



North County Educational Purchasing Consortium

Administrative Committee Meeting Minutes January 5, 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
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 8:48 a.m.

2. Agenda Items for December 10, 2010 Board Meeting

- a. Approve Administrative Committee Meeting Minutes from November 3, 2010
- b. Approve Administrative Committee Meeting Minutes from January 5, 2011
- c. Approve Award of HP & Non HP Printer Bid
- d. Approve Award of Lamp Bid
- e. Approve Award of Data Processing Supply Bid
- f. Approve Award of Networking Bid
- g. Approve Award of AV Equipment Bid
- h. Ratify Award of Office & Classroom Supply Bid
- i. Ratify Award of Science Supply Bid
- j. Ratify Award of K-6 Art Supply Bid
- k. Nomination & Voting on Secretary Position

3. Round Table Discussion

- a. Discussion ensued about the Nomination of Officers, what positions need to be filled and what the order of positions. Paulette will be bringing this for discussion to the next board meeting.
- b. Lynne asked about training and what people are looking for. Discussion ensued about the contracts seminar and how Public Works Contracts tend to be the focus and we wanted something about the other kinds of contracts. A "Purchasing Round Table" type meeting was suggested. Paulette will bring up the topic at the February meeting.
- c. Lynne requested information on how people are keeping their vendor bid list requests. Discussion ensued about how each buyer kept their information.
- d. Lynne brought up that the bylaws list the boundaries incorrectly. Peggy brought up that the SSL districts are represented by the County Office of Education. Discussion then moved to how the Bylaws and the JPA address the positions held by the board. Lynne questioned if the past practice of moving from one position to the next was required since it was not spelled out in the bylaws or the JPA. Peggy suggested that Lynne speak to Donna Caperton and Mary Anne Kristoulis to get some background information on why things were done that way. Kim suggested that a committee be formed to go over and update this issue. This will be brought up at the next meeting.
- e. Michael asked if anyone had an RFP for Audit Firms. He also asked if anyone had a document for Charter Bus Services. Lynne suggested that he speak to Donna Caperton as she had previously bid this.
- f. Lynne asked if anyone had trouble with the County Mail changes. Discussion ensued on this topic.

4. Adjournment

Peggy Stroika adjourned the meeting at 10:32 a.m.