



**NORTH COUNTY EDUCATIONAL PURCHASING CONSORTIUM  
BOARD MEETING MINUTES  
April 3, 2019**

**Debbie Kelly, President, called the meeting to order at 8:31 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 – Kevin Lesko
- \*Encinitas Union School District – Sher Hoff
- \*Escondido Union High School District – Nick Brizeno
- \*Escondido Union School District – Vickie Howe
- \*Escondido Union School District – Maribel Suarez
- \*Fallbrook Union High School District – Leea Powell
- \*Mira Costa College – BB Boynton
- \*Oceanside Unified School District – Laura Medina
- \*Oceanside Unified School District – Lori Colt
- \*Palomar Community College – Teresa Wacker
- \*Poway Unified School District – Janay Greenlee
- \*Ramona Unified School District – Doris Fitzpatrick
- \*San Dieguito Union High School District – Doug Gilbert
- \*San Dieguito Union High School District – Debbie Kelly
- \*San Marcos Unified School District – Lynne Kotas
- \*San Pasqual Union School District – Ginny Robinson
- \*Valley Center/Pauma Unified School District – Lauren Holt
- \*Vista Unified School District – Jose Mata-Villa

**Associate Member District in attendance:**

- \*Cajon Valley Union School District – Sharon Clay
- \*San Diego Unified School District – Robert Patmon
- \*San Diego Unified School District – Julio Gomez

**Also in attendance:**

- \*Hamel Interiors – Darin Schoemaker
- \*Hamel Interiors – Tony Whetstone
- \*Office Depot – Michael Stechel
- \*School Specialty – Egbert Dostburg
- \*School Specialty – Sita Beasley
- \*Virco – Mark Friesz

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

Debbie Kelly presented. Alexis Kohler moved to approve the agenda as presented. Motion seconded by Sher Hoff. Motion carried unanimously.

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

Debbie Kelly welcomed guests.

**3. Public Comment**

There were no requests for public comment.

**4. Approve February 6, 2019 Board Meeting Minutes (D/A):**

Michelle Johnson presented. Janay Greenlee moved to approve the February 6, 2019 Board Meeting Minutes as presented. Motion seconded by Vickie Howe. Motion carried unanimously.

**5. Approve March 6, 2019 Administrative Committee Meeting Minutes (D/A):**

Michelle Johnson presented. Sher Hoff moved to approve the March 6, 2019 Administrative Committee Meeting Minutes as presented. Motion seconded by Janay Greenlee. Motion carried unanimously.

**6. Approve Treasurer's Report for April 3, 2019 (D/A):**

Alexis Kohler presented. Michelle Johnson moved to approve the April 3, 2019 Treasurer's Report as presented. Nick Brizeno seconded. Motion carried unanimously.

**7. Approve Draft of Budget (D/A):**

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

**8. Old Business (D)**

None presented.

**9. New Business (D)**

None presented.

**10. Upcoming Bid Discussion**

- Bottled Water: Janay Greenlee is going out to bid.
- CNS Dairy: Michelle Johnson handed out a synopsis of the three sections of the dairy bid. Districts in the two northern groups are requesting renewals. Districts in the two southern groups are going out to bid.
- CNS Snack and Drinks: Michelle Johnson is requesting renewal for the second of two years.
- CNS Paper Bid: Lauren Holt is requesting renewal pricing.
- Copiers: Janay Greenlee is going out to bid.

**11. Dues Structure (D/A):**

Alexis Kohler presented. Janay Greenlee moved to approve that the dues structure be changed to align with NCEPC bylaws, with no discount for districts that sponsor a bid. Motion seconded by Sher Hoff. Motion passed with one abstention.

**12. Holiday Brunch Fees (D/A):**

Alexis Kohler presented. Janay Greenlee moved to approve the holiday brunch fees to remain as is. Motion seconded by Michelle Johnson. Motion carried unanimously.

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

Doug Gilbert presented. Janay Greenlee moved to approve as presented. Motion seconded by Laura Medina. Motion carried unanimously.

**14. Approve Award Renewal #2 Computers, High End Bid (D/A):**

Jose Mata-Villa presented. Lynne Kotas moved to approve as presented. Motion seconded by Michelle Johnson. Motion carried unanimously.

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

Lynne Kotas presented. Alexis Kohler moved to approve as presented. Motion seconded by Nick Brizeno. Motion carried unanimously.

**16. Approve Amendment #9 CNS Paper Products Bid (D/A):**

Lauren Holt presented. Lynne Kotas moved to approve the amendment as presented. Motion seconded by Michelle Johnson. After discussion the motion was amended by Lynne to table the item to the next meeting. Michelle seconded the amended motion. Motion carried unanimously.

**17. Approve Amendment #10 CNS Paper Products Bid (D/A):**

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

**18. Approve Amendment #1 Data Processing Supplies Bid (D/A)**

Nick Brizeno presented. Alexis Kohler moved to approve as presented. Motion seconded by Lynne Kotas. Motion carried unanimously.

**19. Approve Amendment #1 Print Shop Paper Bid (D/A)**

Teresa Wacker presented. Vickie Howe moved to approve as presented. Motion seconded by Nick Brizeno. Motion carried unanimously.

**20. Approve Amendment #1 K-6 Art Supplies Bid (D/A)**

Lynne Kotas presented. Nick Brizeno moved to approve as presented. Motion seconded by Janay Greenlee. Motion passed unanimously.

**21. Approve Amendment #5 Computers High End Bid (D/A)**

Jose Mata-villa presented. Janay Greenlee moved to approve. Motion seconded by Sher Hoff. Motion carried unanimously.

**22. Approve Amendment #1 Office and Classroom Supplies Bid (D/A):**

Maribel Suarez presented. Janay Greenlee moved to approve the amendment as presented. Motion seconded by Lauren Holt. Motion carried unanimously.

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

Laura Medina presented. Sher Hoff moved to approve as presented. Motion seconded by Nick Brizeno. Motion carried unanimously.

**24. Approve Amendment #1 Furniture and Equipment Bid (D/A)**

Janay Greenlee presented. Vicki Howe moved to approve as presented. Motion seconded by Michelle Johnson. After discussion the motion was amended by Vicki to approve amendment; however, not to award the items that indicated a list plus percentage. Amended motion seconded by Michelle. Motion carried unanimously.

**25. Approve Use of Board Docs (D/A)**

Sharon Clay presented. Laura moved to approve as presented. Motion seconded by Janay Greenlee. After discussion the motion was amended by Laura to table this item until next meeting when additional alternatives could be discussed. Amended motion seconded by Janay. Motion carried unanimously.

**26. Nomination of Officers for 2019-2020 (D/A)**

Debbie Kelly presented and asked for nominations. None were presented at this time. Janay Greenlee moved to approve. Seconded by Alexis Kohler. Motion passed unanimously.

**27. Acclamations:**

- Michelle Johnson thanked Alexis Kohler for handling the minutes from the February 6 Board meeting in her absence.
- Janay Greenlee thanked Sharon Clay for her help with the furniture bid.
- Sharon Clay thanked Janay Greenlee for doing the furniture bid.

**28. Round Table**

- Debbie Kelly brought up the topic of the survey of consortium bids and how many districts use them. She will send another survey to determine if there are any new bids that the consortium feels are needed. Discussion with group.
- Michelle Johnson brought up a management bulletin issued by CDE that affects Child Nutrition bid process. She will email the document to all members for their review.
- Lynne Kotas brought up an issue with the xerographic bid, and Xerox paper not being readily available due to a mill closer. Julio Gomez reminded everyone that San Diego Unified does a paper bid every six months and it is piggybackable. Discussion with group.
- Lynne Kotas brought up an issue with Datel and that they no longer have a C10 license.
- Sharon Clay reminded everyone who had items on the agenda to send her the PDF (converted electronically if possible) to post on the website.

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

Moved: Janay Greenlee

Seconded: Sher Hoff

Motion carried unanimously

Time: 11:32 a.m.