

August 2011

Human and Quality Resources Report

ISO.

The SRI audit is scheduled for October. The exact date has not been determined yet. The Planning retreat reviewed all the data collected throughout the year and made determinations on how to begin prioritized improvements. This management review will be reviewed during the audit in October.

Staffing.

In addition, with the change in the cafeteria manager position being contracted with Fort LeBoeuf recruiting for a food service aide will begin as well. There will be 2 part-time aides with shared responsibilities. The process of interviewing for an additional food service aide has begun. The hope is to have a candidate for recommendation at the August board meeting. Currently a secretary is on leave and duties have been redistributed in order to cover those duties.

Staff Development.

Planning for the staff development that occurs during in-service in the fall has been completed. CPR will be conducted as well as some other sessions including literacy review, NOCTI improvement and technology updates. In addition; we will be working on a more individualized staff development plan for instructors based on their individual needs. Part of this will include a review of their end of year assessment and a plan to address improvements.

Payroll.

Benefit time balances for employees have been reconciled. Each employee has received a letter to verify their balance with what is currently in the payroll system. Each employee will sign to a form in agreement with what is currently on file. Most forms have been submitted.