



College Station Independent School District

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

College Station Independent School District Management Oversight Workshop – Purchasing - Minutes October 7, 2021 11:00 am Board Room

There will be a Workshop of the Board of Trustees of the College Station Independent School District on Thursday, October 7, 2021 at 11:00 a.m. in the CSISD Board Room, Central Administration Building, 1812 Welsh Ave. College Station, Texas. The following items are on the agenda:

A. CALL TO ORDER

President Mike Nugent called the meeting to order at 11:03 a.m.

B. DECLARATION OF QUORUM/WELCOME

President Nugent declared a quorum with five members present. In attendance were President Mike Nugent, Vice President GERALYN NOLAN, Secretary Jeff Horak, Trustee Joshua Benn, Trustee Kimberly McAdams. Trustee Amanda Green and Trustee Thomas Hall were not in attendance. Trustee Joshua Benn left the meeting at 12:26 p.m.

**C. CONSIDERATION, DISCUSSION AND POSSIBLE ACTION RELATED TO A
MANAGEMENT OVERSIGHT WORKSHOP FOR THE CSISD PURCHASING
DEPARTMENT**

Carmella Shafer, Director for Purchasing, provided an overview of the Purchasing and Warehouse Department for CSISD. This includes the purpose of the Purchasing Department, Board Policies governing purchases, department organizational chart, responsibilities of the department, purchasing procedures, items stocked in the warehouse, federal purchases, records retention, operating budget, bids and proposals, purchase orders, instructional materials, inventory tracking and sales.

The group took a brief recess at 12:05 p.m. The group reconvened at 12:14 p.m.

Director Shafer continued the presentation with surplus property and auctions, system integrity, training and staff development, certifications, ethics, coordination with outside agencies, performance metrics, customer satisfaction survey results, safety, monitoring and reporting, annual external audits, and accomplishments. Clarifying questions were asked and answered.

D. ADJOURNMENT

Without objection, President Nugent adjourned the meeting at 12:51 p.m.

MIKE NUGENT

Board President

The Board of Trustees reserves the right to go into executive session in accordance with Section 551.071 through 551.084 of the Texas Government Code to discuss any item(s) 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.

MN/ch

MIKE NUGENT – PRESIDENT

JEFF HORAK - SECRETARY