
Human and Quality Resources Report

February 2014

ISO.

ISO internal audit kickoff took place and two new auditors were added to the audit teams. There are still 4 audit teams and all sub processes will be audited in a three year period. Audits should conclude by the end of April. Parent satisfaction surveys will be sent out with the mid quarter reports. Student Satisfaction surveys will also be conducted.

Staffing.

Custodial/Maintenance

There is a recommendation for a custodian on this month's agenda and termination of the employee on leave. That employee was in his probationary period and a search was conducted and a suitable candidate was found for replacement. Interviews were also conducted for a maintenance person to prepare for the retirement of an M-3 and fill in the void for the employee who is on disability.

Clerical

Additional interviews were held for both the Accounting and Administrative Assistant and the High School Secretary. There are currently two temps working in these positions. The hope is to have a recommendation for the March board meeting for the two positions in the Business office and one in the High School.

Adult Education.

Term IV Registration started February 17 and continues for two weeks. Classes begin on March 17, 2014. New instructors continually are added in order to satisfy needs of classes.

CAREER STREET.

A second round of interviews were conducted and a candidate was identified to provide the contracted services through the foundation and a proxy vote took place. Enough votes were gathered and the candidate accepted. The agreement will begin on February 24th, 2014