
Human and Quality Resources Report May 2018

ISO.

ISO audits were all completed and submitted prior to the May deadline. Parent Satisfaction surveys and student surveys have been entered in order to analyze the data. All data will be compiled and reviewed.

STAFFING.

Professional

Upon approval of the Instructional Support position, a search will need to be conducted for the Transition Center Instructor. In addition, a search will also be conducted for the Computer Programming Instructor. Lastly, the hope is to make a recommendation for the Business and Industry Partnerships Coordinator at the May 2019 JOC meeting.

Classified.

A motion is on the agenda for a part-time custodian on the May 2019 agenda.

Summer Help.

Summer help candidates are in the process of completing paperwork in order to fill position for maintenance to assist with lawn care and summer cleaning and in Technology to assist with summer projects.

Kelly Services.

Kelly Services end of the year review will be held to review process and service through the 2018-2019 school year. It has become a little more challenging to fill vacancies this time of year. Mondays and Fridays are the hardest days to fill but this is somewhat normal this time of the year.

PAYROLL.

End of the year processes are being completed including final pay for some instructors, preparation for the auditors, preparations for benefit balances and various other end of the year processes.