



NORTH COUNTY EDUCATIONAL PURCHASING CONSORTIUM
BOARD MEETING MINUTES
December 14, 2016

Kara Allegro, President, called the meeting to order at 9:30 a.m.

Pledge of Allegiance

Member Districts in attendance:

- *Bonsall Unified School District – Alexis Kohler
- *Bonsall Unified School District – Tracy Caldwell
- *Carlsbad Unified School District – Michelle Johnson
- *Del Mar Union School District – Brenda Gachuz
- *Encinitas Union School District – Sher Hoff
- *Encinitas Union School District – Michele Wegman
- *Escondido Union School District – Pat Smith
- *Escondido Union School District – Vickie Leckie
- *Escondido Union School District – Vickie Valenzuela-Howe
- *Escondido Union School District – Julie Collins
- *Escondido Union School District – Lorena Carranza
- *Escondido Union School District – Maribel Suarez
- *Escondido Union High School District – Sheri Walden
- *Escondido Union High School District – Gabriela Robles
- *Escondido Union High School District – Jessica Belmont
- *Escondido Union High School District – Kathleen Brousil
- *Fallbrook Union Elementary School District – Kara Allegro
- *Mira Costa College – Peggy Stroika
- *Mira Costa College – Kim Simonds
- *Mira Costa College – BB Boynton
- *Mira Costa College – Mary Oliver
- *Oceanside Unified School District – Debbie Kelly
- *Palomar College – Jenny Atkins
- *Palomar College – Teresa Wacker
- *Palomar College – Amber Cross
- *Palomar College – Christy Carter
- *Poway Unified School District – Janay Greenlee
- *Poway Unified School District – Blanca Wolf
- *Poway Unified School District – Gayle McCormick
- *Poway Unified School District – Jose Chavez
- *Ramona Unified School District – Doris Fitzpatrick
- *Ramona Unified School District – Cara Frye
- *San Dieguito Union High School District – Sheila Graciano
- *San Dieguito Union High School District – Margy Lara
- *San Dieguito Union High School District – Douglas Gilbert
- *San Dieguito Union High School District – Gabriela Fulton
- *San Marcos Unified School District – Lynne Kotas

- *San Marcos Unified School District – Susan Wallace
- *San Marcos Unified School District – Nick Brizeno
- *San Marcos Unified School District – Yuri Lopez
- *San Marcos Unified School District – Hillary Guillot
- *Valley Center-Pauma Unified School District – Lauren Holt
- *Valley Center-Pauma Unified School District – Lynette Brewer
- *Vista Unified School District – Diana Johnson
- *Vista Unified School District – Mythe Huynh
- *Vista Unified School District – Lisa Lee
- *Vista Unified School District – Chely Zeppilli
- *Vista Unified School District – Karen Nielsen
- *Vista Unified School District – Gaby King

Associate Member District in attendance:

- *Cajon Valley Union School District – Sharon Clay
- *Cajon Valley Union School District – Teri Svacina
- *Cajon Valley Union School District – Patti Olah
- *Cajon Valley Union School District – Sherill Kelsen
- *Cajon Valley Union School District – Amanda Cropp
- *San Diego County Office of Education – Guiselle Carreon
- *San Diego County Office of Education – Kimberly Castagnola
- *San Diego County Office of Education – Joe Hebel
- *San Diego County Office of Education – Ariana Rangel
- *San Diego Unified School District – Julio Gomez

Also in attendance:

- *Concepts School and Office Furnishings – Tony Whetstone
- *Concepts School and Office Furnishings – Darin Shoemaker
- *Datel – Heidi Groves
- *Datel – Andrew Piland
- *Fisher Science Education – Roger Wedig
- *KI – Martine Turley
- *KI – Luka Vujonom
- *Mi Technologies, Inc. – Klaus Scholz
- *Mi Technologies, Inc. – Sostenes Ibarra
- *MRC/Xerox – Marya Khoja
- *MRC/Xerox – Sarah Crout-Hamel
- *Office Depot – Michael Stechel
- *Office Depot – Steve Estes
- *Pathway Communications Ltd. – Becky Thurmon
- *School Specialty – Ryan Schissler
- *School Specialty – Brad Glover
- *School Specialty/Frey Scientific – Sita Beasley
- *Southwest School Supply – Andrew Johnson
- *Southwest School Supply – Aja Stickler
- *Southwest School Supply – Gregg Ethier
- *TCR Services – Elizabeth Cahill
- *Virco – Mark Friesz
- *Virco – Kathy Virtue
- *Waxie Sanitary Supply – Rick Hawkins

1. Approval of Agenda (D/A):

Brenda Gachuz moved to approve the agenda as presented. Motion seconded by Kim Simonds. Motion carried unanimously.

2. Welcome Guests (D):

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

3. Approve October 5, 2016 Board Meeting Minutes (D/A):

Kara Allegro presented. Vickie Valenzuela-Howe moved to approve the October 5, 2016 Board Meeting Minutes as presented. Motion seconded by Debbie Kelly. Motion carried unanimously.

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

Kara Allegro presented. Lynne Kotas moved to approve the July 6, 2016 Administrative Committee Meeting Minutes as presented. Motion seconded by Sher Hoff. Motion carried unanimously.

5. Approve November 9, 2016 Administrative Committee Meeting Minutes (D/A):

Kara Allegro presented. Brenda Gachuz moved to approve the November 9, 2016 Administrative Committee Meeting Minutes as presented. Motion seconded by Diana Johnson. Motion carried unanimously.

6. Approve Treasurer's Report for December 14, 2016 (D/A):

Douglas Gilbert presented. Alexis Kohler moved to approve the December 14, 2016 Treasurer's Report as presented. Motion seconded by Sher Hoff. Motion carried unanimously.

7. Old Business (D):

1. Training: Janay Greenlee stated that there is currently no new training scheduled. Brenda Gachuz mentioned that the CASBO San Diego/Imperial Section Annual Conference will be held February 3, 2016 in San Diego and they will have various training/informational sessions available.

8. New Business (D):

1. Website content for member resources page: Sharon Clay mentioned that some Districts have piggybackable bids that they would like to make available to other Districts. Sharon Clay stated that the Administrative Committee had discussed that it might be helpful to have a link from the member resource page on the Consortium website to the various District websites in order to share those bids. Lynne Kotas mentioned that it had also been discussed in the Administrative Committee Meeting to create an area under the member resources page which included boilerplate documents for all to use as samples. Guiselle Carreon stated that the website can share sample documents but should advise that these are in fact sample documents and a legal disclaimer should be included to let people know that they should check with their legal counsel prior to using these documents. Debbie Kelly mentioned that it would be important to keep all the sample documents up to date which would put an extra burden on Sharon Clay to continually post updated documents. Janay Greenlee stated that she would support having sample documents available for all to use. Kara Allegro stated that since everyone is in agreement, we will start adding documents to the member resource page on the NCEPC website.
2. Guiselle Carreon mentioned that it might be a good idea for Districts to have all contract documents reviewed by attorneys as there have been numerous legislative changes this year that will impact our contract documents.

9. Upcoming Bid Discussion (D):

- Printers (Computer) Bid. Douglas Gilbert stated that any suggestions for making changes or adding items to this bid should be sent to him.

10. Approve Award of Art Supplies Grades K-6 Bid (D/A):

Susan Wallace presented. Debbie Kelly moved to award the bid with the exception that we will look at how line 48 was awarded based on what is stated in the bid documents and once this is clarified, the president will have the authority to award based on findings. Motion seconded by Diana Johnson. Motion carried unanimously.

11. Approve Award of Art Supplies Grades 7-12 Bid (D/A):

Doris Fitzpatrick presented. Brenda Gachuz moved to award the bid as presented. Motion seconded by Vickie Valenzuela-Howe. Motion carried unanimously.

12. Approve Award of Custodial Chemical Bid (D/A):

Mythe Huynh presented. Brenda Gachuz moved to award the bid as presented. Motion seconded by Lynne Kotas. Motion carried unanimously.

13. Approve Award of Custodial Supplies Bid (D/A):

Debbie Kelly presented. Sher Hoff moved to award the bid as presented. Motion seconded by Michelle Johnson. Motion carried unanimously.

14. Approve Award of Furniture and Equipment Bid (D/A):

Guiselle Carreon presented. Brenda Gachuz moved to award the bid as presented. Motion seconded by Debbie Kelly. Motion carried unanimously.

15. Approve Award of Health & Athletic Supplies Bid (D/A):

Janay Greenlee presented. Peggy Stroika moved to award the bid as presented. Motion seconded by Alexis Kohler. Motion carried unanimously.

16. Approve Award of Library Supplies & Equipment Bid (D/A):

Brenda Gachuz presented. Sher Hoff moved to award the bid as presented. Motion seconded by Diana Johnson. Motion carried unanimously.

17. Approve Award of Office and Classroom Supplies Bid (D/A):

Brenda Gachuz presented. Debbie Kelly moved to award the bid as presented. Motion seconded by Lynne Kotas. Motion carried unanimously.

18. Approve Award of PE Supplies Bid (D/A):

Vickie Valenzuela-Howe presented. Debbie Kelly moved to award the bid as presented. Motion seconded by Peggy Stroika. Motion carried unanimously.

19. Approve Award of Science Supplies Bid (D/A):

Alexis Kohler presented. Peggy Stroika moved to award the bid as presented. Motion seconded by Diana Johnson. Motion carried unanimously.

20. Approve Award of Xerographic Paper Bid (D/A):

Kara Allegro presented. Peggy Stroika moved to award the bid as presented. Motion seconded by Julio Gomez. Motion carried unanimously.

21. Acclamations (D):

- Kara Allegro thanked all bid administrators for their work on the consortium bids.
- Sher Hoff thanked Debbie Kelly for coordinating the Holiday Brunch/Meeting.
- Brenda Gachuz thanked Lynne Kotas for setting up and hosting the PeopleSoft Users Group Meetings. Debbie Kelly thanked Janay Greenlee for getting these meetings started.

22. Round Table Discussion (D):

- Sharon Clay reminded the bid administrators to email their bids to her so she can put them up on the website.
- Janay Greenlee mentioned that she has extra insurance workshop handouts in case anyone would like a copy.

23. Adjournment (D/A):

Moved: Sher Hoff

Seconded: Julio Gomez

Motion carried unanimously

Time: 10:39 a.m.