

**MINUTES OF THE
INSTRUCTIONAL SUPPLIES ADVISORY BOARD
February 1, 2007
2:30 PM**

The Instructional Supplies Advisory Board met Thursday, February 1, 2007, 2:30 p.m. at the Central Warehouse, 225 East 9300 South, Sandy, Utah.

Those present were:

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

Excused were:

Jana Crist, Asst. Principal, Alta High
Kathy Ridd, Curriculum Consultant
Phyllis Whitehead, Secretary, South Jordan Middle

A. GENERAL BUSINESS

Rich Field conducted the meeting. The minutes from our last meeting were approved.

B. WAREHOUSE TOUR

The committee recommended that a warehouse tour be conducted for secretaries who would like to familiarize themselves with items that are stocked in the warehouse. Several suggestions for the tour were made including:

1. Conduct two tours in March that would include traditional secretaries in one and year-round secretaries in the other.
2. Contact secretaries and have them make a list of questions or items they would like to see.
3. Include buyers and warehouse personnel so that they can answer questions posed by secretaries.
4. Demonstrate use of the Purchasing and Central Warehouse web sites.

C. AV LAMPS

Marlene Smith said that budget code location for ordering replacement AV lamps was 078 or the maintenance warehouse and was confusing for secretaries. Rich researched the code and found that each school has access to the following budget code: 10-078-9735-2690-665

- 10 – Maintenance & Operations
- 078 – Maintenance Service
- 9735 – IMC Repair
- 2690 – Operation/Maintenance
- 665 – IMC Warehouse

D. PAPER ORDER

Marlene Smith said that Brighton High as has asked that we order colored 8 ½” x 17” paper. Jay Caldwell said he would call Marlene to discuss this request.

E. PRANG CHALK

Pat Passey said that the Prang chalk stocked in the warehouse would not erase from chalkboards. Randy Gray and Jane Aguilar both said they hadn’t had complaints. Warehouse personnel said they had never had any complaints before but Val Peterson would research this further.

F. ERASERS ON COLORED PENCILS

Diane Cole asked committee members if they had any feedback regarding erasers on colored pencils. She said that the cost was significantly less if we ordered pencils without them and the eraser tended to harden and become unusable. The committee voted to eliminate erasers on colored pencils for 510-6740 12 pk assorted colors and 510-6760 24 pk assorted colors.

G. TRANSPARENCIES

Rich brought a box of 3-M Highland Transparencies #904 for the committee to evaluate. They are the transparencies recommend by Craig Stark to be used with Vis a Vis pens that can be erased. Pat Passey agreed to test them and report back at our next committee meeting.

H. SAMPLE TESTING

Diane Cole brought several samples of pencils, paper punches and scissors for various committee members to take back to their schools and evaluate. Committee members will bring a report their findings at our next meeting.

K. MEETING SCHEDULE

Future meetings are scheduled as follows:

- March 1, 2007
- April 12, 2007
- May 3, 2007