

MINUTES OF THE INSTRUCTIONAL SUPPLIES ADVISORY BOARD

November 20, 2003

2:30 p.m.

The Instructional Supplies Advisory Board met Thursday, November 20, 2003, 2:30 p.m. at the Central Warehouse, 225 East 9300 South, Sandy, Utah.

Those present were:

Rich Field, Director Purchasing/Warehousing
Curt Scheidel, Asst. Principal, Butler Middle
David Vicchilli, Principal, West Jordan Elem.
Shirlene Lancaster, Secretary, Riverton High
Judy Shields, Secretary, Albion Middle
Susan Watson, Secretary, Monte Vista Elem.
Pat Passey, Edgemont Elem.
Mary Jefferies, ISC Clerk
Pam Giles, Curriculum Consultant
Jay Caldwell, Lead Buyer
Diane Cole, Buyer
Judy Jenson, Warehouse Secretary
Mike Anderson, Warehouseman

Excused were:

Randy Gray, Head Warehouseman
Dorothy Seely, Secretary, Purchasing
Virginia Anderson, Buyer
Marsha Morgan, Asst. Principal, Copper Hills High
Al Spencer, Terra Linda Elem.

A. GENERAL BUSINESS

Rich Field conducted the meeting. The minutes from the October 30th meeting were reviewed. They were approved after one change.

B. 11 X 15 ENVELOPES

David checked with his staff about having larger envelopes, but they do not have a problem with the current size. Pat said she would have her secretary order the larger size from one of the office supply contracts.

C. COLORED PARCHMENT PAPER

Karen has been trying to match the papers that have been discontinued. She has several samples from different vendors but has not found a suitable replacement. She has looked at state contract and non-contract. Jay suggested looking at Works brand, Simpson and Wausau. The colors we are trying to replace are lavender and gun metal gray, which are used by several schools in the district.

D. STUDENT NOTEBOOKS

Diane brought some samples of student notebooks. We carry the type that is stitched but may change the specifications to stapled if they are acceptable. Pat and Diane seemed to think the stapled types are acceptable if they will hold together.

E. PENCIL TIP ERASERS

Virginia brought samples of erasers with a list showing the types in the envelope. She asked us to make any comment on the sheet and give them back to her. Complaints have been made of the erasers being too firm causing papers to tear. Also, we have received complaints they are too soft and won't stay on the pencil.

F. CRAYONS

Virginia also brought samples of a new type of Crayola crayon called Twistables. They are in a plastic sleeve and twist out. She passed them around for us to look at and test. They are twice the length of a regular crayon, come in an 8-color set and cost \$1.50 per set. This is less than twice the cost of a regular set of 8 crayons but would last longer. The younger grades would still use the large crayons. David will ask his staff if they buy crayons more than once each year per student. The cost may be more if teachers only purchase one box per student each year. The older grades may like them, but a study or test needs to be done as to practicality, which grades can use them and what drawbacks there may be. Some classes like to use colored pencils or markers.

G. PENCILS

Pat brought a pencil she received as a test sample; she has liked these really well. They are triangle shaped and easy to hold. Diane said they are a higher grade and will probably cost more. One option would be to use these for penmanship. Diane will get some prices and more samples for evaluation. Maybe we can find a triangle shape in a cheaper version.

The next meeting will be held on January 22nd (Judy Shield's Birthday)!