



NORTH COUNTY EDUCATIONAL PURCHASING CONSORTIUM  
BOARD MEETING MINUTES

August 5, 2009

**Teresa Wacker, Vice President, called the meeting to order at 8:31 a.m.**

**Pledge of Allegiance**

**Member Districts in attendance:**

Bonsall Union School District – Annie Chavez  
Cardiff School District – Sharon Iverson  
Escondido Union Elementary School District – Vickie Howe  
Escondido Union High School District – Alicia Hasinsky  
Fallbrook Union High School District – Teresa Wacker  
MiraCosta College – Peggy Stroika  
MiraCosta College – Kim Simonds  
Palomar College – Jenny Akins  
Palomar College – Linda Bonner  
Poway Unified School District – Janay Greenlee  
Ramona Unified School District – Doris Fitzpatrick  
San Dieguito Union High School District – Christina Bennett  
San Dieguito Union High School District – Pearl Adams  
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 – Sharon Clay  
San Diego County Office of Education – Sandie Thompson-Nobile  
San Diego County Office of Education – Shauna Stark  
San Diego County Office of Education – Sandra Medina

**Also in attendance:**

NCEPC Consultant – Donna Harper  
Liberty Paper – Alex Ismail  
Liberty Paper – William Ortega  
Liberty Paper – Sonia Alvarado  
Office Depot – Mike Stechel  
Office Depot – Steven Estes  
Southwest School & Office Supply – Catherine Rogers  
Supply Master Inc. – Susan Brewer  
Troxell Communications – Paul Ruttan  
Troxell Communications – Carleen Ruttan  
Virco Manufacturing – Mark Friesz

**1. Approval of Agenda (D/A):**

Peggy Stroika moved to approve the agenda as presented. Motion seconded by Janay Greenlee. Motion carried unanimously.

**2. Welcome Guests:**

Teresa Wacker welcomed everyone and asked that they introduce themselves and the company they represent.

**3. Approve June 3, 2009 Board Meeting Minutes (D/A):**

Linda Bonner, Palomar College, recommended changing the word lower to lowest on item no. 19. She also recommended that the award not be made to the next lowest bidder, and keep Prudential as the awarded vendor. Peggy Stroika moved to approve the recommendation that Prudential remain the awarded vendor. Motion seconded by Janay Greenlee. Motion carried unanimously.

**4. Approve July 1, 2009 Administrative Committee Meeting Minutes (D/A):**

Peggy Stroika, Mira Costa College, made the motion to table minutes to the October meeting. Motion seconded by Janay Greenlee. Motion carried unanimously.

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

Presented by Lynne Kotas, San Marcos Unified School District. Peggy Stroika moved to approve the Treasurer's report. Motion seconded by Janay Greenlee. Motion carried unanimously.

**6. Approve 2009/2010 Budget**

Presented by Lynne Kotas, San Marcos Unified School District. Peggy Stroika moved to approve the 2009/2010 budget. Motion seconded by Janay Greenlee. Motion carried unanimously.

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

None

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

None

**9. Approve Dates/Locations of NCEPC Board Meetings (D/A):**

Peggy Stroika, MiraCosta College, Peggy stated that all meetings will be held in San Marcos with the exception of the December meeting, which will be held at the California Center for the Arts in Escondido. Lynne Kotas will send out list of dates. Peggy Stroika moved to approve the dates/locations of the NCEPC Board Meetings. Motion seconded by Janay Greenlee. Motion carried unanimously.

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

Presented by Teresa Wacker, Fallbrook Union High School District. Peggy Stroika moved to approve the ratification of the award of the CNS Paper Products Bid as presented. Motion seconded by Janay Greenlee. Motion carried unanimously.

**11. Approve to Eliminate Pager Bid (D/A):**

Diana Johnson, Vista Unified School District, Diana stated that there is minimal use of pagers any more. Peggy Stroika moved to approve the elimination of the pager bid as presented. Motion seconded by Linda Bonner. Motion carried unanimously.

**12. Ratify Renewal of Enterprise Tiered Computer Bid (D/A):**

Diana Johnson, Vista Unified School District, Diana stated there is a two year renewal on the contract. Peggy Stroika moved to approve the ratification of the Enterprise Tiered Computer Bid. Motion seconded by Vicky Howe. Motion carried unanimously.

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

Sandra Medina, San Diego County Office of Education, Sandra stated there are still new items to be reviewed and so she is requesting that the bid be awarded at the October meeting. Kim Simmonds moved to have the President award at the October meeting. Motion seconded by Janay Greenlee. Motion carried unanimously.

**14. Approve Award of LCD Projector Lamp Bid (D/A):**

Sharon Clay, Cajon Valley Union School District, received several bids and awarded by line item. Category B – Compatible Lamps was created using the same estimated usage as in Category A – Manufacturer Lamps. Lynne Kotas requested that the manufacturer be identified on the compatible section. Sharon will be sending the information regarding the vendor that did not have a positive reference check to all Consortium members. Peggy Stroika moved to approve award of LCD Projector Lamp bid as presented. Motion seconded by Janay Greenlee. Motion carried unanimously.

**15. Approve Award of Print Shop Paper Bid (D/A):**

Linda Bonner, Palomar College, requested that the award be ratified at the October meeting. Lynne will be requesting estimated usages by next week. Peggy Stroika moved that the President award the Print Shop Paper Bid and ratify at the October meeting. Motion seconded by Janay Greenlee. Motion carried unanimously.

**16. Approve Renewal of Fuel Bid (D/A):**

Diana Johnson, Vista Unified School District, requested that the President award the Fuel Bid and ratify at the October meeting. Diana stated that this bid is not a renewal. Kim Simmonds moved to approve the award and ratification of the Fuel Bid at the October Meeting. Motion seconded by Jenny Akins. Motion carried unanimously.

**17. Approve Amendment No. 10 to AV Bid (D/A):**

Lynne Kotas, San Marcos Unified School District, presented an increase for item no. 24 Elmo TT02S Document Camera. Troxell stated that a new item is available but has different functions and features. They can only provide the new item at a price of \$512.09. The contract documents only allow a 5% increase, current price is \$469.81. After much discussion it was decided to relieve Troxell of the item. There are currently orders for this item and it was asked that Troxell honor the orders that were received through August 5<sup>th</sup>, 2009 at the current price. Janay Greenlee moved to relieve Troxell of line item 24 of the AV Bid with the understanding that Troxell would supply all orders received prior to August 5<sup>th</sup>, 2009 at the bid price. Motion seconded by Peggy Stroika. Motion carried unanimously.

**18. Acclamations (D):**

Lynne Kotas thanked Troxell for their ongoing participation with the NCEPC. Donna Harper thanked Teresa for her taking the role as President for this meeting and thanked Sharon Clay for an outstanding job provided with the LCD Projector Lamp Bid. Teresa Wacker thanked all vendors for their attendance.

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

Lynne Kotas, San Marcos stated that her District will be going out to bid for two wells and needed any information from Districts. Linda Bonner, Palomar College commented on an opinion made by

County Council regarding unit line pricing. Sandie Noble-Thompson, SDCOE recommended that a reasonable estimated amount be identified to eliminate problems with bids

**20. Adjournment (D/A):**

Moved: Peggy Stroika

Seconded: Vickie Howe

Motion carried unanimously

Time: 9:50 a.m.