
Human and Quality Resources Report

September 2017

ISO.

The ISO audit is scheduled for October 12th and 13th. The audit will be conducted over a day and a half. SRI will be here to conduct the audit.

Currently, a special audit of Special Education is being conducted. Four auditors have been identified to conduct the process audit. Internal and external participants in the process have been identified and will be interviewed, this will include: instructors, students, parents, internal and external special education personnel, and other parties that may be identified as the audit is conducted.

STAFFING.

Other Positions

The year started with two Math Instructors and one of them was offered a full time position so the search continues for the second instructor. Currently, a Kelly sub is being utilized to assist Allison Marendt. The search continues but finding a certified Secondary Math Instructor has proved to be challenging and it seems other districts are having the same struggle. Interviews are continuing for the Accounting and Administrative Assistant and Pupil Services Secretary.

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 search is being conducted for additional custodians. One of the custodians has left for a full-time job.

PAYROLL.

Routine payroll changes were processed. Pay for instructors all had to be recalculated due to 27 pays in this contractual year.

PIMS.

Information is being validated for the October PIMS reporting necessary for staff members. In addition, the information for the support staff SUPPer report will be validated as well for submittal.