



NORTH COUNTY EDUCATIONAL PURCHASING CONSORTIUM  
BOARD MEETING MINUTES

April 6, 2011

**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  
Cardiff School District – Sharon Iversen  
Carlsbad Unified School District – Michelle Johnson  
Del Mar Union School District – Paulette Anderson  
Encinitas Union School District – Jessica Kinder  
Escondido Union School District – Vickie Howe  
Escondido Union High School District – Mary Ann Kirastoulis  
Fallbrook Union Elementary District – Kara Allegro  
Fallbrook Union High School District – Teresa Wacker  
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  
Solana Beach School District – Mary Ann Archuleta  
San Dieguito Union High School District – Douglas Gilbert  
San Marcos Unified School District – Lynne Kotas  
San Pasqual Union School District – Rhonda Brown  
Valley Center-Pauma Unified School District – Colleen Heublein

**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 – Michael Grattan  
San Diego Unified School District – Pearl Adams

**Also in attendance:**

Datel – Bill Bryant  
Hyphenet – Paul Falcone  
Konica Minolta Business Services – Larry Pennington  
Office Depot – Mike Stechel  
Southwest School & Office Supply – Jim Fletcher

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

Janay Greenlee moved to approve the agenda as presented. Motion seconded by Mary Ann Kirastoulis. Motion carried unanimously.

## **2. Welcome Guests:**

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

## **3. Approve February 2, 2011 Board Meeting Minutes (D/A):**

Janay Greenlee moved to approve the February 2, 2011 Board Meeting minutes as presented. Motion seconded by Kim Simonds. Motion carried unanimously.

## **4. Approve March 2, 2011 Administrative Committee Meeting Minutes (D/A):**

Janay Greenlee moved to approve the March 2, 2011 Administrative Committee Meeting Minutes as presented. Motion seconded by Mary Ann Kirastoulis. Motion carried unanimously.

## **5. Approve Treasurer's Report for April 6, 2011 (D/A):**

Presented by Lynne Kotas, San Marcos Unified School District. Changes to the report since last meeting include: earned interest, paid bid advertisements, paid catering bills, web charges, and "Holiday" brunch payments. The overall total of all NCEPC bank accounts is \$33,155.83. Lynne also discussed CD rates for the upcoming CD rollover on June 15, 2011. The Share 34 CD (valued at \$9,915.34) is up for renewal. Currently it is earning .75%. Lynne will bring current CD rates back to the board for a decision on June 2<sup>nd</sup>. Janay Greenlee moved to approve the treasurer's report as presented. Motion seconded by Kim Simonds. Motion carried unanimously.

## **6. Old Business (D):**

Training: Janay Greenlee presented and passed out a timeline for a "round table training" on May 17<sup>th</sup>. Discussion ensued about the logistics of the execution. The plan is to email out to the NCEPC group with an open forum for questions. Questions would then be "adopted" by other members and discussed at the training. The time allotted for each question will be fifteen minutes (five for presentation and ten for discussion). All may bring additional information or send hand outs on any given topic to Janay. Registration forms will be emailed out. A venue will be researched to finalize a facility.

## **7. New Business (D):**

EPLS: Lynne Kotas lead the discussion about the Federal Debarment listing and why districts need to have a process in place. Districts are required to check for debarred vendors when using Federal money (this includes any resource between 3000-5999). Many Districts have already been issued findings by auditors for not having a process in place. A list of debarred vendors can be found on epls.gov. Pearl Adams from San Diego Unified School District has sent out an email with information on this topic. Sharon Clay from Cajon Valley Union School District shared the process her District has in place. Districts discussed different interpretations and protocol. Ultimately the point is to have some sort of process in place. Sandy Thompson-Nobile will check on the ability of the County Office to place a check box on the FIS System when a vendor has been checked for debarment. - Michelle Johnson from Carlsbad Unified School District will be asking to renew the Dairy bid for the final renewal period. She has also been asked by the CNS Directors if we would try a snack bid again. If we were to forge ahead with a snack bid, the Community Colleges would need to be excluded due to their existing contracts with Frito Lay. Palomar and Mira Costa both agreed that they wouldn't use the snack bid anyway, so permission was granted to exclude them.

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

Lynne Kotas presented a worksheet and discussed the formulas. Member District dues are based on ADA and Associate Member Districts pay a flat rate. Lynne suggested a cut or waive in dues as a

relief during these hard economic times. The general consensus was to keep the rates “as is” for now. Janay Greenlee reminded bidding districts to submit their bid advertisements for reimbursement. Other district reimbursements and ways for value-added spending were discussed. Kim Simonds moved to approve the existing dues as presented. Motion seconded by Mary Ann Kirastoulis. Motion carried unanimously.

**9. Presentation and Discussion of the 2011/2012 Proposed Budget (D):**

Lynne Kotas presented. Discussions regarding expenses and spending continued. Kim Simonds suggested lowering the cost to the Districts for the Holiday luncheon; Paulette Anderson suggested hiring an outside speaker at the luncheon; Colleen Heublein mentioned the idea of bid administrators being admitted “free” at the luncheon. Ideas will be discussed further at the May Administrative Committee meeting and brought back for approval in June.

**10. Nomination of Officers for 2011/2012 (D/A):**

Paulette Anderson opened the floor for officer nominations. The vote will occur at the June meeting. Currently the nominations will follow the historical format. Only members can be nominated. The current nominations are as follows (discussion will continue at the June meeting): Theresa Wacker for President; Jessica Kinder for Vice President; Lynne Kotas for Secretary; and Lynne nominated Doug Gilbert for Treasurer. Kim Simonds moved to approve the current nomination for the 2011/2012 officers. Motion seconded by Mary Ann Kirastoulis. Motion carried unanimously.

**11. Bid Assignments for 2011/2012 (D/A):**

Paulette Anderson will need a district to step up and take the custodial supply bid as she is retiring this summer. Poway will take the Health and Athletic Supplies Bid. Colleen Heublein from Valley Center-Pauma Unified School District and Kara Allegro from Fallbrook Union Elementary District agreed to work together to administrate the Custodial Supply Bid. San Diego Unified School District should be listed as the administrator of the Fuel Bid and Mira Costa Community College should be listed as the administrator of the Network Equipment Bid. Michelle Johnson from Carlsbad Unified School District and Doug Gilbert from San Dieguito Union High School District have agreed to work together to administrate a new CNS Snack Bid. Janay Greenlee moved to authorize the new 2011/2012 bid assignments. Motion seconded by Kim Simonds. Motion carried unanimously.

**12. Discuss and Approve Formation of a Committee to Review Bylaws and JPA Agreement (D/A):**

Discussion was opened to the possible need of a committee to review the NCEPC bylaws and JPA. Some areas require clarification and definition revisions including officer nominations and terms, member and associate member definitions and border errors. Lynne Kotas from San Marcos Unified School District; Jenny Akins, Palomar Community College; Doug Gilbert, San Dieguito Union High School District; Kim Simonds, Mira Costa Community College and Michael Grattan, San Diego County Office of Education all volunteered to serve on the Bylaw/JPA Review Committee, with Lynne Kotas as chair. Janay Greenlee moved to approve the formation of a Bylaw/JPA Review Committee with permission granted to the President to authorize a consultant contract as necessary. Motion seconded by Kim Simonds. Motion carried unanimously.

**13. Ratify Award of Audio Visual Equipment and Supply Bid (D/A):**

Lynne Kotas presented. The bid was awarded by the Board President on March 11, 2011. Lynne requested the bid be ratified. Kim Simonds moved to ratify the award of the Audio Visual Equipment and Supply Bid as presented. Motion seconded by Kara Allegro. Motion carried unanimously.

**14. Approve Award of Networking Bid (D/A):**

Kim Simonds presented on behalf of Peggy Stroika. Jenny Akins moved to approve the award of the Networking Bid as presented. Motion seconded by Mary Ann Kirastoulis. Motion carried unanimously.

**15. Approve Custodial Supply Bid Amendment (D/A):**

Paulette Anderson presented. Maintex has requested a 4.9% increase on five line items for trash can liners. This is under the 5% cap in the bid language. Maintex has provided the required supporting documentation from their supplier chain. The increase of petroleum is driving the need for the increase in these line items. Even with the increase, Maintex is still the lowest bidder. Kim Simonds moved to approve the Custodial Supply Bid Amendment as presented. Motion seconded by Janay Greenlee. Motion carried unanimously.

**16. Approve PE Supply Bid Amendment (D/A):**

Vickie Howe presented. In February Canon provided documentation that their manufacturer went out of business and could no longer supply lines #4-5, 14, 20, 22, 24-25, 28, 52, 60, 62, 64, 66, 102 & 104 and could not offer replacement items. Sport Supply Group, the next lowest bidder, is able to honor their bid pricing and is willing to accept a re-award. Janay Greenlee moved to approve the PE Supply Bid Amendment as presented. Motion seconded by Kim Simonds. Motion carried unanimously.

**17. Approve Print Shop Paper Bid Amendment (D/A):**

Jenny Akins presented. Xpedx has requested authorization for a 5% price increase on ten of their awarded items (items #27, 30-31, 84 and 117-122) and a SKU # change for some of their items due to changes in their system. They did provide the necessary documentation showing an increase from the paper mills. Xpedx has also requested to be relieved from the award of line item #41 due to a typo. Lynne Kotas questioned the justification in requesting relief due to a “typo” six months after the bid award. Others concurred; the timing is much too late. Janay Greenlee moved to approve the price increases and SKU changes, but declined the request to relieve line #41. Motion seconded by Kim Simonds. Motion carried unanimously.

**18. Acclamations (D):**

Lynn Kotas welcomed Mary Ann Archuleta from Solana Beach Union School District to her second meeting. Mary Ann Archuleta thanked Janay Greenlee for orchestrating the training. Teresa Whacker thanked Kim Simonds and Michelle Johnson for assisting her with her CNS bids.

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

Lynn Kotas stated that she has revised the Member and Associate Member contact lists and will email them out after the meeting. - Janay Greenlee asked if others were using their all call/school messaging systems for a vendor database. She attended a vendor demonstration and it looks like it could be a viable solution. Discussion ensued on the different ways of keeping vendor information. Michelle Johnson asked if it was possible for the NCEPC to maintain a vendor list on our website for all districts to access and input information. – Debbie Kelly from Oceanside Unified School District inquired if other districts publicly read every line item on large bids. Janay Greenlee answered that while it is required by code, it is really up to an understanding you have with the bidders. Most districts offer a recap instead of reading multi-lines publically. Mike Stechel from Office Depot and Paul Falcone from Hyphenet both agreed that while it is very important to offer a recap prior to

award (in case there is a challenge to a line item) reading the bid publically was not necessary (though that should be mentioned in the Notice to Bidders publication). – Jessica Kinder mentioned that her district is working on an RFP for the development of real property (District surplus property). Does anyone know of a company or person(s) willing to help review the proposals? Sandie Thompson-Nobile suggested Jessica contact the County's facilities department for contacts. – Jessica also asked that if anyone had cable specifications she could utilize to please email them to her. – Paulette Anderson asked if anyone has done or is doing a CNS vended meal bid. She asked if one would need to require bonds for this type of bid. Michelle Johnson suggested she check with Escondido Union High School District. – Paulette also asked how other districts go about replacing old playground equipment; does it need to be bid? It was concluded that you have to look at the whole project (materials and labor). If the project, including equipment, is over \$15,000.00 it requires a competitive bid. Districts can use a valid piggyback bid to purchase the equipment and then bid the labor only. – Debbie Kelly asked if a district could use an existing concrete bid to install a walk in freezer and bid the freezer separately. Districts warned that this could lead to fingerprinting between the contractors.

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

Moved: Kim Simonds

Seconded: Janay Greenlee

Motion carried unanimously

Time: 11:10 a.m.