



North County Educational Purchasing Consortium

Administrative Committee Meeting Minutes
July 12, 2017

Districts in attendance:

Kara Allegro, Fallbrook Union Elementary School District
Debbie Kelly, Oceanside Unified School District
Doug 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
Lynne Kotas, San Marcos Unified School District

1. Call to Order

Kara Allegro called the meeting to order at 8:02 a.m.

2. Agenda Items for the August 2, 2017 Board Meeting

- a. Approve June 7, 2017 Board Meeting Minutes
- b. Approve July 12, 2017 Administrative Committee Meeting Minutes
- c. Approve August 2, 2017 Treasurer Report
- d. Old Business
 - i. Training
- e. New Business
- f. Bid Assignment List, 2017-2018
- g. Approve Extension of CNS Paper Products Bid
- h. Approve Amendment #3 Xerographic Paper Bid
- i. Approve Amendment #1 Computer Printer Bid
- j. K-6 Art Supplies – San Marcos
- k. 7-12 Art Supplies – Ramona
- l. Custodial Chemical – Vista
- m. Custodial Supplies – Oceanside
- n. Furniture & Equipment – SDCOE
- o. Health & Athletic Supplies – Poway
- p. Library Supplies – Del Mar
- q. Office & Classroom – Del Mar/Encinitas
- r. Paper – Xerographic – Fallbrook Elem
- s. PE Supplies – Escondido Union
- t. Science Supplies & Equipment – Bonsall
- u. Acclamations
- v. Round Table Discussion

3. The Winston School's request to join as Associate Member

Kara Allegro brought up Winston School's request to join. Debbie stated under JPA only public education agencies can join, so Winston School cannot join as they are a non-public school.

4. Round table discussion

- Sharon asked if anyone had opinion on CMAS/WSCA IT services for network configuring services and did they use them. Doug said their facilities/construction uses these contracts a lot. Debbie was going to do some research and will get back to everyone.
- Debbie wanted to go over change in board positions to make sure everyone is working with their predecessor for a smooth transition. Kara stated that new board members Debbie, Michelle, and Alexis need to go with letter and August 2 board meeting minutes to the bank to show change of board. Discussion regarding best way to transition

financial information from Doug to Alexis, with Quicken. Debbie suggested Alexis contact Quicken to get some recommendation on the best way to handle it.

- Sharon asked if the public works contract would be revised again to reflect recent changes with DIR. Doug said he created two versions of the under \$45 k contract: one for those who need to register in DIR and do payroll reporting and one for contractors who do not have to register or submit certified payroll.

5. Adjournment

Debbie Kelly adjourned the meeting at 8:57 a.m.