverside Try-Ray – No Substitute). This change is just an incorrect item number. Kim Simonds moved to Approve K-6 Art Supply Amendment as presented. Motion seconded by Janay Greenlee. Motion carried unanimously.

22. Acclamations (D):

Jessica Kinder thanked all Districts that are willing to do bids for the consortium. Paulette also thanked everyone that is willing to help.

23. Round Table Discussion (D):

Lynne Kotas, San Marcos Unified, discussed the Xerographic Paper Bid – on line number 6 (Premium no. 4 high-speed xerographic dual purpose paper, white, 20#, 8 1/2:” x 11”) the usage was 22 carloads, however we used that amount in three months. Vendor was not prepared for that. Vendor asked if they could provide a substitute. Lynne said they could provide an equal.

Janay Greenlee, Poway Unified, would like estimated usages submitted. She has only received from one district.

Sandie Noble-Thompson, SDCOE, discussed American Express cards – school districts are not 5013C and as public entities we cannot make donations, which is what is offered by using American Express cards. SDCOE will look into this.

20. Adjournment (D/A):

Moved: Janay Greenlee Seconded: Kim Simonds Motion carried unanimously

Time: 11:19 a.m.