



NORTH COUNTY EDUCATIONAL PURCHASING CONSORTIUM
BOARD MEETING MINUTES

June 1, 2011

Paulette Anderson, President, called the meeting to order at 8:40 a.m.

Pledge of Allegiance

Member Districts in attendance:

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

Associate Member District in attendance:

San Diego County Office of Education – Sandie Thompson-Nobile
San Diego County Office of Education – Michael Grattan

Also in attendance:

Hyphenet – Paul Falcone
Konica Minolta Business Services – Larry Pennington
Liberty Paper – Alex Ismaic
Office Depot – Mike Stechel
Southwest School & Office Supply – Jim Fletcher

1. Approval of Agenda (D/A):

Kim Simonds moved to approve the agenda as presented. Motion seconded by Jenny Akins. Motion carried unanimously.

2. Welcome Guests:

Paulette Anderson welcomed everyone and asked that they introduce themselves and the company they represent. Paulette also introduced and welcomed Brenda Heskett, the newly hired Business Services Coordinator at Del Mar Union School District (as Paulette Anderson retires at the end of June).

3. Approve April 6, 2011 Board Meeting Minutes (D/A):

Jessica Kinder shared a correction. A revised copy will be emailed out to the group. Peggy Stroika moved to approve the April 6, 2011 Board Meeting minutes as presented with the correction. Motion seconded by Janay Greenlee. Motion carried unanimously.

4. Approve May 4, 2011 Administrative Committee Meeting Minutes (D/A):

Kim presented with a corrected typographical error. Peggy Stroika moved to approve the May 4, 2011 Administrative Committee Meeting Minutes as presented with the correction. Motion seconded by Janay Greenlee. Motion carried unanimously.

5. Approve Treasurer's Report for June 1, 2011 (D/A):

Presented by Lynne Kotas, San Marcos Unified School District. The current "Share 36" CD is up for renewal. Lynne proposed moving \$100 from checking into the CD in order to boost the total balance of the CD above \$10,000.00 putting the account into a higher interest earning bracket. Lynne also recommended we maintain the CD at a twelve month term. Kim Simonds moved to approve the treasurer's report as presented. Motion seconded by Mary Ann Kirastoulis. Motion carried unanimously.

6. Old Business (D):

Paulette discussed the fuel bid. John Groll from San Diego Unified School District is seeking direction, as the bid administrator, regarding the desire of the Consortium to either re-bid or renew this bid. Paulette asked how many districts utilize this bid and are those districts happy with the current bid? Oceanside stated they cannot utilize this bid currently due to some of the verbiage in the bid (they use a wet hose, which is not included on this bid). Other districts currently using the bid stated they did not require a re-bid, a renew would be acceptable. Lynne suggested that El Cajon school district be contacted for their input. She also recommended we find out why SoCo did not participate in the last bid.

7. New Business (D):

No new business.

8. Approve 2011-2012 Budget (D/A):

Lynne Kotas presented. No changes from April. Lynne discussed lowering the cost to Districts for the Holiday luncheon. This will be brought back in August as an agenda item. Budget remains the same, including the amount set aside for legal counsel even though the JPA/Bylaw Revision Committee will be utilizing it this year. Janay Greenlee moved to approve the 2011-2012 budget as presented. Motion seconded by Peggy Stroika. Motion carried unanimously.

9. Nomination/Election of Officers for 2011-2012 (D/A):

Paulette opened with the nomination of the four board officers as it was: President: Teresa Wacker; Vice President: Jessica Kinder; Secretary: Lynne Kotas; Treasurer: Kara Allegro. She asked for other nominations. There were none. Paulette Anderson moved to elect the roster of officers for 2011-2012. Motion carried unanimously.

10. Approve Dates and Locations for Administrative Committee Meetings (D/A):

Janay Greenlee asked for clarification on who attends the meetings. All past presidents are welcome to attend along with the administrative committee. Discussion ensued on who should attend these meetings and if they are open or closed. The JPA/Bylaw Review Committee will discuss this and clarify in the revised bylaws. Peggy Stroika moved to approve the dates and locations for the administrative committee meetings.. Motion seconded by Janay Greenlee. Motion carried unanimously.

11. Approve Award of CNS Paper Products Bid (D/A):

Teresa Wacker presented. The advertisements were posted on April 8 and April 15. There are 350 line items on this bid and all new products were reviewed by a committee of CNS directors. She encouraged other CNS directors to participate, add new items (as needed) and attend the product review. She did not currently have a print out of the bid (as it is so large), but would email it and ask to have it posted on the web. Kim Simonds moved approve the award of the CNS paper products bid. Motion seconded by Michele Johnson. Motion carried unanimously.

12. Approve Renewal of CNS Dairy Bid (D/A):

Michele Johnson presented. The CNS Dairy Bid was originally awarded in 2009-2010. This year will be the final renewal. Both vendors agreed to renew the bid without any cost increases. Peggy Stroika moved to approve the renewal of the CNS Dairy Bid. Motion seconded by Jenny Akins. Motion carried unanimously.

13. Approve Award of CNS Snacks/Drinks Bid (D/A):

Michele Johnson presented. Michele has contacted Frito Lay, they requested her bid language state that no district with an existing bid with Frito Lay may utilize this bid. Discussion ensued. It was concluded that the bid verbiage can show which districts submitted usage thus not necessitating a need to change the contract verbiage. There are at least eight districts interested in utilizing this bid. Doug Gilbert is unavailable at this time to assist with the bid, however Michele Johnson will continue as bid administrator currently. Michele asked for President approval of this bid and a ratify of the award in August. Janay Greenlee moved to give permission to the president to approve the bid and the Board ratify the award of the CNS snacks/drinks bid in August. Motion seconded by Mary Ann Kirastoulis. Motion carried unanimously.

14. Approve Award of Library Supplies Bid (D/A):

Jessica Kinder requested permission to have the president approve the bid the first of July and a ratification of the award in August. Kim Simonds moved to give permission to the president to approve the bid and the Board ratify the award of the library supplies bid in August. Motion seconded by Vicki Howe. Motion carried unanimously.

15. Approve Award of Health & Athletic Supplies Bid (D/A):

Janay Greenlee presented. This bid is set to open the first of July. Janay requested permission to have the president approve the bid the first of July and a ratification of the award in August. Mary Ann Kirastoulis moved to give permission to the president to approve the bid and the Board ratify the award of the health and athletic supplies bid in August. Motion seconded by Kim Simonds. Motion carried unanimously.

16. Approve Extension of Bottled Water Bid (D/A):

Janay Greenlee presented the final extension of the bottled water bid. The vendor as agreed to the extension with no cost increases. There is a new vendor representative and a hand out with that

information was provided. Peggy Stroika moved to approve the extension of the bottled water bid as presented. Motion seconded by Jenny Akins. Motion carried unanimously.

17. Approve Extension of Copier Bid (D/A):

Janay Greenlee presented the final extension of the copier bid. Peggy Stroika moved to approve the extension of the copier bid. Motion seconded by Kara Allegro. Motion carried unanimously.

18. Approve Renewal of Enterprise Tiered Computer Bid (D/A):

This agenda item is for the "Award" of the Enterprise Tiered Computer Bid, not the "renewal". Jessica Kinder presented on behalf of Diana Johnson. There is a pre-bid meeting scheduled for this bid on June 10, 2011 and the bid will close on June 24, 2011. This is a DVBE bid. Permission was requested for the president to approve the bid and the Board to ratify in August. Janay Greenlee moved to give permission to the president to approve the bid and the Board ratify the award of the enterprise tiered computer bid in August. Motion seconded by Peggy Kirastoulis. Motion carried unanimously.

19. Approve Amendment to Network and Equipment Bid (D/A):

Peggy Stroika presented. Line number six on the bid showed a description different than the part number specified. This typo caused discrepancies in the bids. Peggy requested that line item be changed to "no-award". Janay Greenlee moved to approve the amendment to the network and equipment bid as presented. Motion seconded by Mary Ann Kirastoulis. Motion carried unanimously.

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

Lynne Kotas presented. Liberty Paper provided documentation of an increase in price on lines 1b, 1c and 6c. The increase will be \$1.50 per case, which is equivalent to 5.1%, 5.7% and 6% respectively. The increase cap in the bid documents is 7%. Kim Simonds moved to approve the amendment to the Xerographic Paper bid as presented. Motion seconded by Jenny Akins. Motion carried unanimously.

21. Approve Amendment to Office and Classroom Supply Bid (D/A):

Michael Grattan presented a hand out with many items on the bid requiring revision. Discussions ensued with requests for more information on some of the items. It was requested that Michael present the amendment with further information and documentation to the president for approval of the amendment and board ratification in August. Janay Greenlee moved to give permission to the president to approve the amendment and the Board ratify the amendment to the office and classroom supply bid in August. Motion seconded by Michele Johnson. Motion carried unanimously.

22. Approve Amendment to Print Shop Bid (D/A):

Jenny Akins presented. Spicers and Office Depot requested an increase in price on NCR paper. They did provide documentation of an increase from the paper mills. The increase will be at 5%, which is the increase cap allowed on the bid. Peggy Stroika moved to approve the amendment to the print shop bid as presented. Motion seconded by Jenny Akins. Motion carried unanimously.

23. Approve Amendment to Data Processing Bid (D/A):

Mary Ann Kirastoulis presented a decrease in pricing from HP. Peggy Stroika moved to approve the amendment to the Data Processing bid as presented. Motion seconded by Jenny Akins. Motion carried unanimously.

24. Acclamations (D):

Paulette Anderson gave thanks for all the support she has received from the Consortium group over the years. She also gave thanks to the bid sponsors and handed out “thank you cards” to them. Peggy Stroika thanked Paulette for all her work with the consortium. She also thanked the board officers for their work and Janay Greenlee for coordinating the training in May. Mary Ann Kirastoulis reiterated the thanks to Janay for her hard work in putting together the training session. Lynne Kotas thanked Michael Grattan for providing the room and food for the training session. Janay Greenlee thanked all who took the questions and speaking points at the training session. Janay also thanked Lynne for providing the nametags at the consortium meetings and gave well wishes to Paulette on her retirement with a “thank you” for all of her hard work. Teresa Wacker said “thank you” to Kim Simonds and Michele Johnson for offering their help to her.

25. Round Table Discussion (D):

Mary Ann Kirastoulis reminded all the districts to utilize their HP Purchase Edge points. They do expire.

20. Adjournment (D/A):

Moved: Kim Simonds Seconded: Janay Greenlee Motion carried unanimously
Time: 10:50 a.m.