



NORTH COUNTY EDUCATIONAL PURCHASING CONSORTIUM
BOARD MEETING MINUTES

June 7, 2017

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
- *Cardiff School District – Ruth Monahan-Smith
- *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
- *Mira Costa Community College District – BB Boynton
- *Oceanside Unified School District – Debbie Kelly
- *Palomar College – Teresa Wacker
- *Poway Unified School District – Janay Greenlee
- *Ramona Unified School District – Doris Fitzpatrick
- *San Marcos Unified School District – Lynne Kotas
- *San Marcos Unified School District – Nick Brizeno
- *Solana Beach School District – Mary Ann Archuleta
- *Solana Beach School District – Taylor Quillen
- *Valley Center-Pauma Unified School District – Lauren Holt
- *Vallecitos School District – Nataly Ortiz
- *Vista Unified School District – Diana Johnson

Associate Member District in attendance:

- *Coronado Unified School District – Daniel Poli
- *San Diego Unified School District – Julio Gomez
- *San Diego County Office of Education – Kimberly Castagnola
- *San Diego County Office of Education – Ashlee Venice

Also in attendance:

- *Virco Manufacturing Corp. – Mark Friesz
- *Commerce Bank – Scott Dobias

1. Approval of Agenda (D/A):

Sher Hoff moved to approve the agenda with changes. Motion seconded by Michelle Johnson. 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 5, 2017 Board Meeting Minutes (D/A):

Brenda Gachuz moved to approve the April 5, 2017 Board Meeting Minutes as presented. Motion seconded by Diana Johnson. Motion carried unanimously.

4. Approve May 3, 2017 Administrative Committee Meeting Minutes (D/A):

Debbie Kelly moved to approve the May 3, 2017 Administrative Committee Meeting Minutes as presented. Motion seconded by Sher Hoff. Motion carried unanimously.

5. Approve Treasurer's Report for June 7, 2017 (D/A):

Debbie Kelly presented. Sher Hoff moved to approve the treasurer's report as presented. Motion seconded by Alexis Kohler. Motion carried unanimously.

6. Old Business (D):

1. Training: Nothing to report.

7. New Business (D):

1. Discussion/Clarification on bid amendments. Kara Allegro stated that if a bid administrator has a clerical error/typographical error on a bid that does not affect the overall bid, this can be sent out to the group as a clarification as it is not an amendment to the bid. If however the error changes the bid in a material way such as model number, item number, price, etc., it is considered an amendment and must be brought to the next board meeting as an agenda item for approval.

8. Nomination and approval of Officers for NCEPC Board 2017-2018 & 2018-2019 (D/A):

Debbie Kelly nominated Michelle Johnson for secretary. Brenda Gachuz moved to approve the nomination of officers, Debbie Kelly for President, Douglas Gilbert for Vice President, Alexis Kohler for Treasurer and Michelle Johnson for Secretary. Motion seconded by Sher Hoff. Motion Passed unanimously.

9. Approve Member & Associate Member Dues Structure for 2017-2018 (D/A):

Debbie Kelly presented. Alexis Kohler moved to approve the member and associate member dues structure as presented. Motion seconded by Janay Greenlee. Sher Hoff asked how the enrollment numbers are established. Debbie Kelly stated that a standard report from the County Office of both School Districts and Community College Districts is used.

10. Approve 2017 Holiday Brunch Fees (D/A):

Debbie Kelly presented. Michelle Johnson moved to approve the 2017 holiday brunch fees as presented. Motion seconded by Sher Hoff. Motion carried unanimously.

11. Approve 2017-2018 Budget (D/A):

Debbie Kelly presented. Alexis Kohler moved to approve the 2017-2018 budget as presented. Motion seconded by Janay Greenlee. Janay Greenlee and Debbie Kelly discussed advertising costs. Motion carried unanimously.

12. Approve Dates and Locations for 2017-2018 Board Meetings (D/A):

Lynne Kotas presented. Janay Greenlee moved to approve the 2017-2018 board meeting dates and locations as presented. Motion seconded by Debbie Kelly. Motion carried unanimously.

13. Approve Dates for 2017-2018 Administrative Committee Meetings (D/A):

Lynne Kotas presented. Janay Greenlee moved to approve the 2017-2018 administrative committee meeting dates as presented. Motion seconded by Debbie Kelly. Motion carried unanimously.

14. Approve 2017-2018 Bid Assignment List (D/A):

Tabled.

15. Upcoming Bid Discussion (D):

- Audio visual bid
- Paper – print shop bid

16. Approve Award of Supplemental Furniture Bid (D/A):

Kara Allegro presented. Brenda Gachuz moved to award bid with clarification on the shaded area on item #228B. Motion seconded by Janay Greenlee. Motion carried unanimously.

17. Approve Extension of Bottled Water Bid (D/A):

Janay Greenlee presented. Sher Hoff moved to approve the extension as presented. Motion seconded by Michelle Johnson. Motion carried unanimously.

18. Approve Extension of CNS Dairy Bid (D/A):

Michelle Johnson presented. This extension is for regions 2 and 3 only. Region 1 chose not to extend this bid. Debbie Kelly moved to approve the extension as presented. Motion seconded by Janay Greenlee. Motion carried unanimously.

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

Michelle Johnson presented. This bid is for region 1 only which split into 4 smaller groups, 1A, 1B, 1C and 1D. Debbie Kelly moved to reject 1A and 1D and approve the award of 1B and 1C as presented. Motion seconded by Sher Hoff. Debbie Kelly stated that after reviewing the bid, the pricing is extremely high. Debbie Kelly recommends moving to a line item bid in the future. Michelle Johnson mentioned that there are many challenges for a line item dairy bid due to the various requirements of the different districts. Motion carried unanimously.

20. Approve Extension of CNS Paper Products Bid (D/A):

Debbie Kelly moved to table this item as the bid administrator is not present. Janay Greenlee seconded. Motion carried unanimously.

21. Approve Extension of Copier Bid (D/A):

Janay Greenlee presented. Sher Hoff moved to approve the extension as presented. Motion seconded by Alexis Kohler. Motion carried unanimously.

22. Approve Award of CNS Snack and Beverage Bid (D/A):

Michelle Johnson presented. Debbie Kelly moved to approve the bid as presented. Motion seconded by Janay Greenlee. Motion carried unanimously.

23. Approve Amendment #2, Computers High End PC Bid (D/A):

Lynne Kotas presented. Debbie Kelly moved to approve the amendment as presented. Motion seconded by Janay Greenlee. Motion carried unanimously.

24. Approve Amendment #1, Printers (Computer) Bid (D/A):

Debbie Kelly moved to table this item as the bid administrator is not present. Sher Hoff seconded. Motion carried unanimously.

25. Ratify Amendment #3, Paper - Xerographic Bid (D/A):

Kara Allegro presented. Debbie Kelly moved to table this item so that documentation can be presented at the meeting. Sher Hoff seconded. Motion carried unanimously.

26. Approve Amendment #7, Audio Visual Bid (D/A):

Debbie Kelly presented. Janay Greenlee moved to approve the amendment, excluding the note section, as presented. Sher Hoff seconded. Sher Hoff asked about warranty coverage. Debbie Kelly stated that the vendor has assured the consortium that they will honor the warranty. Debbie Kelly will confirm again with the vendor. Motion carried unanimously.

27. Ratify Amendment #3, Custodial Supplies Bid (D/A):

Debbie Kelly presented. Alexis Kohler moved to approve the amendment as presented. Michelle Johnson seconded. Motion carried unanimously.

28. Approve Amendment #4, Custodial Supplies Bid (D/A):

Debbie Kelly presented. Debbie Kelly stated that the vendor realized approximately four months after winning the award that they priced an item incorrectly and now they have requested to increase the price significantly on this item. Janay Greenlee moved to reject the request to re-award the item with updated pricing. Lynne Kotas seconded. Motion carried unanimously.

29. Acclamations (D):

Janay Greenlee thanked Michelle Johnson for all of her work on the CNS bids and Sher Hoff seconded the sentiment. Michelle Johnson thanked Debbie Kelly for her help on the CNS bids. Debbie Kelly thanked Kara Allegro for her service as the Consortium President. Kara Allegro thanked everyone for their support during her tenure as President. Kara Allegro thanked everyone for attending the meeting today as we had 19 member districts in attendance. Kara specifically thanked Vallecitos, Cardiff, Solana Beach and Coronado for attending.

30. Round Table Discussion (D):

Julio Gomez is advertising the fuel bid soon and is adding a line for a fuel card to the bid. Brenda Gachuz discussed an Audio Visual bid she is administering. Brenda Gachuz asked about utilizing the print shop from another district for printing services. Janay Greenlee asked what papers other districts are using for legal advertising.

31. Adjournment (D/A):

Moved: Debbie Kelly

Seconded: Janay Greenlee

Motion carried unanimously

Time: 11:00 a.m.