



NORTH COUNTY EDUCATIONAL PURCHASING CONSORTIUM  
BOARD MEETING MINUTES

December 13, 2017

**Debbie Kelly, President, called the meeting to order at 9:10 a.m.**

**Pledge of Allegiance**

**Member Districts in attendance:**

- \*Bonsall Unified School District – Alexis Kohler
- \*Cardiff School District – Ruth Manahan-Smit
- \*Carlsbad Unified School District – Michelle Johnson
- \*Carlsbad Unified School District – Ellen Fritz
- \*Carlsbad Unified School District – Lorie Stettler
- \*Del Mar Union School District – Brenda Gachuz
- \*Del Mar Union School District – Karen Harris
- \*Encinitas Union School District – Sher Hoff
- \*Encinitas Union School District – Michele Wegman
- \*Escondido Union School District – Sheri Walden
- \*Escondido Union School District – Gabriela Robles
- \*Escondido Union School District – Kathleen Brousil
- \*Escondido Union School District – Jessica Belmont
- \*Escondido Union School District – Pat Smith
- \*Escondido Union School District – Vicki Valenzuela-Howe
- \*Escondido Union School District – Julie Collins
- \*Escondido Union School District – Lorena Carranza
- \*Escondido Union School District – Vickie Leckie
- \*Mira Costa Community College District – BB Boynton
- \*Mira Costa Community College District – Peggy Stroika
- \*Mira Costa Community College District – Kim Simonds
- \*Oceanside Unified School District – Debbie Kelly
- \*Palomar College – Jenny Atkins
- \*Palomar College – Teresa Wacker
- \*Palomar College – Amber Cross
- \*Poway Unified School District – Janay Greenlee
- \*Poway Unified School District – Blanca Wolf
- \*Poway Unified School District – Ella Miller
- \*Poway Unified School District – Rich Kittinger
- \*Poway Unified School District – Jose Chavez
- \*Ramona Unified School District – Doris Fitzpatrick
- \*Ramona Unified School District – Debbie Bowen
- \*San Dieguito Union High School District – Doug Gilbert
- \*San Marcos Unified School District – Lynne Kotas
- \*San Marcos Unified School District – Nick Brizeno
- \*San Marcos Unified School District – Susan Wallace
- \*Valley Center/Pauma Unified School District – Lauren Holt
- \*Vista Unified School District – Diana Johnson

- \*Vista Unified School District – Chely Zipilli
- \*Vista Unified School District – Gaby King
- \*Vista Unified School District – Karen Nielsen
- \*Vista Unified School District – Courtney McCann
- \*Vista Unified School District – Jose Mata Villa

**Associate Member District in attendance:**

- \*Cajon Valley Union School District – Teri Svacina
- \*Cajon Valley Union School District – Patti Olah
- \*Cajon Valley Union School District – Sharon Clay
- \*Cajon Valley Union School District – Sherill Kelsen
- \*San Diego County Office of Education – Guiselle Carreon
- \*San Diego County Office of Education – Joe Hebel
- \*San Diego County Office of Education – Ashlee Caldwell

**Also in attendance:**

- \*Arey Jones – Cathy Terzoli
- \*Arey Jones – Sydney Bensinger
- \*Datel Systems Inc. – Heidi Groves
- \*Datel Systems Inc. – Bill Bryant
- \*Datel Systems Inc. – Andrew Piland
- \*Hamel School Outfitters – Darin Shoemaker
- \*Hamel School Outfitters – Stephanie Kniffen
- \*Office Depot – Mike Stechel
- \*Office Depot – Steve Estes
- \*Pathway Communications LTD – Becky Thurmon
- \*School Specialty – Ryan Schissler
- \*School Specialty – Brad Glover
- \*School Specialty – Sita Beasley
- \*Southwest School Supply – Aja Stickler
- \*Southwest School Supply – Andrew Johnson
- \*Southwest School Supply – Gregg Ethier
- \*Supply Master – Doug Brewer
- \*Supply Master – Susan Bewer
- \*Virco Mfg. Corp. - Marc Friesz
- \*Virco Mfg. Corp. – Kathy Virtue
- \*Waxie Sanitary Supply – Rick Hawkins
- \*Waxie Sanitary Supply – Laura Hibbard
- \*Waxie Sanitary Supply – Steve McCully

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

Debbie Kelly asked for a motion to approve the agenda. Lynne Kotas moved to approve the agenda as presented. Motion seconded by Diana Johnson. Motion carried unanimously.

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

Debbie Kelly welcomed everyone and asked that they introduce themselves and the company they represent.

**3. Approve October 4, 2017 Board Meeting Minutes (D/A):**

Debbie Kelly moved to approve the October 4, 2017 Board Meeting Minutes as presented. Motion seconded by Janay Greenlee. Motion carried unanimously.

**4. Approve November 1, 2017 Administrative Committee Meeting Minutes (D/A):**

Diana Johnson moved to approve the September 7, 2017 Administrative Committee Meeting Minutes as presented. Motion seconded by Debbie Kelly. Motion carried unanimously.

**5. Approve Treasurer's Report for August 2, 2017 (D/A):**

Alexis Kohler presented. Sher Hoff moved to approve the August 2, 2017 Treasurer's Report as presented. Michelle Johnson seconded. Motion carried unanimously.

**6. Approve Treasurer's Report for December 13, 2017 (D/A):**

Alexis Kohler presented and asked that this item be tabled. Brenda Gachuz moved to table the December 13, 2017 Treasurer's Report. Diana Johnson seconded. Motion carried unanimously.

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

- Thanks went to everyone who put together the CASBO Fall Classic training. Guiselle will send a synopsis of the training. The handout from the November 15, 2017 Edgar Workshop will be on the website.

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

- No new business items were brought up.

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

Computer Printer Bid – Doug asked that if anyone had any questions or concerns to let him know.

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

Susan Wallace presented. Ten bids were received, there were three addendums. Drew lots on 16 tie breakers. There was some discussion regarding the method of awarding and past practice, and making sure the language in the bid specified the manner of how the contract would be awarded. Guiselle said she would review with the county, but that we could go ahead with awarding the contract. Alexis Kohler moved to approve as presented. Motion seconded by Peggy Stroika. Motion carried unanimously.

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

Doris Fitzpatrick presented. Ten Bids were received, and one was non-responsive. This contract does not meet formal bidding requirements. Vicki Howe moved to approve as presented. Motion seconded by Michelle Johnson. Motion carried unanimously.

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

Jose Mata-Villa presented. Eight bids were received and one was received late so was rejected outright. This bid does not meet formal bidding requirements. Vicki Howe moved to approve as presented. Motion seconded by Sher Hoff. Motion carried unanimously.

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

Debbie Kelly presented. Ten bids were received, one was non-responsive. There was one addendum and there were three tie breakers. Janay Greenlee moved to approve as presented. Motion seconded by Brenda Gachuz. Motion carried unanimously.

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

Guiselle Carreon presented. The item was tabled. Janay Greenlee moved to table the award. Motion seconded by Michelle Johnson. Motion carried unanimously.

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

Janay Greenlee presented. There were ten bidders; however, she realized that a public notice was not issued properly. All bids were rejected and she will go out to bid again, and present at the February 2018 meeting. Brenda Gachuz moved to approve. Motion seconded by Lynne Kotas. Motion carried unanimously.

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

Brenda Gachuz presented. Eight bids were received. This bid does not meet formal bidding requirements. Doug Gilbert moved to approve as presented. Motion seconded by Sher Hoff. Motion carried unanimously.

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

Sher Hoff presented. Copies of all paperwork were not available so requested that this item be tabled. Diana Johnson moved to approve as presented. Motion seconded by Alexis Kohler. Motion carried unanimously.

**18. Approve Award of PE and Athletic Equipment Supplies Bid (D/A):**

Vickie Howe presented. Eight bids were received, three were non-responsive, and there were two tie breakers. Michelle Johnson moved to approve as presented. Motion seconded by Diana Johnson. Motion carried unanimously.

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

Alexis Kohler presented. Eleven bids were received. This bid does not meet formal bid requirements. Doug Gilbert moved to approve as presented. Motion seconded by Lynne Kotas. Motion carried unanimously.

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

This item was not available today and was tabled. Diana Johnson moved to approve tabling this item. Motion seconded by Janay Greenlee. Motion carried unanimously.

**21. Approve Amendment #4 Computer Printer Bid (D/A):**

Doug Gilbert presented. Two items were replaced at the same price. Doug verified the specifications to ensure they were the same quality. Debbie Kelly moved to approve as presented. Motion seconded by Janay Greenlee. Motion carried unanimously.

**22. Approve Ratification Amendment #1 – Audio Visual Supplies Bid (D/A):**

Debbie Kelly presented. Peggy Stroika moved to approve as presented. Motion seconded by Sher Hoff. Motion carried unanimously.

**23. Approve Amendment #2 Audio Visual Supplies Bid (D/A):**

Debbie Kelly presented. Janay Greenlee moved to approve as presented. Motion seconded by Doug Gilbert. Motion carried unanimously.

**24. Acclamations (D):**

Lynne Kotas thanked Guiselle again for the Edgar compliance workshop, saying it was very thorough. Sheryl Kelsen announced her retirement and thanked the group for being such invaluable help over the years. She also thanked all of the vendors for their help and support.

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

- Doug will take on updating the public works contract and then put on the website.
- Alexis provided an update on the fires in Bonsall. Quite a few students and staff members lost their homes and others suffered severe damage. Go to [Bonsallschools.org](http://Bonsallschools.org) for fire donations. They appreciate everyone who reached out. The fire crews were amazing.
- There was discussion about trying to schedule a special board meeting in December for all of the agenda items that were tabled today. Debbie will send an invite to all of the member districts and see if we could get a quorum first.
- Brenda brought up the February 9 CASBO section conference. It will be held at University of San Diego. The annual conference is in April in Sacramento.
- Guiselle reminded everyone that all contracts need to be updated with Edgar requirements.
- Sharon reminded everyone to send the bid information for contracts that were awarded today so that she can post to the website.

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

Moved: Janay Greenlee

Seconded: Doug Gilbert

Motion carried unanimously

Time: 10:11 a.m.