

**MINUTES OF THE  
INSTRUCTIONAL SUPPLIES ADVISORY BOARD  
December 2, 2004  
2:30 p.m.**

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

Those present were:

Rich Field, Director Purchasing/Warehousing  
Nicole Welch, Asst. Principal, South Hills Middle  
Marsha Morgan, Asst. Principal, Copper Hills High  
Phyllis Whitehead, Secretary, South Jordan Middle  
Susan Watson, Secretary, Monte Vista Elementary  
Al Spencer, Teacher, Mountain Shadows Elementary  
Mary Jefferies, ISC Clerk  
Mary Bailey, Curriculum Consultant  
Jay Caldwell, Lead Buyer  
Karen Welch, Buyer  
Virginia Anderson, Buyer  
Diane Cole, Buyer  
Randy Gray, Head Warehouseman  
Mike Anderson, Warehouseman  
Teresa Abbott, Warehouse Secretary

Excused were:

Dorothy Seely, Secretary, Purchasing  
Shirlene Lancaster, Secretary, Riverton High  
Pat Passey, Teacher, Edgemont Elementary  
David Vicchilli, Principal, West Jordan Elementary

**A. GENERAL BUSINESS**

Rich Field conducted the meeting. The minutes from the November 4<sup>th</sup> meeting were reviewed and approved as changed. Steve Bailey, an intern in the Leader Preparation Program was introduced to the committee. He is currently working at Copper Hills High.

**B. VIOLET PAPER**

Violet paper will be available once all of the purple has been used. The violet paper will be available in 60# and cover.

**C. ATHLETIC STATE CONTRACT**

Jay Caldwell is on a committee at the state level and would like to know if we would like to continue stocking whistles, playground balls, etc. or if the schools would like to buy from the catalog. The advantage is that the catalog has everything that the school may need and the availability is next day delivery. Teachers are able to choose different ball colors, games, volleyball equipment, etc. The disadvantage is that some of the items that we buy in bulk quantity are purchased direct from the manufacturer and offered to the schools at a lesser price. To purchase a 10" yellow playground ball from the warehouse,

the cost is \$1.53 per ball, whereas to purchase through the catalog the price is anywhere from \$2.75 to \$3.25 per ball.

Rich asked the elementary and middle school representatives to check with the individuals they represent and see what they may want to do.

#### **D. TOTE TRAYS**

Diane Cole presented the option of purchasing plastic tote trays instead of fiberglass tote trays. The fiberglass tote trays have been stocked at the warehouse for around 20 years. There is another tote tray available that is plastic and gives more flexibility. There have been one or two schools that have shown a desire to purchase the plastic over the fiberglass. The plastic tote trays are smaller and the fiberglass tote tray fits in the elementary desk.

Rich has asked that we get a price on each and determine at that time whether to present to the schools.

#### **E. COLOR SPLASH GLUE**

Diane Cole mentioned that there have been some problems with lids breaking off when trying to refill the color splash glue bottles. These bottles are not refillable. If schools wish to use refillable bottles, they can be ordered through the warehouse using #510-3090.

#### **F. TRIANGLE PENCILS**

Diane Cole brought to our attention that the triangular pencils would be available sometime in January. There has already been a stock number issued on the pencils.

#### **G. TRANSPARENCIES**

Karen Welch has some samples of transparencies that can be run through the copy machine and written on. These have been tested and seem to work great.

#### **H. SURGE PROTECTORS**

Mike Anderson received feedback on the faulty surge protectors. One of the protectors had a faulty component on the circuit board. The other was determined to be an overload problem. Several schools have been using these surge protectors and we have not received any information of any other problems.

#### **I. WHITE BOARD MARKERS**

Phyllis Whitehead reported back on the push button white board markers. Many teachers have emailed her that they don't like them at all. They don't like the tips on the markers, they write too light, several have fallen apart and two have exploded.

Future meetings will be held on the following days:

January 6, 2005

February 3, 2005

March 3, 2005

April 7, 2005

May 5, 2005