



North County Educational Purchasing Consortium

Administrative Committee Meeting Minutes November 3, 2010

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
Sharon Clay, Cajon Valley Union School District

1. Call to Order

Peggy Stroika called the meeting to order at 8:45 a.m.

2. Agenda Items for December 10, 2010 Board Meeting

- a. Ratify Award of Print Shop Paper Bid
- b. Ratify Award of Legal Advertising Bid
- c. Approve Award Xerographic Paper Bid
- d. Approve Award of Art Supplies K-6 Bid
- e. Approve Award of Art Supplies 7-12 Bid
- f. Approve Award of Classroom Furniture and Equipment Bid
- g. Approve Award of Custodial Chemical Bid
- h. Approve Award of Custodial Supply Bid
- i. Approve Award of Office and Classroom Supply Bid
- j. Approve Award of P.E. Supply Bid
- k. Approve Award of Science Supply Bid
- l. Approve Award of High End PC Bid

3. Round Table Discussion

- a. Paulette brought up that Borrego Spring Unified School District has contacted her in looking for assistance with a bus bid. He also is interested in becoming a member. Paulette was question if Borrego Springs is an Associate or Member District if they were to join. Based upon the JPA and the Bylaws it was determined that Borrego Springs would be considered a Member District.
- b. Paulette presented that Kara Allegro is still on maternity leave and the K-6 Art Supply and the Science Supply Bids have not been completed and asked for guidance on how she should proceed. Paulette's suggestion was that we contact the vendors to see if they will extend the term of the bid. Kim suggested that we see if there would be someone who would be willing to temporarily do the rebid until Kara returns from maternity leave. Paulette offered to see if she could find a way to get a hold of Kara to see what her plan is. Paulette will also contact all of the vendors.
- c. Teresa asked about the P-Card programs that Districts use. Peggy offered that MiraCosta only has P-Cards for Purchasing. Kim suggested that Teresa contact Chris Wick at Palomar to see how her program is run.
- d. Sharon asked if anyone was looking at the Apple App Store Volume licensing. Lynne offered that San Marcos was looking into it, however, Apple was still trying to figure out how the system would work. So, San Marcos has decided to wait just a little longer to see how Apple puts the program together.
- e. Lynne brought up the question of Charter Schools and the Standard School Supply List through SDCOE since she was contacted by a charter school. Lynne let the school know to look for guidance from the SDCOE to make sure that they were able to utilize the NCEPC contracts.

- f. Lynne informed that she is working with Michael at SDCOE about the Legal Advertising Bid. Since there is not signed contract yet in place. She has also asked him to find out why San Diego Daily Transcript did not bid.
- g. Sharon asked about installation of interactive white boards. Is it just the install over \$15,000 or is it the total of the board and install that needs to be bid. She was advised that the boards are on the AV Bid, so it is just the labor that needs to be bid.
- h. Peggy brought up finding someone to take minutes for the next meeting. Peggy asked if someone would need to be found to fill in for the rest of the year. Teresa suggested that Mary Ann be contacted to ask if Alicia would be coming back. Paulette offered to make the call.

4. Adjournment

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