

MINUTES OF THE INSTRUCTIONAL SUPPLIES ADVISORY BOARD

September 16, 2004

2:30 p.m.

The Instructional Supplies Advisory Board met Thursday, September 16, 2004, 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
Nicole Welch, Asst. Principal, South Hills Middle
David Vicchilli, Principal, West Jordan Elem.
Shirlene Lancaster, Secretary, Riverton High
Phyllis Whitehead, Secretary, South Jordan Middle
Mary Bailey, Curriculum Consultant
Mary Jefferies, ISC Clerk
Jay Caldwell, Lead Buyer
Karen Welch, Buyer
Virginia Anderson, Buyer
Randy Gray, Head Warehouseman
Teresa Abbott, Warehouse Secretary
Mike Anderson, Warehouseman
Dorothy Seely, Secretary, Purchasing

Excused were:

Susan Watson, Secretary, Monte Vista Elem.
Diane Cole, Buyer

A. GENERAL BUSINESS

Rich Field conducted the meeting. The minutes from the April 22, 2004 meeting were reviewed and approved.

B. WAREHOUSE RETURNS

Mary Jefferies said that sometimes schools return supplies via the district mail service. She explained that the mail service was not equipped to handle supply returns. Randy Gray said that most supplies returned by the mail service were old stock that had been in schools for some time. Rich Field said that Burke Jolley, Deputy Superintendent, sent a memo to all of the schools in 2000, but it appears that a new memo is necessary.

C. PURPLE PAPER

Mary Jefferies said that she had been to an open house sponsored by Xpedx Paper Store. One of the samples she received was offered by Fraser Brite and named Violet. The color is much brighter and she felt it would better meet her needs. She wondered if it

could be stocked in the warehouse in place of the current purple paper, also manufactured by Fraser Brite. Shirleen Lancaster said that the violet color more closely matched her school's colors and she would like to see a switch as well. Rich Field asked Teresa Abbott to review current stock and report quantities at our next meeting. The committee will then decide whether to stock purple or violet.

D. SAMPLES TO BE TESTED

Samples of glue and pencils were distributed to Phyllis Whitehead, Shirleen Lancaster, Mary Bailey and David Vicchrilli. They will report their findings on these products at our next meeting.

E. WHITE GLUE

Rich Field said that a number of elementary schools have returned bottles of white glue currently carried at the warehouse. Rich asked if this was a wide-spread problem or if it was unique to just a few schools. Their complaint is that the twist top is difficult for elementary children to manage. They also claim that the plastic containers are too stiff for small children to squeeze. Rich pointed out that this glue had been tested last year and reports received indicated that the glue was a different brand, but it was acceptable. David Vicchrilli said that he hadn't heard anything negative from any of his teachers. Rich suggested that we review the glue issue after testing had been completed on new brands.

F. STAPLERS

Phyllis Whitehead said that they were having problems with their staplers. Since Phyllis is new to the committee, we indicated that this issue had been addressed in past meetings. The problem might not necessarily be the stapler, it might be the staples. Sometimes the warehouse carries staples for the stapler currently stocked at the warehouse, but not all staples are compatible with all staplers. We try to keep staples in stock that are compatible with all brands, but sometimes there is just enough difference to make staplers stick and become ineffective.

G. WHITE BOARD CLOTH

Mike Anderson said that there was a new cloth to be used on white boards that will clean the board without leaving a shadow. We will discuss the new cloth with Diane at our next meeting.

H. METER VS YARD STICKS

Mike Anderson suggested that we stock either a yard stick or a meter stick but not both. The minutes of October 30, 2003 were read and the committee decided that the yard stick should be discontinued. The committee again made a motion to discontinue the yard stick when current stock is depleted.

I. MEETING SCHEDULE

The scheduling for future meetings was discussed. In past years, meetings have been scheduled for the third Thursday of each month. Nicole Welch pointed out that there is an assistant principal's meeting scheduled at the same time, so the committee decided to hold meetings on the first Thursday of each month. Meetings will be held on the following days:

October 7, 2004

November 4, 2004 (Representatives from the Curriculum Department asked to be excused from this meeting.)

December 2, 2004

January 6, 2005

February 3, 2005

March 3, 2005

April 7, 2005

May 5, 2005