

January 2008

Human and Quality Resources Report

ISO.

The internal audit kick-off will occur 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 in the process that naturally fit together instead of separate audits. This will cut down on preparation, meetings and also report paperwork but still provide the same level of data.

Staff Development.

Technology training has been accomplished for the maintenance and custodial staff. Another training session for the maintenance and custodial staff on processes will be conducted on the in-service day. Shifts have been adjusted so that all will have the opportunity to participate. Dr. Perna will be here on the in-service day to conduct a half day of procedural literacy training. The other half day will be 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. At this time, interviews are being conducted with the hope that there will be a candidate to recommend at the January board meeting. There has been much interest in the position and the hope is to find a candidate that will remain for the long run. The turnover in the part time custodial positions has been high.

Payroll.

Hopefully, W-2's will have been delivered in the week of January 14th hopefully 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 two of the three are created and validated but not uploaded. All three are to be uploaded in a batch together.

