

# **MINUTES OF THE INSTRUCTIONAL SUPPLIES ADVISORY BOARD**

January 22, 2004

The Instructional Supplies Advisory Board met Thursday, January 22, 2004, 2:30 p.m. at the Central Warehouse, 225 East 9300 South, Sandy, Utah.

Those present were:

Rich Field, Director Purchasing/Warehousing  
David Vicchilli, Principal, West Jordan Elem.  
Marsha Morgan, Asst. Principal, Copper Hills High  
Judy Sheilds, Secretary, Albion Middle  
Susan Watson, Secretary, Monte Vista Elem.  
Pat Passey, Edgemont Elem.  
Al Spencer, Terra Linda Elem.  
Phyllis Embley, Curriculum Consultant  
Mary Jefferies, ISC Clerk  
Jay Caldwell, Lead Buyer  
Diane Cole, Buyer  
Karen Welch, Buyer  
Virginia Anderson, Buyer  
Judy Jenson, Warehouse Secretary  
Mike Anderson, Warehouseman  
Kim Forrester, Secretary

Excused were:

Randy Gray, Head Warehouseman  
Dorothy Seely, Secretary, Purchasing  
Shirlene Lancaster, Secretary, Riverton High  
Curt Scheidel, Asst. Principal, Butler Middle  
Pam Giles, Curriculum Consultant

## **A. GENERAL BUSINESS**

Rich Field conducted the meeting. The minutes from Nov. 20<sup>th</sup> were reviewed. Approval was unanimous with changes made.

## **B. ART BRUSHES**

Virginia brought a photocopy of two art brushes. One has a longer handle that kindergarten teachers say are too hard for students to use. They like the type with a shorter handle. Al will bring a sample of what his wife likes to use. Virginia would like feed back from others as to what they like best.

## **C. GRAPH PAPER**

Curriculum on math investigations series requires a graph paper of  $\frac{3}{4}$ ". What the warehouse carries is  $\frac{1}{4}$ ". White would be best for filling in colors. Virginia will get some information and samples; also they would like to look at graph paper with lines down the center that make a cross. Phyllis agreed this is a big issue for curriculum.

#### **D. MISCELLANOUS**

- \*ISC will ship Velcro through the district mail if you call them.
- \*Amethyst paper will be substituted for lavender; no gunmetal gray is available.
- \*Jaw type staple remover, may vary in color from walnut we currently have.
- \*Page protectors need to be clear, not matte finish.
- \*Al took a pencil sharpener for evaluation.
- \*David said his teachers only buy crayons once each year.
- \*We would like feedback on weekly delivery change. Will calls are now being delivered.
- \*Virginia brought some paper samples for each person to take some sheets from.

#### **E. PAPER PUNCH**

Diane had samples of single paper punches. One had a metal catcher and one had plastic. We sent them around and all agreed that the metal catcher would hold up better. They do not need to have the hanger if they come without them.

#### **F. RULERS**

Secondary schools need to have a metal edge on the rulers. Elementary teachers prefer rulers with no metal. Please check with the people you represent to see if they have a preference. Once rulers are ordered for the classroom they are kept for many years.

#### **G. CD/DVD**

IMC asked if we can look at having CD-R's stocked in the warehouse. All the new computers are being installed with CD burners in them. Karen will check prices and see what demand we have for them. Can we get a better price when ordering quantities than ordering individually from Office Depot? It may be a convenience to have them in the warehouse.

#### **H. ERASERS**

Virginia brought the evaluations from last meeting for the pencil tip erasers. There were a couple that were not good, a couple that seemed okay and one that was superior. Virginia gave the bid to the best type on the most recent order to avoid any more complaints.

#### **I. YARN**

Virginia also brought samples of yarn that we now carry and some we have had in the past. Schools say they use yarn about once a year for an art project. High schools use yarn in their pre-schools. We may want to look at discontinuing yarn in the warehouse and get parents to send what the students need for the one project each year.

#### **J. COPY PAPER**

Is it possible to order regular colored copy paper; canary, blue, green, etc. by the ream from the warehouse? The bright paper comes into the warehouse in cases and is shipped to schools by the ream. Can this be done with regular colored paper?

The next meeting is scheduled for Thursday, February 26, 2004.