

February 2013

## **Human and Quality Resources Report**

### **ISO.**

Internal audits have begun and conclude at the end of March as they usually do. The parent satisfaction survey was sent as at this point we have received 117 surveys back and a few more may continue to come in. This is close to the 133 received back last year. The student satisfaction survey was conducted with our current students. The data for both surveys is in the process of being tallied and analyzed.

### **Staffing.**

#### **Custodian**

Sharon Coleman the new C-2 custodian started February 11, 2013 and required little training as she had subbed for us in the past. In addition, another custodian will be out in March but it will be covered by the 2 part time custodians that were hired that do not work the full five days.

#### **Retirements**

An additional retirement is on the agenda for approval for an instructor. This will make 3 retirements with possibly one more. A plan for a recruiting timeline is being developed.

#### **Facilities Manager**

Del Von Volkenburg began February 14, 2013. He completed his orientation and spent time training with Steve as well as other administrators in order to facilitate the transition.

#### **Student Aide-Transition Center**

Additional resumes have been collected for the transition center aide but in the meantime there are current resources that may be able to be used in order to facilitate starting the job coaching sooner.

### **Adult Education.**

Registration for Term IV has begun. A new welding class is beginning February 25<sup>th</sup>, 2013 and will overlap in Term III and IV. Additional instructors are recruited as needed.