

## **Human and Quality Resources Report**

### **August 2007**

**ISO.** The ISO audit is scheduled for October 10 and 11. Steve Pettyjohn will be here as our auditor to review information from the school year of 2006-2007. The processes are in place and there is little preparation necessary to prepare for the audit.

**Staff Development.** An agenda for the faculty in-service, which is scheduled for August 27 and 28 has been developed. It includes CPR training which is required for all teachers every two years. In addition, we are reviewing the new phone system and updates on SchoolDESX. Finally, we will conduct the required safety training and discuss departmental updates.

**Recruiting.** With the approval of the Technology Technician position, John Hansen and Natalie Fatica have been conducting screening interviews. A panel including Jeff Smith will conduct a second round of interviews. We hope to have a candidate to recommend at the August board meeting.

**Payroll.** The verification of sick time balances has occurred and implementation of the instructors' salaries will occur in September.