

Valley School District No. 070

Affirmative Action Plan

Five-Year Plan

October 2019

Introduction

Eliminating discrimination based on sex, race, and disability is an important effort to establish equal access to career opportunities. Employment of personnel with diverse backgrounds is deemed to be sound educational policy in that it will enhance the ability of the staff to serve students of various racial backgrounds and disabling conditions.

In accordance with WAC 392-192-0592 and RCW 28A.640, the Valley School District equal employment opportunity and affirmative action policy and this program are intended to eliminate discrimination on the basis of race, religion, creed, color, national origin, age, sex, sexual orientation (including gender expression identity), honorably-discharged veteran or military status, marital status, the presence of any physical, sensory or mental disability, or the use of trained dog guide or service animal by a person with a disability.

All personnel actions will conform to the Affirmative Action Program, the basic purpose of which is to actively include persons of under-utilized classes at all levels and in all segments of the work force, and to provide equality of treatment to all employees with respect to the terms, benefits, and privileges of employment.

All personnel will conduct themselves in their daily activities in such a way as to ensure that all personnel actions with respect to compensation, benefits, privileges, transfer, layoffs, return from layoff, training and social programs will be administered without regard to race, religion, creed, color, national origin, sex, age, , marital status, sexual orientation (including gender expression or identity), honorably-discharged veteran or military status, the presence of any sensory, physical or mental disability, or the use of a trained dog guide or service animal by a person with a disability

Valley School District has adopted this Affirmative Action Plan as part of the district's administrative practices.

Methods of Dissemination of Equal Employment Opportunity Policy

Equal employment opportunity information, as outlined in policy and the Affirmative Action Plan, shall be disseminated widely to staff in all classifications via various means such as, but not limited to:

1. The Board of Directors Statement of Policy will be incorporated into the district master policy record under the sections governing employment policies, procedures, and regulations.
2. Follow-up items of information and interest with respect to equal employment opportunity and affirmative action policy will be published in the regular informational bulletin.
3. Information posted on bulletin boards in various staff rooms throughout the district and in other buildings.
4. The policies and procedures will be discussed with new employees during orientation.
5. Equal employment opportunity information will be posted on the district website.
6. Inclusion in handbooks and annual publications as appropriate.

The same information will be disseminated to the community at large and to all interested patrons and various organizations via various means such as, but not limited to:

1. Notification to community agencies, schools and colleges of the district's policy on Equal Employment Opportunity and encouragement to refer applicants to the district.
2. All posted notices of employment opportunities will use "Equal Opportunity Employer" (EOE), including those on the district website.
3. The forms used for application to all classifications of employment will contain an equal employment opportunity policy statement.
4. The district will continue to utilize the services of the local office of the Washington Employment Security Department in its efforts to fill openings in accordance with the goals of this plan.

Staff Responsibility for Implementation, Monitoring and Evaluation of Progress

The responsibilities of the Affirmative Action Officer will be to:

1. Implement control systems that will measure program effectiveness and determine the level to which the goals have been obtained.
2. Keep administrators, supervisors and employees informed of affirmative action on a continual basis.
3. Stay abreast of changes to state and federal laws and regulations regarding affirmative action and regularly disseminate new information to administrators, supervisors and district employees as appropriate.
4. Continue to seek qualified applicants for district employment needs without regard to race, religion, creed, color, national origin, age, sex, sexual orientation (including gender expression or identity), honorably-discharged veteran or military status, marital status, the presence of any physical, sensory or mental disability, or the use of a trained dog guide or service animal by a person with a disability.
5. Keep records of all recruitment and selection practices for a period of one (1) year or as prescribed by state and/or federal records retention laws.
6. Report annual progress towards attaining Affirmative Action Plan goals to the Board of Directors.

The Affirmative Action Officer is:

Danielle Tupek, Human Resource Manager
Valley School District #070
3030 Huffman Road
Valley, Washington 99181
509-937-2791

Numerical Review Analysis

The following data helps to inform affirmative action goals and evaluation of goal achievement Stevens count Profile 2018. Retrieved from <https://esd.wa.gov/labormarketinfo/county-profiles/stevens>

Civilian Labor Force by Sex			
	ACS 2013-2017		
	Total	Male	Female
U.S.	100.0%	52.6%	47.4%
State	100.0%	53.7%	46.3%
Stevens	100.0%	54.4%	45.6%
Civilian Labor Force Participation Rates			
	ACS 2013-2017		
	Total	Male	Female
U.S.	63.3%	68.5%	58.3%
State	64.0%	69.6%	58.5%
Stevens	50.2%	55.5%	45.0%

Population by Race/Ethnicity	Non Hispanic Population by Race							
	Total Population, 2017	White alone	Black or African American alone	American Indian and Alaska Native alone	Asian alone	Native Hawaiian and Other Pacific Islander alone	Two or More Races	Hispanic or Latino
U.S.	325,008,277	198,086,899	40,527,062	2,402,374	18,143,695	578,386	6,918,289	58,351,572
State	7,310,300	5,055,463	269,580	92,427	598,551	49,895	309,545	934,839
Stevens	44,510	38,554	173	2,344	320	70	1,542	1,507
U.S.	100.0%	60.9%	12.5%	0.7%	5.6%	0.2%	2.1%	18.0%
State	100.0%	69.2%	3.7%	1.3%	8.2%	0.7%	4.2%	12.8%
Stevens	100.0%	86.6%	0.4%	5.3%	0.7%	0.2%	3.5%	3.4%

Valley School District employs 16 Administrators/Supervisors, 43 Certificated Teachers, and 71 Classified Staff. The gender distribution of Valley School District staff is 67.7% female and 32.3% male.

Identification of Areas for Improvement

The Valley School District is located in rural Northeast Washington approximately 40 miles North of Spokane, Washington. The district serves 1087 students K-12 and employs 130 staff. The makeup of the Valley School District staff does not reflect the diversity in Stevens County. The district employs more women than men and only six minorities. Data shows that we utilize women in our work force and they are represented at 67.7% of Valley School District employees. Data also shows we do meet the utilization factors of the minorities in any job group and they are underrepresented in all job groups at Valley School District. There are three job groups staff are classified: 1) Administrators/Supervisors, 2) Teachers, 3) Classified Staff.

GOALS:

The general goals of the district's Affirmative Action Program are:

1. To work within the school system to increase the representation of racial minorities, disabled individuals, and females in the relevant labor markets wherein the current representation is below that reflected in the regional adult work force.
2. To ensure the ability of prospective staff members to value and provide for students of varying racial and cultural backgrounds and sensory, mental, and physical conditions is appropriately considered in the employment screening process and that related training for district staff is conducted.
3. To work to eliminate discrimination and promote awareness and recruitment of disabled people, including disabled and Vietnam veterans.

In positions requiring certification, the relevant labor market will be based on the percentage of racial minorities, disabled persons, and females holding the certification required by the statutes of the State of Washington to serve in such positions. In classified positions, the relevant labor market will be representative of racial minorities, disabled individuals, and females in the Valley and Stevens County statistical area. Please see the Utilization Analysis and Goals (Figure 1) that identifies areas where goals are needed.

UTILIZATION ANALYSIS AND GOALS							
Figure 1							
Job Group: Administrators	Total Employees	Female	Total Minority	African American	American Indian/ Alaska Native	Asian/Native Hawaiian	Hispanic
Current Utilization - Numbers	16	7	0	0	0	0	0
Current Utilization - Percent		43.75	0	0	0	0	0
Availability Percent		39.68	7.93	0.31	4.21	0.7	2.71
Goals Set (Yes or No)		No	Yes				
Job Group: Teachers	Total Employees	Female	Total Minority	African American	American Indian/ Alaska Native	Asian/Native Hawaiian	Hispanic
Current Utilization - Numbers	43	30	3	0	0	1	2
Current Utilization - Percent		69.76	6.97	0	0	0.02	0.05
Availability Percent		39.68	7.93	0.31	4.21	0.7	2.71
Goals Set (Yes or No)		No	Yes				
Job Group: Classified Staff	Total Employees	Female	Total Minority	African American	American Indian/ Alaska Native	Asian/Native Hawaiian	Hispanic
Current Utilization - Numbers	71	51	3	0	0	2	1
Current Utilization - Percent		71.81	4.22	0	0	0.03	0.01
Availability Percent		39.68	7.93	0.31	4.21	0.7	2.71
Goals Set (Yes or No)		No	Yes				

Based upon the data analysis and areas identified for improvement, the specific goals are:

1. Valley School District will continue its efforts to eliminate underutilizations of minorities in all job groups by advertising in appropriate media outlets (including minority-focused media), notifying local colleges and universities of opportunities, increasing efforts to identify and support current minority certified employees interested in

entering administrative programs and ensuring equal opportunity in the hiring process.

Principles of Goal Setting

1. The database is the school population and includes students with physical and/or sensory handicaps, but not those with behavioral or learning disabilities.
2. Additional considerations governing goal development were:
 - a) The statistical inferences provided by the minority population in Stevens County; and minority and female representation in proportion to their percentage of work force participation.
 - b) The acknowledged need to provide a multi-ethnic educational experience for all students and the provision of exemplary opportunities for females within all segments of the work force. A need to promote exposure to and understanding of diverse groups through assemblies, field trips, and other activities designed to broaden the world view of our students, staff and community.
3. Minorities will be sought out in our community and encouraged to apply for all job groups.
4. As minority community members are identified and recruited for all job groups, they will be encouraged to seek degrees for certified positions. Recruitment efforts will be extended to cover a broader geographic area to improve solicitation of minority applicants.
5. A good faith effort will be made to maintain existing parity of minority group representation, particularly Native American, with respect to both student population and the county population.
6. Current affirmative action practices will continue. This will include identifying ways to appropriately help with efforts designed to promote opportunities in our area for diverse demographic groups.

Internal Monitoring and Reporting Process

The superintendent, building administrators, human resource department, staff and their designees are responsible to monitor for compliance with the Affirmative Action Plan. Through the diligent application of the policies, procedures and practices outlined elsewhere in this plan, the following will be accomplished:

Dissemination

Internal and external dissemination of information about equal employment opportunities on an ongoing basis.

Records

1. Pre-employment Inquiry: District employment applications have been revised to eliminate all references to, or solicitations of, information with respect to marital status, age, sex, and any other information of discriminatory nature.
2. Job Openings Records: a job opening file will be maintained for every opening, showing the nature of the position, qualifications, pay scales, recruiting activity and disposition.

Hiring

The Affirmative Action Officer will establish appropriate interviewing procedures for all personnel who interview applicants for hire, stressing uniformity of approach and non-discriminatory interviewing techniques. We are currently reviewing our hiring practice and may implement changes should we identify any areas that need improvement.

Reporting

The district will continue to develop action-oriented programs designed to provide equal opportunities for all. This will include support for internal audit and reporting systems that measure the effectiveness of this plan as well as support for remediation, when appropriate, to attain goals.

The Affirmative Action Officer will report to the Board of Directors each October on the progress the district is making toward its affirmative action goals.

Recruiting

Recruitment practices of the district include the dissemination of job placement materials to the maximum number of universities and/or colleges in Washington State as well as nearby communities within Stevens County and neighboring Spokane County communities. Placement will include various online job boards, as appropriate, for all positions

Grievance and Appeal Procedures

Policy 5010 Equal Employment Opportunity and Affirmative Action addresses the grievance and appeal procedures. The complaint procedures are outlined in the accompanying Procedure 5010P1.

Training

The district considers all applicants and employees based on job-related qualifications. A continuing review of hiring criteria and job qualifications is made to ensure the relevancy of the criteria to the task to be performed and the needs of the position. The district will assure compliance with the Affirmative Action Program at all levels of leadership.

Development or Update of Policy

The district, in its continued commitment to provide equal employment opportunities and treatment for all applicants and staff in recruitment, hiring, retention, assignment, transfer, promotion and training, has updated and revised Policy 5010 as of October 16, 2013. We developed the accompanying procedure 5010P1 Equal Employment Opportunity and Affirmative Action on March 18, 2015. Both documents are included in this Affirmative Action Plan and can be found online at www.valleysd.org. We continue to review our policy and procedure to ensure it aligns with any required changes the state sets forth.

Reduction in Force

For non-administrative and non-exempt staff, seniority within the appropriate job group is the principal factor determining retention. The district's reductions in force (RIF) procedures for administrative and other exempt positions are established by Board Policy 5280 Termination of Employment and do not explicitly address Affirmative Action. If a RIF is necessary, consistent with its legal and contractual obligations, the district will make reductions in force bearing in mind its commitment to equal employment opportunity.

Reaffirmation and Contact Information

Valley School District complies with all state and federal rules and regulations and does not discriminate on the basis of race, religion, creed, color, national origin, age, sex, sexual orientation (including gender expression identity), honorably-discharged veteran or military status, marital status, the presence of any physical, sensory or mental disability, or the use of trained dog guide or service animal by a person with a disability. This nondiscrimination practice holds true for all district employment and opportunities. Inquiries regarding compliance and/or Section 504 should be directed to:

Danielle Tupek, Human Resource Manager
3030 Huffman Road
Valley, Washington 99181
509-937-2791