



NORTH COUNTY EDUCATIONAL PURCHASING CONSORTIUM
BOARD MEETING MINUTES
December 9, 2009

Paulette Anderson, President, called the meeting to order at 9:30 a.m.

Pledge of Allegiance

Member Districts in attendance:

Bonsall Union School District – Annie Chavez
Carlsbad Unified School District – Rick Keskey
Carlsbad Unified School District – Michelle Johnson
Carlsbad Unified School District – Ellen Fritz
Del Mar Union School District – Paulette Anderson
Del Mar Union School District – Karen Harris
Encinitas Union School District – Jessica Kinder
Encinitas Union School District – Abdollah Saadat
Escondido Union Elementary School District – Sarah Grace
Escondido Union Elementary School District – Vickie Howe
Escondido Union Elementary School District – Pat Smith
Escondido Union Elementary School District – Julie Collins
Escondido Union Elementary School District – Marlene Kirkbride
Escondido Union High School District – Alicia Hasinsky
Escondido Union High School District – Mary Ann Kirastoulis
Escondido Union High School District – Kathleen Brousil
Escondido Union High School District – Connie Knapp
Escondido Union High School District – Susie Cook
Fallbrook Union Elementary School District – Kara Allegro
Fallbrook Union High School District – Teresa Wacker
Mira Costa College – Peggy Stroika
Mira Costa College – Kim Simonds
Mira Costa College – Susan Asato
Mira Costa College - Laurel McMillen
Palomar College – Jenny Akins
Palomar College – Linda Bonner
Palomar College – Phyllis Berry
Palomar College – Mary Dawson
Poway Unified School District – Gayle McCormick
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
San Marcos Unified School District – Susan Wallace
San Marcos Unified School District – Terry King
Valley Center-Pauma Union School District – Colleen Heublein
Valley Center-Pauma Union School District – Sue Hill
Vista Unified School District – Diana Johnson

Vista Unified School District – Carre Scivoletti

Vista Unified School District – Cathy DeHart

Associate Member District in attendance:

Cajon Valley Union School District – Susan Olinger

Cajon Valley Union School District – Sharon Clay

Cajon Valley Union School District – Karen Henry

Cajon Valley Union School District – Amanda Cropp

Cajon Valley Union School District – Sherill Kelsen

Cajon Valley Union School District – Patti Olah

San Diego Unified School District – Pearl Adams

San Diego County Office of Education – Sandie Thompson-Nobile

Also in attendance:

ABI Office Furniture – Catherine Rogers

Datel Systems – Heidi Groves

Datel Systems – Bill Bryant

HD Supply Facilities Maintenance – Mike Perry

Ikon – Lori Werseland

Ikon – Oscar Weatherby

Office Depot – Mike Stechel

Office Depot – Steven Estes

Pioneer Stationers – Robert Martino

School Specialty – Chris Duth

School Specialty – Mike Wytrykus

SSI – Jason Singer

Supply Master – Susan Brewer

Virco Manufacturing – Kathy Virtue

Virco Manufacturing – Mark Friesz

1. Approval of Agenda (D/A):

Peggy Stroika moved to approve the agenda as presented. Motion seconded by Linda Bonner. Motion carried unanimously.

2. Welcome Guests:

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

3. Approve October 7, 2009 Board Meeting Minutes (D/A):

Peggy Stroika moved to approve the October 7, 2009 Board Meeting minutes as presented. Motion seconded by Christina Bennett. Motion carried unanimously.

4. Approve November 4, 2009 Administrative Committee Meeting Minutes (D/A):

Kim Simonds, Mira Costa College, requested that this item be tabled to the February meeting. Peggy Stroika moved to table the November 4, 2009 Administrative Committee Meeting Minutes to the February meeting. Motion seconded by Christina Bennett. Motion carried unanimously.

5. Approve Treasurer's Report for December 9, 2009 (D/A)

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

6. Old Business (D):

None

7. New Business (D):

Alicia Hasinsky, Escondido Union High School District, will email updated addresses and copies of October 7, 2009 meeting minutes to all members and associate members.

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

Lynne Kotas, San Marcos Unified School District, bid will be ready on January 1, 2010, however, Lynne asked that the President of the Board move to approve the award of the Xerographic Paper Bid with ratification at the February 3, 2010 Board Meeting. Kim Simonds moved to approve the award of the Xerographic Paper Bid with ratification at the February meeting. Motion seconded by Linda Bonner. Motion carried unanimously.

9. Approve Award of Art Supplies Bid (D/A):

Kara Allegro, Fallbrook Union Elementary School District, will email information to member and associate member District's. Seven vendors were awarded. Kara recommended that the Art Supplies Bid be awarded as presented. Kim Simonds moved to approve the award of the Art Supplies Bid. Motion seconded by Diana Johnson. Motion carried unanimously.

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

Diana Johnson, Vista Unified School District, stated that she received eight responses for percentage off. Two vendors chose not to participate. Six vendors were awarded. Diana recommended that the Art Supplies/Equipment Graded 7-12 Bid be awarded as presented. Jessica Kinder moved to approve the award of the Art Supplies/Equipment Grade 7-12 Bid. Motion seconded by Mary Ann Kirastoulis. Motion carried unanimously.

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

Diana Johnson, Vista Unified School District, stated that she sent out bids to thirty six vendors. She received eighteen responses, seventeen showed up at pre-bid meeting, four no bids and two non responsive. Twelve vendors were awarded, but there were no awards to line # 67 (Desk ABC #1210BB, Metal) or line #121 (Bookcase, Springer Penguin, 36Wx12Dx48H, 3 shelves). Diana recommended that the Classroom Furniture and Equipment Bid be awarded as presented. Peggy Stroika moved to approve the award of the Classroom Furniture and Equipment Bid. Motion seconded by Jenny Akins. Motion carried unanimously.

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

Jessica Kinder, Encinitas Union School District, stated that she received seven bids, one no bid and one that provided an alternate. Per bid specifications no alternates were allowed. Five vendors were awarded. Jessica recommended that the Custodial Chemical Bid be awarded as presented. Kim Simonds moved to approve the award of the Custodial Chemical Bid. Motion seconded by Diana Johnson. Motion carried unanimously.

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

Paulette Anderson, Del Mar Union School District, stated that she received requirements from twelve Districts. She received seven bids, one was late so it was not opened. There was one new vendor that was awarded one line item. Five vendors were awarded. Paulette recommended that the Custodial Supply Bid be awarded as presented. Peggy Stroika moved to approve the award of the Custodial Supply Bid. Motion seconded by Jessica Kinder. Motion carried unanimously.

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

Presented by Marlane Kirkbride, Escondido Union Elementary School District, on behalf of Sandra Medina, SDCOE. Marlane recommended that the Office and Classroom Supplies Bid be awarded as presented with ratification at the February meeting. Kim Simonds moved to approve the award of the Office and Classroom Supplies Bid with ratification at the February meeting. Motion seconded by Jenny Akins. Motion carried unanimously.

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

Vickie Howe, Escondido Union Elementary School District, stated she received seven responses, two non-responsive. Three vendors were awarded. Vickie recommended that the PE & Athletic Supplies Bid be awarded as presented. Kim Simonds moved to approve the award of the PE & Athletic Equipment Supplies Bid. Motion seconded by Mary Ann Kirastoulis. Motion carried unanimously.

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

Kara Allegro, Fallbrook Union Elementary School District, stated that this is a percentage off bid. She sent out twelve bids, eleven approved, one non-responsive. She awarded to eleven vendors. Kara recommended that the Science Supplies Bid be awarded as presented. Peggy Stroika moved to approve the award of the Science Supplies Bid. Motion seconded by Lynne Kotas. Motion carried unanimously.

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

Marlane Kirkbride, Escondido Union Elementary School District, on behalf of Sandra Medina, SDCOE, stated that she would like to award the bid on January 1, 2010. The current term of the bid is August thru August and due to unforeseen circumstances the bid term will be changed to calendar year. Marlane will contact existing vendors to request extension of current bid. Marlane recommended that the HP & Non-HP be awarded as presented with ratification at the February Meeting. Janay Greenlee moved to approve the award of the HP & Non-HP Computer Printer Bid with ratification at the February meeting. Motion seconded by Kim Simonds. Motion carried unanimously.

18. Approve Amendment No. 1 to Health & Athletic Supplies Bid (D/A):

Rosemary Monderine, Carlsbad Unified School District, recommended that the Board remove the award of line #21 (Bandages -3/4"x3") from Henry Schein and re-award to United Health Supplies. Jessica Kinder moved to approve Amendment No.1 to Health & Athletic Supplies Bid. Motion seconded by Diana Johnson. Motion carried unanimously.

19. Approve Amendment No. 1 to CNS Paper Bid (D/A):

Teresa Wacker, Fallbrook Union High, recommended that the Board remove the award of line #24 (Bag, plastic, food storage or freezer, 18"x24"), line #95 (Container, hinged, single compartment, 8x8, clear), line #250 (Straws, wrapped 8 3/4", blue) from P&R Paper Products. Linda Bonner moved to approve the award of Amendment No. 1 to CNS Paper Bid. Motion seconded by Kim Simonds . Motion carried unanimously.

20. Approve Renewal of Lamp Bid (D/A):

Sharon Clay, Cajon Valley Union School District, recommended that the Renewal of Lamp Bid be awarded with a 4% increase in price to Wesco as presented. Peggy Stroika moved to approve the award of Renewal of Lamp Bid as presented. Motion seconded by Diana Johnson. Motion carried unanimously.

21. Approve Award of Computer, High End and Computer Parts Bid (D/A):

Diana Johnson, Vista Unified School District, presented that six Districts' s provided usage. Sent bid to nineteen vendors, four vendors attended pre-bid meeting. Received four bids with one deemed non-responsive. One bidder awarded. Diana recommended that the bid be awarded as presented. Kim Simonds moved to approve the award of the Computer, High End and Computer Parts Bid. Motion seconded by Mary Ann Kirasoutlis. Motion carried unanimously

22. Acclamations (D):

Theresa Wacker thanked Kim Simonds for her help with the Paper Bid. Huge accolade was sent out to Marlane Kirkbride for accepting the responsibility of completing the HP and Non-HP Computer Printer Bid and the Office Supplies Bid. Jessica Kinder thanked all bid administrators. Paulette Anderson thanked all past Board Administrators for their help with answering the questions that she has regarding her position as President.

23. Round Table Discussion (D):

Mary Ann Kirastoulis, Escondido Union High School District, discussed the HP Purchase Edge Program. All Districts that utilize the Data Processing Bid will be awarded points to redeem for free HP merchandise.

24. Adjournment (D/A):

Moved: Kim Simonds Seconded: Janay Greenlee Motion carried unanimously
Time: 10:53 a.m.