



North County Educational Purchasing Consortium

Administrative Committee Meeting Minutes
May 1, 2019

Districts in attendance:

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

1. Call to Order

Debbie Kelly called the meeting to order at 8:35 a.m.

2. Agenda Items for the June 5, 2019 Board Meeting

- a) Pledge of Allegiance
- b) Approval of Agenda
- c) Welcome Guests
- d) Public Comment
- e) Approve April 3, 2019 Board Meeting Minutes
- f) Approve May 1, 2019 Administrative Committee Meeting Minutes
- g) Approve June 5, 2019 Treasurer's Report
- h) Approve 2019-20 Budget
- i) Old Business
- j) New Business
- k) Approve Nominations for 2019-20 Officers
- l) Approve 2019-20 Officers
- m) Approve Dates & Locations for 2019-20 Board Meetings
- n) Approve Dates for 2019-20 Administrative Committee Meetings
- o) Approve 2019-20 Bid Assignment List
- p) Future Bids Discussion
 - Paper Print Shop Bid
 - LCD Projector Lamps Bid
 - Fuel Bid
 - AV Bid
- q) Approve Award Bottled Water Bid (Janay)
- r) Approve Award CNS Dairy Bid #1920-1000 Regions 2 and 3 (Michelle)
- s) Approve First Renewal CNS Dairy Bid #1819-3000 Region 1A and 1B (Michelle)
- t) Approve Second Renewal CNS Dairy Bid #1718- Region 1C (Michelle)
- u) Approve Second Renewal of CNS Snack and Beverage Bid #1718-2005 (Michelle)
- v) Approve Award CNS Paper Bid (Lauren)
- w) Approve Award Copier Bid (Janay)
- x) Approve Amendment #9 CNS Paper Bid (Lauren)
- y) Board Pak Demo (D)
- z) Acclamations
- aa) Round Table Discussion

bb) Adjournment

3. Round table discussion

Sharon brought up online board documentation software, and that she listened to demos of two other options that would be less expensive: CSBA Agenda Online (\$1,000 – limited users) and Board Pak (\$200 per quarter cooperative pricing). Suggested that entire group heard demo of the less expensive one, Board Pak so that group can be involved in making decision. Discussion with group.

Alexis brought up that her boss requested to attend the next NCEPC board meeting to open up discussion regarding enhancements for PeopleSoft. Discussion with group.

Lynne asked to verify that July Administrative Committee meeting would be scheduled for July 10th to avoid the 4th of July holiday week.

4. Adjournment

The meeting was adjourned at 9:16 a.m.