

August 2009

Human and Quality Resources Report

ISO.

Steve Pettyjohn will be here from SRI to conduct the ISO audit on September 17th and 18th.

Staff Development.

The In-Service schedule for the first two days of school has been finalized. CPR and Classroom Management will be offered in 2 groups to facilitate smaller sessions. Information was gathered with our assessment instrument to lead the decision to offer classroom management. In addition, sessions will be conducted to introduce initiatives that will need to be addressed this year.

Recruiting.

It was a busy month for recruiting. On the agenda there is a recommendation for both a part-time aide and also a substitute aide for an employee on leave. In addition, interviews have been conducted to fill the additional aide for the Transition Center. At the time of writing this report there is not a recommendation for another Transition Center Aide

Job Descriptions.

Revised job descriptions are the agenda this month for approval. Most changes were minor including the addition of the Act 114 clearance that is now required. Each description was reviewed with the employee in the job as well as the supervisor.

Payroll.

There are many changes in payroll coming up. The new contract for the teachers start the first payroll in September thus requiring all salaries to be changed.