



NORTH COUNTY EDUCATIONAL PURCHASING CONSORTIUM  
BOARD MEETING MINUTES  
August 5, 2015

**Kara Allegro, President, called the meeting to order at 8:45 a.m.**

**Pledge of Allegiance**

**Member Districts in attendance:**

- \*Bonsall Unified School District – Alexis Kohler
- \*Carlsbad Unified School District – Michelle Johnson
- \*Del Mar Union School District – Brenda Gachuz
- \*Escondido Union School District – Pat Smith
- \*Escondido Union High School District – Mary Ann Kirastoulis
- \*Fallbrook Union Elementary School District – Kara Allegro
- \*Fallbrook Union High School District – Silvia McCook
- \*Mira Costa College – Kim Simonds
- \*Palomar College – Teresa Wacker
- \*Poway Unified School District – Janay Greenlee
- \*Ramona Unified School District – Doris Fitzpatrick
- \*San Dieguito Union High School District – Douglas Gilbert
- \*San Marcos Unified School District – Lynne Kotas
- \*Solana Beach School District – Mary Ann Archuleta
- \*Valley Center-Pauma Unified School District – Lauren Keller
- \*Valley Center-Pauma Unified School District – Sue Hill
- \*Vista Unified School District – Diana Johnson

**Associate Member District in attendance:**

- \*Cajon Valley Union School District – Sharon Clay
- \*San Diego County Office of Education – Guiselle Carreon
- \*San Diego County Office of Education – Kimberly Castagnola
- \*San Diego County Office of Education – Michele Nye
- \*San Diego Unified School District – Julio Gomez

**Also in attendance:**

- \*Office Depot – Mike Stechel
- \*TCR Services – Elizabeth Cahill
- \*Troxell – Teri Connolly
- \*Virco – Mark Friesz

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

Brenda Gachuz moved to approve the agenda. Motion seconded by Lynne Kotas. Motion carried unanimously.

**2. Welcome Guests:**

Kara Allegro welcomed everyone and asked that they introduce themselves and the company they represent.

**3. Approve June 23, 2015 Board Meeting Minutes (D/A):**

Tabled. Kara Allegro stated that the June 23, 2015 board meeting minutes were not available and would be tabled until the next meeting.

**4. Approve July 1, 2015 Administrative Committee Meeting Minutes (D/A):**

Kara Allegro presented. Diana Johnson moved to approve the July 1, 2015 Administrative Committee Meeting Minutes as presented. Motion seconded by Brenda Gachuz. Motion carried unanimously.

**5. Approve Treasurer's Report for August 5, 2015 (D/A):**

Doug Gilbert presented. Doug stated that there was very little activity since the last report. Doug also stated that he had received several dues checks from various Districts. Changes to the report since last meeting include: earned interest and paid web charges. The overall total of all NCEPC bank account is \$24,427.49. Kim Simonds moved to approve the treasurer's report as presented. Motion seconded by Michelle Johnson. Motion carried unanimously.

**6. Approval of Officer – Secretary (D/A):**

Kara Allegro presented. Lynne Kotas moved to approve Alexis Kohler as the new Secretary. Motion seconded by Diana Johnson. Motion carried unanimously.

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

Training update: Lynne Kotas stated that the October 7<sup>th</sup> board meeting would be held at Poway Unified School District and that the Cal-Travel information session will be held immediately after the board meeting. The Cal-Travel information session will last approximately 1-1/2 hours after the board meeting. This session will be presented by DGS. Notification flyers will go out prior to the meeting. Lynne Kotas also stated that on March 16<sup>th</sup>, there will be an insurance workshop offered at the County Office of Education. This workshop will last approximately 4 hours and would be informative for any District personnel to attend who deal with insurance or risk management in addition to purchasing professionals. Notification flyers will be sent out prior to the workshop.

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

None.

**9. Upcoming Bid Discussion (D):**

Kara Allegro presented. Discussion with the group about upcoming bids that will be approved at the December board meeting. Lynne Kotas reminded all bid sponsors that many Districts rely on these particular bids, not only consortium members but also associate members, so please have them ready to approve at the December board meeting. Julio Gomez stated that San Diego Unified currently has a Xerox paper bid that they renew every six months. The next time it is up for renewal he will let everyone know in case any other Districts would like to participate in this bid.

**10. Approve Award of Fuel Bid (D/A):**

Julio Gomez presented. Kim Simonds moved to award bid. Motion seconded by Diana Johnson. Motion carried unanimously.

**11. Approve Amendment of Computer Printer Bid (D/A):**

Doug Gilbert presented. Doug stated that the change to the Computer Printer Bid is an equal exchange only and therefore he does not believe it needs to come before the board for approval. Kim

Simonds stated that only price changes are required to come before the board for approval. Guiselle Carreon stated that substitutions do not need to come before the board, only bid amendments. No action required.

**12. 2015-2016 Bid Assignment Listing (D/A):**

Kara Allegro presented. Kim Simonds moved to approve the 2015-2016 bid assignment listing with noted changes. Motion seconded by Brenda Gachuz. Motion carried unanimously.

**13. Revision to Bylaws – Allowing Members to Call into Meetings (D):**

Kara Allegro presented. Discussion with the group to see if there is an interest in revising the bylaws to allow member Districts to call in if they cannot attend the meeting in person, in order to make quorum. Guiselle Carreon suggested adding it to the bylaws so that it can be used if needed. Kim Simonds stated that we have not had to cancel a meeting due to not meeting quorum very often. Doug Gilbert stated that being more proactive in announcing the meeting ahead of time may help us meet quorum. Doug Gilbert also stated that we would have to determine how to write it in the bylaws to make it work. Guiselle Carreon recommended writing it into the bylaws as “on approval of the board president, a member District can call into a meeting”. Guiselle Carreon also stated that all information for the meeting would have to be posted on the website or sent to the Districts calling in prior to the meeting. Kara Allegro stated that we will take these notes and discuss them at the next admin meeting. The admin committee will write a first draft to add this to the bylaws.

**14. Acclamations (D):**

Sue Hill welcomed Lauren Keller as the new purchasing person at Valley Center-Pauma Unified School District. Kara Allegro welcomed Sylvia McCook as the new purchasing person with Fallbrook Union High School District. Kara Allegro thanked everyone for attending. Teresa Wacker thanked everyone who responded to the usage request for the Print Shop Paper Bid. Kim Simonds asked that everyone please respond to the usage request for the Audio Visual Bid.

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

- Kara Allegro stated that this is the 30 year anniversary of the North County Educational Purchasing Consortium. Kara stated that we would like to recognize the 30 year anniversary at the December board meeting. Kara will work with Debbie Kelly to set up a small committee to put together a presentation at the holiday brunch.
- Lynne Kotas discussed public record requests with the group.
- Lynne Kotas asked if other Districts were tagging items such as Chromebooks.
- Kim Simonds discussed using FedBid for putting out her bids.
- Janay Greenlee discussed PeopleSoft with the group.

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

Moved: Janay Greenlee

Seconded: Michelle Johnson

Motion carried unanimously

Time: 10:40 a.m.