



NORTH COUNTY EDUCATIONAL PURCHASING CONSORTIUM  
BOARD MEETING MINUTES  
August 3, 2016

**Kara Allegro, President, called the meeting to order at 9:07 a.m.**

**Pledge of Allegiance**

**Member Districts in attendance:**

- \*Bonsall Unified School District – Alexis Kohler
- \*Cardiff School District – Becky Escobar
- \*Carlsbad Unified School District – Michelle Johnson
- \*Del Mar Union School District – Brenda Gachuz
- \*Encinitas Union School District – Sher Hoff
- \*Escondido Union High School District – Sheri Walden
- \*Escondido Union High School District – Gabriela Robles
- \*Escondido Union School District – Vickie Howe
- \*Fallbrook Union Elementary School District – Kara Allegro
- \*Oceanside Unified School District – Debbie Kelly
- \*Palomar College – Teresa Wacker
- \*Poway Unified School District – Janay Greenlee
- \*San Dieguito Union High School District – Douglas Gilbert
- \*San Marcos Unified School District – Lynne Kotas
- \*San Marcos Unified School District – Nick Brizeno
- \*Valley Center-Pauma Unified School District – Lauren Holt
- \*Vista Unified School District – Mythe Huynh

**Associate Member District in attendance:**

- \*Cajon Valley Union School District – Sharon Clay
- \*San Diego Unified School District – Andrea O'hara
- \*San Diego Unified School District – Julio Gomez
- \*San Diego County Office of Education – Kimberly Castagnola
- \*San Diego County Office of Education – Ashlee Venice
- \*San Diego County Office of Education – Guiselle Carreon

**Also in attendance:**

- \*Office Depot – Michael Stechel
- \*Office Depot – Steve Estes
- \*Office Depot – Lillian Piper

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

Debbie Kelly moved to approve the agenda as presented. Motion seconded by Sher Hoff. Motion carried unanimously.

## **2. Welcome Guests (D):**

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

## **3. Approve June 1, 2016 Board Meeting Minutes (D/A):**

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

## **4. Approve July 6, 2016 Administrative Committee Meeting Minutes (D/A):**

Item tabled.

## **5. Approve Treasurer's Report for August 3, 2016 (D/A):**

Doug Gilbert presented. Debbie Kelly moved to approve the treasurer's report as presented. Motion seconded by Lynne Kotas. Motion carried unanimously.

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

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

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

1. Adding Pictures of Products to Bids: Kara Allegro stated that Janay Greenlee would like to discuss modifying the bid boilerplate language to include a requirement that the vendor include a photograph of each item they are bidding on. Debbie Kelly recommended that this item be tabled until Janay Greenlee is at the meeting as it is her item. Item tabled.
2. Meeting Time: Kara Allegro stated that she changed the meeting time to 9:00am to allow more time for everyone to arrive. Debby Kelly stated that she would prefer the 8:30am time as it is more convenient for Districts to simply attend the meeting on their way in to work. Doug Gilbert mentioned that attendees were late when the time was 8:30am and they are still late at 9:00am so keeping the meeting at 8:30am is desirable. Most in attendance agreed. Meeting time will remain at 8:30.

## **8. Upcoming Bid Discussion (D):**

- LCD Projector Lamp Bid: Sharon Clay asked that everyone please submit usage. No changes are planned for the bid at this time.
- Art Supplies, K-6 Bid: Lynne Kotas stated that there are no changes planned for the bid at this time.
- Art Supplies, 7-12 Bid: Kara Allegro mentioned that this is a percentage off bid. It was stated that there are no changes to the bid planned at this time.
- Custodial Chemical Bid: Vista Unified School District is handling this bid.
- Custodial Supplies Bid: Debbie Kelly mentioned that usage requests will be going out soon.
- Furniture & Equipment Bid: Guiselle Carreon stated that the usage and change request went out a few weeks ago and she has received about 5 responses.
- Health & Athletic Supplies Bid: It was mentioned that Poway will be utilizing usage from last year for this bid and that any specification changes or requests for additions be emailed. Doug Gilbert stated that it is in the NCEPC bylaws that usage must be requested for bids.
- Office & Classroom Supplies Bid: Del Mar, Encinitas and Cardiff are sharing this bid.
- Paper – Xerographic Bid: Kara Allegro stated that she is not planning any changes to this bid at this time.
- PE Supplies Bid: Request for usage should go out in the next few weeks.

- Science Supplies & Equipment Bid: This is a catalog bid. No changes planned at this time.
- Library Supplies & Equipment Bid: This is a catalog bid. No changes planned at this time.

**9. Ratify President's Rejection of CNS Dairy Bid (D/A):** Kara Allegro presented. Alexis Kohler moved to approve the president's rejection of the CNS Dairy Bid. Motion seconded by Michelle Johnson. Motion carried unanimously.

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

Michelle Johnson presented. Brenda Gachuz moved to award bid as presented. Motion seconded by Debbie Kelly. It was discussed that in the future, this bid may no longer be beneficial for the Consortium as a whole and that individual Districts may get more competitive pricing by putting out their own bids. Motion carried unanimously.

**11. Approve Extension of Fuel Bid (Year 2 of 3) (D/A):**

Julio Gomez presented. Brenda Gachuz moved to award the bid extension as presented. Motion seconded by Sher Hoff. Motion carried unanimously.

**12. Approve Extension of CNS Paper Products Bid (1<sup>st</sup> Extension) (D/A):**

Guiselle Carreon presented. Debbie Kelly moved to award the bid extension as presented. Motion seconded by Doug Gilbert. Motion carried unanimously.

**13. Approve Amendment #3, Paper - Xerographic (D/A):**

Kara Allegro presented. Sher Hoff moved to award the amendment as presented. Motion seconded by Alexis Kohler. Julio Gomez stated that the bid that San Diego Unified has in place offers a lower per case price for a carload purchase. Kara Allegro stated that smaller Districts are typically not able to purchase in that volume. Motion carried unanimously.

**14. 2016-2017 Bid Assignment Listing (D/A):**

Kara Allegro presented. Kara Allegro stated that the Lamps Bid, the Computers, Enterprise Tiered Bid, the Laptops/Notebooks Bid, the Networking Equipment and Installation Service Bid, and the Legal Advertising Bid will be discontinued. Lynne Kotas moved to approve the discontinuance of the 5 bids. Motion seconded by Sher Hoff. Cardiff will take the Library Supplies bid from Del Mar and will assist Del Mar and Encinitas with the Office & Classroom Supply Bid. Debbie Kelly mentioned that if any other Districts are willing to take a bid, please let her know. Motion carried unanimously.

**15. Revision to Bylaws Final Reading, Satellite Meeting Place (D/A):**

Kara Allegro presented. Debbie Kelly moved to approve the final reading of the revision to the bylaws as presented. Motion seconded by Doug Gilbert. Motion carried unanimously.

**16. Acclamations (D):**

- Doug Gilbert thanked Michelle Johnson for all of her hard work on the CNS Dairy Bid.
- Michelle Johnson thanked Debbie Kelly and Kara Allegro for their assistance with the CNS Dairy Bid.
- Sher Hoff thanked Guiselle Carreon and her team for all of their hard work and assistance to the Districts.

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

Guiselle Carreon mentioned that she received an update from the DIR that mural painters are subject to DIR regulations. Guiselle stated that she will be opposing this determination and will provide updates as available. Guiselle stated that there is a submission link on the CASBO website for legislative concerns.

Guiselle Carreon mentioned that all may start to see cost increases as the minimum wage increase goes into effect.

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

Moved: Debbie Kelly

Seconded: Sher Hoff

Motion carried unanimously

Time: 10:43 a.m.