



MINUTES  
Procurement Committee Meeting  
June 2, 2021

The committee meeting was called to order by Chairman Huddle at 4:30pm. Ms. Huddle read board policy BDE on committees and noted that, Roberts Rules of Order would be followed and, like all board committees, the Procurement Committee is a Committee of the Whole, so all board members were invited to be on the committee. Ms. Blackburn Hines and Mr. Loveless agreed to serve on the committee with Ms. Huddle. In addition to these board members, representatives of the district attending were Dr. Melton, Dr. Turner, Ms. Rawls, Ms. Robinson and Ms. Shealy.

Ms. Blackburn Hines moved to approve the agenda and Mr. Loveless seconded the motion and it passed unanimously.

Mr. Loveless moved to approve Ms. Blackburn Hines as Vice Chair of the committee and Mr. Loveless as Committee Secretary. Ms. Blackburn Hines seconded the motion and it passed unanimously.

The committee covered this initial meeting at the request of the district's CFO, Ms. Rawls to review the proposed Request for Proposal (RFP) for Temporary Help and Substitute Teachers that they would like to publish as soon as possible. Several questions were asked about the proposed rates compared with other local districts, the contract term, the process for changing rates in the future, the frequency of substitutes working for multiple districts and the definition of long term substitutes. The committee recommended the following:

- Increase the proposed initial daily rate for certified substitutes by \$5 to be the most competitive with neighboring districts, provided this can be done within the current proposed budget.
- Include a definition of Long Term Substitutes that requires active certification in the subject being taught and replacement of a teacher on leave or a teacher vacancy.
- Include a provision allowing the district to update the base rates annually. It was noted that this could also be done via an amendment when needed.
- Once the contract is in force, ensure that payments adhere to the pricing schedule.

Recommendations for future agenda items were discussed. It was agreed that our next meeting would focus on the goals and objectives for the committee. Other future topics include a review of expected state required Procurement Code changes and the purchasing process.

A regular meeting schedule of the first Wednesday of each month at 4pm ET was agreed upon with the next meeting to be held August 4, 2021 (July 4<sup>th</sup> holiday week to be skipped).

The meeting adjourned at 5:20pm.

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