

MINUTES OF THE INSTRUCTIONAL SUPPLIES ADVISORY BOARD

September 20, 2006

2:30 p.m.

The Instructional Supplies Advisory Board met Thursday, December 1, 2005, 2:30 p.m. at the Central Warehouse, 225 East 9300 South, Sandy, Utah.

Those present were:

Rich Field, Director Purchasing/Warehousing
Kathy Riding, Principal, Westvale Elementary
Jana Crist, Assistant Principal, Alta High
Nicole Welch, Asst. Principal, South Hills Middle
Joan Brown, Secretary, West Jordan High
Phyllis Whitehead, Secretary, South Jordan Middle
Jay Caldwell, Lead Buyer
Diane Cole, Buyer
Valerie Peterson, Buyer
Randy Gray, Head Warehouseman
Jayne Aguilar, Secretary, Warehouse
Dorothy Seely, Secretary, Purchasing

Excused were:

Kathy Owens, Secretary, Terra Linda Elementary

A. GENERAL BUSINESS

Rich Field conducted the meeting. The Purchasing Department had two buyers retire in June, Karen Welch and Virginia Anderson. Their commodities were assigned to the remaining four buyers with some commodities being assigned to Valerie Peterson and Dorothy Seely.

He also noted that Pat Passey, a teacher at Edgemont and Marilyn Kurt, a teacher at Joel P. Jensen had been assigned to the committee by the Jordan Teacher's Association.

B. STAPLERS

Phyllis Whitehead said that they were still having problems with their staplers. She reported that the staplers were sticking and that the brand carried in the warehouse doesn't open up to enable teachers to staple items to the wall.

Diane Cole suggested that the problem might not be the stapler, it might be the staples. Not all staples are compatible with all staplers. We try to keep staples in stock that are compatible with our current stapler, but sometimes there is just enough difference to make staplers stick and become ineffective.

A sample stapler from the warehouse was inspected to see why it wouldn't open for tacking purposes. Several committee members tried to open it but were unable to do so. Rich Field suggested that Diane Cole check the specifications

and see if a different stapler has been substituted. Diane will report at our next meeting.

C. PAPER

Jay Caldwell reported that Xerox was the low bidder on white paper during the recent state reverse auction. He said that their paper was top quality and he is satisfied with the bid.

Jay also said that there will be color changes in some of the paper stocked in the warehouse after the first of the year. He asked how we have notified school secretaries of these color changes in the past. Jayne Aguilar offered to send new color swatches to school and department secretaries.

D. PERFORATED PAPER

Joan Brown reported a problem she has encountered when using paper that has been perforated by the District's Printing Department. This paper is used for printing receipts. The paper continually jammed in their office printers. She said that the paper might be a slightly heavier weight and that might be part of the problem. Other committee members have had similar problems and have discontinued using the perforated paper.

E. FILE CABINETS

Diane Cole said that Rick Conger, Director of Maintenance has requested that the warehouse stock file cabinets with pre-installed locks. Rick said that school custodians want his maintenance locksmiths to install these locks and it is very time consuming. Rich Field said that these locks are easily installed and maybe we need to contact LaMar Wanberg and see if a demonstration can be included with their next custodial meeting. Jay will meet with LaMar to discuss this idea.

F. PENCILS

Diane Cole reported that we are unable to purchase the tri-barrel pencil from our usual vendor. She will try to find another vendor that can furnish these pencils. Teachers have returned positive input on these pencils because they are useful when teaching penmanship.

G. MEETING SCHEDULE

The scheduling for future meetings was discussed. The committee decided to hold meetings on the first Thursday of each month. Meetings will be held on the following days:

November 2, 2006
December 7, 2006
January 4, 2007
February 1, 2007

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