

April 2012

Human and Quality Resources Report

ISO.

The parent satisfaction survey has been distributed with the third quarter report cards and results continue to be returned. Results will be compiled and be shared at the summer retreat as they have been in the past. ISO audits will be completed by the middle of May and the 4 teams continue to conduct process audits.

Staffing.

Secretaries

Secretaries continuing training and working together to service each area they are located. Summer project planning will begin. A return date has not been established for the CAEP secretary so a temporary continues in that position. At this point, we are anticipating her return at the beginning of the 2012-2013 school year.

Retirement

On the agenda, the retirement of Ursula Olson-Gern, Student Assistance Aide is listed effective this month. Ursula worked at ECTS for 18 years and we wish her the best in her retirement.

Payroll.

Summer pay selections will be distributed and collected to allow instructors to decide how to receive the balance of this year's contract pay.