



North County Educational Purchasing Consortium

Administrative Committee Meeting July 10, 2019

Districts in attendance:

Lynne Kotas, San Marcos Unified School District
Debbie Kelly, San Dieguito Union High School District
Sharon Clay, Cajon Valley Union School District
Alexis Kohler, Bonsall Unified School District
Maribel Suarez Escondido Union School District
Sher Hoff, Encinitas Union School District

1. **Call to Order**

Debbie Kelly called the meeting to order at 8:33 a.m.

2. **Agenda items for the August 7, 2019 Board Meeting**

- a. Pledge of Allegiance
- b. Approval of Agenda
- c. Welcome Guests
- d. Public Comment
- e. Approve June 6, 2018 Board Meeting Minutes
- f. Approve July 11, 2018 Administrative Committee Meeting Minutes
- g. Approve August 1, 2018 Treasurer Report
- h. Old Business
 - Training
- i. New Business
- j. Discuss upcoming bid for future board meetings
 - Art Supplies K-6
 - Art Supplies 7-12
 - Custodial Chemical
 - Custodial Supplies
 - Furniture and Equipment
 - Health and Athletic Supplies
 - Library Supplies & Equipment
 - Office & Classroom Supplies
 - Paper Xerographic
 - PE Supplies
 - Science Supplies
- k. Approve Amendment #1 Computer Printer Bid
- l. Approve Fuel Renewal Bid
- m. Ratify A Bid Amendment #2
- n. Ratify CNS Paper Bid
- o. Acclamations
- p. Round Table Discussion

3. **Round table discussion**

Discussed potential topics for CASBO 2020

Lynne curious what districts are using the California Alliance for Student Security (CEPTA), you need to have the training before you can participate. This takes a lot of staff resources to monitor. Sharon worked with legal to have each vendor sign a privacy agreement for 5 years instead of signing something annual. Clause where it is the vendor's responsibility to notify of any changes.

Lynne also discussed insurance as a major use of staff resources.

Alexis will continue to write checks until the signature cards are updated. She will continue to take care of checks until that time.

Sharon stated that the Board Pack registration is complete. Training and district notification will be made prior to the August 7th Board meeting.

The conference link disconnected for a few minutes. All but Maribel were able to re-join at 9:15am.

Debbie shared that they did the rollover with PeopleSoft. It went well and they were able to start paying bills as soon as it was completed.

Lynne – M&O notified that Purchasing about work already complete. License B and C-33 Emergency water leak repair concrete (never used company before). Two or more unrelated trades, the vendor did all work. Sharon said that you can take a specialty contract with a B License and justify why. They can self-perform with a B License. B General Fast Facts.

4. **Adjournment**

Debbie Kelly adjourned the meet at 9:31a.m.