
Human and Quality Resources Report

October 2017

ISO.

The ISO audit was conducted October 12th and 13th. Steve Pettyjohn from SRI conducted the audit. One minor nonconformance was given for inconsistent retention of required documented information. A correction plan will be submitted within 30 days and the nonconformance will be reviewed at our next surveillance audit in 2018.

The special audit of Special Education continues. Interviews have taken place of internal people involved in the process and interviews are scheduled for external people involved in the process.

STAFFING.

Professional.

The search continues for a certified Secondary Math Instructor. The work continues with Kelly Services and other networking. Kelly Services attends college career fairs and hope they will find a certified math teachers, currently there are none available as subs through them. A certified science teacher working with the math certified teacher.

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.

Maintenance

A motion is on this month's agenda to hire an additional custodian due to the resignation of another to leave for a full-time job.

PAYROLL.

Routine payroll changes were processed.

PIMS.

PIMS has been uploaded and the next step is to print and submit the ACS provided all data is validated. In addition, the support staff SUPPer report was submitted.