
Human and Quality Resources Report

January 2020

ISO.

The ISO audit kickoff will be in January as usual, and the five audit teams will conduct the internal audits through May. The programs to be audited will take place in conjunction with the formal curriculum audits in order to streamline efforts and interviews.

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

STAFFING.

Kelly Services

Additional subs were added to the pool of substitute instructors to fill day-to-day needs. It has been helpful to have Marty Burnham to fill in where needed when Kelly Services is unable to fill a vacancy. Last minute requests have been difficult to fill. Most districts are having the same issues with the lack of substitutes.

Professional

At this time, there are no formal retirements to report. There is a possibility that at least one instructor will retire but there has not been a submission of a letter at this time.

FINGERPRINTING.

Fingerprinting has ramped up with the additional people that need to have clearances for their employment. In addition, there have been some technical issues that have been addressed.

PAYROLL.

Reports needed for completion of the 1095's were submitted. End of the year payroll preparations were made for W-2's. Both of these forms are to be distributed with the next payroll.