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Human Resources
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HUMAN RESOURCES 2024-2025 Annual Department Report to the School Board

Overview

The Human Resources Department guides employee recruitment, hiring, onboarding, support and training, leaves and benefits administration, employee compensation, supervision and evaluation, staff investigations, contractual compliance and labor relations. The Human Resources Department ensures the district hires, develops and retains outstanding talent to serve the students of the Beaverton School District.

Some of the daily transactional services Human Resources provides include hires processing, setting employee pay at hire and processing monthly employee pay including salary, stipend and hourly compensation. It also includes processing of tuition reimbursement, services related to transcript management and licensure tracking, processing and documentation of employee assessments.

Strategic services include guidance to leaders related to staff supervision, legal compliance, staff conduct concerns, leadership development and employee performance support. The HR leadership team also engages in ongoing work to maintain productive labor relations with the Beaverton Education Association and the Oregon School Employees Association.

HR provides high-quality customer service to each client and stakeholder. Interactions with Human Resources may involve stressful or emotional contexts, such as job offers, interview results, compensation issues, staff need for paid leave, or communication and support for corrective action. The Human Resources team seeks to preserve the dignity and respect of each individual as we engage in problem solving and service requests for employees. The work to serve others with grace and integrity takes place continually, as our staff interface with employees, job candidates, supervisors, the community and patrons.

Achievements

Labor Relations

Belong. Believe. Achieve.

Beaverton School District does not discriminate in any programs or activities on any basis protected by law, including but not limited to an individual's actual or perceived race, color, religion, sex, sexual orientation, gender identity, gender expression, national or ethnic origin, marital status, age, mental or physical disability, pregnancy, familial status, economic status, veteran status, or because of a perceived or actual association with any other persons within these protected classes.

In February of 2024, the district began negotiations with the Beaverton Education Association to bargain a successor contract for licensed staff. The then current collective bargaining agreement was set to expire in June of 2024. The teams engaged in good faith negotiations throughout the spring, and continued into the fall of 2024. In October of 2024, the district team called for mediation to help the teams regain momentum after a lengthy period of slow progress. In January of 2025, in the fourth mediation session, the district and BEA teams reached a tentative agreement which was subsequently ratified by the union and approved by the school board on February 11, 2025. Human Resources oversaw the negotiation, and HR teams are now working closely with colleagues in the Business Office and IT to implement the conditions of the new agreement, including changes to pay and benefits. Licensed employees will receive retroactive payment for adjustments to salary in the March and/or April paychecks. Beaverton's administrator and confidential staff groups will receive cost-of-living adjustments to salary and changes in the insurance cap for benefits mirroring the agreement with BEA going forward. The HR team is providing professional development and expert guidance to all leaders to become familiar with the new and adjusted agreements in play. The term of negotiation was lengthy, but the outcome was a fair and solid agreement. Despite a challenging political context and financial pressures impacting both teams, reaching agreement without unilateral implementation or labor action to strike was a hard won success for both parties, and it served to protect the continuity of instruction for Beaverton students.

Recruitment and Hiring

Human Resources implemented a new application system in October of 2023. Moving into the current year, additional components of the streamlined system have been developed and gone live. The latest module implemented is the onboarding module allowing for paperless exchange of required documents and typical paperwork needed to process a hire after an offer has been accepted. ApplyBSD is a key tool in supporting BSD's efforts to be competitive in a tight labor market, reducing the time from job posting to hire for candidates.

In recent years, our district has hired all year round as we navigate changes in labor market patterns. HR holds job fairs to increase candidate pools and facilitate hiring at key intervals. In the fall of 2024, HR held a classified hiring fair that resulted in 325 candidates applying for around 50 positions. In the spring of 2025 the district's HR team will lead BSD's engagement at the state Oregon Professional Educators' Fair in Salem, and will also collaborate with other local districts to hold a regional job fair. Each fall HR hires substitutes for the school year. This year's efforts resulted in a full slate of licensed substitutes, and key gains in adding to our classified substitute group. The pattern of chronic substitute shortages seen in recent years has diminished greatly, allowing for greater stability in our classrooms on days when our employees are absent or out on leave. We continue to experience challenges, particularly finding qualified long-term substitutes for particular areas of licensure. But the widespread shortages we had seen since the pandemic have reduced to more manageable coverage.

This year the Human Resources team will engage licensed priority hiring for highly sought-after candidates for areas of need in our district. The 2025 hiring plan calls for early recruitment for

bilingual staff to support the district's expansion of dual language programming. The plan also includes early outreach for special education teachers to meet the yearly demand to maintain high-quality educators in special education classrooms. As we approach the annual Oregon Professional Educators Fair, the team will continue to seek out talent in priority areas such as science, math and other competitive subject areas. Early hiring strategies combined with skillful administration of district staffing ensure best fit placements for all our staff to meet the needs of students.

Employee Engagement and Learning

Based on employee satisfaction, the Beaverton School District was selected by Forbes magazine for its [America's Best-in-State Employers 2024](#) list. BSD was the only school district recognized in the top 10 list of employers based in Oregon. This is the third year in a row that BSD has been honored on the America's Best-in-State Employers list.

Beaverton values its workforce and supports staff in a variety of ways. Human Resources provides communication and opportunities for growth and learning for a group of approximately 900 licensed substitute teachers. Support may include opportunities for collaborative chats, as well as a calendar of professional development opportunities, and a new substitute intern partnership with higher education. The Human Resources team administers the district's new teacher mentor program for teachers in their first or second year. The program pairs new educators with a full-release mentor trained to develop the teacher's problem-solving and professional growth while in the early stages of their career. This powerful support has been in place in Beaverton for more than ten years and remains one of our most compelling recruitment tools for attracting high-quality staff to our district. In addition to our regular new teacher mentor support, Beaverton offers additional robust mentoring and guidance to intern teachers still completing their licensure program to become fully certified. We invest in our staff by offering outreach to our classified staff who wish to explore pathways to teaching. Beaverton engages in partnerships with universities to support classified employees interested in pursuing a teaching degree. Participants complete coursework and practicum requirements to become licensed teachers while still employed in the district as classified staff. HR supports our leaders by providing guidance, training and coaching in staff supervision, leadership development and onboarding for new leaders. Human Resources support for bilingual proficiency testing, work keys assessments and other opportunities for achievement and compensation is essential support as well. Finally, HR invests in our new administrators by offering two years of onboarding sessions designed to integrate them to the work, support leadership development, provide expert guidance and foster networking and collegial support. High-quality staff engagement and training helps ensure high rates of retention in our workforce.

Systems and Support

- ApplyBSD - Recruit and Onboarding
- Document Management
- Enterprise Resource Management process initiated

- District Staffing and Job Expo
- Classified Position Review

Human Resources has made strides in improving operational systems with more efforts underway. The new application system ApplyBSD streamlines recruitment, hiring and, with the module implemented this year, onboarding for new hires. Another system improvement recently achieved is the digitization of archives and files through an electronic document management system. HR worked with IT to implement a systematic approach to converting paper files into electronic files in order to reduce paper and make archival systems more efficient.

Human Resources is working in collaboration with IT and the Business Office to replace our Enterprise Resource Planning system, the backbone of the district's information system for finance and budget systems, employee records, personnel services and pay. The multi-year process is underway. Multidisciplinary teams are working on implementation of a new system that will span the whole district, streamlining operational processes.

HR makes continual improvement to our district-wide staffing effort. Each spring HR supports schools and departments to allocate specific employees to proper assignments based on course forecasting, enrollment and budgetary allocations. In the spring of 2023 the HR team implemented a Job Expo opportunity for current licensed employees. This internal process afforded our current educators with choice in exploring other job assignments and was well received by both principals and licensed staff. In the spring of 2024 the district refined the process and made improvements that resulted in better outcomes. As we engage in the Job Expo for the spring of 2025, the team will incorporate adjustments resulting from the recent contract negotiation with BEA.

A systems support in place for classified staff is the position review process. Each year, managers can submit requests for classified positions to be reviewed for pay adjustments based on job responsibilities. This contractual process allows for management to stay in touch with the needs of the organization, and ensures that employee positions are calibrated and reviewed for pay to keep the system well regulated.

Goals and Key Projects

Strategic plan metrics

Negotiating a fair and sustainable employee contract with OSEA

ERP Implementation

- Implement efficient and effective systems to streamline and support district operations.
- Identify and eliminate systemic barriers to equitable access and outcomes.

Key goals and the focus moving forward for Human Resources include efforts to support strategic plan outcomes, bargaining a fair and sustainable contract with our classified employee association, and continuing the implementation of the district-wide ERP.

Beaverton School District's strategic promise to our community is that we will continue to attract, support and retain a high-quality workforce to meet the needs of our diverse community of learners. Some metrics supporting effective systems and structures for student success include the streamlining of operations, and the identification and elimination of systemic barriers to equitable access and outcomes. Each of these goal areas requires strategy and an action plan. Our efforts to attract, support and retain a high-quality workforce include the efforts described above. HR's work in eliminating barriers to access encompasses our work to leverage efficiencies via the new application system, as well as our work collaborating with partner agencies and higher education to better support avenues for growth and opportunity for promising candidates.

The district has begun negotiations with the Oregon School Employees Association to bargain a successor contract. The current collective bargaining agreement is set to expire in June of 2025. Our aim is to support a fair and respectful process at the table with OSEA to achieve mutual agreement on updated terms and conditions in the collective bargaining agreement. This work takes tremendous engagement and focus. Our employees matter. The agreements that underpin our employment relationships are a priority.

The Human Resources Department has collaborated closely with peer departments to implement an updated Enterprise Resources Planning system. The extensive application supports the information, pay and position records, and all personnel data for employees across the system. Teams from IT, Business Office and Human Resources are working to bring onboard the financial services functions for the new system in October of 2025. The Human Resources functions will go live in July of 2026. The months until these key dates are filled with collaborative work to hit key targets in project management and change management to ensure a successful full implementation. The work to modernize and streamline a new ERP supports the goal of implementing efficient and effective systems to streamline operations.