
Human and Quality Resources Report

January 2019

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.

Parent Satisfaction Surveys will be distributed with first quarter report cards, results will be compiled and reviewed.

STAFFING.

Kelly Services

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

Classified

Two secretaries continue to be on uncompensated leave approved by the JOC. Updates have been requested on their status.

Administrative

Job descriptions have been revised and are on the agenda for Student Support due to the impending retirement of an Administrator.

Professional

At this time, there are no formal retirements to report.

FINGERPRINTING.

Fingerprinting continues to run smoothly and additional employees have been trained on the process including temporary employees filling in for leaves.

PAYROLL.

End of the year payroll preparations were made and W-2's and 1095's were prepared and distributed to employees.

NEGOTIATIONS.

Negotiations with the Classified Unit have been scheduled as the contract expires at the end of June.