



NORTH COUNTY EDUCATIONAL PURCHASING CONSORTIUM
BOARD MEETING MINUTES
December 9, 2015

Kara Allegro, President, called the meeting to order at 9:38 a.m.

Pledge of Allegiance

Member Districts in attendance:

- *Bonsall Unified School District – Alexis Kohler
- *Bonsall Unified School District – Angela Biggs
- *Cardiff School District – Courtney Jasper
- *Carlsbad Unified School District – Michelle Johnson
- *Carlsbad Unified School District – Ellen Fritz
- *Carlsbad Unified School District – Lorie Stettler
- *Del Mar Union School District – Brenda Gachuz
- *Del Mar Union School District – Karen Harris
- *Encinitas Union School District – Sher Hoff
- *Encinitas Union School District – Michele Wegman
- *Escondido Union School District – Pat Smith
- *Escondido Union School District – Michael Taylor
- *Escondido Union School District – Vickie Valenzuela-Howe
- *Escondido Union School District – Julie Collins
- *Escondido Union School District – Lorena Carranza
- *Escondido Union School District – Maribel Suarez
- *Escondido Union High School District – Mary Ann Kirastoulis
- *Escondido Union High School District – Gabriela Robles
- *Escondido Union High School District – Jessica Belmont
- *Fallbrook Union Elementary School District – Kara Allegro
- *Mira Costa College – Peggy Stroika
- *Mira Costa College – Kim Simonds
- *Mira Costa College – BB Boynton
- *Mira Costa College – Mary Oliver
- *Oceanside Unified School District – Debbie Kelly
- *Oceanside Unified School District – Laura Medina
- *Palomar College – Jenny Atkins
- *Palomar College – Teresa Wacker
- *Palomar College – Amber Cross
- *Palomar College – Bernie Sena
- *Poway Unified School District – Janay Greenlee
- *Poway Unified School District – Blanca Wolf
- *Poway Unified School District – Gayle McCormick
- *Poway Unified School District – Rich Kittinger
- *Poway Unified School District – Jose Chavez
- *Ramona Unified School District – Doris Fitzpatrick

- *Ramona Unified School District – Dawn Postoskie
- *San Dieguito Union High School District – Sheila Graciano
- *San Dieguito Union High School District – Margy Lara
- *San Dieguito Union High School District – Douglas Gilbert
- *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 – Melissa Van Horn
- *Valley Center-Pauma Unified School District – Lauren Keller
- *Valley Center-Pauma Unified School District – Sue Hill
- *Valley Center-Pauma Unified School District – Linda Taylor
- *Vista Unified School District – Diana Johnson
- *Vista Unified School District – Mythe Huynh
- *Vista Unified School District – Donna Caperton
- *Vista Unified School District – Chris Lupola
- *Vista Unified School District – Chely Zeppilli
- *Vista Unified School District – Karen Nielsen
- *Vista Unified School District – Gaby King

Associate Member District in attendance:

- *Cajon Valley Union School District – Sharon Clay
- *Cajon Valley Union School District – Teri Svacina
- *Cajon Valley Union School District – Sherill Kelsen
- *Grossmont Union High School District – Rian Pinson
- *Grossmont Union High School District – Katie Sykes
- *Grossmont Union High School District – Pam Garrett
- *Grossmont Union High School District – Becky Wilkins
- *Grossmont Union High School District – Lorrie Froehlich-Davis
- *San Diego County Office of Education – Guiselle Carreon
- *San Diego County Office of Education – Michele Nye
- *San Diego County Office of Education – Joe Hebel
- *San Diego County Office of Education – Lorraine Hamann

Also in attendance:

- *American Electric Supply, Inc. – Kathy Mastrianni
- *Datel – Heidi Groves
- *Datel – Andrew Piland
- *Mi Technologies, Inc. – Klaus Scholz
- *Mi Technologies, Inc. – Jose Ramirez
- *MRC/Xerox – Marya Khoja
- *MRC/Xerox – Sarah Hamel
- *Office Depot – Michael Stechel
- *Office Depot – Lillian Piper
- *Office Depot – Steve Estes
- *Pathway Communications Ltd. – Becky Thurmon
- *Quill – Patrick Joseph
- *Southwest School Supply – Andrew Johnson
- *Supplymaster – Susan Brewer
- *TCR Services – Elizabeth Cahill
- *Virco – Mark Friesz

- *Virco – Kathy Virtue
- *Waxie Sanitary Supply – Rick Hawkins
- *Waxie Sanitary Supply – Steve McCully
- *Waxie Sanitary Supply – Rich Macho
- *Xpedx – David Jensen

1. Approval of Agenda (D/A):

Kim Simonds moved to approve the agenda. Motion seconded by Diana Johson. Motion carried unanimously.

2. Welcome Guests:

Kara Allegro welcomed everyone and asked that they introduce themselves and the company they represent. Donna Caperton presented an overview of the NCEPC history to the group.

3. Approve October 7, 2015 Board Meeting Minutes (D/A):

Kara Allegro presented. Brenda Gachuz moved to approve the October 7, 2015 Board Meeting Minutes as presented. Motion seconded by Janay Greenlee. Motion carried unanimously.

4. Approve November 4, 2015 Administrative Committee Meeting Minutes (D/A):

Kara Allegro presented. Janay Greenlee moved to approve the November 4, 2015 Administrative Committee Meeting Minutes as presented. Motion seconded by Lynne Kotas. Motion carried unanimously.

5. Approve Treasurer's Report for December 9, 2015 (D/A):

Doug Gilbert presented. Janay Greenlee moved to approve the treasurer's report as presented. Motion seconded by Alexis Kohler. Motion carried unanimously.

6. Old Business (D):

1. Training: Kara Allegro, Lynne Kotas and Janay Greenlee stated that the Insurance Workshop training is still on track for March 16th, 2016 at the County Office of Education. Everyone is encouraged to attend.
2. Audit: Kara Allegro stated that we do have a proposal for the 2014/2015 audit and in January, contact will be made with the auditing firm to move forward with completion of the audit.
3. Legal Advertising: Doug Gilbert stated that he does not yet have the official legal opinion on the legal advertising RFP but will bring it to the meeting as soon as he does.

7. New Business (D):

No new business.

8. Upcoming Bid Discussion (D):

- Lamps Bid. Sharon Clay stated that usage on this bid is very low and therefore after the 2016/2017 term the usage will be reviewed and if it continues to be low, the benefit of continuing the bid will be discussed with the group. Sharon Clay reminded the group that usage is due on Friday, December 11th.
- Printer Bid. Doug Gilbert stated that any suggestions for making changes or adding items to this bid should be sent to him. Doug Gilbert asked whether or not the bid still needs to require DVBE. Guiselle Carreon stated that there is a new bond measure that will be on the ballot for 2016 which will require use of DVBE to purchase items using State Bonds. Doug Gilbert stated that he will continue to require DVBE on this bid.

9. Approve Award of Art Supplies Grades K-6 Bid (D/A):

Susan Wallace presented. Janay Greenlee moved to award bid. Motion seconded by Sher Hoff. Motion carried unanimously.

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

Doris Fitzpatrick presented. Lynne Kotas moved to award bid. Motion seconded by Mary Ann Kirastoulis. Motion carried unanimously.

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

Mythe Huynh presented. Brenda Gachuz moved to award bid. Motion seconded by Kim Simonds. Motion carried unanimously.

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

Laura Medina presented. Kim Simonds moved to award bid. Motion seconded by Janay Greenlee. Motion carried unanimously.

13. Approve Award of Library Supplies & Equipment Bid (D/A):

Brenda Gachuz presented. Diana Johnson moved to award bid. Motion seconded by Mary Ann Kirastoulis. Motion carried unanimously.

14. Approve Award of Health & Athletic Supplies Bid (D/A):

Janay Greenlee presented. Mary Ann Kirastoulis moved to award bid. Motion seconded by Lynne Kotas. Motion carried unanimously.

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

Brenda Gachuz and Sher Hoff presented. Alexis Kohler moved to award bid. Motion seconded by Pat Smith. Motion carried unanimously.

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

Vickie Valenzuela-Howe presented. Diana Johnson moved to award bid. Motion seconded by Janay Greenlee. Motion carried unanimously.

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

Alexis Kohler presented. Kim Simonds moved to award bid. Motion seconded by Lynne Kotas. Motion carried unanimously.

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

Kara Allegro presented. Brenda Gachuz moved to award bid. Motion seconded by Janay Greenlee. Motion carried unanimously.

19. Approve Ratification of Amendment #1 – Print Shop Paper Bid (D/A):

Teresa Wacker presented. Janay Greenlee moved to approve amendment. Motion seconded by Kim Simonds. Motion carried unanimously.

20. Approve Amendment #1 – Audio Visual Bid (D/A):

Kim Simonds presented. Vickie Valenzuela-Howe moved to approve amendment. Motion seconded by Diana Johnson. Motion carried unanimously.

21. Revision to Bylaws (D/A):

Kara Allegro presented stating that this discussion would cover revising the NCEPC by-laws in order to allow the president the ability to allow a member District to call in to a consortium meeting in order to meet quorum. Lynne Kotas stated that the presidential approval would have to occur at least one week in advance of the meeting, it could not be used for a last minute attendance to a meeting. Janay Greenlee moved to have the committee investigate further and come back with a recommendation at the February meeting. Motion seconded by Michelle Johnson. Motion carried unanimously.

22. Acclamations (D):

- Kara Allegro thanked all Districts for their support of the NCEPC over the years.
- Kara Allegro thanked all bid administrators for their work on the consortium bids.
- Kara Allegro thanked all vendors for their support of the NCEPC.
- Kara Allegro thanked everyone for attending the 2015 holiday brunch.
- Michelle Johnson thanked the consortium members as well as the administrative committee for their help and support on some issues she had with a bid.
- Becky Thurman with Pathway Communications Ltd., stated that the consortium is really important to the vendors and thanked the consortium for all of the work they do with the vendors.
- Kara Allegro thanked Sharon Clay for keeping the NCEPC website up to date. She also thanked Lynne Kotas for being the backup for Sharon Clay

23. Round Table Discussion (D):

- Mary Ann Kirastoulis discussed the Purchasedge program and provided a list of available points to each District who is utilizing this contract.
- Brenda Gachuz stated that her District has some spare Pitney Bowes parts and will email the details out to the group to see if anyone would like to have them.
- Kara Allegro reminded the bid administrators to email their bids out to the group and to Sharon Clay so she can put them up on the website.

24. Adjournment (D/A):

Moved: Kim Simonds

Seconded: Alexis Kohler

Motion carried unanimously

Time: 11:23 a.m.