



NORTH COUNTY EDUCATIONAL PURCHASING CONSORTIUM  
BOARD MEETING MINUTES  
April 20, 2016

**Lynne Kotas, President, called the meeting to order at 9:10 a.m.**

**Pledge of Allegiance**

**Member Districts in attendance:**

- \*Bonsall Unified School District – Angela Biggs
- \*Carlsbad Unified School District – Michelle Johnson
- \*Del Mar Union School District – Brenda Gachuz
- \*Escondido Union High School District – Gabriela Robles
- \*Escondido Union School District – Vickie Howe
- \*Fallbrook Union Elementary School District – Kara Allegro
- \*Fallbrook Union High School District – Silvia McCook
- \*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 – 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:**

- \*San Diego County Office of Education – Guiselle Carreon
- \*San Diego County Office of Education – Kimberly Castagnola
- \*San Diego County Office of Education – Lorraine Hamann

**Also in attendance (Vendors):**

- \*None

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

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

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

n/a

**3. Approve February 3, 2016 Board Meeting Minutes (D/A):**

Debbie Kelly presented. Kim Simonds moved to approve minutes. Motion seconded by Lynne Kotas. Motion carried unanimously.

**4. Approve March 2, 2016 Administrative Committee Meeting Minutes (D/A):**

Kara Allegro presented. Kim Simonds moved to approve minutes. Motion seconded by Janay Greenlee. Motion carried unanimously.

**5. Approve Treasurer's Report for April 20, 2016 (D/A):**

Doug Gilbert presented. Janay Greenlee moved to approve report. Motion seconded by Kim Simonds. Motion carried unanimously.

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

Kara Allegro presented. Training: "Thank You" to Janay & Guiselle. Maybe have a follow-up training for contracts.

- A) Set-up a committee to get samples together. Guiselle & Janay to work on.
- B) Paperless process: Kara working on ideas.

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

Kara Allegro presented.

- A) Student Data Privacy Guide: make sure everyone knew about this.
- B) Follow-up Insurance Workshop: already discussed under Training in 6. (above)

**8. Nomination of Officers for 16-17 (D/A):**

Kara Allegro presented. No action required.

**9. 2016-17 Draft Budget (D):**

Doug Gilbert presented. Suggestion made to look at dues related to districts doing Bid. Don't offer districts discounts if they do not do Bid.

**10. Discuss next bids coming up for approval at future Board Meetings (D):**

Kara Allegro presented. Kara will talk to Fuel Bid Admin.

**11. Approve Award of Computer Printers (D/A):**

Doug Gilbert presented. Kim Simonds moved to award bid. Motion seconded by Michelle Johnson. Motion carried unanimously.

**12. Approve Amendment #3 – Custodial Supply Bid (D/A):**

Debbie Kelly presented. Kim Simonds moved to approve amendment. Motion seconded by Janay Greenlee. Motion carried unanimously.

**13. Approve Amendment #2 – AV Bid (D/A):**

No action required.

**14. Approve Amendment #7 – Furniture Bid (D/A):**

Guiselle Carreon presented. Janay Greenlee moved to approve amendment. Motion seconded by Diana Johnson. Motion carried unanimously.

**15. Approve Amendment #1 – Xerographic Paper Bid (D/A):**

Kara Allegro presented. Kim Simonds moved to approve amendment. Motion seconded by Janay Greenlee. Motion carried unanimously.

**16. Approve Amendment #2 – Print Shop Paper Bid (D/A):**

Teresa Wacker presented. Kim Simonds moved to approve amendment. Motion seconded by Brenda Gachuz. Motion carried unanimously.

**17. Revision to Bylaws, 1<sup>st</sup> Reading – Satellite Meeting Place (D/A):**

Kara Allegro presented. Changes made to 1<sup>st</sup> Reading, per Kara.

**18. Acclamations (D):**

Kara Allegro presented. “Thanks” to everyone for making this meeting!

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

- Michelle Johnson – Dairy Bid: Looking at piggyback bid for Dairy bid, concern that is a bid we can use, but looking into it. Doug mentioned similar situation with Snack bid.
- Brenda Gachuz – Amendment Office Supply Bid: will bring board item once item is discontinued.
- Guiselle Carreon – will send out furniture usage in May.
- Janay Greenlee – PeopleSoft discussion.

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

Time: 11:48 a.m. Kim Simonds moved to adjourn. Motion seconded by Janay Greenlee. Motion carried unanimously.