



# North County Educational Purchasing Consortium

## Administrative Committee Meeting Minutes November 1, 2017

Districts in attendance:

Lynne Kotas, San Marcos Unified School District  
Kara Allegro, Fallbrook Union Elementary District  
Debbie Kelly, Oceanside Unified School District  
Douglas Gilbert, San Dieguito Union High School District  
Alexis Kohler, Bonsall Unified School District  
Michelle Johnson, Carlsbad Unified School District

### 1. Call to Order

Kara Allegro called the meeting to order at 8:41 a.m.

### 2. Agenda Items for the December 13, 2017 Board Meeting

- a. Pledge of Allegiance
- b. Approval of Agenda
- c. Welcome Guests
- d. Approve October 4, 2017 Board Meeting Minutes
- e. Approve November 1, 2017 Administrative Committee Meeting Minutes
- f. Approve August 2, 2017 Treasurer Report
- g. Approve December 13, 2017 Treasurer Report
- h. Old Business
  - Training
- i. New Business
- j. Discuss upcoming bid for future board meetings
  - Computer Printer Bid
- k. Approve Award Art Supplies K-6 Bid
- l. Approve Award Art Supplies/Equipment Grades 7-12 Bid
- m. Approve Award Custodial – Chemical Bid
- n. Approve Award Custodial Supply Bid
- o. Approve Award Furniture and Equipment Bid
- p. Approve Award Health and Athletic Supplies Bid
- q. Approve Award Library Supplies Bid
- r. Approve Award Office and Classroom Supplies Bid
- s. Approve Award PE and Athletic Equipment Supplies Bid
- t. Approve Award Science Supplies Bid
- u. Approve Award Xerographic Paper Supplies Bid
- v. Ratification Amendment #1 of AV Bid
- w. Acclamations
- n. Round Table Discussion

### 3. Round table discussion

Alexis asked if we would be making any changes on our procedures as a board regarding positions, dues collection, etc. Debbie indicated that there are some things that are easy fixes that we should start doing but then perhaps form a committee to look at by-laws. We will be using invite via email for board meetings which will help document which members respond so we know we have a quorum.

Doug asked about our process for handling amendments, what constituted an agenda item that would require board approval, and avoiding confusion so members and associate members would know what would require board approval. This topic will be brought up in round table again to come to a consensus about how to handle changes in bid information.

Doug asked about the Administrative Committee Meeting, and was it an open forum. Debbie stated that, yes, it is posted on our website that we meet and anyone who wanted to join could. But she will look into whether or not the agenda for the Administrative Committee meeting needs to be posted. Kara added that the reason for this meeting is only to discuss the agenda items for the next board meeting. We don't vote on anything or make decisions, only what will be on the next agenda. Debbie wants to specify that even though this is not a board meeting, this follows under Robert's Rules, so we need to be conscious of that.

Debbie is still looking into pricing for an Errors & Omissions policy for the NCEPC board members.

Doug inquired about board members discussing NCEPC business or bids, and whether or not this was a violation of Robert's Rules. Conversations on topics that have nothing to do with NCEPC business does not have an impact, but we need to be careful when discussing NCEPC business.

Debbie stated that the vendor for the A/V bid has not signed the agreement, and states that their pricing came from statewide contract. However, without a signed agreement from the vendor, there is no binding contract. The bid is effective today, November 1. Debbie will give them to the end of today to send signed agreement. Otherwise they will have to notify districts that items from this bid are not available. With no signed agreement there is no contract, and it may need to re-awarded.

A brief discussion of the December holiday brunch was held. Doug said he should have everything organized, just waiting for districts to respond and send in payments.

#### **4. Adjournment**

Kara Allegro adjourned the meeting at 9:34 a.m.