



College Station Independent School District

Success...each life...each day...each hour

College Station Independent School District Oversight Management Board Workshop MINUTES April 30, 2015 4:00 pm Board Room

A. CALL TO ORDER

President Valerie Jochen called the meeting to order at 4:02 p.m.

B. DECLARATION OF QUORUM/WELCOME

President Valerie Jochen declared a quorum of six members present. In attendance were President Valerie Jochen, Vice President Paul Dorsett, Secretary Jeff Harris, Trustees Carol Barrett, Michael Wesson and Michael Schaefer. Trustee Quinn Williams arrived at 4:18 p.m.

C. CONSIDERATION, DISCUSSION AND POSSIBLE ACTION RELATED TO A MANAGEMENT OVERSIGHT WORKSHOP FOR CSISD [PURCHASING AND WAREHOUSE DEPARTMENT](#)

Glynn Walker, Deputy Superintendent for Business and Operations gave a brief overview of the purpose of this evening's workshop and introduced Mark Pantel, Director of Purchasing. Mr. Pantel reviewed the function and processes for the Purchasing department including the purchasing items and materials for the entire district, textbook storage, warehouse inventory, surplus inventory, records storage and fleet fuel. Also reviewed were the Instructional Materials Allotment (IMA) funding from TEA, the vehicle fleet, facilities space, staffing levels, Purchase Orders, training, work orders, campus pick-up and delivery of mail and parcels, recycling and auction items. Mr. Walker reviewed the system integrity including bid processes, purchasing cooperatives State of Texas Contracts, interlocal agreements, bid evaluation, training and staff development, ethics, supervision, accountability and coordination with outside entities. Mr. Pantel reviewed the Purchasing metrics in regard to productivity, quality, timeliness, customer satisfaction and safety.

D. ADJOURNMENT

Without objection President Valerie Jochen adjourned the meeting at 5:26 p.m.

The Board of Trustees reserves the right to go into executive session in accordance with Section 551.071 and 551.084 of the Texas Government Code to discuss any item(s) it is authorized to discuss in executive session in accordance with the Texas Open Meetings Act. Any necessary Board Action related to such item(s) will be taken in open session following executive session.

VJ/ch

VALERIE JOCHEN - PRESIDENT

JEFF HARRIS - SECRETARY