



**NORTH COUNTY EDUCATIONAL PURCHASING CONSORTIUM  
BOARD MEETING MINUTES  
December 12, 2018**

**Debbie Kelly, President, called the meeting to order at 9:05 a.m.**

**Pledge of Allegiance**

**Member Districts in attendance:**

- \*Bonsall Unified School District – Alexis Kohler
- \*Bonsall Unified School District – Jamie Leeman
- \*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
- \*Encinitas Union School District – Michele Webman
- \*Escondido Union High School District – Nick Brizeno
- \*Escondido Union High School District – Gabby Guerrero
- \*Escondido Union School District – Brenda Gachuz
- \*Escondido Union School District – Maribel Suarez
- \*Escondido Union School District – Vickie Howe
- \*Escondido Union School District – Vickie Leckie
- \*Mira Costa Community College District – BB Boynton
- \*Mira Costa Community College District – Kim Simonds
- \*Mira Costa Community College District – Peggy Stroika
- \*Oceanside Unified School District – Debbie Kelly
- \*Poway Unified School District – Janay Greenlee
- \*Poway Unified School District – Blanca Wolf
- \*Ramona Unified School District – Doris Fitzpatrick
- \*San Dieguito Union High School District – Douglas Gilbert
- \*San Marcos Unified School District – Lynne Kotas
- \*San Marcos Unified School District – Bijana Zimonjic
- \*San Marcos Unified School District – Hali Smalley
- \*San Marcos Unified School District – Yuri Lopez

**Associate Member District in attendance:**

- \*Cajon Valley Union School District – Patti Olah
- \*Cajon Valley Union School District – Sharon Clay
- \*Cajon Valley Union School District – Teri Svacina
- \*Lakeside Union School District – Lisa Waller
- \*Lakeside Union School District – Aimee McReynolds
- \*San Diego County Office of Education – Ashlee Cadwell
- \*San Diego County Office of Education – Francesca Martinez
- \*San Diego County Office of Education – Lorraine Hamann

**Payment received for attendance from the following vendors:**

- \*Cathy Terzoli – Arey Jones
- \*Kahla Fortin – Arey Jones
- \*Roy Salman – Clary Business Machines
- \*Heidi Groves – Datel Systems Incorporated
- \*Bill Bryant – Datel Systems Incorporated
- \*Brooke Loeffler – Discount School Supply
- \*Darin Shoemaker – Hamel School Outfitters
- \*Isaac Molina – Hamel School Outfitters

\*Mark Rivas – Lakeshore Learning Materials  
\*Dominic Morales – Lakeshore Learning Materials  
\*Bob Elliott – Nasco Education  
\*Steve Estes – Office Depot  
\*Deborah Muncie – Office Solutions  
\*Bobby Grizzle – Office Solutions  
\*David Green – Office Solutions  
\*Fern Helms – Office Solutions  
\*Becky Thurmon – Pathway Communications LTD  
\*Ash Shah – Rasix Computer Center, Inc.  
\*Adi Shah – Rasix Computer Center, Inc.  
\*Ryan Schissler – School Specialty  
\*Rick Conner – Signa Digital Solutions, Inc.  
\*Aja Stickler – Southwest School Supply  
\*Gregg Ethier -0 Southwest School Supply  
\*Andrew Johnson – Southwest School Supply  
\*Doug Brewer – Supply Master  
\*Susan Brewer – Supply Master  
\*Mark Friesz – Virco Mfg. Corp  
\*Rick Hawkins – Waxie Sanitary Supply  
\*Laura Hibbard – Waxie Sanitary Supply  
\*Steve McCully – Waxie Sanitary Supply

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

Debbie Kelly presented the agenda for the meeting and asked for a motion to approve. Nick Brizeno moved to approve the agenda as presented. Motion seconded by Doug Gilbert. Motion carried unanimously.

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

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

**3. Public Comment**

There were no requests for public comment.

**4. Approve October 3, 2018 Board Meeting Minutes (D/A):**

The October 3, 2018 Board meeting minutes were presented. Lynne Kotas moved to approve as presented. Motion seconded by BB Boynton. Motion carried unanimously.

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

The November 7, 2018 Administrative Committee meeting minutes were presented. Sher Hoff moved to approve as presented. Motion seconded by Alexis Kohler. Motion carried unanimously.

**6. Approve Treasurer's Report for December 12, 2018 (D/A):**

Alexis Kohler presented. Nick Brizeno moved to approve the December 12, 2018 Treasurer's Report as presented. Motion seconded by Doug Gilbert. Motion carried unanimously.

**7. Review of Auditor's Report (D)**

Alexis Kohler presented the auditor's report. There were no findings.

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

There was no old business brought up for discussion.

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

There was no new business brought up for discussion.

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

- Data Processing Supplies – the bid was sent out and opening scheduled in the next few weeks.

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

Lynne Kotas presented. Nick Brizeno moved to approve as presented. Motion seconded by Michelle Johnson. Motion carried unanimously.

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

Doris Fitzpatrick presented. Karen Harris moved to approve as presented. Motion seconded by Sher Hoff. Motion carried unanimously.

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

BB Boynton presented. Michelle Johnson moved to approve as presented. Motion seconded by Alexis Kohler. Motion carried unanimously.

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

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

**15. Approve Award Furniture and Equipment Bid (D/A):**

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

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

Sher Hoff presented. Karen Harris moved to approve the amendment as presented. Motion seconded by Doris Fitzpatrick. Motion carried unanimously.

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

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

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

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

**19. Approve Award PE and Athletic Supplies Bid (D/A):**

Sher Hoff presented. Brenda Gachuz moved to approve the amendment as presented. Motion seconded by Nick Brizeno. Motion carried unanimously.

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

Alexis Kohler presented. Nick Brizeno moved to approve as presented. Motion seconded by Michelle Johnson. Motion carried unanimously.

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

Lynn Kotas presented. Sher Hoff moved to approve as presented. Motion seconded by Nick Brizeno. Motion carried unanimously.

**22. Approve Amendment #1 Computer Printer Bid (D/A):**

Doug Gilbert presented. Alexis Kohler moved to approve as presented. Motion seconded by Michelle Johnson. Motion carried unanimously.

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

Debbie Kelly presented. Doris Fitzpatrick moved to approve as presented. Motion seconded by Sher Hoff. Motion carried unanimously.

**24. Approve Amendment #3 Furniture and Equipment Bid (D/A):**

Janay Greenlee presented. Lauren Holt moved to approve as presented. Motion seconded by Nick Brizeno. Paperwork not available for review. Motion was amended by Lauren and seconded by Nick to table this item to the February meeting for ratification after president approval. Motion carried unanimously.

**25. Approve Amendment #6 CNS Paper Products Bid (D/A):**

Lauren Holt presented. Alexis Kohler moved to approve as presented. Motion seconded by Doug Gilbert. Motion carried unanimously.

**26. Approve Amendment #7 CNS Paper Products Bid (D/A):**

Lauren Holt presented. Brenda Gachuz moved to approve as presented. Motion seconded by Doris Fitzpatrick. Discussion involved question of requests for price increases that are over the limits in bid language. Motion amended by Brenda and seconded by Doris to limit increase to 7% as noted in bid. Motion carried unanimously.

**27. Discuss Associate Member Dues (D):**

Debbie Kelly discussed structure of how associate members are charged for dues. Will bring up for discussion under Old Business at the February meeting.

**28. Acclamations (D):**

- Debbie Kelly extended her appreciation to districts who took on new bids, as well as thanking everyone for their attendance at today's meeting.
- Alexis Kohler thanked Sharon Clay for her work on the website.
- Lauren Holt thanked Debbie Kelly for her guidance on the CNS Paper Bid.
- Sharon Clay thanked Lauren Holt for handling the CNS Paper Bid.
- Sharon Clay also thanked Janay Greenlee for taking over the Furniture and Equipment Supplies Bid.

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

- Brenda Gachuz reminded everyone of the February 7<sup>th</sup> CASBO workshop.
- Nick Brizeno asked about the updated public works template.

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

Moved: Kim Simonds

Seconded: Sher Hoff

Motion carried unanimously

Time: 10:38 a.m.