
Human and Quality Resources Report May 2020

ISO.

Contact was made with the external ISO auditor to discuss our plan to handle internal audits utilized just a limited audit since they were not scheduled to be finished until May 24th. He approved the handling of the audits and the teams are working on completing the best they can.

Parent Satisfaction Surveys will be reviewed at the end of the year retreat.

Student Satisfaction data has been entered and will need to be compiled, analyzed and then reviewed at the end of year retreat and then shared with instructors to address any low performing areas.

STAFFING.

Kelly Services

Use of Kelly Services will continue but there is a motion on the agenda for additional subs that will not be hired through Kelly Services.

Professional

There is a motion for retirement for the Welding Instructor and a resignation for the Transition Center Instructor. Recruitment has begun for both positions and resumes have begun to be submitted.

FINGERPRINTING.

Due to the closure of Erie County Technical School fingerprint services have been suspended, a plan is being put together to address the reopening considering all of the safety protocol. Fingerprinting is considered an essential service and there are essential workers who need to be fingerprinted.

PAYROLL.

Payroll has continued as it was in the past with a slight change with ECCA mailing the paystubs. End of the year preparations and audit preparations

ADDITIONAL COORDINATION.

There has been additional coordination necessary in order continue operations. Conference calls are held three times a week with Administration. Consistent communication between supervisors and employees is taking place in order to continue operations.