
Human and Quality Resources Report May 2018

ISO.

ISO audits are being turned in and are expected to be completed by May 24, 2018 and seem to all be on track. Parent Satisfaction surveys and student surveys have been entered in order to analyze the data. 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 2018-2019.

STAFFING.

Director

The process continued in search of a new Director and additional interviews were conducted.

Professional

There may be several vacancies in the Professional unit at this time there has been informal notice but formal notice has not been submitted.

Classified.

ECTS Administration is recommending hiring Kelly Bennett for the S-2 position in the Business office. That employee has been out on leave for over a year without a return date established.

Summer Help.

Additional summer help candidates are on the agenda for approval for maintenance to assist with lawn care and summer cleaning. Technology summer help are also being considered.

Kelly Services.

Kelly Services end of the year review will be held to review process and service through the 2017-2018 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.