
Human and Quality Resources Report May 2017

ISO.

ISO audits are being turned in and are expected to be completed by May 24, 2017 and seem to all be on track. Parent Satisfaction surveys continue to trickle in. All data will be compiled and reviewed in the summer retreat in June. Other information will be considered at the retreat as well to determine priorities for 2017-2018.

STAFFING.

Professional

The Auto Body Instructor returned to work and the Auto Tech Instructor is back in Auto Tech. The Construction Trades Instructor continues to be out on leave and will be out for the rest of the 2016-17 school year.

Classified.

The Business Office secretary continues to be on leave and is requesting a disability leave of absence which is included on this month's agenda for your consideration. A return date has not been established at this point. Plans to deal with the absence are being considered including the potential use of a long term sub.

Summer Help.

Additional summer help candidates are being interviewed for both Technology and Maintenance. It may be necessary to add additional seasonal staff to Maintenance due to a possible leave of a custodian that has not been determined at this time.

Kelly Services.

Kelly Services end of the year review will be held to review process and service through the 2016-2017 school year.

PAYROLL.

End of the year preparations are being made for payroll including final pay for some instructors, preparation for the auditors, preparations for benefit balances and various other end of the year processes.