

July 2009

Human and Quality Resources Report

ISO.

Preparations are being made this summer for the SRI audit that has been scheduled for September 17th and September 18th. Steve Pettyjohn will be here from SRI to conduct the audit.

Staff Development.

Plans are being made for the first two days of school in-service. CPR training as well as Classroom Management training has been scheduled. The classroom management training is a result of information gathered in the end of year review process completed by the Principal. In addition, other training to be determined will be scheduled. It should be an informative 2 days for the faculty returning to ECTS.

Recruiting.

A candidate has been selected for the Instructor for the Transition center and one of the Aide as well. Interviews are still being conducted for the other Aide position. In addition, interviews will be conducted for the additional aide for the Study Island Program.

Job Descriptions.

The update process is still in progress. Each description has been reviewed and needs to be updated and reviewed again for accuracy by the supervisors.

Payroll.

In addition to normal payroll, it is time to work on sick, personal and vacation balances for employees. This is a process of verifying with the employee that the amount of time they have accrued in the payroll system matches with their records.