

**WILLIAMSBURG COUNTY SCHOOL DISTRICT  
BOARD'S POLICY WORKSHOP  
Monday, September 25, 2017 – 5:00 p.m.  
Board/Staff Development Meeting Room  
423 School Street – Kingstree, SC 29556**

**Members Present:** Rev. Alfred Darby, Dr. Linwood Cooper, Mrs. Gladys Dorsey, Mr. James Dukes, Jr., Mr. Joseph M. Lee, Ms. Angela McClary-Rush, Ms. Barbara McKenzie, and Dr. Kerry Singleton

**Member Absent:** Rev. William C. Henryhand, Sr.

**Others Present:** Ms. Carrie C. Brock, Mr. Michael Barrineau, Ms. Nicole Dixon, and Mrs. Bonnie Grimsley

The meeting was called to order by the Policy Committee Chair, Dr. Linwood Cooper.

After a moment of silence, all persons were asked to recite the Pledge of Allegiance.

**ADOPTION OF THE AGENDA**

A motion was made by Rev. Alfred Darby and seconded by Mrs. Gladys Dorsey to adopt the agenda. The motion was carried unanimously, (8-0).

Dr. Cooper said the purpose of the workshop was to review the contents of district's Procurement Policy, and asked Ms. Carrie Brock, Superintendent, to present information from the administration.

Ms. Brock stated that Ms. Nicole Dixon, Office Manager/Accountant/Procurement Officer for the school district, would facilitate the administration's presentation.

Ms. Dixon presented a PowerPoint overview of the district's procurement process, to include the following:

- Purpose and Policies
- Small Purchases
  - Purchases not in excess of \$2,500.00 (No competitive quotes)
  - Purchases from \$2,500.01 to \$5,000.00 (Verbal or written quotes – at least three)
  - Purchases from \$5,000.01 to \$10,000.00 (Written quotes – at least three)
  - Purchases from \$10,000.01 to \$25,000.00 (Written quotes, bids, or proposals – must be advertised)
  - Competitive procurements above \$25,000.01 (Must be advertised)
- Sole Source
  - Only one person or company can provide contractual services needed
- Competitive Sealed Proposals
  - Condition for Use
  - Public Notice
  - Receipt of Proposal
  - Request for Qualifications
  - Evaluation Factors
  - Discussion with Offerors
  - Selection and Ranking
  - Award

Ms. Dixon addressed Board Members' questions and concerns. Ms. Brock then asked for action from the Board regarding the requested amendment to the Procurement Policy.

A motion was made by Dr. Linwood Cooper and seconded by Dr. Kerry Singleton to approve the second reading on amendments to the school district's Procurement Procedures policy. The motion was carried unanimously, (8-0).

**ADJOURNMENT**

A motion was made by Dr. Linwood Cooper and seconded by Dr. Kerry Singleton to adjourn the meeting. The motion was carried, unanimously, (8-0). The meeting adjourned at 5:19 p.m.

Submitted by: Bonnie Grimsley Date: 10-23-17

Committee Chair: Alfred Daryl Date: 10-23-17