



TO: EPC Representatives

FROM: Ken Swink, Director

DATE: June 18, 2019

RE: Minutes of June 11, 2019

The Southwestern Ohio Educational Purchasing Council met at its regular meeting on June 11, 2019 at 12:30 p.m. at Aullwood Audubon Center, 1000 Aullwood Road, Dayton, Ohio. Executive Board Committee member, Anthony Fraley called the meeting to order.

MEMBERS PRESENT: Kevin Liming, Bellbrook-Sugarcreek; Carla Surber, Bradford; Dan Bassler, Carlisle; Jon Wesney, Centerville; Gene Gooding, Covington; Mike Gray, Darke Co ESC; Robin Fisher, Dayton Regional STEM; John Stanley, East Clinton; Rachel Tait, Jeff Parker, Eaton; Keith Doseck; Fairlawn; Jeremy Pequignot, Franklin Monroe; Jeff Cassell, Greenville; David Larson, Miami Co ESC; Todd Rappold, Miami East; Robert Fischer, National Trail; Ann Ferraro, Northmont; Shawn Hoff, Preble Co ESC; Matt Bishop, Preble Shawnee; Jennifer Bruns, St Henry; Robin Laman, St Marys; Denny Dyer, Bill Derringer, Tri County North; Jeff Price, Troy; Anthony Fraley, Upper Valley Career Center; Robert Huelsman, Urbana; Bryan Shirey, Xenia; Ken Swink, Doug Merkle, Ellen Lewis, Sue Hartenstein, Cristi Goldshot, Bonnie Berkemeyer, Robin Houston, EPC.

2019-24. Approval of Minutes - Motion of Robert Fischer, seconded by Jeff Price, that the minutes of [May 14, 2019](#) be approved. Motion carried.

2019-25. Election of Executive Board Members - The following members: Kevin Liming – Bellbrook-Sugarcreek Schools, Mike Gray – Darke County Educational Service Center, Scott Gilbert – Miamisburg City Schools, Beth Justice – Southern Ohio ESC, Jennifer Bruns – St Henry Consolidated Local Schools and Tom Isaacs – Warren County Educational Service Center have agreed to seek new [two year terms on the Executive Board](#). The floor was opened for additional nominations. Motion by Carla Surber, seconded by Jon Wesney, to approve the above members as presented. Motion carried.

2019-26. Membership Applications – Ken Swink reported that the [City of Fairfield](#), [Findlay City Schools](#), [Kalida Local Schools](#), [Lakota Local Schools](#), [Lincolnview Local Schools](#), [Manchester Local Schools](#), [Miller City-New Cleveland Local Schools](#), [Milton-Union Public Library](#), [Ottoville Local Schools](#), [Ripley-Union-Lewis-Huntington Local Schools](#), [Riverdale Local Schools](#), [St Joseph Consolidated School](#) and [Vantage Career Center](#) have requested membership in the EPC. The Executive Board at its June 11th morning meeting recommended presentation of the new districts to the general membership for approval. Motion of Jeff Price, seconded by Bill Derringer, that the districts be approved for membership. Motion carried.



June 11, 2019 Minutes

Page 2

COMMITTEE REPORTS

Audio Visual – Ken Swink announced that the EPC will continue to use the META Audio Visual Discounts. Current pricing expires at the end of June, but META is currently locking in extensions for an additional year. Once these discounts have been secured we will post the catalog on the [EPC Website](#).

Classroom Supplies – Ken Swink reviewed a [flyer from School Specialty](#), which highlights their SportTime playground balls, jump ropes and recess packs. These items along with all EPC Classroom & Office Supply Pricing may be viewed on the [EPC Website](#).

Please be sure to share the list of [Vendor Fair Seminars](#) with your district: Friends Office will be sponsoring a workshop for Office Staff – “[Streamline Your Office Processes](#)” and School Specialty will again be holding a seminar geared towards teachers – “[Instruction & Intervention with Wordly Wise](#) – Building & Strengthening Student’s Academic Vocabulary through Direct Instruction”. You may view additional information on our event as well as RSVP for any seminar at www.epcschools.org/VendorFair.html.

Custodial Supplies/Air Filters – [Christy Fielding](#) of [Waibel Energy Systems](#) reminded the membership that they recently extended their Air Filter program with the EPC. [Air Filter Purchasing information and pricing](#) may be viewed on the EPC Website. The new Custodial Pricing that will begin on July 1st is also available on the [EPC Website](#).

2019-27. Fine Paper – Ken Swink stated that paper pricing with Office Depot, Sterling Paper and Veritiv has been extended through September 30, 2019. Veritiv has lowered their Comet 92 8 ½ x 11 White Copy Paper from \$31.55 a carton to \$30.25, Sterling Paper has lowered their Boise 055235 8 ½ x 11 White Copy Paper from \$31.60 to \$31.45 and Office Depot’s Boise 273646 8 ½ x 11 White Copy Paper stayed unchanged at \$34.99 per carton. Both Sterling Paper and Veritiv will still offer a 1% discount if paid in net 30 days and all three vendors may offer further possible discounts on half or full truck loads upon contacting the vendor directly. This new pricing will go into effect July 1, 2018 and be valid through September 30, 2019. Motion by Mike Gray, seconded by David Larson to accept the paper extension. Motion carried. Current and new pricing for all sizes and colors is on the [EPC Website](#).

Food Service – Stephanie Zinger reminded our members that the EPC Food Service committee recently awarded over \$140 Million dollars in food service bids on behalf of the EPC and 4 other co-ops. Awards include Commercial Foods, USDA/Commodity Foods, Paper/Plastics, Smallwares & Chemicals, Custodial, Dairy, Bakery, Produce, Ice Cream, Menu/Nutritional Sharing and Kitchen Equipment. Please contact [Stephanie Zinger](#) if you need the EPC Food Service Dropbox Link to view information and pricing.

Stephanie also noted that the EPC is continuing to accept signups for [Food Service Training Opportunities](#) which include [Common Mistakes in Child Nutrition Programs](#) at \$15 /person, [Administrative Review & Procurement Review Tips](#) at \$45/person and [National School Lunch & Breakfast Program Basics](#) at \$45/person. Bonnie Berkemeyer is also available for on-site training or consulting that is specific to your district at \$75 per hour. Please [contact Bonnie](#) with any questions or if you would like additional information.



June 11, 2019 Minutes

Page 3

2019-28. Furniture - Ken Swink reported that Friends Business Source, K-Log Inc, Kurtz Bros/John R. Green Co, School Outfitters, School Specialty, The Library Store and Tom Sexton & Associates have agreed to a one-year extension of Furniture discounts. These vendors offer discounts up to 60% off manufacturer list prices and represent 97 manufacturers. Items include Instructional Classroom Furniture, Filing & Storage Cabinets, Furniture Systems, workstations, walls, Executive & Administrative Wood Furniture, Tables & Accessories, Fully upholstered Furniture, Cafeteria, Library, Science, Laboratory & Vocational Furnishings and more. Motion by Bill Derringer, seconded by Robert Fischer, to accept the Furniture extension. Motion carried. Discount Furniture Information may be viewed on the [EPC Website](#).

Insurances – Doug Merkle announced that Open Enrollment would be from August 14th through September 9th. Communications will be going out via email to announce Open Enrollment information and Benelogic Training over the summer.

LED Lighting & Energy Savings Programs – [Belinda Kenley](#) of [Energy Optimizers, USA](#) reminded the membership that if your district is interested in a free energy audit to please contact them. Districts are also encouraged to sign up for Energy Optimizers, USA's free seminar at the 30th Annual EPC Educational Vendor Fair with the topic of: [Facility Improvement Projects – No Levy & No Cash Required](#). [Click here to RSVP for this free seminar](#). You may view LED [Bulb Pricing](#) and [Case Studies from Energy Optimizers USA](#) on the [EPC Website](#).

Liability Insurance – Ken Swink reported that participating school districts in the EPC's Liability, Fleet & Property Program met earlier in May to receive very favorable renewals for next school year. Please [contact the EPC Office](#) if you are interested in receiving a quote.

2019-29. Library Books - Ken Swink reported that the Library Book Committee has prepared a recommendation for Library Book Discounts. Only vendors that are offering a larger than standard discount or other incentives such as free shipping without a minimum order are recommended. The following vendors were recommended for approval: Bound To Stay Bound, Brodart, Children's Plus, Follett, Junior Library Guild, Mackin, Picnic Education, Rainbow Book Co, Rosen Publishing and Scholastic. Motion by Matt Bishop, seconded by Jeff Price, to accept the discounts for Library Books. Motion carried. Discount information was distributed and is available on the [EPC Website](#).

Transportation – Ken Swink requested that EPC Districts that are interested in possibly purchasing one or more school buses in the 2019-20 school year to complete the [online EPC Pre-Bus Purchase Survey](#) to let us know what size and type they would like to receive pricing on. Completing this online form in no way obligates districts to purchase buses through the EPC. The [Bus Purchasing Calendar](#) and a [Sample Board Resolution](#), which is required prior to purchasing school buses, was also included in the meeting packet.

[Ken Swink also reminded EPC members that we heard from Colt Walden of Beau Townsend Ford](#) that July 5, 2019 is the last day you can order 2019 Vans and you will not be able to order 2020 vans until October 21, 2019. The last day you can order trucks is August 2, 2019 and you cannot begin ordering 2020 trucks until November 10, 2019.



June 11, 2019 Minutes
Page 4

Utilities – Ken Swink notified the membership that weekly Peak Load Forecast information will be posted on the EPC Website at: www.epcschools.org/Reports.html. If you would prefer to receive these emails as they are sent out, you may sign up by sending an email to StructuringDesk@igsenergy.com with your request.

Worker's Compensation – No Report.

DIRECTOR'S REPORT

Financial Report – Ken Swink reviewed the [financial summary of the general operating fund](#). The balance of the General Fund as of May 31, 2019 was \$501,111.43.

2019-20 EPC General Meeting Schedule - A [schedule of the General Membership Meetings for the 2019-20 School Year](#) was distributed. All of next year's meetings will be held at the Aullwood Audubon Center located at 1000 Aullwood Road.

AEPA – Flyers from AEPA Vendors [CDWG](#) and [Pitsco Education's Kubo](#) were included in the packet. The current [2019-2020 AEPA Brochure](#), which is valid from March 1, 2019 through February 29, 2020, is available on the EPC Website.

Vendor Fair – [Information on the 30th Annual EPC Educational Vendor Fair](#) was distributed to the membership. This year's event will be held on Wednesday, July 31st at the Wright State University's Nutter Center. A listing of all [scheduled seminars](#) as well as all Vendor Fair Information may be viewed at www.epcschools.org/VendorFair.html.

Many exciting seminars have been scheduled this year:

- [Strategies for Improving Mental Wellbeing at Work](#) sponsored by Right Direction/Employer's Health – [RSVP Here](#)
- [Streamline Your Office Processes](#) sponsored by Friends Office – [RSVP Here](#)
- [Instruction & Intervention in the Classroom](#) sponsored by School Specialty – [RSVP Here](#)
- [Energy Optimizers USA – Facility Improvement Projects-No Levy & No Cash Required](#) – [RSVP Here](#)
- [EPC Food Service Update \(Free\)](#) – [RSVP Here](#)
- [Food Service – Common Mistakes with School Meal Programs \(\\$15/person\)](#) – [RSVP Here](#)
- [Transportation Supervisors & Staff Update with ODE](#) – [RSVP Here](#)
- Miami Valley School Business Officials will also be meeting at the Vendor Fair with Ohio State Auditor Faber as their speaker

Meeting adjourned at 1:01 p.m.