

May 2012

## **Human and Quality Resources Report**

### **ISO.**

Parent Satisfaction results and Student Satisfaction results have been entered and will be reviewed shared at the summer retreat as they have been in the past. ISO audits were due the middle of May and 2 new auditors were trained with this year's audits so that they can be added to the audit teams next year.

### **Staffing.**

#### **Secretaries**

Summer planning has begun and coordination of training is occurring. The hope is to begin training so when absences occur duties are covered.

#### **Aides**

With the retirement of Ursula Olson-Gern a position for an aide will be posted. The recruitment and interviewing process will occur over the summer with the hope for approval at the August meeting.

#### **Evaluations**

Supervisors are in the process of completing end of the year reviews. This process is assisted by the 90 evaluations that occur throughout the year.

### **Payroll.**

Summer pay selections have been distributed and are due June 1, 2012 in order to process the most complicated payroll of the year as the instructors have the ability to receive their summer pay in a lump sum.