

September 2011

Human and Quality Resources Report

ISO.

The SRI audit is scheduled for October. The exact date has not been determined yet. Preparations will begin for internal audits after SRI's audit has been completed.

Staffing.

Training has begun for the two part-time food service aides. There will be 3 part-time aides that will be covering the duties in the cafeteria. It will help with 3 cross trained aides in the event that someone is absent.

Work has been redistributed until we are able to hire a temp to cover some of the duties that are left from the secretary on leave. At this time we do not have a return to service date from her. In addition, we have two substitute aides in place for the student aide out on leave. Lastly, we have 2 subs working for the Technology Technician who is also on leave.

Staff Development.

In-service was conducted for the first 2 days that the instructors were back. CPR was conducted with staff. In addition, yearly paperwork was distributed and signed by all employees.

Payroll.

All new salaries were updated for instructors and those employees not paid in the summer. Preparations for changes in local taxes are being made.