

# Human Resources Update

## October 21, 2025

*Presented by Stacy Spector, Chief Administrative Officer*

### **Human Resources Department Mission**

Provide service, improve systems and demonstrate impact that increases the ability for adult practice to improve student learning and achievement.

### **Presentation Areas:**

1. Recruitment and retention of quality educators (LCAP Goal 1.5)
2. Employee Relations
3. Legal Compliance and Risk Management



# Recruitment and Retention of Quality Educators



Classification	2022-2023	2023-2024	2024-2025	2025-2026
Classified	77	112	139	125
Certificated	98	101	102	100
Confidential	2	2	2	1
Administrative	16	15	12	11
Total Employees	193	230	255	237

- PKS/Layoffs: Reinstated 68 Classified positions w/ no CSEA-represented Requests for Hearing
- Transitioned 2 of 4 released PE teachers into other teaching assignments
- Promoted “Grow Our Own”; 3 Substitutes and 1 Classified staff into Certificated positions
- Increased Substitute pay rate to \$250; the highest rate in Sonoma County



# Recruitment and Retention of Quality Educators

Priority Areas	2022-2023	2023-2024	2024-2025	2025-2026
People of Color (POC) Staff	11.1 %	34.41 %	37.3 %	40 %
Certificated Special Education New Hires	2	5	9	6
Classified Special Education (SDC)	20	28	38	43
Certificated Substitutes	6	11	18	44
Classified Substitutes	3	1	5	6
TK Credential (want to increase)	4	5	7	8
Misassignment (want to decrease)	17	9	6	8*

\*Misassignment caused by specificity of credential/authorization

Ex: Kawana teacher w/ BA in Spanish. Doesn't have BCLAD but fluent to teach Dual Immersion.

Ex: Mild/Mod teacher has student requiring Speech services. Speech provided by SLP; teacher considered 'misassigned' because doesn't directly provide the Speech services.



# Employee Relations

- Give grace and know people's story
- Clear Expectations/Communication
- Memorandums of Understanding (BEA: 7 CSEA: 7)
- Bargaining/EERC's
- Monthly Site Visitations
- Celebration and Recognition



# Employee Relations

- Improving Staff User Experience
  - Systems Integration
  - Effective and Efficient policies and procedures
  - Seeking Input: Docusign, website redesign
  - Demonstrating Change: Overage Payment process



Bellevue Union Elementary School District  
**Select an Application**

Absence Management *formerly Aesop*

Frontline Central

Recruiting & Hiring *formerly AppliTrack Recruit & Fit*

Time & Attendance *formerly VeriTime*

## BUSD Employee Contracts

- [Certificated BEA](#)

[MOU President Release Time](#)

[MOU TK/K Intervention](#)

[MOU TK Overages](#)

**BEA EXECUTIVE BOARD MEMBERS**

**President-** Carrie Boyce, [cboyce@busd.org](mailto:cboyce@busd.org)

**Vice President-** Tiffany Kapmann, [tkapmann@busd.org](mailto:tkapmann@busd.org)

**Secretary-** Gina Lewis, [glewis@busd.org](mailto:glewis@busd.org)

**Treasurer-** Kristi Slayback, [kslayback@busd.org](mailto:kslayback@busd.org)

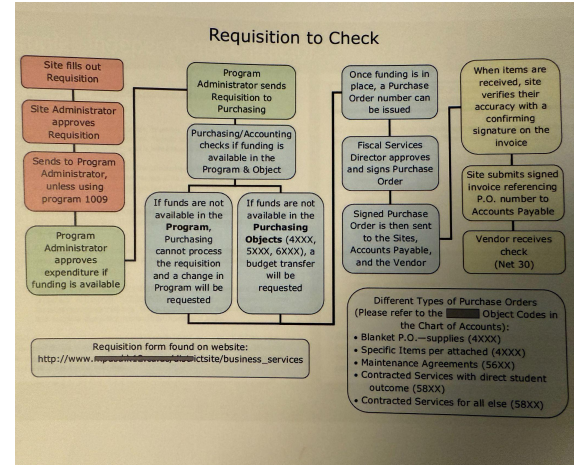
**BEA Membership-** Kim Toller [ktoller@busd.org](mailto:ktoller@busd.org)

**Grievance Chair-** Steve Thiele [sthiele@busd.org](mailto:sthiele@busd.org)

[Enrollment Form Link-PDF](#)

[Online Enrollment](#)

[CTA Retirement Savings Plan Information](#)



# Legal Compliance and Risk Management

Item	2022-2023	2023-2024	2024-2025	2025-2026*
Employee Assistance Program	3	1	7	0
Interactive Process	0	2	4	2
Public Record Requests (PRR)	13	19	22	7
Verification of Employment (VOE) (AB 2534, Student Loans, Mortgage Applications)	58	79	277	211

- PRR's used for employee solicitation or request too broad to adequately respond within 10 day requirement
- VOE's are unfunded mandates
- Compliance does not come with common process and practice

You Have an Experience Verification Ready to be Retrieved! External LEGAL/VOE/PRR/AB19

**info@verifent.com** Mon, Oct 13, 8:34 AM (8 days ago)  
You have a completed experience verification ready to be retrieved in Verifent. Please log in, v

**info@verifent.com** Mon, Oct 13, 8:34 AM (8 days ago)  
Completed for: Richard Foldenauer (Tracking Number: MTV-0B38C5)

**info@verifent.com** Mon, Oct 13, 9:40 AM (8 days ago)  
Completed for: Richard Foldenauer (Tracking Number: MTV-4111E0)

**info@verifent.com** Mon, Oct 13, 9:46 AM (8 days ago)  
Completed for: Richard Foldenauer (Tracking Number: MTV-7EE4BC)

**info@verifent.com** Mon, Oct 13, 11:24 AM (8 days ago)  
Completed for: Richard Foldenauer (Tracking Number: MTV-97ABB8)

**info@verifent.com** Mon, Oct 13, 1:45 PM (8 days ago)  
Completed for: Lauren Bare (Tracking Number: MTV-FF4CCB)

**info@verifent.com** Mon, Oct 13, 2:25 PM (8 days ago)  
to me



# Legal Compliance and Risk Management

Item	2022-2023	2023-2024	2024-2025	2025-2026* To Date
Leaves	22	28	13	11
Legal Claims	0	2	0	0
Mandated Training (Eng/Spanish)	807	920	1897	2961
Pre-Employment Physicals (POPP)	12	27	36	21
Uniform & Title IX Complaints	4	7	6	1
Workers Comp Claims	29	26	53	4
Workplace Violence Incident Claims	0	0	18	7

- Intent does not meet local context
  - Workplace Violence intended for private business like restaurants and banks
  - Time and effort impacts staff focus on student learning, District Goals, etc.



# Implications for Next Steps

## Recruitment and Retention of Quality Educators:

- Classified Sub Availability: low contracted pay range (Step 1) and legal requirements (pre-employment physical, training)
- Certificated Credentialing: Bridge authorizations in Special Ed.; TK authorization and staffing requirements
- Adjust LCAP Metrics (1.17 There will be no misassigned teachers)

## Employee Relations:

- Bargaining outcomes
- Position allocation for 2026-2027

## Legal Compliance and Risk Management:

- Jan. 1, 2026: SB 848 reference requirement for Classified New Hires, expands list of Mandated Reporters
- July 1, 2026: SB 848 implement Mandated Reporter training for all (volunteers, contractors, Board, etc.); update all Safety plans to include processes to protect children from abuse, neglect or sex offenses

## Improved Systems and Services:

- Implementation dips in application of new learning
- Transition from silos to inter-departmental teams

