



**NORTH COUNTY EDUCATIONAL PURCHASING CONSORTIUM  
BOARD MEETING MINUTES  
August 1, 2018**

**Debbie Kelly, President, called the meeting to order at 8:38 a.m.**

**Pledge of Allegiance**

**Member Districts in attendance:**

- \*Bonsall Unified School District – Alexis Kohler
- \*Carlsbad Unified School District – Michelle Johnson
- \*Del Mar Union School District – Karen Harris
- \*Del Mar Union School District – Kevin Lesku
- \*Escondido Union School District – Vickie Leckie
- \*Escondido Union School District – Maribel Suarez
- \*Fallbrook Union Elementary School District – Kara Allegro
- \*Mira Costa Community College District – BB Boynton
- \*Oceanside Unified School District – Debbie Kelly
- \*Palomar College – Teresa Wacker
- \*Ramona Unified School District – Doris Fitzpatrick
- \*San Dieguito Union High School District – Doug Gilbert
- \*San Marcos Unified School District – Lynne Kotas
- \*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
- \*San Diego Unified School District – John Groll
- \*San Diego Unified School District – Najwa Farace

**Also in attendance:**

- \*Office Depot – Michael Stechel

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

Debbie Kelly presented the agenda for the meeting and asked for a motion to approve. Doug Gilbert moved to approve the agenda as presented. Motion seconded by Karen Harris. 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**

Mike Stechel reminded everyone about the cooperative purchasing alliances they have had for many years.

**4. Approve June 6, 2018 Board Meeting Minutes (D/A):**

Michelle Johnson presented. Lynne Kotas moved to approve the June 6, 2018 Board Meeting Minutes as presented. Motion seconded by Lauren Holt. Motion carried unanimously.

**5. Approve July 11, 2018 Administrative Committee Meeting Minutes (D/A):**

Michelle Johnson presented. Kara Allegro moved to approve the July 11, 2018 Administrative Committee Meeting Minutes as presented. Motion seconded by Alexis Kohler. Motion carried unanimously.

**6. Approve Treasurer's Report for August 1, 2018 (D/A):**

Alexis Kohler presented and indicated that one of the CD's would not be renewed so that the funds could be moved into the savings account. Michelle Johnson moved to approve the August 1, 2018 Treasurer's Report as presented. Motion seconded by Janay Greenlee. Motion carried unanimously.

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

CASBO workshop on public works scheduled for Friday, August 30<sup>th</sup> from 8 – 4.

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

No new business was discussed.

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

- Art Supplies K-6
- Art Supplies 7-12
- Custodial Chemical
- Custodial Supplies – Debbie Kelly asked if a two week lead time is reasonable
- Furniture and Equipment (renewal) – Currently no one to take over this bid
- Library Supplies & Equipment
- Office & Classroom Supplies
- Paper Xerographic – Kara Allegro stated she will be asking for domestic paper only
- PE Supplies – Maribel Suarez will be handling this bid
- Science Supplies – Alexis Kohler asked the group to let her know of any vendors we wanted to add

**10. Approve Dates and Locations for 2018-2019 Board Meetings (D/A)**

Debbie Kelly presented. Michelle Johnson moved to approve as presented. Motion seconded by Janay Greenlee seconded. Motion carried unanimously.

**11. Approve Dates and Locations for 2018-2019 Administrative Committee Meetings (D/A):**

Debbie Kelly presented. Janay Greenlee moved to approve as presented. Motion seconded by Karen Harris. Motion carried unanimously.

**12. Approve 2018-2019 Bid Assignment List (D/A):**

Debbie Kelly presented. Janay Greenlee moved to approve as presented. Motion seconded by Alexis Kohler. Motion carried unanimously.

**13. Approve Renewal #1 Snack and Beverage Bid (D/A):**

Michelle Johnson presented. Karen Harris moved to approve as presented. Motion seconded by Janay Greenlee. Motion carried unanimously.

**14. Approve Amendment #5 Audio Visual Bid (D/A):**

Debbie Kelly presented. Alexis Kohler moved to approve the amendment as presented. Motion seconded by Michelle Johnson. Motion carried unanimously.

**15. Approve Amendment #3 Xerographic Paper Bid (D/A):**

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

**16. Approve Amendment #3 K-6 Art Supplies Bid (D/A):**

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

**17. Approve Amendment #4 High End PC Bid (D/A):**

Lynne Kotas presented. Kara Allegro moved to approve the amendment as presented. Motion seconded by Janay Greenlee. Motion carried unanimously.

**18. Approve Amendment #3 Custodial Supplies Bid (D/A):**

Debbie Kelly presented. Alexis Kohler moved to approve the amendment as presented. Motion seconded by Michelle Johnson. Motion carried unanimously.

**19. Acclamations (D):**

Michelle Johnson thanked Debbie Kelly for handling the minutes from the last Administrative Committee meeting. Kara Allegro thanked Susan Wallace for her work with the consortium and she was wished well in retirement by everyone. Debbie Kelly thanked all for attending the meeting today.

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

- Discussion regarding the NCEPC Yahoo group email and having settings changed to allow for opening of attachments.
- Alexis Kohler brought up the membership of Southwestern College. Discussion with group.
- Doug Gilbert brought up the effect of current tariff situation and COLA. Discussion with group.
- Janay Greenlee brought up a demo at HP, less expensive technology. Discussion with group.
- Karen Harris mentioned the Fraud Prevention Seminar on 8/3.
- Debbie Kelly brought up year end for 1718. Discussion with group.
- Alexis Kohler mentioned quote for auditors. Discussion with group.
- Michelle Johnson asked how districts handled Notice of Completion. Discussion with group.
- Debbie Kelly brought up the member and associate member lists and updating them.

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

Moved: Janay Greenlee

Seconded: Karen Harris

Motion carried unanimously

Time: 10:40 a.m.