



North County Educational Purchasing Consortium

Administrative Committee Meeting Minutes
March 7, 2018

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
Sharon Clay, Cajon Valley Union School District
Kimberly Castagnola, San Diego County Office of Education

1. Call to Order

Kara Allegro called the meeting to order at 8.35 a.m.

2. Agenda Items for the April 4, 2018 Board Meeting

- a. Approve February 7, 2018 Board Meeting Minutes
- b. Approve March 7, 2018 Administrative Committee Meeting Minutes
- c. Approve February 7, 2018 Treasurer Report
- d. Approve April 4, 2018 Treasurer Report
- e. Old Business
 - Training
 - Establish committee to review NCEPC By-Laws
- f. New Business
- g. 2018-19 Nomination of New Officers
- h. 2018-2019 Draft Budget
- i. Discuss upcoming bid for future board meetings – September Start Date
 - Fuel Bid (Julio)
 - Paper Print Shop Bid (Teresa)
- j. Approve Award – Printers Computer (Doug)
- k. Approve Amendment #1 Xerographic Paper Bid (Kara)
- l. Approve Amendment #2 Furniture Bid (Guiselle)

3. Round table discussion

- Debbie opened up a discussion regarding custodial supplies bid. Vendor did not state that we needed to order two items in specific increments, that they cannot break up the case. Debbie is going to send something out that we will attempt to order in case quantity increments, but that there are some districts that may need to order by the each and they need to honor it.
- Doug asked if there were any known reasons against sending bid packet to a vendor, who did not represent items on the bid. Discussion included that an RFP in the middle of the evaluation process could not be sent out, but bid packet for any open bid before it closed could be sent to anyone who requested it.
- Sharon received a request for the most recent public works contract for under \$45,000. Debbie found contract that was sent out in January. Sharon will post it on the website in Word and PDF. The discussion then led to updating what is posted on the website and getting a consensus of what is no longer needed. Kara will put this on the next meeting agenda for review by the Administrative Committee, and then we will take recommendations to the next board meeting to update the website.
- Debbie will send an email out asking who may be interested in forming the committee to review the NCEPC bylaws. Kara volunteered to be on the committee.

4. Adjournment

Kara Allegro adjourned the meeting at 9:11 a.m.