



NORTH COUNTY EDUCATIONAL PURCHASING CONSORTIUM  
BOARD MEETING MINUTES  
October 5, 2011

**Jessica Kinder, Vice-President, called the meeting to order at 8:41 a.m.**

**Pledge of Allegiance**

**Member Districts in attendance:**

Bonsall Unified School District – Annie Chavez  
Cardiff School District – Sharon Iverson  
Carlsbad Unified School District – Michelle Johnson  
Del Mar Union School District – Brenda Heskett  
Encinitas Union School District – Jessica Kinder  
Escondido Union School District – Vickie Howe  
Escondido Union School District – Pat Smith  
Escondido Union High School District – Kathleen Brousil  
Fallbrook Union Elementary School District – Kara Allegro  
Fallbrook Union High School District – Brenda Mefford  
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 Diego Unified School District – Pearl Adams  
San Dieguito Union High School District – Doug Gilbert  
San Dieguito Union High School District – Margy Lara  
San Dieguito Union High School District – Sheila Graciano  
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  
Office Depot – Mike Stechel  
Office Depot – Steve Estes  
Virco – Mark Friesz

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

Peggy Stroika moved to approve the agenda as presented. Motion seconded by Kara Allegro.  
Motion carried unanimously.

**2. Welcome Guests:**

Jessica Kinder welcomed everyone and asked that they introduce themselves and the company they represent.

**3. Approve June 1, 2011 Board Meeting Minutes (D/A):**

Janay Greenlee moved to approve the June 1, 2011 Board Meeting minutes as presented. Motion seconded by Kim Simonds. Motion carried unanimously.

**4. Approve July 6, 2011 Administrative Committee Meeting Minutes (D/A):**

Janay Greenlee moved to approve the July 6, 2011 Administrative Committee Meeting Minutes as presented. Motion seconded by Kim Simonds. Motion carried unanimously.

**5. Approve Treasurer's Report for Aug 3, 2011 (D/A):**

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

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

Lynne Kotas gave an update that the JPA/Bylaws committee's first mtg date is Aug 16 at the NCREC. Discussion topics include discussing Charters participation, officer roles and nominations, & Boundaries clarification in JPA.

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

- a. New Training topic discussion: Legislative updates, Erate, Certificates of Training in Purchasing, Roberts Rules, Insurance.
- b. Usually President stepping down would attend the next 2 yrs Admin mtgs, but since Paulette has retired, Admin group is looking for volunteer to come and take minutes. Debbie Kelly said she could as long as supervisor approves.

**8. Approve Dates/Locations of NCEPC Board Mtgs (D/A):**

Jessica presented dates of this next fiscals consortium board mtg dates. All to continue to be held at NCREC except Dec mtg, which is held at Esco Performing Arts Ctr. Peggy Stroika moved to approve dates/location as stated. Motion seconded by Jenny Akins. Motion carried unanimously.

**9. Approve Holiday Brunch Fee Revision (D/A):**

Debbie Kelly began discussion – stated preferred that money be spent on training versus reducing costs on Dec brunch. Kim S stated would be difficult to track with difference in costs for districts and vendors. Kara A stated staff getting smaller so no one to bring to make worth it. Janay G stated by reducing brunch costs, allow districts with staff to bring them to show appreciation and those folks can see mtg process and new bids coming out and discussion surrounding new bids. Colleen suggested discounts for those who sponsor bids only. Majority liked the offering of a discount. Janay G suggested a \$5 discount type format. Kim S agreed. Peggy Stroika moved to approve the \$5 off per person for Brunch attendance (for those choosing to eat)(Mtg still no cost) format. Motion seconded by Janay G. Motion carried unanimously. In discussion, Kim S asked if this would be annually like this or only this year. Discussed only this year and review.

**10. Ratify Election of Officers for 11-12 (D/A):**

Jessica K discussed that at last meeting, there was a vote regarding officer positions but it was found in the notes that it was never seconded. So, for clarity and correct procedure following, need to make official and get a first and second vote to confirm. Jessica K presented positions. Teresa W/President, Jessica K/VP, Lynne K/Secy and Kara A/Treasurer Peggy Stroika moved to approve officer positions as stated. Motion seconded by Janay Greenlee. Motion carried unanimously.

**11. Ratify Award of Snacks and Drinks Bid (D/A):**

Michelle Johnson presented. 4 vendors were sent bid; 1 response. 1 vendor she didn't hear back from. 2<sup>nd</sup> vendor was on medical leave and 3<sup>rd</sup> vendor she called and was told they couldn't be competitive in their bid. A&R responded. Still the problem with Frito lay and community colleges although they were excluded from bid. Was told that because other districts ALSO had bids out, can't submit bids with those other districts having current bids on the streets. Michelle still felt bid afforded good pricing and was beneficial for other districts to use. She did discuss with other districts before bringing award to board. Kim Simonds moved to approve the award of the CNS Snack/Drink bid. Motion seconded by Janay Greenlee. Motion carried unanimously.

**12. Ratify Award of Library Supply Bid (D/A):**

Jessica Kinder presented. Demco, again for 2<sup>nd</sup> year, did not submit a bid. Jessica asked them reason for not bidding. Did not get a return email or voicemail. Reminder to Members that this bid cannot be used for over bid limit conditions. Janay Greenlee moved to ratify the Library Supplies Bid. Motion seconded by Peggy Stroika. Motion carried unanimously.

**13. Ratify Award of Health & Athletic Supplies Bid (D/A):**

Janay G requested item to be tabled because Bid not out yet. Anticipates to process in the month of August. Item does not need motion/move to be tabled. **TABLED FOR OCT MTG**

**14. Ratify Award of Enterprise Computer Tiered Bid (D/A):**

Jessica Kinder presented. June 1 Vista requested Board President to approve. Pre-Bid mtg held on June 10<sup>th</sup>. 12 showed. Bid closed June 24<sup>th</sup>. 6 vendors submitted bids. Dell did not submit a bid. They expect folks to use WSCA if they want their product. Awarded by President on July 21, 2011. Janay G moved to ratify the Enterprise Computer Tiered Bid. Motion seconded by Peggy Stroika. Motion carried unanimously.

**15. Ratify Amendment to Office & Classroom Supply Bid (D/A):**

Michael Grattan presented. Michael G said he added language to define reasons for request for changes in his amendment documents. Peggy Stroika moved to ratify amendment to Office Supplies Bid. Motion seconded by Doug Gilbert. Motion carried unanimously. Jessica thanked Michael for providing detail.

**16. Approve Amendment to the K-6 Art Supply Bid (D/A):**

Kara Allegro presented. Office Depot said Crayola discontinued line 30 and replacing with like product. Change is due to lid on the box. Changing from a lift lid to a tuck lid. Although item is a No Substitute line, Kara felt Crayola product inside is primary concern to the No Substitute statement and crayons inside are staying the same. Peggy Stroika moved to approve the amendment to the K-6 Art Supply bid as presented. Motion seconded by Janay Greenlee. Motion carried unanimously.

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

Jessica K presenting for Cajon Vly. Sponsor District requesting for Board President Approval. They are opening the bid August 11. Current bid expires on Aug 30, 2011 so should have new award in place prior to expiration. Peggy Stroika moved to approve to allow Board President to approve LCD Projector Lamp bid and bring back for ratification at Oct 5<sup>th</sup> board mtg.. Motion seconded by Janay Greenlee. Motion carried unanimously.

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

Lynne Kotas presented. Costco requested increase on line item 5c. Increase within 7% cap bid requirement. Costco submitted request 26 days prior to the next board mtg and Lynne told them they did not adhere to 30 day requirement (when it was clear in timing and dating of documents that they were well aware of increase more than 30 days before bid mtg) but Costco's rebuttal was that it didn't state the Board mtg dates in the bid to determine start/end of 30 day notice so we're having to allow increase on that technicality. Lynne stated board dates will be in all future bids. Peggy Stroika moved to approve the increase to the Xerographic Paper Bid. Motion seconded by Michelle Johnson. Motion carried unanimously. Peggy asked how Costco was performing. Debbie K's input was that they had an issue on last delivery in scheduling – truck was stopped at scales so delayed them. Had to unload by hand since truck wasn't loaded correctly. Should be fixed for future deliveries. Jessica K said they got dates confused but were responsive to clean up and make right. Lynne asked members again to tell her of any issues with awarded suppliers so she can continually analyze suppliers performance through the year. If she doesn't know, she cannot support districts as well.

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

Jenny Akins presented. Office Depot requested increase to 2 lines, 89 & 95. Peggy Stroika moved to approve the amendment to the Print Shop Paper bid as presented. Motion seconded by Janay Greenlee. Motion carried unanimously.

**20. Approve Final Fuel Bid Contract Extension (D/A):**

Pearl Adams presented. Consortium asked again if SDUSD knew why SOCO did not participate on bid. Pearl said no reason was given. They didn't want to hold up bid extension waiting so requesting approval on final extension. Kim Simonds moved to approve final extension of Fuel bid as presented. Motion seconded by Janay Greenlee. Motion carried unanimously.

**21. Approve Contract Extension for Wireless Notebook/Laptop Bid (D/A):**

Jessica presenting for Vista. Original award was to cover 2008-2011. Bid consisted of 2, 1 year extensions. Requesting to extend for period covering 9-03-11 thru 9-02-12. Janay Greenlee moved to approve contract extension for the Wireless Notebook/Laptop bid as presented. Motion seconded by Kim Simonds. Motion carried unanimously. Paul with Hyphenet asked if that included tablets. Answer was no.

**24. Acclamations (D):**

Jessica K thanked Lynne Kotas for assistance with bid questions/approvals. She also thanked Michael Grattan. Jessica thanked Janay G for her districts help with the CNS Paper Bid and helping research and resolve in Teresas absence. Kara A thanked Jessica for chairing mtg in Teresa's absence. Lynne K also thanked Jessica for supporting bid approvals, responding on consortium issues and working together on subjects.

## **25. Round Table Discussion (D):**

\*Lynne K discussed noticing that different ads submitted for bids are not consistent. Discussed need to be uniform in what all ads say with exception of DVBE needs on some bids. Peggy S volunteered to get boiler plate docs that state standard ad.

\*Janay G stated that Poway USD will have a Publications Tech position open for High Volume Print Shop

\*Debbie K said her district is getting out of business of print shop and will pass on information to staff being let go

\*Debbie K said she's having a hard time using the Custodial bid based on its setup/design. Usage is done on JIT and sites can't hit qrys to not get charged freight. Discussions insued on how other districts handling. Several have warehouses or central receiving for that commodity so not an issue. Janay stated that bid could be organized in a fashion that if a certain dollar amount of product wasn't bid, the vendor wouldn't be considered. That you would have to bid at least 10 items to be considered.

\*Jenny A stated looking for usage for print shop bid. Also asked if anyone has hired a company to remove, then move and install artwork. She's trying to move a mural.

\*Michelle J asked who's involved in working with Apple and their APP's. Jessica K stated the send training to Apple. Janay G says webinar good but bring up a lot of questions. Poway buying vouchers and running them thru stock room environment. Purchasing off the Volume Purchasing Program to get best pricing.

## **26. Adjournment (D/A):**

Moved: Janay Greenlee

Seconded: Annie Chavez

Motion carried unanimously

Time: 11:10 a.m.