



Human Resources Report for 2017-18

Staff

Year	<u>Total Staff</u> (Does not include Coaches)	<u>Certificated</u>	<u>Para Educators</u>	<u>Non-Rep & Secretaries</u>	<u>Maintenance Custodians Bus Drivers Food Service</u>	<u>Admin</u> (Includes Superintendent, Principals and Certificated Directors)	<u>Coaches</u>	<u>Hispanic Staff</u>
2016-17	185	87	43	20	27	8	44	2
2017-18	185	87	43	20	28	7	42	3

Grievances

Year	Number
2016-17	1
2017-18	0

****During the 15-16 school year there were 9 grievances filed and resolved July, 2016.**

Collective Bargaining Groups & Contract Status:

- Port Townsend Education Association 2018-2020
- SEIU (classified staff) 9/1/17 through 8/31/2020

Human Resources/Payroll

- Human Resources Staff: 1.63 FTE (Includes Director)
- Monthly Payroll - \$1.08 million per month (12 Month Average)
- Average of 217 staff paid per month (includes non-employee coaches and substitutes)

<u>District Goal/Strategy/Activity</u>	<u>Progress/Data</u>
Continue to recruit highly qualified teaching applicants.	The district has been sending teams to Career Fairs the past three years and we are starting to see more interest in our available positions.
Reduce absenteeism and the use of substitute teachers and paraeducators.	Continuous approval process and monitoring of absences not covered in the CBA or policy. Have contacted the Washington Personnel Association to poll school districts on ways to analyze and address absenteeism.
Moving to electronic onboarding system for new hires. This includes substitutes and coaches.	Implemented in July. Dramatically reduced the use of paper and staff hours. More efficient way to monitor and store documents.
Working with the Department of Retirement to implement new ERA (Employer Reporting Application) system.	Currently in the process of training and implementation for our district is scheduled for June 2019.

What can the Board focus on to improve the department?

- Continued awareness of teacher shortage, requiring aggressive recruiting of new teachers and when necessary, use of out-of-endorsement teachers.
- Awareness of the new Paraeducator Requirements. A Fundamental Course of Study (FCS), 28 hours, is waiting for legislature to approve funding. This course will be required for all paraeducators. I am in touch with ESD 114 but there is no concrete information yet. We are supposed to be compliant in the 19-20 school year but no one really knows what is happening and if it passes how will we fund this, etc. Many questions need to be answered.
- Awareness that our health benefits will be changing. School Employees Benefits Board (SEBB) will be offering benefits starting January 1, 2020 after legislative approval.