

February 2011

Human and Quality Resources Report

ISO.

Customer Satisfaction surveys has been completed. All students were surveyed and the data is being compiled in order to be analyzed. Internal audits are in full swing and will be completed by the end of March. Process audits are being conducted by sub-processes which will assist in the structure of the audits.

Staffing.

Currently, two subs continue to fill in for the Aide on leave and others are covering for the open position.

The secretaries seem to have adjusted to their new roles and continue to learn new tasks and are working well together to cover the day to day needs of students and staff.

Staff Development.

Work continues with the Professional Development group. The group will be working on a timeline to address all of the inputs of the development of a personal plan including customer satisfaction data, campus priorities and teacher desires.

Reports.

PIMS reports have been completed and submitted. In addition, the Accuracy Statement has been signed and submitted.