

HR Department - Communications & Connections

*Presented to the Board of Directors
April 23, 2019*



Growing district? We can help. *Take Root*

Recruit, hire and retain the best: Get the resources you need from your partners at ESD 112

FINDING THE BEST STARTS



TAKE ROOT EMPLOYMENT COOPERATIVE (TREC) PROFESSIONAL RECRUITMENT

TREC works with university partners to match qualified candidates in shortage areas with districts who need them. The program helps districts reduce costly contracts and recruiting efforts for high-demand professionals like school psychologists, nurses and other specialists.

More information at: esd112.org/trec
 ✉ marlene.gonzalez@esd112.org • 360-952-3421

ESD-UNIVERSITY (ESD-U) CERTIFICATION

ESD-U offers an initial teacher certification program for those who have completed a bachelor's degree and are already employed as classified staff or those interested in changing their career to teaching. ESD-U costs much less than traditional programs.

More information at: esd112.org/esd-u
 ✉ mike.esping@esd112.org • 360-952-3412

NEOGOV HR SOFTWARE

NEOGOV eliminates time and paperwork by allowing applicants to easily apply for jobs online. As NEOGOV participants, small districts can receive the same hiring services enjoyed by large districts.

More information at: esd112.org/hr/recruitment
 ✉ joseph.mathews@esd112.org • 360-952-3326

ENSURING THEY THRIVE



BEGINNING EDUCATOR SUPPORT TEAM (BEST)

BEST provides first and second-year teachers crucial supports to help them bloom in the teaching profession. New teachers are matched with a trained mentor who supports them in the classroom and coaches them as they learn and grow in their new career.

More information at: esd112.org/best
 ✉ mike.esping@esd112.org • 360-952-3412

ESD-U RETOOLING

Current teachers can add an additional endorsement in the areas of English Language Learner or Special Education through ESD-U. Scholarships are available through the Professional Educator Standards Board.

More information at: esd112.org/esd-u
 ✉ mike.esping@esd112.org • 360-952-3412

ESD 112 CERTIFICATION SERVICES

In partnership with the Office of the Superintendent of Public Instruction, the ESD 112 certification team assists educators with the online application process for first time Washington certificates and renewals. We also help evaluate and process certification applications and issue temporary permits.

More information at: esd112.org/hr/certification
 ✉ chelsea.jacobson@esd112.org • 360-952-3322

EDUCATIONAL SERVICE DISTRICT 112

Serves Stevenson-Carson; Toutle Lake; & Wahkiakum

- 29 Hard to Fill Positions Posted
- 26 position filled

HIRING MADE SIMPLE



Let SWRC
do the work
for you!

Streamline your recruitment process with ESD 112 and NEOGOV. Applicants apply through an online system used by over 1500 public section agencies and educational institutions throughout the country.

- Create a job posting unique to your School District
- Provide an easy to use application process for your candidates
- Eliminate time consuming paperwork
- Easy access to review and process candidate's application materials
- Receive the same hiring process benefits enjoyed by large districts

To learn more about how
ESD 112 can help, contact:

JOSEPH MATHEWS
 ESD 112 Human Resources Coordinator
 (360) 750-7503
joseph.mathews@esd112.org

ESD 112

SWRC

Southwest Washington Recruitment Co-Op

Your Human Resources Team



HUMAN RESOURCES TEAM

We're here for you!



Marnie Allen
Assistant Superintendent
Human Resources and Legal Services

- Oversees HR for ESD 112
- Provides legal services to ESD 112 & districts
- Provides capital facility planning services to districts

 (360) 952-3495 marnie.allen@esd112.org



Melissa Kreuder
Director, Human Resources

- Oversees HR department & daily services
- Employee relations & performance management
- Manager support, consultation & training
- School district services
- Teacher & Principal Evaluations (TPEP)

 (360) 952-3328 melissa.kreuder@esd112.org



Denise McNeal
Assistant Director, Human Resources

- Employee benefits
- FMLA & leave requests
- New hire processing, personnel files & employment letters
- WESPaC Systems: budget & state reports
- Compensation: assignment/salary changes, reductions in force, promotions & reclassifications
- Annual salary studies

 (360) 952-3325 denise.mcneal@esd112.org



Chelsea Jacobson
Employment Manager

- Manages ESD Employment
- Partner with managers through hiring process
- Certification services: process permits & provide certification support to ESD, school districts & out of state applicants
- Employee relations & performance management support

 (360) 952-3322 chelsea.jacobson@esd112.org



Joseph Mathews
Human Resources Coordinator

- ESD employment
- Partner with managers through job posting process
- School district NEOGOV recruitment
- Management & maintenance of NEOGOV application system
- Manage & track employee evaluations
- Safety Committee

 (360) 952-3326 joseph.mathews@esd112.org



Rachael Lafferty
Human Resources Coordinator

- ESD employment & recruitment
- Employee benefit & FMLA/leave support
- New employee orientation & onboarding
- Temporary employee processing
- Social media recruitment
- Fingerprinting, certification & reception support

 (360) 952-3321 rachael.lafferty@esd112.org



Eliza Cornelison
Legal Services Coordinator

- Legal services and Human Resources support
- Board policies and agency procedures
- Tuition reimbursement program
- Commit to Fit
- Administrative Assistant Leadership Team

 (360) 952-3305 eliza.cornelison@esd112.org



Tanya Gorbunov
Human Resources Operations Specialist

- WESPaC Systems: employee assignments, account codes, state reports & Employee Access
- Temporary employee processing: grant participants, course instructors & special projects
- Certification support for districts & teachers
- Social media recruitment
- Agency mail, fingerprinting and reception support
- Prepare new hire emails, photo board & ID badges
- Safe Schools setup & assistance for ESD employees
- Employment Verifications

 (360) 952-3391 tanya.gorbunov@esd112.org



Madison Stassens-Ketcham
Fingerprint Technician

- Fingerprinting services
- Agency reception & mail support
- Department filing/archiving
- ESD Connects Co-Chair

 (360) 952-3392 madison.stassens-ketcham@esd112.org

Events we host:

- Benefits Fair
- Certification Workshops
- Commit to Fit Events
- Employee Appreciation
- Fit Shot Clinic
- Job Fairs, Fall & Spring
- Orientations
- Wellness Fair

OUR MISSION
 as a human resources team is to serve and support our ESD community in advancement of the agency mission ensuring the best outcomes for students and children

For more information about our department and a detailed contact list, please visit our HR page on GOesd112.org
 or view our website www.esd112.org/hr

ESD 112
HUMAN RESOURCES TEAM

Department map

See our department map →

New Employee Orientation & Onboarding

So I hired my new employee... Now what?

1

BEFORE THE START DATE

- Call employee and discuss where and when they should show up on their first day, as well as who will meet them.
- Make sure all equipment/tech is set up and working
- Create timesheets and work Calendars
- Make sure they have access cards/keys for their school/building and supplies needed for first day



ON THE FIRST DAY

- Make sure someone greets them at the front door and helps them get settled
- Give a worksite/building tour
- Set up technology (log in to email and computer, set up phone)
- Introduce to key District/Building staff
- Review Timesheet and Travel protocols



2

3

DURING THE FIRST WEEK

- Give employee time to finish SafeSchool Trainings (Schedule it if needed)
- Follow up on procedures:
 - Intranet/Employee Access
 - Is all tech working?
 - Clear on breaks and meetings
 - Has timesheet and knows who and when to turn it in
 - Aware of how to request leave or call in when sick

QUESTIONS?

Contact Rachael Lafferty for Checklists and other Onboarding resources
(360)952-3321 or rachael.lafferty@esd112.org

- Partner with managers to get a training plan in place before employee starts
- Face-to-face HR meetings for paperwork – 58 new hires since April 2018
 - 26 of those hired since January 1, 2019
- Revised new employee orientations
 - Cover topics such as Agency Organization, Mission and Goals, Key Policies, Professionalism/Civility, Safety and Benefits
 - 11 Orientations since April 2018
61 new employees attended

Annual Report & Quarterly Newsletters

ANNUAL REPORT

RECRUITMENT & HIRING

- Implemented electronic reference checks
- Increased the number of New Employee Orientations & revamped the onboarding process for new employees
- Implemented the NEOGOV Onboard module for new employees
- Partnered with the Take Root Employment Cooperative (TREC Program) to recruit and hire hard to fill certificated positions
- Enhanced our social media recruitment campaign - increased usage of Facebook, Twitter, and LinkedIn

RETENTION & MORALE

- Implemented electronic exit interviews
- Continued comprehensive salary review—completed salary surveys for one third of ESD positions
- Continued researching affordable benefit plans that provide robust coverage and meet Affordable Care Act requirements
- Refined Total Rewards Statements for employees
- Convened HR Communications & Connections Team—hosted four fun events and created quarterly newsletter
- Continued support of employee wellness via the Commit to Fit program

POLICY & PROCEDURE

- Surveyed staff regarding HR services and met with programs to determine priorities
- Completed review and redesign of agency Board Policies and Administrative Procedures
- Continued review and revision of agency & HR department procedures.
- Supported new agency security measures - issued ID badges for staff members and revised procedures for visitors in Reception

PERSONNEL & TRAINING

- Managed Alternative Routes to Certification Block Grant; four ESA staff members earned their teaching certificates in Special Education.
- Continued to support the transition of Early Care in Education programs to a blended model
- Developed & presented manager trainings on "Difficult Conversations", "Conducting Job Interviews", and "Sensitivity"
- Supported and consulted with managers to resolve personnel matters

2017 HR Quick Stats

195
ESD 112 full or part-time employees hired

266
permits or certificates issued

3,110
individuals fingerprinted

April 2018
EDUCATIONAL SERVICE DISTRICT 112

District Services & Support

SUPPORT & TRAINING

- Supported the transition of Ridgefield certificated staff from the ESA to the district
- Provided certificated employee salary placement trainings for Castle Rock and Stevenson-Carson school districts
- Held onsite certification trainings at La Center, Vancouver, and Washougal school districts
- Provided six Certification Workshops for educators
- Hosted HR Directors Network Meetings and offered professional development opportunities
- Provided district consultation on issues such as personnel management, leave requirements & processing, and recruitment & hiring
- Sponsored training on Washington's new sick leave law presented by Labor & Industries
- Served as a host site for the WASBO webinar "Negotiating Contracts in the Wake of HB 2242"
- Served as a host site for a HUB International presentation on SEBB

RECRUITMENT

- Provided "Take Root - Grow Your Career in Education Services" recruitment services via NEOGOV application system for the Wahkiakum and Toulle Lake School Districts
- Managed Alternative Routes to Certification Block Grant; supporting 20 classified staff in partner districts to become certified teachers
- Hosted on-site regional career fairs for hard-to-fill positions. Fairs held annually in March and August.
- Facilitated administrator searches for the Centerville and Wahkiakum school districts

Your HR Team

Marnie Allen - Assistant Superintendent, HR & Legal Services
 Melissa Kreuder - Director, Human Resources
 Denise McNeil - Assistant Director, Human Resources
 Eliza Cornelison - Human Resources Specialist/Administrative Assistant II
 Tanya Garbunov - Human Resources Operations Specialist
 Chelsea Jacobson - Certificated Employment Manager
 Rachael Lafferty - Human Resources Specialist
 Joseph Mathews - Human Resources Coordinator
 Madison Stassens-Ketcham - Fingerprint Technician

HR Hosted Events – Making Connections



Chocolate Chip Cookie Day

Employee Appreciation Day (annual)

Random Acts of Kindness Day

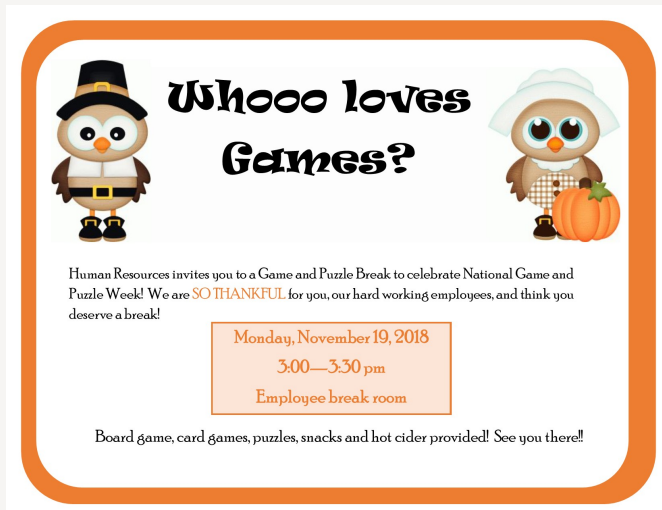
Hot Chocolate & Candy Cane Break

National Day of Encouragement

National Game & Puzzle Week

Pi Day

May the 4th Be With You



Manager Round Tables & Trainings



- HR Processes & Procedures
- Difficult Conversations
- HIPPA & Leaves of Absence
- Hiring & Retaining Top Talent
- Performance Management
- Salary & Compensation
- On-Boarding & Retention

Looking to the Future...



