



# North County Educational Purchasing Consortium

## Administrative Committee Meeting Minutes July 10, 2013

Districts in attendance:

Kim Simonds, Mira Costa Community College District  
Teresa Wacker, Palomar College  
Lynne Kotas, San Marcos Unified School District  
Kara Allegro, Fallbrook Union Elementary District  
Sharon Clay, Cajon Valley Union School District  
Debbie Kelly, Oceanside Unified School District  
Kimberly Hayes, San Diego County Office of Education  
Lorraine Haman, San Diego County Office of Education  
Doug Gilbert, San Dieguito Union High School District

### 1. Call to Order

Kim Simmonds called the meeting to order at 8:35 a.m.

### 2. Agenda Items for August 7, 2013 Board Meeting

- a. Approve June 5, 2013 Board Meeting minutes
- b. Approve July 10, 2013 Administrative Meeting minutes
- c. Approve Award of LCD Projector Lamp Bid
- d. Approve Award of CNS Snack and Beverage Bid
- e. Ratify Award of Fuel Bid
- f. Ratify Award of Library Supplies Bid
- g. Ratify Award of Health and Athletic Supplies Bid
- h. Ratify Award of Water Bottles Bid Extension
- i. Ratify Award of Copier Bid
- j. Ratify Award of AV Equipment
- k. Approve Amendment of Custodial Supplies Bid
- l. Bid Assignments
- m. Furniture bid
- n. Furniture Bid part 2 Prevailing Wage
- o. Create Adhoc Committee for NCEPC Training

### 3. Process for NCT invoice submittal

- a. Billing will go to treasurer and will reference Bid #, will need to give account number to Bid Administrators

### 4. Round table discussion:

- a. 1. Kim Simmonds suggested training committee be formed
- b. 1. Lynne Kotas discussed the need to update the bid assignments and to make sure we have awards in a timely manner.
- c. 1. Kara Allegra let us know that some districts have not paid the 12-13 dues; Kara will work on getting these taken care of.
- d. 1. Debbie Kelly inquired as to who is responsible for sending out this year's dues letters, Doug will take care of these as soon as possible.
- e. 1. Doug Gilbert inquired about the training and software for the treasurer position, Kara and Doug will work together to make it a smooth transition.

### 5. Adjournment

Kim Simmonds adjourned the meeting at 9:54 a.m.