



North County Educational Purchasing Consortium

Administrative Committee Meeting Minutes March 2, 2011

Districts in attendance:

Peggy Stroika, MiraCosta Community College District
Kim Simonds, MiraCosta Community College District
Paulette Anderson, Del Mar Union High School District
Teresa Wacker, Fallbrook Union High School District
Lynne Kotas, San Marcos Unified School District
Jessica Kinder, Encinitas Union School District
Michael Grattan, San Diego County Office of Education
Sharon Clay, Cajon Valley Union School District

1. Call to Order

Peggy Stroika called the meeting to order at 8:44 a.m.

2. Agenda Items for April 6, 2011 Board Meeting

- a. Approve Award of Networking Bid
- b. Approve Amendment PE Supply Bid
- c. Ratify Award of AV Bid
- d. Member & Associate Member Dues
- e. 2011/2012 Proposed Budget
- f. Nomination of Officers for 2011/2012
- g. Bid Assignments for 2011/2012
- h. Old Business – Training
- i. New Business – EPLS
- j. Creation of Committee to Review Bylaws, JPA

3. Discuss Excluded Parties Listing System (EPLS) search (L. Kotas)

Lynne presented that she has been researching the EPLS and is requesting that we discuss at the next meeting to see what others are doing. Lynne has a call in to the San Diego Unified School District to locate where the \$25,000 is located. She did confirm that the \$25,000 is correct and is a cumulative amount. Sharon showed that she ran a list sorted out by the US and it was very short. Cajon Valley's auditor's said that all they are looking for is that there is a procedure in place. Lynne also stated that it should also be included in all NCEPC bids since we are never sure where the funding source is. Michael suggested doing it as a presentation & it was agreed it should be New Business.

4. Round Table Discussion

- a. Paulette asked for clarification on the difference between a bid & an RFP. Discussion moved to food service and what the rules were. Districts then shared how they handled RFP's.
- b. Paulette asked if anyone had interview questions for Purchasing. Sharon & Lynne said they would send some over.
- c. Peggy brought up the issues of bylaws and the list of positions. Peggy stated that she looked at as just a listing of positions, not an order. Jessica stated that based upon the discussion from the meeting was more that we should form a committee to go over the bylaws. Discussion moved to if there should be a written policy about guest speakers. It was discussed that would not be something that is added. Peggy informed that the creation of the committee should be included as an agenda item on the next meeting agenda. Discussion continued to asking Janay and Mary Ann if they would start attending the Admin meeting so that their history can be a part of the discussions.
- d. Discussion was held about how the districts handled their physical inventory.

- e. Michael asked how the districts handled gift cards. Most said they didn't because a gift of Public Funds. A couple of Districts use them for student Incentives. Lynne has a policy in place to address accounting and following the wellness policy.
- f. Sharon said that she had an old sea container that was converted. The District doesn't want to pay to move it and there is a company who wants it and will take away. Jessica let her know that you can't give it away unless you have to go through the process first. It was suggested to try Interscola, unless it values below \$2,500 or the board deems that it would cost more to sell it.
- g. Sharon presented that Apple is coming to them to lease computers. Paulette said that they are leasing and discussed how she is dealing with the process. Discussion then moved to the ipad and Jessica asked, Lynne how they were going to control the Apps. Lynne said they were working on the procedures now.

5. Adjournment

Peggy Stroika adjourned the meeting at 10:52 a.m.