

**MINUTES OF THE
INSTRUCTIONAL SUPPLIES ADVISORY BOARD
December 7, 2006
2:30 PM**

The Instructional Supplies Advisory Board met Thursday, November 2, 2006, 2:30 p.m. at the Central Warehouse, 225 East 9300 South, Sandy, Utah.

Those present were:

Rich Field, Director Purchasing/Warehousing
Jana Crist, Asst. Principal, Alta High
Joan Brown, Secretary, West Jordan High
Nicole Welch, Asst. Principal, South Hills Middle
Kathy Owens, Secretary, Terra Linda Elementary
Marlene Smith, Secretary ISC
Pat Passey, Teacher, Edgemont Elementary
Jay Caldwell, Lead Buyer
Diane Cole, Buyer
Valerie Peterson, Buyer
Jayne Aguilar, Secretary, Warehouse
Randy Gray, Head Warehouseman
Dorothy Seely, Buyer/Secretary

Excused were:

Phyllis Whitehead, Secretary, South Jordan Middle
Kathe Riding, Principal, Westvale Elementary
Marilyn Kurt, Teacher, Joel P. Jensen
Kathy Ridd, Curriculum Consultant

A. GENERAL BUSINESS

Rich Field conducted the meeting. The minutes from our last meeting were reviewed and approved as amended.

B. CENTRAL WAREHOUSE TOUR

Rich said that there was some interest among new secretaries to have a tour of Central Warehouse to acquaint themselves with products that are available there. He will coordinate a time with Randy Gray and notify secretaries of this opportunity.

C. CENTRAL WAREHOUSE CATALOG

A link to the Central Warehouse catalog has been added to the Central Warehouse web site. The catalog is listed in an Excel format and can easily be printed.

D. PRINTING PROBLEMS

Marlene Smith visited with Alan Bullock, Printing Supervisor, about problems with printed forms. Alan said that he would be glad to discuss problems related to the Printing

Department with anyone. If necessary, he will come to their school to better understand the problem and find resolutions.

E. RUBBER CEMENT

Joan Brown told the committee that she received a half-full can of rubber cement that had solidified. The committee suggested that maybe the glue was old and she should return it to the warehouse for replacement.

F. RULERS

Pat Passey bought a 12” ruler that had inch measurements on one side and metric on the other. This is the ruler currently carried in the warehouse but the description is vague in the supply catalog. The committee suggested that the description be changed with a more complete description. Rich also suggested that we include a digital photograph as an attachment for this item under the warehouse web page under “Photos of Supply Items.”

G. TRANSPARENCIES

Rich said that he had visited with Craig Stark recently and Mr. Stark said he was using a transparency with his classes at the U of U that erased successfully. Rich will follow up and see if they can identify the brand and vendor.

H. AV LAMPS

Marlene Smith said that there was some confusion as to the budget code to use when ordering replacement lamps. She said that they’ve used a maintenance warehouse code in the past. Marlene said she would research the budget code and inform Rich or report at our next meeting.

I. RAILROAD BOARD

Valerie Peterson said she had received samples from various vendors and the colors are very similar. She will add this dark blue railroad board to her next bid. There are two other shades of blue, Azure and Royal, currently being carried in the warehouse. The committee decided to leave both in stock until they can receive feedback from schools as to usage. It was also suggested that the description in the warehouse catalog be changed to light, medium and dark blue.

J. SCISSORS

Pat Passey reported on the scissors that she evaluated for Diane Cole. She said that even after a month’s usage, they were still stiff and difficult to use.

K. CERLOX BINDING

Diane is evaluating usage of Cerlox binding combs. She said that the vendor requires a \$50 minimum combined order, and that might be prohibitive for a single school. Marlene Smith said that they sell a large number of these combs through the IMC and they don’t require a minimum order.

L. PENCIL SHARPENERS

Pencil sharpeners were discussed at our last meeting. It was found that the sharpeners we are receiving were of inferior quality. It is very difficult to ensure delivery of the item that was accepted through the bidding process because vendors frequently submit one sample for the bid and deliver a different one when the order has been placed. The committee suggested that new sharpeners be ordered directly through one of our office suppliers on state contract, Office Depot, Corporate Express or Office Max. They will probably be assured of receiving the brand requested.

K. MEETING SCHEDULE

Future meetings are scheduled as follows:

February 1, 2007

March 1, 2007

April 12, 2007

May 3, 2007