



**NORTH COUNTY EDUCATIONAL PURCHASING CONSORTIUM
BOARD MEETING MINUTES
February 3, 2016**

Lynne Kotas, President, called the meeting to order at 8:43 a.m.

Pledge of Allegiance

Member Districts in attendance:

- *Bonsall Unified School District – Angela Biggs
- *Cardiff School District – Courtney Jasper
- *Carlsbad Unified School District – Michelle Johnson
- *Del Mar Union School District – Brenda Gachuz
- *Encinitas Union School District – Sher Hoff
- *Escondido Union High School District – MaryAnn Kirastoulis
- *Escondido Union High School District – Gabriela Robles
- *Escondido Union School District – Vickie Howe
- *Fallbrook Union Elementary School District – Kara Allegro
- *Mira Costa College – Kim Simonds
- *Oceanside Unified School District – Debbie Kelly
- *Palomar College – Teresa Wacker
- *Poway Unified School District – Janay Greenlee
- *San Dieguito Union High School District – Doug Gilbert
- *San Marcos Unified School District – Lynne Kotas
- *Valley Center/Pauma Unified School District – Lauren Holt
- *Vista Unified School District – Diana Johnson

Associate Member Districts in attendance:

- *Cajon Valley Union School District – Sharon Clay
- *San Diego County Office of Education – Michele Nye
- *San Diego County Office of Education – Lorraine Hamann

Also in attendance (Vendors):

- *Office Depot – Lillian Piper
- *Office Depot – Michael Stechel
- *Image Source – Ben Skeat
- *Office Depot – Steve Estes
- *Concepts – Tony Whetstone
- *Concepts – Darin Shoemaker

1. Approval of Agenda (D/A):

Kara Allegro presented. Lynne Kotas moved to approve the agenda. Motion seconded by Kim Simonds. Motion carried unanimously.

2. Welcome Guests:

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

3. Approve December 9, 2015 Board Meeting Minutes (D/A):

Kara Allegro presented. Debbie Kelly moved to approve minutes. Motion seconded by Sher Hoff. Motion carried unanimously.

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

Kara Allegro presented. Debbie Kelly moved to approve minutes. Motion seconded by Lynne Kotas. Motion carried unanimously.

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

Doug Gilbert presented. Kim Simonds moved to approve report. Motion seconded by Sher Hoff. Motion carried unanimously.

6. Old Business (D):

Training: March 16, SDCOE – Topic: Insurance

Legal Advertising – Doug Gilbert continues work on this. No formal advisement from attorney.

7. New Business (D):

Paperless Process: What can we do to reduce?

Group - have everyone send paperwork so all documents can be sent out. Have Alexis create schedule for due dates and send email to group. Kara to develop procedure.

8. Upcoming Bid Discussion (D):

Kara Allegro presented. Group discussion.

9. Approve Award of Data Processing Supplies bid (D/A):

MaryAnn Kirastoulis presented. Debbie Kelly moved to award bid. Motion seconded by Brenda Gachuz. Motion carried unanimously.

10. Approve Award of LAMPS bid (D/A):

Sharon Clay presented. Debbie Kelly moved to award bid. Motion seconded by Sher Hoff. Motion carried unanimously.

11. Ratify Amendment #1 Custodial Supplies Bid (D/A):

Kara Allegro presented. Sher Hoff moved to award bid. Motion seconded by Michelle Johnson. Motion carried unanimously.

12. Revision to Bylaws, 1st Reading (D/A):

Kara Allegro presented. Will need to table - Group discussion. Debbie Kelly moved to table revision. Motion seconded by Kim Simonds. Motion carried unanimously.

13. Acclamations:

MaryAnn Kirastoulis thanked Gabby Robles for her help with bid.

Sher Hoff thanked everyone for participation in brunch.

Kara Allegro thanked everyone for attending the meeting.

14. Round Table Discussion (D):

- Brenda Gachuz will participate in the CASBO sectional.
- Brenda Gachuz needs to complete an RFP for transportation & meals. Anyone interested?
- Brenda Gachuz - Photography: What do districts do? Group discussion.
- Doug Gilbert: Christina Bennet is leaving San Dieguito.
- Janay Greenlee: Whiteboard problem – check at your own schools.

15. Adjournment (D/A):

Time: 10:28 a.m. Kim Simonds moved to adjourn. Motion seconded by MaryAnn Kirastoulis. Motion carried unanimously.