



**NORTH COUNTY EDUCATIONAL PURCHASING CONSORTIUM
BOARD MEETING MINUTES
June 6, 2018**

Debbie Kelly, President, called the meeting to order at 9:00 a.m.

Pledge of Allegiance

Member Districts in attendance:

- *Bonsall Unified School District – (signature illegible)
- *Carlsbad Unified School District – Michelle Johnson
- *Del Mar Union School District – Karen Harris
- *Encinitas Union School District – Sher Hoff
- *Escondido Union High School District – Sheri Walden
- *Escondido Union High School District – Gabriela Guerrero
- *Escondido Union School District – Brenda Gachuz
- *Escondido Union School District – Maribel Suarez
- *Mira Costa College – BB Boynton
- *Oceanside Unified School District – Debbie Kelly
- *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 – Susan Wallace
- *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
- *Coronado Unified School District – Daniel Poli
- *San Diego County Office of Education – Kimberly Castagnola
- *San Diego Unified School District – Julio Gomez

Also in attendance:

- *Amazon - Cam Wigton
- *Global Furniture – Amanda Andrew
- *Hertz Furniture - Tracy Nicotera
- *Office Depot – Michael Stechel
- *Office Depot – Steve Estes
- *Virco – Mark Friesz

1. Approval of Agenda (D/A):

Debbie Kelly presented. Brenda Gachuz moved to approve the agenda as presented. Motion seconded by Michelle Johnson. Due to time constraints with a member needing to leave, thereby losing a quorum, Debbie stated that non-essential items will be tabled and we would move forward with all action/discussion items so that they can be voted on. Then we will go back and continue with all discussion items that did not require action. Motion carried unanimously.

2. Welcome Guests (D):

Debbie Kelly welcomed guests.

3. Public Comment

There were two requests for public comments. Cam Wigton introduced himself as the Southern California representative for Amazon. Mike Stetchel reminded everyone of the national cooperative agreement with fixed pricing, rebates to school districts and that most items ordered prior to 5:00 p.m. could be delivered the next day. They have had online ordering available to all San Diego County districts for 34 years.

4. Approve April 4, 2018 Board Meeting Minutes (D/A):

Michelle Johnson presented. Janay Greenlee moved to approve the April 4, 2018 Board Meeting Minutes as presented. Motion seconded by Doris Fitzpatrick. Motion carried unanimously.

5. Approve May 2, 2018 Board Meeting Minutes (D/A):

Michelle Johnson presented. Janay Greenlee moved to approve the May 2, 2018 Special Board Meeting Minutes as presented. Motion seconded by Sher Hoff. Sher thanked everyone for making this meeting happen. Motion carried unanimously.

6. Approve May 2, 2018 Administrative Committee Meeting Minutes (D/A):

Michelle Johnson presented. Janay Greenlee moved to approve the May 2, 2018 Administrative Committee Meeting Minutes as presented. Motion seconded by Karen Harris. Motion carried unanimously.

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

Debbie Kelly presented. Janay Greenlee moved to approve the June 6, 2018 Treasurer's Report as presented. Sher Hoff seconded. Motion carried unanimously.

8. Approve 2018-2019 New Officers (D/A):

Debbie Kelly, President; Doug Gilbert, Vice-President; Alexis Kohler, Treasurer, Michelle Johnson, Secretary. Sher Hoff moved to approve current board for the second year. Motion seconded by Janay. Motion carried unanimously.

9. Approve Member and Associate Member Dues 2018-2019 (D/A):

Doug Gilbert presented. Janay Greenlee moved to approve the member and associate member dues for 2018-2019. Motion seconded by Karen Harris. Motion carried unanimously.

10. Approve 2018 Holiday Brunch Fees (D/A):

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

11. Approve 2018 – 2019 Budget (D/A):

Debbie Kelly presented. Doug Gilbert moved to approve the budget as presented. Motion seconded by Sher Hoff. Under discussion revisions were brought up: decreasing advertising budget to \$2,000, adding the audit amount for Christy White \$3,600, and removing the \$10,050 bill for prior audit that should be paid in June, and not included in the 2018-2019 budget. Amended motion brought by Doug Gilbert and seconded by Sher Hoff. Motion carried unanimously.

12. Approve Dates and Locations for 2018 – 2019 Board Meetings (D/A):

Tabled.

13. Approve Dates and Locations for 2018 – 2019 Administrative Committee Meetings (D/A):

Tabled.

14. Approve 2018 – 2019 Bid Assignment List (D/A):

Tabled.

15. Approve Award of CNS Paper Products Bid (D/A):

Sharon Clay presented. Michelle Johnson moved to approve as presented. Motion seconded by Sher Hoff. Motion carried unanimously.

16. Approve Renewal #1 of Fuel Bid (D/A):

Julio Gomez presented. Janay Greenlee moved to approve as presented. Motion seconded by Doris Fitzpatrick Motion carried unanimously.

17. Approve Year 5 Bottled Water Bid (D/A):

Janay Greenlee presented. Michelle Johnson moved to approve as presented. Motion seconded by Doug Gilbert. Motion carried unanimously.

18. Approve Extension Year 3 Mid-Volume Copier Bid (D/A):

Janay Greenlee presented. Sher Hoff moved to approve as presented. Motion seconded by Doug Gilbert. Motion carried unanimously.

19. Approve Amendment #3 Office Supplies Bid (D/A):

Brenda Gachuz presented. Janay Greenlee moved to approve the amendment as presented. Motion seconded by Karen Harris. Motion carried unanimously.

20. Approve Amendment #4 Audio Visual Bid (D/A):

Debbie Kelly presented. Doug Gilbert moved to approve as presented. Motion seconded by Sher Hoff. Motion carried unanimously.

21. Approve Renewal #2 Milk and Dairy Products Bid Group 2 & 3 (D/A)

Michelle Johnson presented. Doug Gilbert moved to approve as presented. Motion seconded by Janay Greenlee. Motion carried unanimously.

22. Approve Renewal #1 Milk and Dairy Products Bid Group 1C (D/A)

Michelle Johnson presented. Janay Greenlee moved to approve as presented. Motion seconded by Sher Hoff. Motion carried unanimously.

23. Approve Award Milk and Dairy Products Bid Group 1A and 1B (D/A)

Michelle Johnson presented. Janay Greenlee moved to approve as presented. Motion seconded by Sher Hoff. Motion passed unanimously.

24. Approve Renewal #1 Snack and Beverage Bid (D/A)

Michelle Johnson requested the item be tabled because vendor had not yet provided line item pricing. Janay Greenlee moved to approve tabling of this agenda item. Motion seconded by Brenda Gachuz. Motion carried unanimously.

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

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

26. Custodial Bid Update (D)

Debbie Kelly presented stating that there had been problems with deliveries from one vendor. If vendor not following terms, please bring to Laura Medina's attention.

27. Adjournment (D/A):

Moved: Sher Hoff
Seconded: Sher Hoff
Motion carried unanimously
Time: 10:04 a.m.