

February 2008

Human and Quality Resources Report

ISO.

The internal audit kick-off occurred this month. With the assistance and suggestion of our SRI auditor the process will be streamlined this year to make the completion of the audits easier. The suggestion was to combine audits that naturally fit together instead of creating separate audits. This will cut down on preparation, meetings and report paperwork, yet still provide the same level of data.

Staff Development.

Technology training has been accomplished for the maintenance and custodial staff. Another training session was conducted for the maintenance and custodial staff on processes during the January in-service day. Dr. Perna conducted a half day of procedural literacy training on the in-service day. The other half day was spent reviewing applications for the 2008-2009 school year.

Recruiting.

Due to the resignation of Mark Milford, a position was posted for a part time custodian. Interviews were conducted with recommendations for both a part-time custodian and substitute custodians as well. The turnover in the part time custodial positions has been high.

Payroll.

W-2's were delivered with the January 18th payroll.

PIMS. PDE has changed the format of the reports which are submitted for staff and announced the deadline of February first to create and submit three new reports. At this point all three reports have been validated and uploaded. In addition, the accuracy statement that is required has been signed and submitted. These reports must to be submitted three times per year instead of the annually as it has been in the past.