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## Human and Quality Resources Report August 2017

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### ISO.

The ISO audit is scheduled for October 12<sup>th</sup> and 13<sup>th</sup>. SRI will be here to conduct the audit.

### STAFFING.

#### **Other Positions**

Two part-time math instructors have been hired. There is a motion on the agenda for the second of the two. Interviews are being conducted for a part-time reading coach and a student aide has been hired. In addition interviews are being conducted for the Accounting and Administrative Assistant and Pupil Services Secretary with the resignation of Robyn Edwards.

#### **Kelly Services**

An end of the year meeting was held with Kelly Services to discuss the fill rates and review performance for the 2016-2017 school year. In addition, any needs for the coming year will be established.

#### **Maintenance/Technology**

Summer help for both maintenance and technology will continue as the contract allows through September 30.

### PAYROLL.

Benefit balance reconciliations have been made and changes have been made to payroll so they are visible on employee paychecks. Verification sheets will be mailed with payroll for employees to validate their days.

### IN-SERVICE.

The In-Service agenda was completed. There will be a day of in-service dedicated to writing. In addition, the new Domain 4 portfolio will be introduced by the instructors that were involved in the development.