

August 2008

Human and Quality Resources Report

ISO.

The ISO external audit is scheduled for September 11 and 12, 2008. At this time, a few projects are being finished in order to prepare for the audit.

Two auditors from SRI, our registrar will be here for one and a half days.

Staff Development.

An agenda for in-service was developed including required training we conduct each year. The Manufacturer's Association will conduct sexual harassment training for faculty and staff. In addition, Benefit Administrators will be here to discuss the mail in prescription option, review the basics of the plan, and answer any other questions as well.

Recruiting.

On July 29th the new secretary in RCTC, Tiffany Neely started. She has quickly gotten up to speed and is fitting in quite well. Welcome to ECTS Tiffany. Much time has been spent recruiting and interviewing for the Principal position, Reading Coach and Math Coordinator. There are motions on the agenda to fill both the Principal position and the Reading Coach. Joseph Tarasovitch is being recommended for Principal and Robin Grimes for the Reading Coach. Thank you to the staff and board members who took their precious time to spend interviewing the candidates.

Payroll.

Benefit time has been audited in order to start the new school year and new salaries have been entered for employees as a new year starts.