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## Human and Quality Resources Report

### December 2017

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#### ISO.

Internal audits will begin in January and as usual will continue through May. There are five internal audit teams responsible for conducting the process audits.

No feedback has been received yet regarding the action plan for the Corrective Action found during our external audit from SRI.

Input is still being gathered regarding the Business Math Class. A survey of students will be conducted as well as other data to make a long term decision in order for the home schools to schedule appropriately in the winter.

The Special Education audit is continuing, more input from instructors and students will be collected.

#### STAFFING.

##### **Professional.**

At this point with the changes that have been made an additional Secondary Math Instructor is not needed.

##### **Kelly Services**

Kelly Services continues to assist in the filling of day to day subs and is assisting in the other openings including Math, Secretaries and Custodians.

#### FINGERPRINTING.

A new fingerprinting company has taken over the Pennsylvania contract. The equipment was installed by a representative of the company on Monday December 4<sup>th</sup>, 2017. All responsible for the fingerprinting were trained over the course of the week and the system is up and running.

#### PAYROLL.

End of the year payroll preparations are being made with only one payroll left in the 2017 fiscal year.