

HUMAN RESOURCES

2025-2026 Budget Workshop

Shawn Clark
Assistant Superintendent for Human Resources

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Our Team

- ▶ Orlando Benzan- Director of Equity, Inclusion, and Personnel
 - ▶ Tammy Vanderbilt- Human Resources Assistant
 - ▶ Jill Adams- Personnel Clerk
 - ▶ Carol VonBerg- District Receptionist
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Areas of Responsibility

- Personnel processes and matters
- Staff hiring, onboarding, and assignments
- Sectioning
- Contract negotiation
- Labor relations and contract administration
- Leadership development
- Administrator and Teacher evaluation process

Report Highlights

- ▶ Goals
- ▶ Budget
- ▶ Sectioning and Staffing
- ▶ Trends
- ▶ Hiring
- ▶ Negotiations

Goals for 2024-2025


- ▶ The creation of HR Department Mission, Vision, and Values
 - ▶ Automation
 - ▶ Defining roles and responsibilities
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HR Mission, Vision, and Values

Mission:

The mission of the Pittsford Schools Human Resources Department is to hire and retain exceptional talent that is representative of our diverse school community.


We provide comprehensive resources and guidance to meet personal and professional needs that foster a positive and productive workplace, ensuring a supportive environment for all.



HR Mission, Vision, and Values


Vision:

The Human Resources Department aims to be the premier destination for careers in education through pioneering innovative practices. We are committed to creating a supportive and adaptable environment, ready to meet the evolving challenges of the labor market.




HR Mission, Vision, and Values

Core Values:

- ▶ Student Centered
 - ▶ Supportive Environment for All
 - ▶ Continuous Improvement
 - ▶ Progressive
 - ▶ Collaborative
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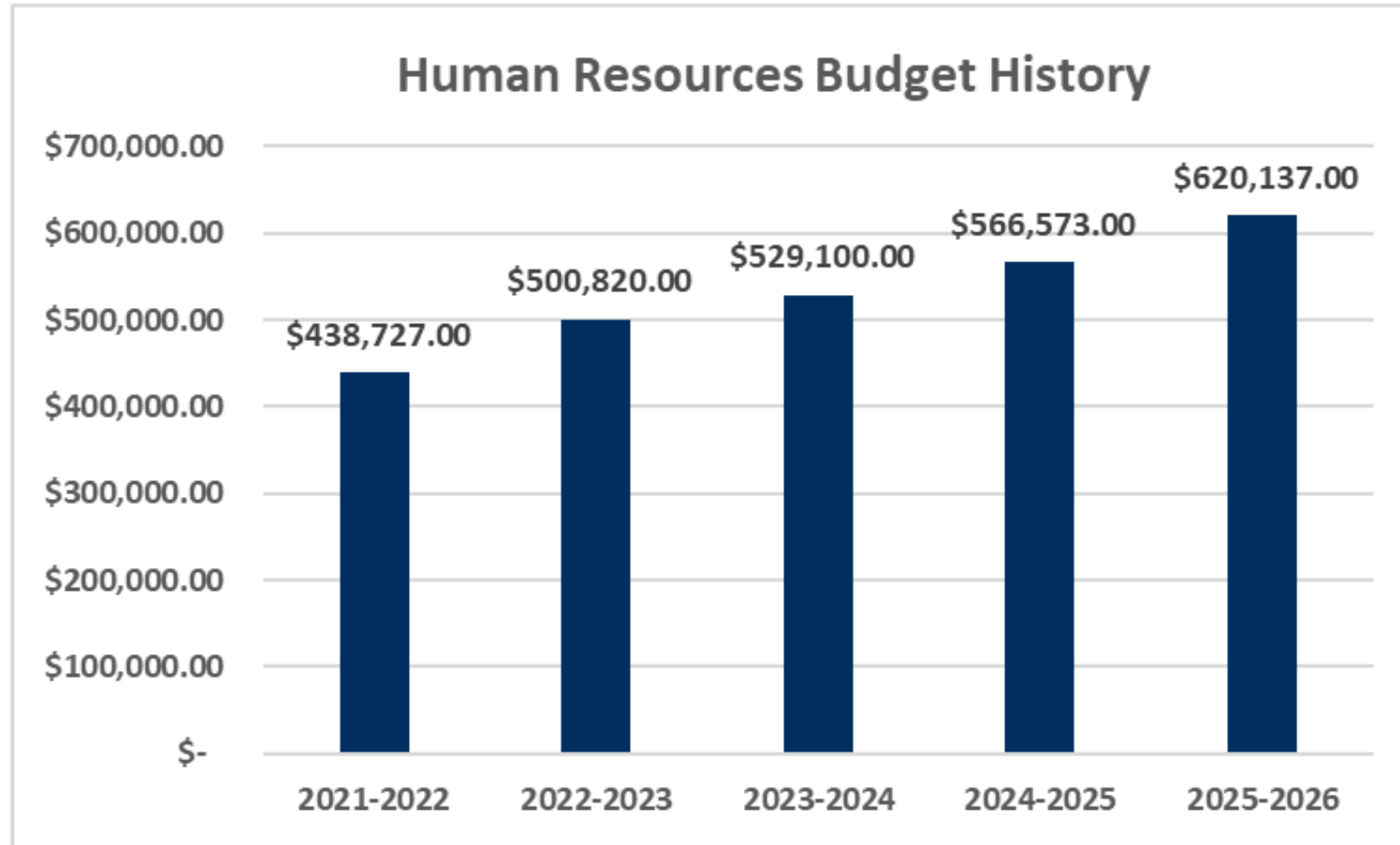
Automation

- ▶ We are investing in the electronic onboarding functions through School Front.
 - ▶ Basic information from an employee's application will automatically transfer to common onboarding forms.
 - ▶ The typical time to onboard a new employee will be reduced by 50%.
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Defining Roles and Responsibilities

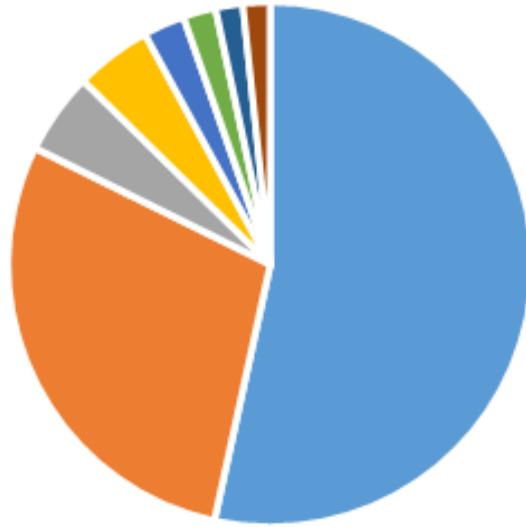
- ▶ ASHR
 - Certificated Staff
 - Overall department oversight
- ▶ Director of Equity, Inclusion, and Personnel
 - Civil Service Staff
 - Leadership and support of DEI work
- ▶ HR Assistant
 - FMLA, BOE packets, adding new staff to HR systems, Contractual Support
- ▶ Personnel Clerk
 - Civil Service, archival files to BOCES, badge system, scheduling onboards, HRA backup

Budget History



Budget Overview

Top Budget Catagories



■ Administrative Salary

■ Clerical/Secretarial Salary

■ Contracted Services

■ Teacher Fellows

■ Admin Mentor Stipend

■ Clerical/Secretary Supplies

■ Interviewing Committee

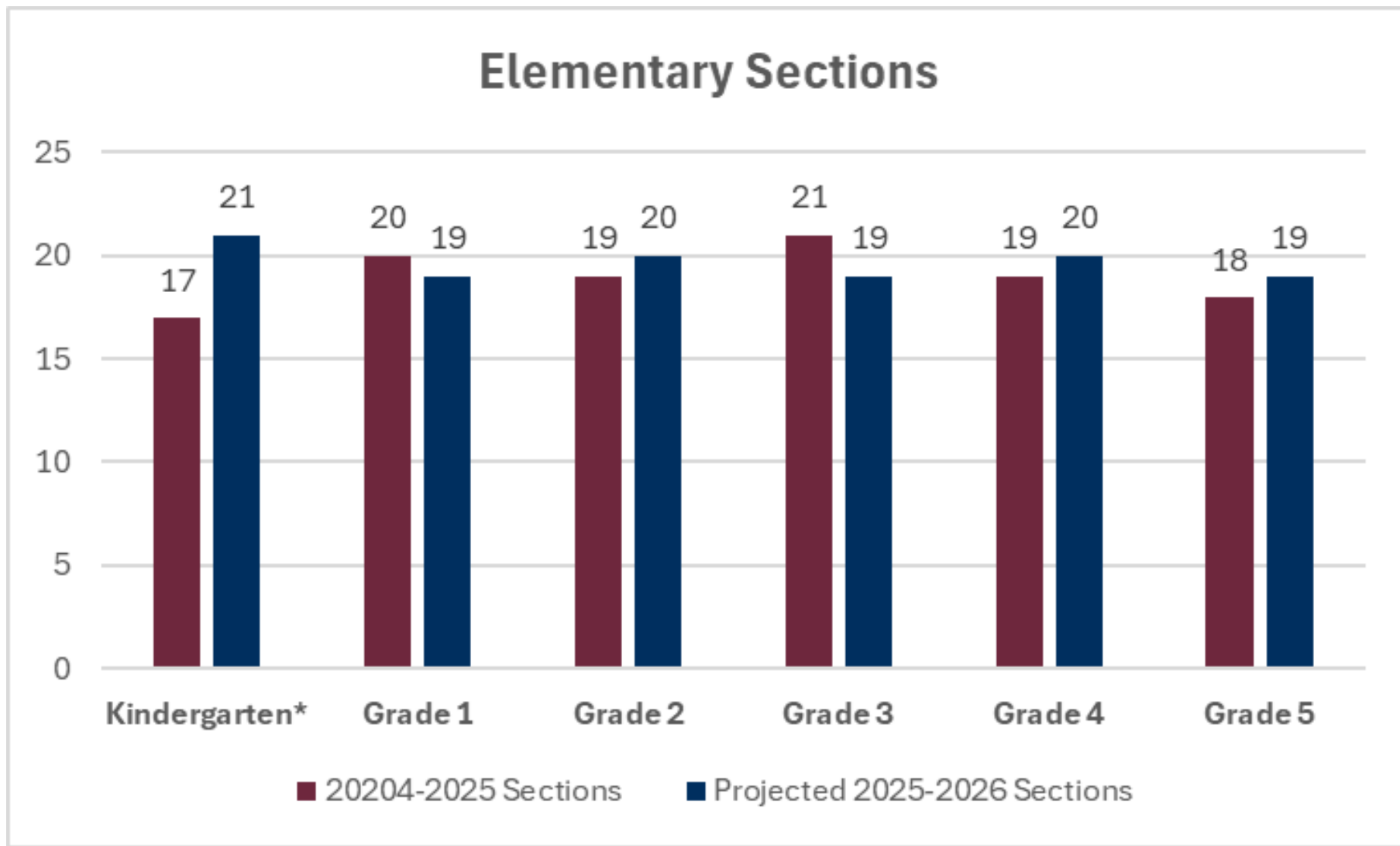
■ BOCES Service

Retirement Overview

► Retirements

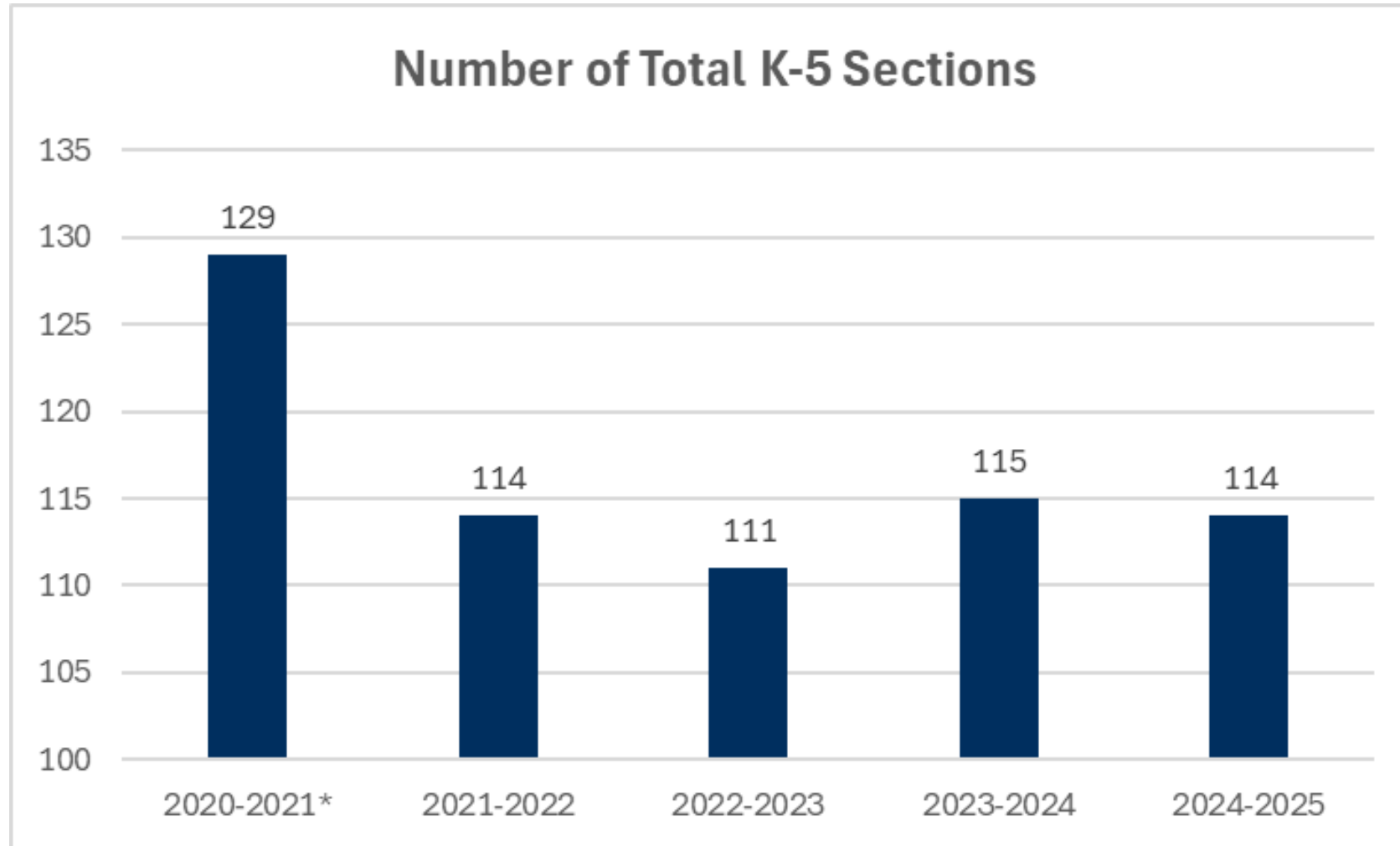
- Administrator- 1
- Teacher- 25
- Paraprofessional- 8
- Supervisory/Technical- 2
- Clerical- 6
- Transportation- 3
- Custodial- 1
- Food Service- 1

*Anticipating approximately \$600,000 in salary savings when hiring replacements



Potential for an additional four sections for 2025-2026

Elementary Sections Over Five Years



Middle and High School Sectioning and Staffing

- ▶ **Middle School staffing remains predictable due to the team model.**
- ▶ **Secondary staffing impacted by difficult to fill positions and attrition through retirements.**
 - **Technology**
 - **Special Education**
 - **Science**
 - **Math**

Hiring

- ▶ **Administrators**

- ACE Principal
- MCE Principal
- MCE Assistant Principal
- Business Official
- BRMS Principal- Pending

- ▶ **Certificated Staff-28**

- ▶ **Regular Substitutes-15**

- ▶ **School Related Professionals-30**

- ▶ **Support Staff-54**

Hiring Areas of Focus

- ▶ Certificated Staff
 - Science, Technology, Special Education
- ▶ Support Staff
 - Bus Drivers and Monitors
 - Food Service Workers
 - Custodians
 - School Aides
 - Safety and Security Personnel

Contract Negotiations

- ▶ No contract negotiations for 2024-2025
- ▶ For 2025-2026
 - Bus Drivers/Attendants
 - Maintenance, Custodial, Transportation
 - Food Services

QUESTIONS?