
Human and Quality Resources Report August 2013

ISO.

The recertification ISO audit is scheduled for October 3rd-4th. Two auditors will conduct the 1.5 day audit. They will also review the quality manual prior to the audit.

Staffing.

Seasonal Help- Custodial

Seasonal help will finish at the end of August which is prior to the September 30th date so at this point options are being discussed on how to address the summer needs. In addition, there is still a custodian out on leave whose duties are being covered by additional hours from other custodians. Lastly, there is a motion for an additional custodian to replace Bob Perry who retired.

Season Help- Technology

Seasonal help continues to work on the summer projects designated to them.

Professional

Three new employees will start this year. A comprehensive orientation is scheduled for them on August 15, 2013. They have been assigned mentors who will work with them the entire year to get them acclimated to their new positions.

Payroll.

Sick day balance records went out to all employees and are being returned so that they can be reconciled. The balance as well as the employee's credit for 2013-2014 will be added and entered into payroll for tracking. Salary changes will be updated for instructors in the first payroll in September. Classified staff changes took place with the first payroll in July.

Adult Education.

Supervisor changes are in the process of being made and will be finalized prior to the August board meeting. Term I registration begins August 5, 2013.

Staff Development.

In-service for the instructors has been developed for the first 2 days of school it includes CPR and Reading and Writing as well as other standard topics usually offered.