
Human and Quality Resources Report August 2019

ISO.

The ISO audit is scheduled for October 8th and 9th. There will be two auditors here for 1.5 days since it is a renewal audit. Data was reviewed at the Administrative retreat on August 1, 2019. This will be part of what the auditors will look at when they are here.

STAFFING.

Professional Unit

The three instructors that were approved at the special meeting in July have hit the ground running. There will be an orientation held on August 21st to review important information for them to be successful. In addition, they have already been here various days to get started. Mentors were assigned to each teacher and meetings will be scheduled to facilitate the process.

Kelly Services

An end of the year meeting was held with Kelly Services to discuss the fill rates and review performance for the 2018-2019 school year. There have again been changes in the staffing for customer service at Kelly Services so the process of filling in those gaps has started. ECTS will have a new representative that has yet to be established.

Maintenance/Technology

Summer help for both maintenance and technology will continue as the contract allows through September 30.

PAYROLL.

Benefit balance reconciliations have been completed. They will be distributed with the last paycheck in August so that employees can verify their days. Sick day balance worksheets were completed in order to assist with the audit.

IN-SERVICE.

The In-Service agenda was developed and the mandatory sessions that have to occur every year have been scheduled.