



Human Resources Report for 2019-20

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
2018-19	192	88	47	20	30	7	42	5
2019-20	195	89	48	20	31	7	40	5

Grievances

Year	Number
2016-17	1
2017-18	0
2018-19	0
2019-20	1

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

Collective Bargaining Groups & Contract Status:

- Port Townsend Education Association 2020-2022
- SEIU (classified staff) 9/1/17 through 8/31/2020 (Currently in negotiations-not finalized)

Human Resources/Payroll

- Human Resources Staff: 1.63 FTE (Includes Director)
- Monthly Payroll - \$1.1 million per month (12 Month Average)
- Average of 217 staff paid per month (includes non-employee coaches and substitutes)

District Goal/Strategy/Activity	Progress/Data
Improve employee relations with better service and systems.	Seek to meet the daily needs of staff by managing benefits, answering payroll questions and offering easy access to forms. We've also transferred to the ReadySub Substitute System and we are finding it to be much more user friendly for staff.
Implementation of new Paraeducator Requirements	The Fundamental Course of Study (FCS) is in full swing for our district and Paraeducators will have 20-21.
Continue to use "Lean Thinking" in regard to office procedures.	During the 19-20 school year Human Resources was able to distribute teacher contracts through DocuSign, eliminating paper copies and saving hours of staff time. Continue to look for opportunities to reduce paper consumption.

What can the Board focus on to improve the department?

- Continued support of the state required training of Paraeducators, Fundamental Course of Study, and funding of that requirement if necessary.
- Awareness of the difficulties navigating COVID 19 leave and the concerns of district employees in losing sick leave balances due to the virus.
- Continue to support professional development of Business Office staff.