



NORTH COUNTY EDUCATIONAL PURCHASING CONSORTIUM
BOARD MEETING MINUTES
August 2, 2017

Kara Allegro, Past President, called the meeting to order at 8:45 a.m.

Pledge of Allegiance

Member Districts in attendance:

- *Bonsall Unified School District – Alexis Kohler
- *Carlsbad Unified School District – Michelle Johnson
- *Del Mar Union School District – Brenda Gachuz
- *Encinitas Union School District – Sher Hoff
- *Escondido Union School District – Vickie Howe
- *Fallbrook Union Elementary School District – Kara Allegro
- *Fallbrook Union High School District – Summer Waters
- *Mira Costa Community College District – BB Boynton
- *Oceanside Unified School District – Laura Medina
- *Palomar College – Teresa Wacker
- *Ramona Unified School District – Doris Fitzpatrick
- *San Marcos Unified School District – Nick Brizeno
- *San Marcos Unified School District – Susan Wallace
- *San Pasqual Union School District – Ginny Robinson
- *Vista Unified School District – Diana Johnson
- *Vista Unified School District – Jose Mata-Villa

Associate Member District in attendance:

- *Cajon Valley Union School District – Sharon Clay
- *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
- *San Diego County Office of Education – Guiselle Carreon

Also in attendance:

- *Office Depot – Michael Stechel
- *Office Depot – Steven Estes

1. Approval of Agenda (D/A):

Amendment #8 AV Bid added to agenda. Alexis Kohler 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 7, 2017 Board Meeting Minutes (D/A):

Sher Hoff moved to approve the June 7, 2017 Board Meeting Minutes as presented. Motion seconded by Laura Medina. Motion carried unanimously.

4. Approve July 12, 2017 Administrative Committee Meeting Minutes (D/A):

Alexis Kohler moved to approve the July 12, 2017 Administrative Committee Meeting Minutes as presented. Motion seconded by Sher Hoff. Kara commented that the Administrative Committee meeting is the preparation of the agenda for the Board meeting. The final Board meeting agenda may not necessarily reflect exactly the agenda as discussed at the Administrative Committee meeting. Motion carried unanimously.

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

Michelle Johnson moved to table this item until the October 4, 2017 meeting. Motion seconded by Diana Johnson. Motion carried unanimously.

6. Old Business (D):

1. Training: Guiselle Carreon mentioned the Fall Classic on February 20, 2018 at the Escondido Performing Arts Center, and asked if Child Nutrition Services is a topic to cover.
2. Brenda Gachuz stated that CASBO is moving to organizational memberships so all district employees can attend CASBO workshops and conferences at the member price.
3. Suggested topics P101-102, beginning buyer, standard Board agenda items, records retention. Guiselle will welcome any suggestions for training topics.

7. New Business (D):

1. Amendments brought to the Board should be price changes, discontinued models with or without replacements, and that type of change. Changes are not effective until Board approval. Typos or revisions to vendor names and inconsequential issues are not subject to a formal, Board approved amendment. An email to the group will suffice.

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

Diana Johnson asked that if the last three bids on the list are being discontinued (Computers, Enterprise Tiered, Laptops/Notebooks, Networking Equipment & Install) they should be removed from the website. Brenda Gachuz moved to approve Bid Assignment List. Motion seconded by Diana Johnson. Motion carried unanimously.

9. Upcoming Bid Discussion (D):

Julio Gomez stated that the office supply usage request will go out in early September.

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

Guiselle Carreon presented. P & R Paper and All American were the vendors. This is the final year of this bid, and a hefty price is expected next year. P & R increased most items 5%. Sher Hoff moved to award bid as presented. Motion seconded by Brenda Gachuz. Motion carried unanimously.

11. Approve Amendment #1, Computer Printer Bid (D/A):

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

12. Approve Amendment #2, Xerographic Paper Bid (D/A):

Kara Allegro presented. Laura Medina moved to approve the amendment as presented. Motion seconded by Alexis Kohler. Motion carried unanimously.

13. Approve Amendment #8, A/V Bid (D/A):

Diana Johnson moved to approve the amendment as presented. Motion seconded by Sher Hoff. Motion carried unanimously.

14. Approve Award of Fuel Bid (D/A):

Julio Gomez presented. Alexis Kohler moved to approve the amendment as presented. Motion seconded by Brenda Gachuz. Motion carried unanimously.

15. Acclamations (D):

Kara Allegro thanked everyone for attending the meeting today. Alexis thanked Sher, Brenda, and Diana for providing feedback on going paperless. Teresa thanked everyone who responded to her request to provide usage for her bid.

16. Round Table Discussion (D):

Sally Morton and Peyri Herrera from SDCOE discussed the October 12 PeopleSoft conference. They did a survey in June. There are 55 districts using HCM and 46 using Finance. They decided on the top 12 of 30 topics. This is not meant to be a training. The conference brochure was just issued the past Monday.

17. Adjournment (D/A):

Moved: Brenda Gachuz

Seconded: Sher Hoff

Motion carried unanimously

Time: 9:55 a.m.