

May 2009

Human and Quality Resources Report

ISO.

Internal audits are complete and at this time the data is being put together and will be reviewed with Administrative Staff in June. In addition, preparations will be made this summer for the SRI audit that will be conducted in late September. A date has not been scheduled yet. Information is also being collected to put together the KIPS (Key Indicators of Performance Success) to review in June as well.

Staff Development.

Another session of computer training was conducted on April 24, 2009. The next session is scheduled for May 29, 2009 and will cover higher level excel concepts. Pat Mayer will continue to conduct this training and the hope is to continue the sessions as needed to increase knowledge and productive use of software by the staff.

Recruiting.

Jobs were posted for the Special Education Teacher and the Paraprofessional for the Transition Center. Resumes will be collected over the next few weeks.

Job Descriptions.

Meetings were held to review job descriptions with supervisors and employees to ensure the accuracy. Changes were made as necessary with the input of the employee and the supervisor. The job descriptions will be updated and presented to the board review upon completion.