



NORTH COUNTY EDUCATIONAL PURCHASING CONSORTIUM
BOARD MEETING MINUTES
June 1, 2016

Kara Allegro, President, called the meeting to order at 9:05 a.m.

Pledge of Allegiance

Member Districts in attendance:

- *Bonsall Unified School District – Alexis Kohler
- *Carlsbad Unified School District – Ellen Fritz
- *Del Mar Union School District – Brenda Gachuz
- *Encinitas Union School District – Sher Hoff
- *Escondido Union High School District – Gabriela Robles
- *Escondido Union School District – Maribel Suarez
- *Fallbrook Union Elementary School District – Kara Allegro
- *Mira Costa College – Kim Simonds
- *Mira Costa College – Brian Boynton
- *Oceanside Unified School District – Debbie Kelly
- *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
- *Valley Center-Pauma Unified School District – Lauren Holt
- *Vista Unified School District – Diana Johnson

Associate Member District in attendance:

- *Cajon Valley Union School District – Teri Svacina
- *Lakeside Union School District – Erin Garcia
- *Lakeside Union School District – Shannon Phillips
- *San Diego County Office of Education – Joe Hebel

Also in attendance:

- *Office Depot – Michael Stechel
- *Office Depot – Steve Estes
- *Virco – Mark Friesz

1. Approval of Agenda (D/A):

Kim Simonds moved to approve the agenda with changes to numbering. Motion seconded by Debbie Kelly. Motion carried unanimously.

2. Welcome Guests (D):

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

3. Approve April 20, 2016 Board Meeting Minutes (D/A):

Debbie Kelly moved to approve the April 20, 2016 Board Meeting Minutes as presented. Motion seconded by Kim Simonds. Motion carried unanimously.

4. Approve May 4, 2016 Administrative Committee Meeting Minutes (D/A):

Debbie Kelly moved to approve the May 4, 2016 Administrative Committee Meeting Minutes as presented. Motion seconded by Sher Hoff. Motion carried unanimously.

5. Approve Treasurer's Report for June 1, 2016 (D/A):

Doug Gilbert presented. Doug Gilbert mentioned that Southwestern College and Spencer Valley School District have not paid dues for several years however they are still listed as member and associate members and therefore can take advantage of Consortium bid benefits. The group discussed this situation and it was decided that at the next Administrative Committee meeting, this will be addressed as a discussion/action item. Lynne Kotas asked when the Business CD comes up for renewal. Doug Gilbert stated that it comes up for renewal in September. Alexis Kohler moved to approve the treasurer's report as presented. Motion seconded by Brenda Gachuz. Motion carried unanimously.

6. Approve Member and Associate Member Dues for June 1, 2016 (D/A):

Doug Gilbert presented. The proposed dues will provide a 50% discount to Districts that administer bids. Kim Simonds moved to approve the member and associate member dues as presented. Motion seconded by Debbie Kelly. Motion carried unanimously.

7. Approve 2016 Holiday Costs and Income (D/A):

Doug Gilbert presented. Kim Simonds moved to approve the Holiday costs and income fee structure with the \$5.00 discount removed so that all attendees pay the current food charge. Motion seconded by Sher Hoff. Motion carried unanimously.

8. Approve 2016-2017 Proposed Budget (D/A):

Doug Gilbert presented. Janay Greenlee moved to approve the 2016-2017 proposed budget with no Holiday brunch discount as presented. Motion seconded by Brenda Gachuz. Motion carried unanimously.

9. Approve Audit Agreement with Christy White for 2014/2015 Audit (D/A):

Kara Allegro presented. Brenda Gachuz stated that the charges seem high. Lynne Kotas stated that three quotes were received and Christy White had the lowest proposed pricing. Debbie Kelly moved to approve the audit agreement with Christy White for 2014/2015 as presented. Motion seconded by Alexis Kohler. Motion carried unanimously.

10. Old Business (D):

1. Training: No upcoming training
2. Paperless Process: Nothing to discuss

11. New Business (D):

No new business.

12. Approve Dates and Locations for 2016-2017 Board Meetings (D/A):

Lynne Kotas presented. Sher Hoff moved to approve the Dates and Locations for 2016-2017 Board Meetings with a change to the start time from 8:30am to 9:00am. Motion seconded by Kim Simonds. Motion carried unanimously.

13. Approve Dates for 2016-2017 Administrative Committee Meetings (D/A):

Lynne Kotas presented. Alexis Kohler moved to approve the Dates for the 2016-2017 Administrative Committee Meetings as presented. Motion seconded by Kim Simonds. Motion carried unanimously.

14. Upcoming Bid Discussion (D):

- A/V Bid: Oceanside will now take the lead on this bid. Kim Simonds will be available for questions if needed.
- Legal Advertising RFP: Doug Gilbert stated that we will no longer go out for the Legal Advertising RFP due to all of the legal issues surrounding the request and because there has only been one respondent for this request.
- Print Shop Paper Bid: Please send all requests for changes to Teresa Wacker.

15. Approve Extension of Bottled Water Bid (Year 3 of 5) (D/A):

Janay Greenlee presented. No increases will be imposed this year. Kim Simonds moved to award bid extension as presented. Motion seconded by Lynne Kotas. Motion carried unanimously.

16. Approve Award of CNS Dairy Bid (D/A):

Debbie Kelly presented. Because bid pricing has increased significantly for all regions, it was recommended that before award or rejection of bid is made, discussion should be opened with CNS Directors to determine the needs of each District and understand what options are available. Each District would provide such feedback to the bid administrator. Because only a few Districts use the pouches, those Districts may be asked to put out their own dairy bid as it seems that the use of this pouch may be affecting the pricing for all other Districts. Also, regions 3 and 4 have been charged higher prices than other Districts. It would therefore be in the best interest of the Consortium members to discuss all of these items and make a determination as to moving forward with this bid, or asking Districts to move forward with their own bids. It was proposed that the award of this bid be tabled until more information can be gathered from all participating Districts. The Consortium would then hold an emergency meeting to award or reject, or the president would be given the authority to approve or reject the bid at the next Administrative Committee Meeting.

Kim Simonds moved to allow the president to authorize the award or rejection of the CNS Dairy Bid at the next meeting. Motion seconded by Janay Greenlee. Motion carried unanimously.

17. Approve Extension of CNS Paper Products Bid (Year 3 of 3) (D/A):

Sher Hoff moved to table the Extension of the CNS Paper Products Bid. Motion seconded by Diana Johnson. Motion carried unanimously.

18. Approve Extension of CNS Snack & Beverage Bid (Year 3 of 3) (D/A):

Michelle Johnson presented. Janay Greenlee moved to award bid with correction to bid extension date of June 30, 2017. Motion seconded by Sher Hoff. Motion carried unanimously.

19. Approve Award of Copier Bid (D/A):

Janay Greenlee presented. Kim Simonds moved to award bid as presented. Motion seconded by Lynne Kotas. Motion carried unanimously.

20. Approve Amendment #2, Xerox Paper Bid (D/A):

Kara Allegro presented. Kim Simonds moved to award amendment as presented. Motion seconded by Debbie Kelly. Motion carried unanimously.

21. Approve Amendment #1, K-6 Art Supply Bid (D/A):

Lynne Kotas presented. Alexis Kohler moved to award amendment as presented. Motion seconded by Sher Hoff. Motion carried unanimously.

22. Approve Bid Assignment List for 2016-2017 (D/A):

Kara Allegro presented. Due to low usage of Lamp Bid, Teri Svacina from Cajon Valley recommended that we not continue with this bid. Diana Johnson recommended eliminating bids that are invalid. Because we do not have a current printout of the bid assignments, it was recommended that this item be tabled until the next meeting. Debbie Kelly moved to table the bid assignment list for 2016-2017. Motion seconded by Kim Simonds. Motion carried unanimously.

23. Revision to Bylaws 2nd Reading, Satellite Meeting Place (D/A):

Kara Allegro presented. Kim Simonds moved to approve the revision to bylaws as presented. Motion seconded by Janay Greenlee. Motion carried unanimously.

24. Acclamations (D):

- Kara Allegro thanked everyone for putting up with the changes to the agenda.
- Debbie Kelly brought to everyone's attention that Donna Degraft, previous Purchasing Director at Oceanside School District has been diagnosed with a terminal illness.
- Alexis Kohler thanked Debbie Kelly for covering for her medical leave.
- Kim Simonds introduced BB Boynton as the new Purchasing Person at Mira Costa Community College.
- Sher Hoff thanked Lynne Kotas for spearheading the monthly PeopleSoft user group meetings. It was mentioned that this user group will be opened to more Districts.

23. Round Table Discussion (D):

24. Adjournment (D/A):

Moved: Kim Simonds

Seconded: Sher Hoff

Motion carried unanimously

Time: 11:00 a.m.