

September 2012

Human and Quality Resources Report

ISO.

Management Review was held on September 10, 2012. SRI, our external registrar will be here in November 5th and 6th. It will be a 2 day audit with one auditor.

Staffing.

Secretaries

At this point, all secretarial positions have been filled. Training continues in each position as time allows. All have been trained and are up to speed on the basic functions including fingerprinting and phones.

Aides

The substitute aides are now part-time employees and have continued the schedule they worked in the past.

Business Manager

Marcia Jones the new Business Manager will begin on October 4, 2012. It has been a busy month in the absence of a Business Manager with responsibilities of bank deposits, payroll information needed for reports including PSERS. In addition the Administrative Assistant in the business office has been out for a week and possibly more.

Custodian

Custodians have started and are in the process of being trained. At this time, the process of looking for a substitute for the Maintenance Mechanic who is on leave has begun. In addition, substitute custodians are needed to fill in when employees are on leave.

Technology Technician

Extensive interviews were conducted to fill the Technology Technician position. The hope is to have a candidate recommended at the September board meeting.

Food Service.

All students must be fingerprinted for the cafeteria Point of Sale system. The process began in mid September and the hope is to complete this by the end of the month. This makes the lunch process go much smoother and faster. The Cafeteria Aides are assisting with this process.

Payroll.

Payroll is running smoothly and reports are completed and working well.