

March 2006

## **Human and Quality Resources Report**

**ISO.** Internal audits are continuing this month. A few audits are complete and teams continue to work on them. The changes to the teams were implemented and there is now one less team. This should not hinder the completion of the audits in a timely fashion as this only resulted in one more audit for 3 teams. It is anticipated that all the audits will be complete by May.

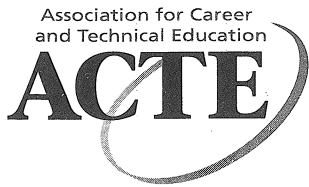
**Recruiting.** The recruitment process is complete for the Information and Technology Manager position. The recommendation for Jeffrey Smith is a motion this month. The process worked quite well and the interview team worked diligently to assess the candidates and choose the best fit.

Recruitment continues for custodial subs. Various avenues including career link have been explored. The hope is to find a few more names for times when the current staff is out.

**Staff Development.** Process mapping continues to be a discussion within our administrative team. We hope to begin the actual mapping of process with the help of the instructor from Behrend. He will begin with one process and help put together a template to aid each administrator identify the important process to map in their area, as well as how to go about mapping them.

Staff training on technology will continue with the next round including secretaries when the new Technology Manager has begun and is relatively up to speed. At this time, we have postponed the training due to the resources needed elsewhere while we are without a Technology Manager.

**ACTE.** ECTS again has 100 percent participation in the Association for Career and Technical Education. (see attached letter)



1410 King Street, Alexandria, Virginia 22314 • 800/826-9972 • 703/683-3111 • Fax: 703/683-7424 • [www.acteonline.org](http://www.acteonline.org)

February 13, 2006

TO: Achieve 100 Award Winners

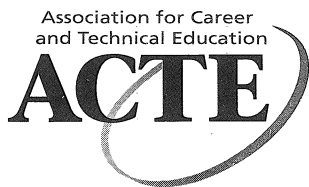
FROM: Aleia Barlow  
ACTE Awards Liaison

RE: Achieve 100 Award Plaques

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The 2005 engraved plate is enclosed. This award is a symbol of your school's commitment to 100% staff enrollment in the Association for Career and Technical Education.

We appreciate your support and dedication in making career and technical education your number one priority. ACTE looks forward to presenting you this award next year.



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