
Human and Quality Resources Report

June 2014

ISO.

Information for the various surveys including; student satisfaction, parent satisfaction, and food service were compiled and reviewed during the Administrative Retreat. An issues list was developed based on the information reviewed and assigned as appropriate.

Staffing.

Custodial/Maintenance

Currently there are 4 seasonal help working in the custodial maintenance area. Two are graduated students from Erie County Technical School and one is from the Veteran's program that began last summer.

Technology

Seasonal help began the end of May and is working with Technology Manager and Technician with projects for the summer.

Business Manager

Paul Fritz continues as the Interim Business Manager. The interview process was conducted and a candidate is on the agenda for approval. The transition plan will hopefully include some training by Paul who may be able to arrange to assist with final audit, the transition plan, and some training.

Networking

Interviews continue for the Networking vacancy created by the resignation of Phylis Zimmermann. The hope is to have a candidate to recommend to the board in June.

Clerical

The secretary in the high school office has resigned and the process of filling the position has begun.

Adult Education.

The final term of RCTC took place with a very small enrollment. Plans are being made for next year.

Payroll.

The last payroll of the year is challenging with the option of lump sum pay for the instructors. In addition, various year end calculations must be made. ECCA has been helpful with the transition to the new software and some changes may be made once the new business manger is on board.

Business Office.

In the absence of the Business Manager, assistance has been needed with daily tasks that the Interim Business Manager hasn't been able to handle remotely. These include things like daily deposits, providing auditors with information during their site visit and preparation for the next visit, and assisting others to obtain information as needed. In addition, communication with the Interim Business Manager to make sure he has all the information he needs has occurred on almost a daily basis.