

SPECIAL MEETING

Tri-County Career Center

March 19, 2019

The Tri-County Career Center's Board of Education met in Special Session on Tuesday, March 19, 2019, at 6:50 p.m. in Room 108.

A moment of silent reflection was observed and the Pledge of Allegiance was recited.

Members present for roll call were: Mr. Roger Brown, Mr. John Depoy, Mr. Gary Dicken, Mr. Ray Hatem, Mr. John McGaughey, Mr. Jim Palmer, Mr. Ed Penrod, and Mr. Bruce Nottke presiding. Members absent for roll call were: Mr. Mark Barrell, Mr. Micah Covert and Dr. John Woltz. Also present were: Connie Altier, Superintendent; Laura Dukes, Treasurer; Kelly Leffler, Director/Adult Education & Maintenance Supervisor; Tom McGreevy, Director/High School Principal; Amanda Wiseman, Assistant Principal; Mindy Ingram, Administrative Assistant and Mr. & Mrs. Bailey.

Special Presentation: Kelly Leffler presented a slide show of the Welding Lab Expansion Project and discussed the progress that has been made. The estimated date of completion is April 18.

12-19 It was moved by Mr. Depoy and seconded by Mr. Palmer to approve the February 2019 Regular Board Meeting Minutes as mailed.

VOTING YES ON ROLL CALL WERE: Mr. Brown, Mr. Depoy, Mr. Dicken, Mr. Hatem, Mr. McGaughey, Mr. Nottke, Mr. Palmer and Mr. Penrod.

NAYS: NONE.

MOTION CARRIED.

Public Participation: Mr. & Mrs. Bailey, grandparents of a student in Auto Body, addressed the Board with questions and concerns expressed in their letter sent to Logan-Hocking Schools and shared with Tri-County's Board of Education and administrators prior to the meeting.

Concerns of Mrs. Bailey:

1. On the school's website, the Auto Body Technology Program has twelve areas of study listed. To date, her granddaughter has only received instruction in seven of those areas.
2. Students are using personal cell phones in class when the student handbook states they are not permitted.
3. Questioned why the school was going to separate her granddaughter from her boyfriend, who is in the same class.
4. Asked why only girls were assigned a project of working on four pool chairs, instead of another project.
5. Her granddaughter has stated there is a lack of things to do in the lab.
6. Many of the items in the Auto Body lab are outdated. There is a great need to update it.

Responses and discussions were provided by Mrs. Altier, Mr. McGreevy, Mrs. Wiseman and members of the Board of Education. Mrs. Altier also stated that numerous steps have been made to improve their granddaughter's learning experience, but every student learns in their own way and may not achieve all competencies.

Mr. Nottke thanked Mr. & Mrs. Bailey for coming to the Board with their concerns. He also stated that the Board will review the issues presented.

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Discussion: Laura Dukes (Treasurer) reviewed the Treasurer's Agenda (A. – C.).

13-19 Upon recommendation of Laura Dukes, it was moved by Penrod and seconded by Mr. Depoy to approve the Treasurer's Agenda (A. – C.) as follows:

- A. Approve the Financial Report (February 2019)
- B. Approve participation in the Ohio SchoolComp Workers' Compensation Group Retrospective Rating Program for Calendar Year 2020 at a fee of \$620 (\$615 for 2019)
- C. Accept amendments to the following federal grants for FY19:
 1. Department of Health and Human Resources grant award as passed through the Athens County Department of Job and Family Services (CFDA number 93.558) for Adult Education short-term course enrollment for eligible Athens County residents increased from \$20,900 to \$34,859
 2. Department of Health and Human Resources grant award as passed through the Athens County Department of Job and Family Services (CFDA number 93.558 and 93.667) for Adult Education long-term course enrollment for eligible Athens County residents decreased from \$27,357 to \$13,398

VOTING YES ON ROLL CALL WERE: Mr. Brown, Mr. Depoy, Mr. Dicken, Mr. Hatem, Mr. McGaughey, Mr. Nottke, Mr. Palmer and Mr. Penrod.

NAYS: NONE.

MOTION CARRIED.

Discussion: Kelly Leffler (Director/Adult Education & Maintenance Supervisor) discussed the following:

1. An adult education quick facts sheet (distributed) which gives a general overview of past and current credentials and opportunities offered.
2. The fire alarm system was repaired/updated on Friday. Everything is now working properly.
3. The Welding Lab Expansion Project is proceeding. There is some controversy on the ceiling in the lab.
4. Mr. Nottke asked about the status of the water line replacement project. Mr. Leffler stated the water line from the boiler room to Cosmetology will be replaced April 19. The remainder of the water line will be replaced the second week of July.

Discussion: Tom McGreevy (Director/High School Principal) discussed the following:

1. Distributed a list of students who competed in regional contests for BPA, FCCLA, FFA and SkillsUSA.
2. Invited Board Members to attend the Future Fair on Friday, March 29, from 8:30 a.m. to noon.

14-19 It was moved by Mr. Brown and seconded by Mr. Dicken to go into Executive Session at 7:25 p.m. to discuss a complaint/investigation of a public employee with the following Board Members/individuals in attendance: Mr. Brown, Mr. Depoy, Mr. Dicken, Mr. Hatem, Mr. McGaughey, Mr. Nottke, Mr. Palmer & Mr. Penrod, Board Members; Connie Altier, Superintendent; Laura Dukes, Treasurer; Kelly Leffler, Director/Adult Education & Maintenance Supervisor; Tom McGreevy, Director/High School Principal; Amanda Wiseman, Assistant Principal and Mindy Ingram, Administrative Assistant.

VOTING YES ON ROLL CALL WERE: Mr. Brown, Mr. Depoy, Mr. Dicken, Mr. Hatem, Mr. McGaughey, Mr. Nottke, Mr. Palmer and Mr. Penrod.

NAYS: NONE.

MOTION CARRIED.

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Mr. Nottke (Board President) declared Open Session at 7:48 p.m. with the same Board Members present.

Discussion: Connie Altier (Superintendent) reviewed the Superintendent's Agenda (A. – F.) and noted the following addition:

G. Employment:

I. Substitute for FY19 (per substitute hourly rate):

a. ♦Tina Saldana, High School Substitute

♦Pending Certification

15-19 Upon recommendation of Connie Altier, it was moved by Mr. Hatem and seconded by Mr. Brown to approve the Revised Superintendent's Agenda (A. – G.) as follows:

A. Approve Service Provider Agreement between Tri-County and Ohio University Patton College of Education, approximate cost is \$14,916.00 (Graduate Assistant Fellow)

B. Approve removal of inventory (see pages 4180 - 4183)

C. Approve entering into contract with Auction Ohio to sell surplus items at 30% of cost of selling price

D. Approve hiring Schorr Architects, Inc., to provide architectural services for enhancements and refurbishments to Tri-County Career Center

E. Approve changes to Receptionist Job Description Essential Duties (see page 4184)

F. Approve out-of-state travel for Kelly Smith to attend the Project Search Conference in Anaheim, CA, Monday, July 29, 2019 – Friday, August 2, 2019, and reimburse expenses per Board policy

G. Employment:

I. Substitute for FY19 (per substitute hourly rate):

a. ♦Tina Saldana, High School Substitute

♦Pending Certification

VOTING YES ON ROLL CALL WERE: Mr. Brown, Mr. Depoy, Mr. Dicken, Mr. Hatem, Mr. McGaughey, Mr. Nottke, Mr. Palmer and Mr. Penrod.

NAYS: NONE.

MOTION CARRIED.

Discussion: Connie Altier discussed the following:

1. Distributed a flyer for the school's second annual car show, to be held on Saturday, May 4. New additions this year include a craft show and custom & vintage motorcycles.
2. The Passport Ceremony will be held on Tuesday, May 21, at 7:00 p.m. at the Hocking College Recreation Center.

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16-19 It was moved by Mr. Depoy and seconded by Mr. Penrod to approve the Board's Agenda (A.) as follows:

A. Change the May 21, 2019 Regular Board Meeting to May 28, 2019

VOTING YES ON ROLL CALL WERE: Mr. Brown, Mr. Depoy, Mr. Dicken, Mr. Hatem, Mr. McGaughey, Mr. Nottke, Mr. Palmer and Mr. Penrod.

NAYS: NONE.

MOTION CARRIED.

17-19 It was moved by Mr. Depoy and seconded by Mr. Penrod to accept, with regret, the Board's Agenda (B) as follows:

B. Accept the resignation of Laura Dukes (Treasurer) effective September 30, 2019, due to retirement

VOTING YES ON ROLL CALL WERE: Mr. Brown, Mr. Depoy, Mr. Dicken, Mr. Hatem, Mr. McGaughey, Mr. Nottke, Mr. Palmer and Mr. Penrod.

NAYS: NONE.

MOTION CARRIED.

Mr. Nottke (Board President) expressed his appreciation to Mr. Covert for conducting the February 2019 Regular Board Meeting.

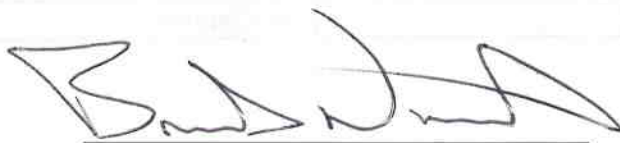
Mr. Nottke discussed the need for a Treasurer Search Committee, which will be led by Connie Altier. The following Board Members will serve on this committee: Mr. Covert, Mr. Depoy and Mr. Nottke.

There being no further business to come before the Board at this time, Mr. Nottke declared the March 2019 Regular Board Meeting adjourned at 8:00 p.m.

ATTEST:



Laura C. Dukes, Treasurer



Bruce Nottke, Board President

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Inventory Removal for Board Meeting 3/19/2019			
Tag Numbers	Model	From RM:	Discard/Donate
6857	Sony MVC-FD92		Discard
10766?? (needs verification)	HP ProBook 450 G3	RM 204	Discard
n/a	Compaq Presario CQ60		Discard
10162	HP Probook 4530s	RM 202	Discard
10008	HP Probook 4530s	RM 202	Discard
10036	HP Probook 4530s	RM 202	Discard
10032	HP Probook 4530s	RM 202	Discard
10081	HP Probook 4530s	RM 202	Discard
10005	HP Probook 4530s	RM 202	Discard
2870	File Cabinet		Discard
1851	File Cabinet		Discard
1797	File Cabinet		Discard
9775	Band Saw		Discard
9365	Poster Maker		Discard
8895	Laminator		Discard
7726	Laminator		Discard
4897	Metal Desk		Discard
8823	NeoCart		Discard
2026	File Cabinet	RM 111	Discard
2029	File Cabinet	RM 111	Discard
2027	File Cabinet	RM 111	Discard
2028	File Cabinet	RM 111	Discard
2673	File Cabinet	RM 111	Discard

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Title	Quantity	ISBN	VH #	Copyright
Eating For Life: The Nutritional Pyramid	1		1575	Learning Seed, 330 Telsar Road, Lake Zurich, IL 60047
Basic Italian Cuisine	1	0-87176-800-1	5483	VMS, Inc. 17600 South Williams St. #6, Thornton, IL 60476
Fun Meals For Kids	1		4878	Kartes Video Communications, Inc. 7225 Woodland Drive, Indianapolis, Indiana
Basic Middle Eastern Cuisine	1	0-87176-931-X	5485	VMS, Inc. 17600 South Williams St. #6, Thornton, IL 60476
Basic Chinese Cuisine	1	0-87176-919-0	4877	VMS, Inc. 17600 South Williams St. #6, Thornton, IL 60476
Basic Chinese Cuisine	1	0-8043-1177-3	4877	Barr Entertainment, 12801 Schabarum Ave. Irwindale, CA 91706
Basic Mexican Cuisine	1	0-87176-929-8	5484	VMS, Inc. 17600 South Williams St. #6, Thornton, IL 60476
The Frugal Gourmet Collection: The French Kitchen	1	1-56278-357-2	5478	© 1986 WTTW/Chicago, © 1992 MPI Home Video
The Frugal Gourmet Collection: Lebanon	1	1-56278-333-5	5482	© 1986 WTTW/Chicago, © 1992 MPI Home Video
The Frugal Gourmet Collection: The Spanish Kitchen	1	1-56278-369-6	5481	© 1986 WTTW/Chicago, © 1992 MPI Home Video
The Frugal Gourmet Collection: The Japanese Kitchen	1	1-56278-258-0	5480	© 1986 WTTW/Chicago, © 1992 MPI Home Video
The Frugal Gourmet Collection: The Chinese Kitchen	1	1-56278-356-4	5477	© 1986 WTTW/Chicago, © 1992 MPI Home Video
The Frugal Gourmet Collection: Dishes of Africa	1	1-56728-314-9	5475	© 1986 WTTW/Chicago, © 1992 MPI Home Video
The Frugal Gourmet Collection: Foods from Greece	1	1-56728-298-3	5476	© 1986 WTTW/Chicago, © 1992 MPI Home Video
The Frugal Gourmet Collection: The Italian Kitchen	1	1-56278-350-5	5479	© 1986 WTTW/Chicago, © 1992 MPI Home Video
Culinary Careers: People, Professionalism, Service	2		678	The U.S. Culinary Team Foundation Under the Auspices of the National Restaurant Association and the American Culinary Fed. © 1991 Meridian Education Corporation
Setting the Table	1		3772	© Learning Zone Express
Kitchen Fundamentals: Common Tools & Terms	1			© 1997 American Egg Board
The Incredible Classroom Eggsperience	1		1448	© MCMXCIII Cambridge Research Group, LTD.
The Food Guide Pyramid: Contemporary Nutrition	1		2549	© 1995 Stage Frigate Productions
fruit close up and very personal	1		3102	© Creative Educational Video, Inc.
Consumer Economics Video Series: Grocery Shopping Survival	1		1450	© 1991 Xenegenex Productions
The No-Nonsense Cholesterol Guide: Good Fat/Bad Fat	1		1278	AIMS Media 9710 DeSoto Avenue, Chatsworth, CA 91311
Nutrition For Health: The Food Pyramid	1		3271	Video Placement Worldwide
In Good Taste- Careers in Food Science	1		976	TAKEOFF Educational Video Excellence
Dietician Chef	1		4096	(c) 1996, Technimedia Studio
Culinary Arts & Food Services with Interactive CD-ROM	1		5559	(c) Landmark Media Inc., 3450 Slade Run Drive, Falls Church
Savoring the World Part 1: India: Kerala - The lans of Spices and Coconuts	1		5560	(c) Landmark Media Inc., 3450 Slade Run Drive, Falls Church
Savoring the World Part 2: Lebanon: The Crossroads of Lebanon	1		5561	(c) Landmark Media Inc., 3450 Slade Run Drive, Falls Church
Savoring the World Part 3: Morocco: Morocco - The Jewel of the Masherb	1		5562	(c) Landmark Media Inc., 3450 Slade Run Drive, Falls Church
Savoring the World Part 4: France: Lansuedoc, France - The Cradle of my Being	1		5563	(c) Landmark Media Inc., 3450 Slade Run Drive, Falls Church
Savoring the World Part 5: Spain: Andalucia - A green Heaven on Earth	1		5565	(c) Landmark Media Inc., 3450 Slade Run Drive, Falls Church
Savoring the World Part 7: Vietnam: Hanoi and the Red River Plain	1			

Savoring the World Part 8: England: Kent and the South East - Garden of England	1		5566	(c) Landmark Media Inc., 3450 Slade Run Drive, Falls Church
Savoring the World Part 9: Thailand: Thailand - The land of Smiles	1		5567	(c) Landmark Media Inc., 3450 Slade Run Drive, Falls Church
Savoring the World Part 10: Brazil: Bahia - The Soul of Brazil	1		5568	(c) Landmark Media Inc., 3450 Slade Run Drive, Falls Church
Savoring the World Part 12: Jamaica: Jamaica: Green Islands, Blak Skin, Golden Sun	1		5570	(c) Landmark Media Inc., 3450 Slade Run Drive, Falls Church
Savoring the World Part 13: Japan: Kyushu - Japan's Southern Bounty	1		5571	(c) Landmark Media Inc., 3450 Slade Run Drive, Falls Church
Field of Dreams	1	0-7832-3596-8	748	(c) Universal Studios
ServeSafe: 1 - Introduction to Food Safety	1	978-1-58280-215-2		(c) 2008 National Restaurant Association Educational Foundation
ServeSafe: 3 - Personal Hygiene	1	978-1-58280-217-6		(c) 2008 National Restaurant Association Educational Foundation
ServeSafe: 1 - Introduction to Food Safety	1	978-1-58280-208-4		(c) 2007 National Restaurant Association Educational Foundation
ServeSafe: 2 - Overview of Foodbone Microorganisms and Allergens	1	978-1-58280-209-1		(c) 2007 National Restaurant Association Educational Foundation
ServeSafe: 3 - Personal Hygiene	1	978-1-58280-210-7		(c) 2007 National Restaurant Association Educational Foundation
ServeSafe: 4 - Purchasing, Receiving, and Storage	1	978-1-58280-211-4		(c) 2007 National Restaurant Association Educational Foundation
ServeSafe: 5 - Preparation, Cooking, and Serving	1	978-1-58280-212-1		(c) 2007 National Restaurant Association Educational Foundation
ServeSafe: 6 - Facilities, Cleaning and Sanitizing, and Pest Management	1	978-1-58280-213-8		(c) 2007 National Restaurant Association Educational Foundation
Workplace Safety: Preventing Slips, Trips, and Falls	1			(c) 2000 National Restaurant Association Educational Foundation
Workplace Safety: Preventing Lifting and Carrying Injuries	1			(c) 2000 National Restaurant Association Educational Foundation
Workplace Safety: Robbery Prevention and Awareness	1			(c) 2000 National Restaurant Association Educational Foundation
Japan	1	1-56345-291-X	2858	(c) MCMXCV IVN
Etiquette Hotline: Table Manners	1		1434	(c) 2004, The Learning Seed
The Best Breakfast	1		4315	(c) 1994, The Learning Seed
The Truth About Sugar	1		4316	(c) 1998, The Learning Seed
Guiding Guests Through Your Menu: Making The Most of Your Menu	1	1-58280-099-5		(c) 1994 National Restaurant Association Educational Foundation
Diversity-Employee Program - Working Together in Food Service	1	1-58280-102-9		(c) 1994 National Restaurant Association Educational Foundation
Creating a Menu That Sells: Making the Most of Your Menu	1	1-58280-100-2		(c) 1994 National Restaurant Association Educational Foundation
Nutrition and Your Menu - Making The Most of Your Menu	1	1-48280-101-2		(c) 1994 National Restaurant Association Educational Foundation
Fast Food Restaurants	2		460	Vocational Media Associates
Beverage Service	1		471	Vocational Media Associates
Food Service Excellence: Customer Service Skills	1			Vocational Media Associates
Desserts	1		452	Vocational Media Associates
Short Order Restaurants 1/2	1		450	Vocational Media Associates
Short Order Restaurants 2/2	1		451	Vocational Media Associates
Principals of Microwave Cookery 1/2	1		463	Vocational Media Associates
Principals of Microwave Cookery 2/2	1		464	Vocational Media Associates
Kitchen Classics: Knife Handling	1			(c) 1992 ARA Services
Kitchen Classics: Work Station Organization	1			(c) 1992 ARA Services
How to Read the New Food Label	1		2438	National Health Video, Inc. 12021 Wilshire Boulevard #550, Los Angeles, California 90025
Supermarket Savvy	1		964	(c) 1987 Family Experiences Productions, Inc.
Food Safety: What You Don't Know Can Hurt You	1		4875	Meridian Education Corporation P.O. Box 1309, Charleston WV
It Pays to be a Pro	1			Ed Solomon, Directory of Training: Professional Hospitality Center
Where Our Food Comes From	1		1299	(c) 1992 Beacon Films
Ice Cream and Popsicles	1		1328	(c) 1994 Films for the Humanities, Inc
Soup	1		1316	(c) 1994 Films for the Humanities, Inc

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Chewing Gum	1	1523 (c) 1994 Films for the Humanities, Inc
The Fast Food Caper: What's In If For You	1	1452 (c) 1990 Cambridge Research Group, Ltd.
Great Chefs: An International Holiday Table	1	4873 VMS, Inc. 17600 South Williams St. #6, Thornton, IL 60476
Love Those Trains	1 1-7922-0766-0	1902 (c) 1984 National Geographic Society
Mysteries Underground	1 0-7922-2455-8	3613 (c) 1997 NGT, Inc
Invention Elements & Compounds	1 1-56331-955-1	3317 (c) 1997 Discovery Communications, Inc
The Solar System	1 1-56331-504-1	3312 (c) 1997 Discovery Communications, Inc
Life on Mars?	1 1-56331-498-3	2744 (c) 1997 Discovery Communications, Inc
The Roseate Spoonbill	1	1804 Berlet Films & Video, 1646 W. Kimmel Rd. Jackson, MI 49201
Webs of Intrigue	1 0-7922-2848-8	1905 (c) 1992 Roger Whittaker Films Pty Ltd., Mantis Wildlife Films Pty
Exploring Oceanography	1	1851 The Media Guild, 11722 Sorrento Valley Road, Suite E, San Diego, CA 92121
Greed and Wildlife: Poaching in America	1	636 (c) 1989 NAS and TBS Productions
The Acid Assault	1	1632 (c) 1992 Journal Films
The Living Planet	1	(c) 1987 BBC Enterprises Ltd.
Pollution	1	1053 TMW Media Group 2321 Abbot Kinney Blvd. Venice, CA 90291
Levers, Inclined Planes, Geared-Wheels and Other Machines	1	5553 (c) 1990 Western Instructional Television, Inc
Energy and Momentum* Concerning Falling Bodies and Projectile	1	5548 (c) 1990 Western Instructional Television, Inc
Archimedes Principle* Pascal's Principle of Properties of Liquid	1	5552 (c) 1990 Western Instructional Television, Inc
The Simple Pendulum* Adventures with Bernoulli	1	5549 (c) 1990 Western Instructional Television, Inc
Centrifugal Force * The Strange Behavior of Rolling Things	1	5551 (c) 1990 Western Instructional Television, Inc
The Idea of Center of Gravity * Newton's First Law of Motion	1	5546 (c) 1990 Western Instructional Television, Inc
Newton's Second Law of Motion * Newton's Third Law of Motion	1	5547 (c) 1990 Western Instructional Television, Inc
Soap Bubbles and Soap Films * Atmospheric Pressure	1	5550 (c) 1990 Western Instructional Television, Inc
Crane River	1	634 (c) 1989 NAS and TBS Productions
Nuclear Energy / Nuclear Waste	1 1-879151-47-2	1019 (c) 1993 Schlessinger Video Productions
Africa's Stolen River	1 0-8051-0713-4	359 (c) 1988 Wildlife Films Botswana and Partridge Productions, Ltd.
The Rainforest	1 1-879151-49-9	1021 (c) 1993 Schlessinger Video Productions
Inventions & Innovations	1 1-58565-491-4	1125 (c) 1998 BBC Worldwide Enterprises Ltd.
Destination Mars	1 1-56331-499-1	2740 (c) 1997 Discovery Communications, Inc.
Ancient Forests: Rage Over Trees	1	632 (c) 1989 NAS and TBS Productions
Tornado! Hurricane! Flood!	1 1-56331-457-6	2542 (c) 1996 Discovery Communications, Inc
Fire Wars	1 1-57807-870-9	(c) 2002 WGBH Educational Foundation.
Recycling	1 1-879151-50-2	3606 (c) 1993 Schlessinger Video Productions
Humans and Bacteria	1	3346 (c) 1997 Films for the Humanities & Sciences
Save the Earth--Feed the World/ Waste Not, Want Not	1 1-55946-329-5	5298 (c) 1990 / The Anneberg/CPB Collection
Parts of the Body	1	1206
Viruses	1	3347 (c) 1997 Films for the Humanities & Sciences
Wetlands, We Need Them	1	1805 Berlet Films & Video, 1646 W. Kimmel Rd. Jackson, MI 49201
Arctic Refuge: A Vanishing Wilderness?	1	633 (c) 1989 NAS and TBS Productions
What's Up With The Weather?	1 1-57807-486-X	(c) 2000 WGBH Educational Foundation
Weather	1	1059 (c) 1996 Dorling Kindersley Ltd. and BBC Worldwide Americas
Acid Rain	1 1-8789151-41-3	1013 (c) 1993 Schlessinger Video Productions
Wood Stork, Barometer of the Everglades	1	637 (c) 1989 NAS and TBS Productions
Fun with Physics	1	1058
Planet of Life: Vol-2 Creatures of the Skies and When Dinosaurs Ruled	1 1-56331-783	3324 (c) 1998 Discovery Communications, Inc.

Bridges	1 1-56331-821	3322 (c) 1997 Discovery Communications, Inc
The Power of Genes	1 1-56331-820-2	3320 (c) 1997 Discovery Communications, Inc
Bacteria	1 1-56331-708-7	3319 (c) 1997 Discovery Communications, Inc
Leonardo's Legacy	1 1-56331-760-5	169 (c) 1998 Discovery Communications, Inc.
Oceans	1 1-56331-495-9	3314 (c) 1997 Discovery Communications, Inc
Amazon: Land of the Flooded Forest	1 0-7922-1920-1	1904 (c) 1990 National Geographic Society
Africa: Wilds of Madagascar	1 0-8001-2657-2	1898 (c) 1988 The National Geographic Society
Understanding Electricity	2 1-56331-647-1	2745 (c) 1997 Discovery Communications, Inc
Let's Explore a Seashore	1	1930 (c) 1994 National Geographic Society
Healing the Earth	1	1942 (c) 1995 National Geographic Society
Let's Explore a Meadow	1	1931 (c) 1994 National Geographic Society
Biotechnology	1	1945 (c) 1995 National Geographic Society
Thinking About Animal Minds	1	1912 (c) 1996 NGT, Inc.
Natural Disasters	1	1914 (c) 1996 NGT, Inc.
Old Growth Forest: An Ecosystem	1	1932 (c) 1994 National Geographic Society
Let's Explore a Wetland	1	1929 (c) 1994 National Geographic Society
Discovering the Cell	1	1925 (c) 1994 National Geographic Society
Life in the Sea Web of Life	1	1935 (c) 1995 National Geographic Society
Let's Explore A Forest	1	1928 (c) 1994 National Geographic Society
Life in the Sea Locomotion in the Ocean	1	1936 (c) 1995 National Geographic Society
Fresh Water Resource at Risk	1	2344 (c) 1993 National Geographic Society
Water: A Precious Resource	1	2343 (c) 1980 National Geographic Society
Backyard Bugs	1	793 (c) 1990 National Geographic Society
Mystery of the Senses: Touch	1 1-884738-55-9	1071 (c) 1995 WETA/ Washington, DC., Green Umbrella Ltd., Gemini Productions, Diane Ackerman and WGBH/ Boston
Mystery of the Senses: Smell	1 1-884738-53-2	1073 (c) 1995 WETA/ Washington, DC., Green Umbrella Ltd., Gemini Productions, Diane Ackerman and WGBH/ Boston
Mystery of the Senses: Vision	1 1-884738-56-7	1075 (c) 1995 WETA/ Washington, DC., Green Umbrella Ltd., Gemini Productions, Diane Ackerman and WGBH/ Boston
Mystery of the Senses: Taste	1 1-884738-54-0	1074 (c) 1995 WETA/ Washington, DC., Green Umbrella Ltd., Gemini Productions, Diane Ackerman and WGBH/ Boston
Mystery of the Senses: Hearing	1 1-884738-52-4	1072 (c) 1995 WETA/ Washington, DC., Green Umbrella Ltd., Gemini Productions, Diane Ackerman and WGBH/ Boston
Forces & Motion	1 1-56331-956-X	3321 (c) 1997 Discovery Communications, Inc
Flight	1 1-56331-645-5	2742 (c) 1997 Discovery Communications, Inc
The Universe	2 1-56331-503-3	3311 (c) 1997 Discovery Communications, Inc
Viruses	1 1-56331-624-2	3318 (c) 1997 Discovery Communications, Inc
Earth's Catastrophic Past	1 1-56331-810-5	3313 (c) 1997 Discovery Communications, Inc
The Magic of Cells	1	2936 (c) 1994 Allied Video Corporation
Jane Goodall: My Life with the Chimpanzees	1 0-8001-4226-8	1903 (c) 1990 National Geographic Society
Save the Panda	1 0-8051-0051-2	363 (c) 1983 National Geographic Society
Living Planet	1	577 (c) 1979, 1991 S.C. Johnson & Son, Inc.
Protecting Our Environment: Reduce	1	709 AIMS Media, 6901 Woodley Avenue, Van Nuys, California 91406
Bill Nye the Science Guy: Water Cycle * Oceanography	1	3702 Disney Educational Productions
Ocean Drifters	1 0-7922-2939-8	1899 (c) 1993 National Geographic Society
Jewels of the Caribbean Sea	1 0-7922-2655-0	1900 (c) 1994 National Geographic Society

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Search for Battleship Bismarck	1 0-8051-0828-0	1910 (c) 1989 National Geographic Society
Zebra: Patterns in the Grass	1 0-7922-2288-1	1906 (c) 1991 National Geographic Society
Elephant	1 0-8051-0863-7	1908 (c) 1989 National Geographic Society
The Sun: Our Star Attraction	1 1-58443-544-4	5558 United Learning, 1560 Sherman Avenue, Suite 100, Evanston, IL
Who Makes Up Matter	1 1-56007-835-9	5557 United Learning, 1560 Sherman Avenue, Suite 100, Evanston, IL
Planet of Life: The Birth of Earth and Ancient Oceans	1 1-56331-782-6	3323 (c) 1998 Discovery Communications, Inc.
Physics Demonstrations #9-#16	1	
Passport to Africa	1	(c) 1994 David Anderson Safaris
Who's Counting?	1	National Audubon Society Population and Habitat Campaign
Rocks & Minerals	1	1054 TMW Media Group, Inc.
Understanding Science: Vol. I Scientific Problem Solving	1	1038 (c) 1992 TMW Sales Company, Inc.
Skeleton	1 0-7894-0035-9	1064 (c) 1994 Dorling Kindersley Ltd. and BBC Lionheart Television Intl.
Rain Forest	1 0-8051-0224-8	360 (c) 1983 National Geographic Society
Cells	1 1-157225-409-2	3626 (c) 2001 Schlessinger Media, a division of Library Video Company
Planet of life: Vol-3 The Insect World	1 1-56331-784-2	3325 (c) 1998 Discovery Communications, Inc
Countdown to the Invisible Universe	1 1-884738-24-9	2653 (c) 1987 WGBH Educational Foundation
Saving the Land	1	1164 (c) 1992 WGBH Educational Foundation
Saving the Diversity of Life	1	1163 (c) 1992 WGBH Educational Foundation
Nature's Fury	1 0-7922-3248-8	1907 (c) 1994 NGT, Inc.
Strange Creatures of the Night	1 0-8051-0767-3	1909 (c) 1973 National Geographic Society

SPECIAL MEETING

Tri-County Career Center

March 19, 2019

Tri-County Career Center Receptionist Position Description

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Answer/forward all incoming telephone calls
- Public address announcements and paging
- Receiving and directing visitors and students
- Arrange for substitutes for instructors as well as submitting necessary paperwork for staff out and subs to the Treasurer's Office
- Sort and distribute incoming mail as well as prepare outgoing mail
- Fill copier each morning with paper, clear jams, assist with problems, etc. for ~~Xerox~~ copier machine
- Make copies and fax as needed for instructional staff
- Keep a record, collect, and deposit money for personal copies
- Replenish staff forms on wall in copier room
- Mailing, filing, typing, copying, maintaining purchase orders, etc., as required within office
- Responsible for all aspects of school closing details for inclement weather or emergency closings (working with Mr. Wittman Superintendent notifying radio stations, news stations, home schools, etc.)
- Update Tri-County phone message according to closings and delays
- Make sure Infinite Campus messenger is set-up and announcements are made to staff and students in a timely manner
- Ordering flowers and/or sending condolences, and notifying staff regarding former staff members, staff, affiliates, etc., for death in the family
- Maintain supplies, updates, repairs, etc. for postage machine as well as printing a monthly report showing postage balance
- Maintain advisory committee lists
- Arrange, contact, and update any and all information regarding advisory committees and advisory banquet. Including keeping copies of minutes of meetings, MEMO's, invitations, mailing labels, etc.
- Scheduling of cafeteria, computer labs, and classrooms for meetings, rental, etc.
- Updated and distribute personnel directory for both staff and home schools
- ~~Prepare and collect all information in regard to Senior Passports and Awards Ceremony Program booklet. Including processing certificates, passports, passport awards booklet, letters, invitations, or anything relating to the ceremony and the passport booklet~~
- Maintain and collect acknowledgement forms for Staff Handbook
- Prepare copier and telephone counts for warehouse billing
- ~~Up keep records in regard to vocational certificates and duplicating copies~~
- Assist in mailings to staff regarding upcoming events and/or memberships
- ~~Assist with all aspects of the telephone system in regard to repairs, updates, appointing extensions, changing and updating voice mail, etc.~~
- Plan and cater meals for administrative meetings, staff meetings, holidays, staff appreciation, etc. per Superintendent/Administration request
- Serves as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings. Fulfills the legal responsibility to help instill in students the belief in and practice of ethical principles and democratic values.