
Human and Quality Resources Report

April 2014

ISO.

ISO internal audits are due at the end of the month. The parent satisfaction survey was sent out with the third quarter report cards. They are beginning to be returned. All the data from this survey and the others conducted will be compiled for review at the end of the year management review.

Staffing.

Custodial/Maintenance

Seasonal help are recommended to be hired this month. They will assist with grass cutting and lawn care. There is one resignation for a custodian who is leaving for a full time job.

Technology

Seasonal help for technology is also on this month's agenda. They will complete summer projects for the technology department.

Business Manager

There is a motion to utilize PASBO's Interim Business Management Service while a search is conducted for the Business Manager who has resigned effective April 25, 2014.

Adult Education.

Term IV is wrapping up and Term V registration has started. Term V tends to be a small term. Fewer classes are offered in Term V.

Benefits.

A meeting will be conducted with BAI to ensure that all things are in place with the new health care laws. Rates have been set for the 2014-2015 school year for self-pay and COBRA. The transition from the NORBET Trust to BAI for dental and vision has been completed.

Payroll.

The transition to the new web based payroll software was made. It is in the process of being tested to make sure everything is working appropriately with the migration of the data in the new system.