



NORTH COUNTY EDUCATIONAL PURCHASING CONSORTIUM  
BOARD MEETING MINUTES  
October 7, 2015

**Kara Allegro, President, called the meeting to order at 8:54 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 School District – Pat Smith
- \*Escondido Union High School District – Mary Ann Kirastoulis
- \*Escondido Union High School District – Gabriela Robles
- \*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
- \*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 – Sue Hill
- \*Vista Unified School District – Diana Johnson
- \*Vista Unified School District – Mythe Huynh

**Associate Member District in attendance:**

- \*Cajon Valley Union School District – Sharon Clay
- \*Chula Vista Elementary School District – Ann Pering
- \*Grossmont Union High School District – Rian Pinson
- \*San Diego Unified School District – Andrea O’Hara

**Also in attendance:**

- \*Concepts School & Office Furnishings – Tres Emerson
- \*Office Depot – Michael Stechel
- \*Office Depot – Lillian Piper
- \*Office Depot – Steve Estes
- \*Troxell – Teri Connolly
- \*Virco – Mark Friesz

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

Debbie Kelly moved to approve the agenda. Motion seconded by Janay Greenlee. Motion carried unanimously.

**2. Welcome Guests:**

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

**3. Approve June 23, 2015 Board Meeting Minutes (D/A):**

Kara Allegro presented. Lynne Kotas moved to approve the June 23, 2015 Board Meeting Minutes with a correction to item #20 from copies bid to copier bid. Motion seconded by Sher Hoff. Motion carried unanimously.

**4. Approve August 5, 2015 Board Meeting Minutes (D/A):**

Kara Allegro presented. Debbie Kelly moved to approve the August 5, 2015 Board Meeting Minutes as presented. Motion seconded by Diana Johnson. Motion carried unanimously.

**5. Approve September 2, 2015 Administrative Committee Meeting Minutes (D/A):**

Kara Allegro presented. Debbie Kelly moved to approve the September 2, 2015 Administrative Committee Meeting Minutes as presented. Motion seconded by Janay Greenlee. Motion carried unanimously.

**6. Approve Treasurer's Report for August 5, 2015 (D/A):**

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

**7. Old Business (D):**

Lynne Kotas stated that the Consortium needs to have the 2014/2015 audit performed. The cost has already been budgeted for. Lynne Kotas stated that we do not have a contract for this service but we do have a proposal. Doug Gilbert will contact the auditors to set up the audit. The contract will then be approved or ratified by the board.

Kara Allegro asked about the insurance workshop. Janay Greenlee stated that the workshop is still scheduled for March and the room has been reserved at the County Office. Any specific questions that participants would like addressed at the workshop should be sent to Janay Greenlee prior to the workshop so she can share those with the presenter.

**8. New Business (D):**

Kara Allegro discussed the holiday brunch and the 30<sup>th</sup> year recognition of the NCEPC. Kara Allegro asked for volunteers to assist putting together a presentation on how the Consortium has evolved over the years. Mary Ann Kirastoulis and Diana Johnson volunteered to assist in this endeavor. Debbie Kelly asked that each individual district send the invitation to anyone they can think of that might be interested in attending the brunch.

**9. Increase Holiday Brunch Budget (D/A):**

Kara Allegro asked for approval to increase the budget for the Holiday Brunch for this year. Debbie Kelly stated that we do not need approval for this item because there is already an approved budget for the holiday brunch. Kara Allegro stated that we will strike this item from the agenda.

**10. Upcoming Bid Discussion (D):**

Kara Allegro presented. Discussion with the group about upcoming bids that will be approved at the February board meeting. The Data Processing Supply Bid will be approved at the February board meeting and Mary Ann Kirastoulis asked that Districts provide estimated usage requirements for this bid and please include any new items that Districts would like to see added to this bid.

**11. Approve Award of LCD Projector Lamp Bid (D/A):**

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

**12. Approve Award of Legal and Recruiting Advertising RFP (D/A):**

Doug Gilbert presented. Debbie Kelly moved to approve the RFP as presented with the understanding that Doug Gilbert will contact an attorney to get a legal opinion on using this RFP. Motion seconded by Janay Greenlee. Motion carried unanimously.

**13. Approve Award of Print Shop Paper Bid (D/A):**

Teresa Wacker presented. Sher Hoff moved to award bid. Motion seconded by Janay Greenlee. Motion carried unanimously.

**14. Approve Award of Audio Visual Bid (D/A):**

Kim Simonds presented. Debbie Kelly moved to award bid. Motion seconded by Brenda Gachuz. Motion carried unanimously.

**15. Approve Amendment of CNS Paper Product Bid (D/A):**

Kara Allegro presented in the absence of Guiselle Carreon. Diana Johnson moved to approve the amendment with the understanding that Guiselle Carreon will confirm the information on item #65 with the vendor and that the President has authority to approve any changes. Motion seconded by Mary Ann Kirastoulis. Motion carried unanimously.

**16. Approve Amendment of Xerox Paper Bid (D/A):**

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

**17. Approve Amendment of Furniture Equipment Bid (D/A):**

Lynne Kotas moved to approve amendment. Motion seconded by Sher Hoff. Motion carried unanimously.

**18. Revision to Bylaws (D/A):**

Kara Allegro tabled this item.

**19. Acclamations (D):**

Kim Simonds thanked Laura at Oceanside Unified School District for her help with the Audio Visual Bid. Lynne Kotas thanked Janay Greenlee for setting up the meeting room for today. Sher Hoff thanked the board for getting information out earlier for review prior to the meetings.

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

- Mary Ann Kirastoulis stated that she is not receiving emails from the NCEPC@yahoo.com. Lynne Kotas let her know that Janay Greenlee would be the person to take care of this.
- Sharon Clay reminded everyone to send bids and amendments that were approved today to her electronically so they can be posted to the NCEPC website.
- Kara Allegro suggested bringing bids and amendments to the board meetings via thumb drive instead of hard copies in the future. Lynne Kotas recommended that the NCEPC purchase thumb drives that go with the bids. Janay Greenlee suggested that having the bids and amendments posted to the website in advance so that they could be downloaded and printed by individual Districts. Sharon Clay suggested having a shared Google file to share bids and amendments that have not yet been approved. There will be further discussion on this subject.

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

Moved: Debbie Kelly

Seconded: Kim Simonds

Motion carried unanimously

Time: 10:32 a.m.