

**MINUTES OF THE  
INSTRUCTIONAL SUPPLIES ADVISORY BOARD  
September 25, 2003  
2:30 P.M.**

The Instructional Supplies Advisory Board met Thursday, September 25, 2003 at 2:30 p.m. at the Central Warehouse, 225 East 9300 South, Sandy, Utah.

Those present were:

Rich Field, Director Purchasing/Warehousing  
Marsha Morgan, Asst. Principal, Copper Hills High  
Curt Scheidel, Asst. Principal, Butler Middle  
Susan Watson, Secretary, Monte Vista Elem.  
Judy Shields, Secretary, Albion Middle  
Shirlene Lancaster, Secretary, Riverton High  
Pat Passey, Edgemont Elem.  
Al Spencer, Terra Linda Elem.  
Mary Bailey, Consultant, Curriculum (substitute)  
Jay Caldwell, Lead Buyer  
Karen Welch, Buyer  
Diane Cole, Buyer  
Randy Gray, Head Warehouseman  
Judy Jenson, Warehouse Secretary  
Mike Anderson, Warehouseman  
Kim Forrester, Warehouse Secretary (substitute)

Excused were:

David Vicchrilli, Principal, West Jordan Elem.  
Pam Giles, Curriculum,  
Mary Jefferies, ISC Clerk  
Dorothy Seely, Secretary, Purchasing

**A. GENERAL BUSINESS**

Rich Field conducted the meeting. He welcomed everyone to a new year of meetings and explained what the committee does. He mentioned an example of the effectiveness of the committee in being able to get Crayola crayons back into the warehouse. The minutes from the May 15<sup>th</sup> meeting were reviewed. Judy Shields moved to approve with a second from Marsha Morgan. They were approved without any changes.

## **B. TEACHER PLANNERS**

There have been complaints and returns on the elementary teacher planners. Mike explained that the elementary requirements were in the back of the planner. Some of the schools then used the planners but some still did not want them, including Foothills Elem. These planners were presented to Brenda Hales for review. They compared others and gave the choice to the principals in a meeting. The principals all voted for the one we now stock. The previous type has been discontinued so we had to find a replacement. If there continue to be complaints they need to be channeled through curriculum or Diane Cole. Some schools have previous stock from past years, when they use those and get new ones more complaints might be heard. If we can't find one available on the market we could have printing services make them but they will cost more.

## **C. STAPLERS**

Shirleen heard from someone that many people don't like the staplers. There is a new smaller type available that are better. She will take that back to the high schools.

## **D. PAPER COLORS**

Karen has had a problem finding a gunmetal gray or something of a similar color. There are several gray colors but we aren't sure how close the match will be. Also, the lavender will be different. The schools that need those colors can try what we have or go to another source to get a color they want. Karen has some samples of colors. Judy Jenson has some swatches also. Karen has only one source for pumpkin and expects that may not be available soon.

## **E. TRANSPARENCIES**

There are Ink Jet Transparencies in the warehouse that are not being used. We need to get the word out that they are available. We will not be purchasing these when they are gone. If you use them on an overhead projector you need to put a clear cover over them to write on. They have a gummy film that prevents writing on them. Or you can reverse the print to use the other side. Karen would like to hear if there are any problems with the transparencies in the new digital copiers.

## **F. SAMPLES TO EVALUATE**

The exacto knife we have comes with 5 assorted blades. Diane would like to know if we need the blades with them. If we purchase the knife separately it may be cheaper. We have a safety dispenser in stock we can use for the blades. The art departments use the blades most and like the different types. Secretaries have knives with a blade that has lasted for years. Diane will check to see what the cost difference is. Committee members will take this back to people who use these and see what they think.

Diane brought some sample pencils if anyone wants them. She has a pair of scissors to evaluate. Al will try the scissors and fill out the evaluation.

### **G. WHITEBOARDS AND CLEANERS**

The maintenance department installs new whiteboards unless it is part of a remodeling project. The newer boards seem to be a poorer quality than the older type. The markers leave a shadow. Jay will bring this up with Val or Dan to see what can be done. Maintenance policy is to clean with rubbing alcohol and wipe down with water after.

### **H. TOTE TRAYS**

They seem do be expensive at \$6.13 each. We have been getting these for years on the State Contract. Occasionally we have trays that have been surplused so teachers can watch the purchasing website or check for availability with Margaret Sall in purchasing. We buy enough trays that we get a quantity discount. Maybe we can check with Sterilite about making a special size for us. It looks like they are made by the same process. We really need these trays, especially with all the new schools planning to be built. Sometimes they are part of the construction contract.

### **I. PROBLEMS**

Edgemont had some problems with item #510-2360, 5 x 7 envelopes not being sealed on the centerfold. When they looked further they found it wasn't as big a problem as first thought. They will watch to see if it was just that bad batch. The pencils Pat evaluated were not acceptable, because the erasers come off. Jay checked the sample athletic needle. He found no difference, they look the same and he could not duplicate the previous problem. No one else has complained of the same problem. Someone asked about glue sticks. ISC in the district office has those or an office supply contract. We do not have them in the warehouse because of the short shelf-life.

The following will be the meeting schedule for this year: October 30<sup>th</sup>, November 20<sup>th</sup>, no meeting for December, January 22<sup>nd</sup>, February 26<sup>th</sup>, March 25<sup>th</sup>, April 22<sup>nd</sup>, and May 20<sup>th</sup>. Each meeting will be at 2:30 p.m. in the Central Warehouse. (January 22<sup>nd</sup> is Judy's birthday and she wants treats)!