



# North County Educational Purchasing Consortium

Administrative Committee Meeting Minutes  
September 7, 2017

Districts in attendance:

Kara Allegro, Fallbrook Union Elementary School District  
Debbie Kelly, Oceanside Unified School District  
Doug Gilbert, San Dieguito Union High School District  
Alexis Kohler, Bonsall Unified School District  
Michelle Johnson, Carlsbad Unified School District  
Sharon Clay, Cajon Valley Union School District  
Lynne Kotas, San Marcos Unified School District  
Kimberly Castagnola, San Diego County Office of Education

## 1. Call to Order

Lynne Kotas called the meeting to order at 8:36 a.m.

## 2. Agenda Items for the October 4, 2017 Board Meeting

- a. Approve August 2, 2017 Board Meeting Minutes
- b. Approve September 7, 2017 Administrative Committee Meeting Minutes
- c. Approve August 2, 2017 Treasurer Report
- d. Auditor's Report
- e. Old Business
  - i. Training
- f. New Business
- g. December Holiday Brunch
- h. Public Works Contract under \$15,000/\$45,000
- i. Data Processing Bid
- j. Award LCD Lamp
- k. Award Print Shop Paper
- l. Award AV Bid
- m. Amendment #2 Computer Printer Bid
- m. Acclamations
- n. Round Table Discussion
  - October PeopleSoft Conference

## 3. Round table discussion

Alexis mentioned that Rancho Santa Fe school district asked for the consortium W9 to set up as vendor to pay dues; but there seems no need for this requirement. Debbie will look into what the requirement is for federal tax ID number established.

Alexis asked Doug about paying Christy White for audit and if they get a 1099 from us. Doug said they never asked and has not done them, has not filed any tax return. Debbie suggested we look into the requirement to do this. Alexis will reach out to former treasurers regarding this. 2013-14 audit report makes no mention of tax ID #.

Debbie is updating detailed instructions for each board position. She asked every board member to pass on any updates to her so that we have a more accurate record of duties of each position. Lynne is keeping track of former board positions since 2004 and when approved at board meeting.

Sharon inquired about an issue regarding the LCD projector lamp bid for next year. There are two categories A) branded lamps and B) generic lamps. She had added certification page for vendors to sign in bid last year to state that lamps in Category A meet the requirement. One vendor is sending OEM branded products but in generic packaging, so she was seeking guidance on how to handle the problem. Lynne said send out cure letter and un-

award. If you sign certification and items you provide do not meet specs, these are the consequences. Sharon will add language to her bid stating that vendors who do not meet specifications won't be eligible for Category A in the future, but are still eligible to bid on Category B for the generic lamps.

#### **4. Adjournment**

Lynne Kotas adjourned the meeting at 9:15 a.m.