
Human and Quality Resources Report

May 2014

ISO.

ISO internal audits were completed and submitted by the deadline of April 30th. The parent satisfaction survey response has been good. 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

Another seasonal help candidate is on the agenda for this month. Two seasonal help candidates have started working and have been filling in for the custodian who resigned and will also assist with grass cutting and lawn care. In addition, the Veteran's Administration will provide candidates as needed and as they are available.

Technology

Seasonal help will begin the end of May. They will assist the Technology Manager and Technician with projects for the summer.

Business Manager

Paul Fritz is up and running as the Interim Business Manager. Résumés continue to be collected for the search and will be reviewed to start the interview process.

Networking

Résumés are also being collected for the Networking vacancy created by the resignation of Phylis Zimmermann.

Adult Education.

Term V will only have classes running on Tuesdays and Thursday due to the small amount of classes running.

Payroll.

The transition to the new system has gone well. There are still a few more changes that are going to be implemented in order to have things run more efficiently. These may wait until the new Business Manager is on board since they may involve process change as well.