



**NORTH COUNTY EDUCATIONAL PURCHASING CONSORTIUM  
BOARD MEETING MINUTES  
April 4, 2018**

**Doug Gilbert, Vice-President, called the meeting to order at 8:43 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 – Karen Harris
- \*Encinitas Union School District – Sher Hoff
- \*Escondido Union School District – Sheri Walden
- \*Escondido Union School District – Vicki Howe
- \*Fallbrook Union Elementary School District – Kara Allegro
- \*Oceanside Unified School District – Laura Medina
- \*Palomar College – Christy Carter
- \*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
- \*San Marcos Unified School District – Biljana Zimonjic
- \*San Pasqual Union School District – Ginny Robinson
- \*Solana Beach Union School District – Jonathan Merax
- \*Valley Center/Pauma Unified School District – Lauren Holt
- \*Vista Unified School District – Diana Johnson

**Associate Member District in attendance:**

- \*Cajon Valley Union School District – Sharon Clay
- \*San Diego County Office of Education – Kimberly Castagnola
- \*San Diego Unified School District – Julio Gomez

**Also in attendance:**

- \*Office Depot – Michael Stechel

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

Doug Gilbert presented. Janay Greenlee moved to approve the agenda as presented. Motion seconded by Kara Allegro. Motion carried unanimously.

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

Doug Gilbert welcomed guests.

**3. Public Comment**

There were no requests for public comments.

**4. Approve February 7, 2018 Board Meeting Minutes (D/A):**

Michelle Johnson presented. Janay Greenlee moved to approve the February 7, 2018 Board Meeting Minutes as presented. Motion seconded by Sher Hoff. Motion carried unanimously.

**5. Approve March 7, 2018 Administrative Committee Meeting Minutes (D/A):**

Michelle Johnson presented. Alexis Kohler moved to approve the March 7, 2018 Administrative Committee Meeting Minutes as presented. Motion seconded by Diana Johnson. Motion carried unanimously.

**6. Approve Treasurer's Report for February 7, 2018 (D/A):**

Alexis Kohler presented. Webcom had not pulled funds for website since June of 2017 so they were all pulled at once in February. That is why there was such a large amount. Alexis verified amounts as correct. Sher Hoff moved to approve the February 7, 2018 Treasurer's Report as presented. Michelle Johnson seconded. Motion carried unanimously.

**7. Approve Treasurer's Report for April 4, 2018 (D/A):**

Alexis Kohler presented. Sher Hoff moved to approve the April 4, 2018 Treasurer's Report as presented. Diana Johnson seconded. Motion carried unanimously.

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

- Training: Janay reported that there was nothing new of mention. There was a discussion regarding training pertaining to the purchasing certification. Julio Gomez commented that when he last looked into it, it required 72 hours of instructor led training. Sher Hoff stated that the recent training on board documents and records retention was very good and informative.
- Establishing a committee to review and update by-laws: The consensus was to bring this up at the next Administrative Committee meeting, break the by-laws down into sections, assign volunteers to each review one section. Then critical or priority issues will be brought to the next Board meeting.

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

- No new business was brought up for discussion.

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

- Fuel Bid: Julio Gomez stated that San Diego Unified would no longer do this bid. SDUSD would go out to bid and then include clause for other entities to piggyback off of it. Districts would then need to bring a resolution to their own boards for approval to utilize the fuel bid.
- Paper - Print Shop Bid: Teresa was working on this bid. Kara Allegro suggested the possibility that the Paper - Xerographic Bid and the Paper - Print Shop Bid be combined if possible. Teresa also asked that when providing usage, to include item numbers and descriptions of any new items to be added.

**11. 2018-2019 Nomination of New Officers (D/A):**

Kara Allegro moved to nominate current board for the second year. Motion seconded by Sher Hoff. Motion carried unanimously.

**12. 2018-2019 Draft Budget (D/A):**

The 2018-2019 Draft Budget was not available for discussion. Michelle Johnson moved to table this item until the June meeting. Motion seconded by Lynne Kotas. Motion carried unanimously.

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

Doug Gilbert presented. Kara Allegro moved to approve the amendment as presented. Motion seconded by Michelle Johnson. Motion carried unanimously.

**14. Approve Amendment #1 of Xerographic Paper Bid (D/A):**

Kara Allegro presented. Janay Greenlee moved to approve the amendment as presented. Motion seconded by Sher Hoff. Motion carried unanimously.

**15. Approve Amendment #2 Furniture Bid (D/A):**

Kimberly Castagnola presented. Janay Greenlee moved to approve the amendment as presented. Motion seconded by Michelle Johnson. Motion carried unanimously.

**16. Approve Amendment #3 High End PC Bid (D/A):**

Diana Johnson presented. This is first option to renew for one year. Alexis Kohler moved to approve the amendment as presented. Motion seconded by Janay Greenlee. Motion carried unanimously.

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

Teresa Wacker presented. Kara Allegro moved to approve the amendment as presented. Motion seconded by Janay Greenlee. Motion carried unanimously.

**18. Approve Amendment #2 Grade K-6 Elementary Art Supplies Bid (D/A):**

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

**19. Approve Amendment #2 A/V Bid (D/A):**

Laura Medina presented. Diana Johnson moved to approve the amendment as presented. Motion seconded by Janay Greenlee. Motion carried unanimously.

**20. Approve Amendment #2 Custodial Supplies Bid (D/A):**

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

**21. Approve President to Award Additional Office Supplies Bid (D/A):**

Sher Hoff presented. Janay Greenlee moved to approve as presented. Motion seconded by Alexis Kohler. Motion failed to pass unanimously.

**22. Custodial Bid Update (D)**

Laura Medina presented. The vendor has been notified that the NCEPC will encourage member districts to buy these items in the requested multiple quantities, but that they (the vendor) would be required to fulfill all orders that were submitted for these two items, even if the quantities are not by the case multiple.

**23. Acclamations (D):**

Janay Greenlee thanked Laura Medina for her work on the Custodial bid. Diana Johnson also thanked Laura for her work on the A/V Bid and assistance with a vendor with a delivery timeline. Lynne Kotas thanked Doug Gilbert for stepping in for Debbie Kelly in her absence to run the meeting. Doug Gilbert thanked Sher Hoff for her work on the Office Supply Bid.

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

- There was continued discussion regarding the current issue concerning the Office Supply Bid, where 40 line items must be either re-bid, or a finding brought to the board for approval to re-award to the second low bidder.
- Sher Hoff asked how districts were following the new fingerprinting ruling regarding sole proprietors, and if all districts required fingerprinting of volunteers.
- Lynne Kotas reminded all districts that use the Glendale Apple bid that it expires in October, and they are not going to re-bid it. They will be bringing this to their board as a sole source, since Apple does not allow any other entity to provide their products, and certain softwares only run on Apple computers.

- Alexis Kohler brought up the issue with Southwestern College, still listed as an associate member, yet they have not paid their dues in six years. Current NCEPC by-laws stipulate that it is up to the district to go to their own board to remove themselves from the consortium, but Southwestern College is not doing so. Consensus was that this would be one of the changes made to NCEPC current by-laws when they are reviewed so that the NCEPC can remove a district.
- Sher Hoff brought up the problems districts are having with PeopleSoft and gaining access. She has asked the county to have all users in her district be given secure, direct access. Several other districts reported having sporadic problems gaining access through the portals.

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

Moved: Janay Greenlee

Seconded: Diana Johnson

Motion carried unanimously

Time: 10:57 a.m.