

MINUTES OF THE INSTRUCTIONAL SUPPLIES ADVISORY BOARD

January 6, 2005

2:30 p.m.

The Instructional Supplies Advisory Board met Thursday, January 6, 2004, 2:30 p.m. at the Central Warehouse, 225 East 9300 South, Sandy, Utah.

Those present were:

Rich Field, Director Purchasing/Warehousing
David Vicchrilli, Principal, West Jordan Elementary
Nicole Welch, Asst. Principal, South Hills Middle
Shirlene Lancaster, Secretary, Riverton High
Phyllis Whitehead, Secretary, South Jordan Middle
Susan Watson, Secretary, Monte Vista Elementary
Pat Passey, Teacher, Edgemont Elementary
Al Spencer, Teacher, Mountain Shadows Elementary
Mary Jefferies, ISC Clerk
Mary Bailey, Curriculum Consultant
Jay Caldwell, Lead Buyer
Karen Welch, Buyer
Diane Cole, Buyer
Teresa Abbott, Warehouse Secretary
Mike Anderson, Warehouseman
Dorothy Seely, Secretary, Purchasing

Excused were:

Marsha Morgan, Asst. Principal, Copper Hills High
Virginia Anderson, Buyer
Randy Gray, Head Warehouseman

A. GENERAL BUSINESS

Rich Field conducted the meeting. The minutes from the December 2, 2004 meeting were reviewed and approved as changed.

B. TAP-N-GLUE

Mike Anderson showed the committee a memo from one of the teachers in an elementary school. It showed a different type of glue bottle top that dispenses glue by tapping it on a surface. Susan Watson, Secretary, Monte Vista Elementary, said that they use these tops at her school in the kindergarten and first grade classes. They order approximately 350 at the beginning of each school year. She said that when students use this cap, a bottle of glue will last for a full school year because it eliminates "puddles". Susan will bring a sample for the committee at our next monthly meeting.

C. PLAYGROUND EQUIPMENT

The committee held a discussion on whether sports equipment should be stocked in the warehouse or ordered directly through a catalog. Jay Caldwell, Lead Buyer pointed out that on high usage items the cost was considerably less than catalog price when the item is bid out. For example, a playground ball (8 ½") purchased from a catalog costs approximately \$6. When a bid was sent out, the price for this ball is \$1.80. Other high usage items include: (usage shown is for orders in school year '05)

| <u>ITEM</u> | <u>USAGE</u> | <u>ITEM</u> | <u>USAGE</u> |
|----------------------|--------------|---------------------|--------------|
| Basket Ball | 454 | Junior Foot Ball | 153 |
| 8 ½" Playground Ball | 426 | 10" Playground Ball | 758 |
| 13" Playground Ball | 267 | Soccer Ball | 563 |

There are two foam balls that are not being ordered. The committee agreed that the reason for low usage was because schools were not aware that the foam balls are available. These can be used in the gymnasium for kickball or dodge ball. They are especially serviceable because they are very soft and will not cause injury to students. David Vicchilli, Principal, West Jordan Elementary, said that he would take a sample of each ball to the next principals meeting on February 1, 2005. The stock numbers for these balls are: 7" Foam Coated Indoor Ball (Yellow), #540-0205 and 8" Foam Coated Indoor Ball (Red), #540-0215

Jay Caldwell indicated that out there are several low usage items being stocked in the warehouse that could be advantageously ordered through a catalog. They include:

| <u>ITEM</u> | <u>USAGE</u> | <u>ITEM</u> | <u>USAGE</u> |
|------------------|--------------|-------------------|--------------|
| Soft Ball (Hard) | 8 | Home Plate | 9 |
| Soft Ball Bat | 23 | Base for Baseball | 24 |

The committee agreed that high usage items should continue to be stocked in the warehouse because of the lower pricing obtained through the bidding process. The committee will re-evaluate whether to discontinue low use items next month.

D. POSTER PAPER AND CONSTRUCTION PAPER

Mary Jefferies, ISC Clerk, said that she had received numerous requests for purple and navy blue poster paper. She brought samples of the poster board and the item numbers for those requested were: ACR Paper, Dark Blue RR6DBL and Purple RR6PR. She has also received requests for navy and a berry-red colored construction paper. She brought a sample of the red paper requested, and she will meet with Virginia Anderson to make sure they get the correct shade.

Jay Caldwell pointed out that paper companies change paper colors frequently and even though we are ordering a true red, we might get an orange red or berry red. The committee voted to include both colors of poster paper and both colors of construction paper to warehouse inventory.

E. PAPER PUNCH

Diane Cole brought two paper punches for the committee to test. The cost of the two was very similar. Pat Passey pointed out that one of them would punch transparencies but the other would not. Diane thanked the committee and said that their comments helped with her choice.

F. #2 1/2 PENCILS

Diane told the committee that currently the warehouse stocked two lead pencils, a #2 and a #2 1/2. The #2 pencil is used in testing throughout the district. Usage on the pencils is:

| <u>ITEM</u> | <u>USAGE</u> | <u>ITEM</u> | <u>USAGE</u> |
|-------------|--------------|---------------|--------------|
| #2 Pencil | 873 gross | #2-1/2 Pencil | 139 gross |

The committee voted to discontinue the 2-1/2 pencil when current supply was depleted.

G. LAMINATING FILM

Karen Welch informed the committee that schools can order either a 25" or 27" laminating machine. Most schools are using the 25" machine and the warehouse stocks replacement film for the 25". Karen wondered if we should also include 27" film to accommodate the larger machines. The committee asked Karen to find out how many of the 27" laminating machines had been ordered and based on this information, a decision will be made next month.

H. TOTE TRAYS

Diane Cole brought two different tote trays to show the committee. One was made of fiberglass and had no warranty, and the other was a hard plastic tray that does have a warranty. School committee members said that they disliked the fiberglass tray because it was easily damaged. Teachers Al Spencer and Pat Passey said that they had tote trays in their schools that they liked better than both of the samples. Al Spencer said he would bring a sample tray to next months meeting.

I. TRANSPARENCIES

Pat Passey brought samples of some older transparencies and those currently being stocked in the warehouse. The older, preferred transparencies were provided by a company that is no longer in business. New transparencies used on a copy machine cannot be used repeatedly on an overhead with Vis a' Vis pens because the ink cannot be erased. Diane said that she will include erasability in the description of her next transparency bid.

J. FUTURE MEETINGS

Future meetings will be held on the following days:

- Thursday, February 3, 2005
- Thursday, March 3, 2005
- Thursday, April 7, 2005
- Thursday, May 5, 2005