

December 2004

Human and Quality Resources Report

ISO. Training on the new style of auditing will begin December 15, 2004. Upon completion of the training auditors will begin the first round of audits for 2004-2005. We will again split the audits in two parts in order to make the process work efficiently. Last year audits were divided into two sections and it aided in the timely completion of the process.

Payroll. A trial run of W-2's has been completed and there were not any problems with the W-2's. Unless there are changes by Pro-Soft made to the software we don't anticipate any problems with the final run. We are aiming to complete them as soon as we can for convenience for our employees. Pat Kalinowski and I will be participating in year end training with Pro-soft to cover all the end of the year issues that may come up.

Column Advancement. Mr. Fred Brockman and Mrs. Janet Grossman have completed the requirements for column advancement from column "C" to column "D". In addition, Mr. Brockman has completed his Vocational II certificate. A motion is on the agenda for the salary increase that accompanies the accomplishments of these two instructors.

Holidays. Once again we will be collecting donations to help our less fortunate students. Staff and faculty are able to make a donation. The proceeds will go toward gift cards to help make students holidays a little brighter. Many Staff members choose to sponsor a student in lieu of exchanging gifts with one another. Happy Holidays to all board members and your families and thank you for your support throughout the year.