



North County Educational Purchasing Consortium

Administrative Committee Meeting Minutes May 4, 2016

Districts in attendance:

Kara Allegro, Fallbrook Union Elementary School District
Doug Gilbert, San Dieguito Union High School District
Debbie Kelly, Oceanside Unified School District
Kimberly Castagnola, San Diego County Office of Education
Alexis Kohler, Bonsall Unified School District
Lynne Kotas, San Marcos Unified School District
Teresa Wacker, Palomar College

1. Call to Order

Lynne Kotas called the meeting to order at 8:39 a.m.

2. Agenda Items for the June 1, 2016 Board Meeting

- a. Approve April 20, 2016 Board Meeting Minutes
- b. Approve May 4, 2016 Administrative Committee Meeting Minutes
- c. Approve June 1, 2016 Treasurer Report
- d. Approve member and associate member dues
- e. Approve 2016 holiday brunch costs and income
- f. Approve 2016-2017 fiscal budget
- g. Old Business
 - i. Training
 - ii. Paperless process
- h. New Business
- i. Approve dates and locations for 2016-2017 board meetings
- j. Approve dates for 2016-2017 administrative committee meetings
- k. Upcoming bid discussion
 - i. Audio Visual
 - ii. Legal Advertising
 - iii. Paper – Print Shop
- l. Approve extension of Bottled Water bid
- m. Approve award of Child Nutrition Services Dairy bid
- n. Approve extension of Child Nutrition Services Paper Products bid
- o. Approve extension of Child Nutrition Services Snacks & Beverages bid
- p. Approve award of Copier bid
- q. Approve amendment - Xerox paper bid
- r. Bid Assignment List, 2016-2017
- s. Revision to bylaws, 2nd reading
- t. Acclamations
- u. Round Table Discussion

3. Round table discussion:

Lynne Kotas asked if any other Districts have been inundated with companies requesting detailed information on bids being done in the District. Teresa Wacker mentioned that when she gets inquiries like this, if it is not a public records request, she will respond only if she has the time to do so.

Lynne Kotas mentioned that when she gets a public records request where the requestor is asking for a copy of an awarded bid, she sends a letter to the awarded vendor letting them know that their bid will be released to another vendor and she gives them a deadline to protest.

Cara Allegro sent a meeting request out for the Administrative Committee meeting and asked if the meeting request appeared on everyone's calendar. All in attendance agreed that this worked well. Doug Gilbert mentioned that this would be a good way to send out General Board meeting requests.

Alexis Kohler will work on getting the member and associate member list updated.

4. Adjournment

Lynne Kotas adjourned the meeting at 10:22 a.m.