

MINUTES OF THE INSTRUCTIONAL SUPPLIES ADVISORY BOARD

May 5, 2005

2:30 p.m.

The Instructional Supplies Advisory Board met Thursday, May 5, 2005, at 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
Shirlene Lancaster, Secretary, Riverton High
Marlene Smith, Secretary, IMC
Mary Jefferies, ISC Clerk
Pat Passey, Teacher, Edgemont Elementary
Jay Caldwell, Lead Buyer
Karen Welch, Buyer
Virginia Anderson, Buyer
Dorothy Seely, Secretary, Purchasing
Randy Gray, Head Warehouseman
Teresa Abbott, Warehouse Secretary

Excused were:

David Vicchilli, Principal, West Jordan Elementary
Marsha Morgan, Asst. Principal, Copper Hills High
Diane Cole, Buyer
Mary Bailey, Curriculum Consultant
Phyllis Whitehead, Secretary, South Jordan Middle
Susan Watson, Secretary, Monte Vista Elementary
Al Spencer, Teacher, Mountain Shadows Elementary

A. GENERAL BUSINESS

Rich Field conducted the meeting. Minutes from the April 7, 2005 meeting were reviewed and approved.

B. WIRE BASKET SUPPORTS

Marlene Smith brought in some wire supports that are used with wire baskets. The weld had failed on all of these supports. Randy Grey replaced the supports with new ones from stock. If there are other problems with these supports throughout the District, employees are encouraged to notify Central Warehouse.

C. PAPER

Karen Welch reported that some of our paper manufacturers have changed the color of their paper. This is a common occurrence and usually happens in the spring of the year. A discussion followed regarding how to update the paper swatch booklets sent out to secretaries throughout the District.

The company that has been providing our pumpkin paper has discontinued it. Karen Welch said that so far she hadn't been able to find something of a similar shade. She will continue to look for it, but when current stock is depleted, the color will be discontinued.

Per the committee's recommendation, 520-0850 text weight purple and 520-1220 cover weight purple will be discontinued when stock is depleted. 520-0865 text weight violet and 520-1235 cover stock violet will replace it.

Karen is still trying to find a suitable shade and weight of brown and navy blue paper.

D. LAMINATING FILM

Karen Welch reported that the warehouse now stocks 27" laminating film. The order number for this size is 530-0037.

E. SHEET PROTECTORS

Marlene Smith brought a package of overhead sheet protectors as requested by the committee. These protectors are available from Office Depot for \$3.07 in packages of 10 each. They are specifically designed to be used with overhead transparencies and written on and erased repeatedly. Pat Passey volunteered to test them and report back to the committee.

F. ISC CENTER

The District is creating two Instructional Support Centers so that teaching materials will be more accessible to teachers. One center will be located at Terra Linda Elementary and the other will be housed at Park Lane Elementary. Renovations at both schools have already begun to accommodate this change. Marlene Smith said that she will be in charge of ordering supplies for both locations.

G. TOTE TRAYS

At our last meeting, Pat Passey volunteered to test tote tray samples obtained by Diane Cole. Pat reported that none of the samples would fit the three different types of desk at her school. Diane will continue to search for suitable trays.

H. FUTURE MEETINGS

Meeting will be scheduled for next year after new committee members have been designated. Rich Field thanked the committee for their service and said that appointments to this committee are made by Sherry Wasden. Members usually serve for three years. Teacher appointments are made by the Jordan Education Association and the association determines the length of service for teachers.