
Human and Quality Resources Report

January 2014

ISO.

The ISO internal audit kickoff will begin this month. Generally the audits are completed but the end of March or April. The group will meet to agree on the timeline and review the process. There will be changes in the teams due to the changes in staffing.

Staffing.

Custodial/Maintenance

Currently there are two subs working from Kelly Services. One is filling in for a custodian who is out on leave. In addition a sub is doing snow removal that the M-2 would be completing. The custodial position and maintenance position have been posted and resumes are in the process of being collected. The interview process will begin after review of the resumes.

Clerical

The high school secretary position has been posted due to the resignation of the current high school secretary on this month's agenda. The first round of interviews have been conducted and the hope is to have a candidate for the January board meeting. In addition, interviews continue to replace the business office secretary who resigned. At this point 12 interviews have been conducted with more to be scheduled.

Substitutes-Kelly Services

Currently, there are 29 subs available to us from Kelly Services. This is up from last month. The process continues to run well.

Adult Education.

Term III begins January 21, 2014. At this point there are 114 students in 21 classes.

Health Care.

At this point one additional employee has joined the plan due to the requirement for health care.

CAREER STREET.

Due to the inability to come to terms with the selected candidate additional interviews were conducted for the Executive Director Contracted Services. Additional preparation went into the interview process, including interview questions and the assignment for the candidates to complete prior to the final interview. The second round of interviews will be conducted on the 27th of January. Prior to that another phone screening will take place in order to assure the remaining candidates will accept the position if they are offered it.

NEW INSTRUCTOR ORIENTATION.

Meetings continue to check the progress of the induction program. The new instructors are required to observe other teachers and be observed by their mentors. These have been taking place each quarter.