



North County Educational Purchasing Consortium

Administrative Committee Meeting Minutes September 2, 2015

Districts in attendance:

Kara Allegro, Fallbrook Union Elementary School District
Sharon Clay, Cajon Valley Union 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 8:50 a.m.

2. Agenda Items for October 7, 2015 Board Meeting

- a. Approve June 23, 2015 Board Meeting Minutes
- b. Approve August 5, 2015 Board Meeting Minutes
- c. Approve September 2, 2015 Administrative Meeting Minutes
- d. Approve October 7, 2015 Treasurer Report
- e. New Business – Holiday brunch, NCEPC 30 year anniversary
- f. Old Business – Cal-Travel, Insurance Workshop
- g. Approve Award of LCD Projector Lamp Bid
- h. Approve Award of Legal & Recruitment Advertising RFP
- i. Approve Award of Print Shop Paper Bid
- j. Approve Award of Audio Visual Bid
- k. Approve Amendment to the CNS Paper Products Bid
- l. Upcoming Bid Discussion – Data Processing Supply Bid
- m. Increase Holiday brunch budget
- n. Revision to bylaws to allow member districts to call in for meetings

3. Round table discussion:

1. Sharon Clay – Discussion about when the agenda should be posted on the website. Doug Gilbert stated that per the bylaws, the final agenda should be posted the Friday prior to the regularly scheduled board meeting. Kara Allegro stated that she will ensure she sends the final agenda to Sharon for posting on the website prior to the board meeting.
2. Alexis Kohler – Discussion about sending out minutes to group. Minutes should be sent out at least one week prior to next regularly scheduled meeting for review by all members and associate members. A final copy should be emailed to Sharon Clay for posting on the website after they are approved.

4. Adjournment

Kara Allegro adjourned the meeting at 10:19 a.m.