

Affirmative Action Plan

2018-2022



COLLEGE PLACE SCHOOL DISTRICT NO. 250

Superintendent

Tim Payne, Board Secretary

Board of Directors:

Doug Case, Chairman – District #4 (at large)

Brian Maiden, Vice Chairman – District #1

Mandy Thompson – District #5 (at large)

Todd Stubblefield – District #3

Rob Holm – District #2

CPPS.ORG *College Place Public School District is an equal opportunity employer and complies with all requirements of the ADA.*

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A. Policy and Review

This document serves as CPPS's affirmative action plan as required by state law. Washington Administrative Code requires that all school districts develop, approve, and implement affirmative action policies and plans in accordance with WAC 392-190-0592 and RCWs 28A.640 and 28A.642.

Policy Statements

It is the policy of the College Place School Board to employ persons on the basis of merit, training, and experience and that no employee or applicant shall be discriminated against in any programs or activities on the basis of sex, race, creed, religion, color, national origin, honorably discharged veteran or military status, sexual orientation, gender expression, gender identity, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The District shall adhere to all Equal Employment Opportunity policies. The District shall comply with all state or national laws as may pertain to this subject. This policy also shall be extended to apply to all contractors or vendors serving the District.

What follows in this document is the District's effort to meet both the spirit and intent of the law while striving to attain and maintain a workforce that is diverse and that accurately reflects and represents our students, their families, and the surrounding relevant labor market.

We believe that an affirmative action plan can support our District's efforts in promoting educational excellence through equal employment opportunities and nondiscrimination.

B. Workforce Analysis by Race, Ethnicity, and Sex

This section summarizes our analysis of the District's workforce demographics. The following tables show the District's workforce diversity as measured by race and gender by the following job categories:

Certificated Administrators: This category includes but is not limited to the Superintendent, the Director of HR and State and Federal Programs, the Director of Teaching and Learning, the CPHS Principal and Assistant Principal, the Sager Principal, and the Davis Principal and Assistant Principal.

Certificated Staff: This category includes but is not limited to the Kindergarten Teachers, the Elementary and Middle School Teachers and ESA, the High School Teachers and ESA, and the Special Education Teachers.

Classified Admin Staff: This category includes but is not limited to the Communications Director, Transportation Supervisor, Maintenance Supervisor, the Business Manager, the Activities/Athletics Supervisor, and the District Nurse.

Office Personnel: This category includes all building secretaries, activities secretary, fiscal assistant, payroll, data technician, Executive Assistant to the Superintendent, HR Administrative Assistant, Food Services Record Clerk, and SPED Secretary.

Custodians: This category includes all custodians in the District.

Food Preparation: This category includes but is not limited to all kitchen works in our Food Services department.

Maintenance/Grounds: This category includes any classified maintenance/grounds employee in our District.

Educations Assistants: This category includes but is not limited to all EAs, SPED EAs, Health Room Aides, and Bus Aides.

Security: This category includes the Security Resource Officer.

Transportation: This category includes but is not limited to Bus Drivers.

Race/Ethnicity Data Analysis												
Affirmative Action Plan 2018-2022												
CERTIFICATED PERSONNEL												
Job Group	Census 2010 Occupation Codes	Current SY Total Employment	Total Minority	% Total Minority	% Black or Af. Am	% Asian	% Native Hawaiian	% Hispanic or Latino	% Amer. Indian or AK Native	% Two or more races	Statistically Expected Utilization Data	Deviation from SEU
Certificated Administration	0230	8	1	13%	0%	0%	0%	0%	100%	N/A	12.96%	- .04%
Kindergarten Teachers	2300	5	1	20%	0%	0%	0%	100%	0%	N/A	26.08%	- 6.08%
Elementary Teachers & Middle School Teachers	2310	52	5	10%	0%	20%	0%	80%	0%	N/A	3.68%	6.32%
Secondary Teachers (High School)	2320	26	3	12%	0%	33%	0%	66%	0%	N/A	0%	11.54%
Special Education Teachers	2330	9	1	11%	100%	0%	0%	0%	0%	N/A	32%	-21%
Total Certificated		100	11	11%								
CLASSIFIED PERSONNEL												
PR Manager	0060	1	0	0%	0%	0%	0%	0%	0%	N/A	0%	0%
Transportation Manager	0160	1	0	0%	0%	0%	0%	0%	0%	N/A	No data	No data
Maintenance Manager	4200	1	0	0%	0%	0%	0%	0%	0%	N/A	0%	0%
Fiscal Manager	0120	1	0	0%	0%	0%	0%	0%	0%	N/A	0%	0%
Activities Manager	0430	1	0	0%	0%	0%	0%	0%	0%	N/A	4.64%	-4.64%
School Nurse	3255	1	0	0%	0%	0%	0%	0%	0%	N/A	8.56%	-8.56%

Office Personnel- all school offices, athletics, and all district office	5700	15	3	20%	0%	0%	0%	100%	0%	N/A	13.20%	6.8%
Custodians	4220	8	2	25%	0%	0%	0%	100%	0%	N/A	26.56%	-1.56%
Food Prep--all kitchen workers	4030	8	1	13%	0%	0%	0%	100%	0%	N/A	19.52%	-6.52%
Maintenance	4250	1	0	0%	0%	0%	0%	0%	0%	N/A	14.64%	-14.64%
Educational Assistants-include all EA, SPED EA, and Bus Aides	2540	38	7	18%	0%	0%	0%	100%	0%	N/A	1.68%	16.32%
Security	3850	1	0	0%	0%	0%	0%	0%	0%	N/A	0%	0%
Transportation	9120	7	0	0%	0%	0%	0%	0%	0%	N/A	32%	-32%
Total Classified		84	13	15%								
District Totals		184	24	13%								

Gender Data Analysis Affirmative Action Plan 2018-2022								
CERTIFICATED PERSONNEL								
Job Group	Census 2010 Occupation Codes	Current SY Total Employment	Total Female	% Total Females	Total Male	% Total Male	Statistically Expected Utilization Rate	Deviation from SEU
Certificated Administration	0230	8	1	13%	7	88%	43.2%	-30.7%
Kindergarten Teachers	2300	5	5	100%	0	0%	80%	20%
Elementary Teachers & Middle School Teachers	2310	51	35	69%	16	31%	54.32%	14.68%
Secondary Teachers (High School)	2320	26	14	54%	12	46%	43.6%	10.25%
Special Education Teachers	2330	9	6	67%	3	33%	80%	-13%
Total Certificated		99	61	62%	38	38%		
CLASSIFIED PERSONNEL								
Job Group	Census 2010 Occupation Codes	Current SY Total Employment	Total Female	% Total Females	Total Male	% Total Male	Statistically Expected Utilization Rate	Deviation from SEU
PR Manager	0060	1	1	100%	0	0%	40%	60%
Transportation Manager	0160	1	1	100%	0	0%	100%	No data
Maintenance Manager	4200	1	0	0%	1	100%	0%	0%
Fiscal Manager	0120	1	1	100%	0	0%	40%	60%

Activities Manager	0430	1	0	0%	1	100%	33.6%	-33.6%
School Nurse	3255	1	1	100%	0	0%	68.64%	31.36%
Office Personnel--all school offices, athletics, and all district office	5700	15	15	100%	0	0%	75.6%	24.4%
Custodians	4220	8	4	50%	4	50%	23.84%	26.16%
Food Prep- all kitchen workers	4030	8	7	88%	1	13%	60.56%	26.94%
Maintenance	4250	1	0	0%	1	100%	13.68%	-13.68%
Educational Assistants--include all EA, SPED EA, and Bus Aides	2540	38	33	87%	5	13%	58.96%	28.04%
Security	3850	1	0	0%	1	100%	35.04%	-35.04%
Transportation--bus drivers	9120	7	3	43%	4	57%	32.0%	11%
Total Classified		84	66	79%	18	21%		
District Totals		183	127	69%	56	31%		

C. Goals and Action Steps

Utilization Analysis and Goals

1. Development of Analysis

The terms “utilization analysis” and “underutilization” appearing in this Affirmative Action Plan are used in the same sense in which these terms are used in regulations promulgated by the federal government to affirmative action plans. These terms have no independent legal or factual significance whatsoever. The statistics used in generating this analysis have been selected and used in good faith and in an effort to be as useful as possible in the development of this plan.

In order to determine if goals are needed for an affirmative action plan, first it is necessary to collect district data for each job group and analyze the percent of females and percent of minorities. The job groups that were analyzed were: certificated administration, certificated personnel (includes certificated teachers and ESA staff), classified administration (includes Communications Director, Transportation Supervisor, Maintenance Supervisor, Business Manager, Activities/Athletics Supervisor, and the District Nurse), classified personnel (includes all office staff in buildings and in district office, custodians, food service staff, maintenance and grounds, educational assistants, health room aides, bus aides, school resource officer, and bus drivers).

Next, the percentage of females and minorities in the available work force was identified. This was done through an availability analysis. The availability analysis methodology used in this plan is based on the one set forth in federal regulations for affirmative action and suggested for use by the Office of Superintendent of Public Instruction (OSPI). The data used in this analysis comes from the US Census Bureau, American Fact Finder website, EEO Tabulation 2006-2010 (5 year ACS data). Specifically, Walla Walla County data was examined in each job group for percent of females and percent of minorities in the available work force. We matched our job groups as closely as possible to the census 2010 occupation categories.

The last step is to measure the District’s current utilization (the percentage of females and

minorities currently employed in the job group) against the statistically expected utilization rate (80% of available rate). This is done by comparing the current utilization to the expected utilization. If current utilization is lower than the expected utilization, the District is “underutilized” in a job group.

2. Summary of Utilization Analysis

The District has analyzed its utilization of females and minorities relative to statistically expected utilization. See pages 5 and 6. This analysis showed that females are statistically underutilized in certificated administration. Minorities are statistically underutilized in certificated administration, kindergarten teachers, special education teachers, and bus drivers. The following is a complete list of all underutilizations but it is important to note that many areas showing underutilization are job groups that only have one employee. It is important to be cautious about data that has such a low N size.

- Females- Certificated Administration
- Females- Special Education Teachers
- Females- Activities Manager*
- Females- Security*
- Females- Maintenance and Grounds*
- Minorities- Certificated Administration
- Minorities- Kindergarten Teachers
- Minorities- Special Education Teachers
- Minorities - Activities Manager*
- Minorities – Nurse*
- Minorities - Custodian
- Minorities -Food Services
- Minorities- Maintenance and Grounds*
- Minorities- Bus Drivers

*Only one person in this job group.

3. Goals

The District will strive for all job groups to have utilization in both females and minorities equal to or greater than Walla Walla County statistically expected utilization rate by:

- a. Increasing our efforts to recruit minority and female applicants and working to ensure equal opportunity for minority and female applications
 - 1) Develop a relationship with The Alhadeff Future Teachers of Color (AFTOC) at Washington State University
 - 2) Continue to reach out to local agencies (Work Source, Union Bulletin, Walla Walla Community College, etc.) to promote open positions
 - 3) Continue to strengthen our presence at local and statewide career fairs
 - 4) Continue to post all open jobs on our District website and notify union members via email of openings
 - 5) Continue to encourage professional development for current employees to assure that individuals are prepared for positions of new and/or increased responsibility

The purpose of the Affirmative Action Plan goals are to include persons of underutilized classes in the employment process, not exclude others from it if they are the most qualified. The District shall continue to emphasize that nondiscrimination is a basic element in the District’s personnel procedures.

D. Staff Responsibilities for Implementing, Monitoring and Evaluation of Progress.

1. Superintendent: The Superintendent has the overall responsibilities of development, implementation, coordination, monitoring and implementing the policies on non-discrimination and Affirmative Action Plan. The Superintendent shall act in the role of Affirmative Action Officer.

The responsibilities of the Affirmative Action Officer include:

- a. Issuing all statements concerning CPPS's Affirmative Action Plan
- b. Assisting in identifying problem areas
- c. Formulating recommendations or directives for solving identified problems.
- d. Ensuring that Administrators and supervisors are fully aware of their role in supporting the Plan
- e. Making known the District's desire and commitment to employing members of protected, as well as non-protected groups, through regular and frequent contact with community groups and employments agencies.
- f. Ensuring that recruitment efforts are reaching protected groups, as well as unprotected groups, in all categories where underutilization exists.
- g. Advising the School Board on Equal Opportunity matters as required.
- h. Monitoring and evaluating the Plan's accomplishments and preparing communications addressing proposed action and other issues as required by this Plan.
- i. Conducting an annual review of the District's progress toward the goals set for in this Plan and reporting the results of this review to all District Administrators and to the School Board of Directors.

The Affirmative Action Officer is the Superintendent of College Place Public School District, 1775 South College Ave, College Place WA 99324. Telephone 1.509.525.4827.

2. Human Resources: The HR Department will assist in the implementation, monitoring, and evaluation of progress in the Affirmative Action Plan.

Human Resources will be responsible for documenting compliance with the Plan, which includes maintaining an annual statistical analysis and updating employment data to measure the effectiveness of the Plan and to highlight any areas of imbalance, if present.

E. Internal Monitoring and Reporting

It is the responsibility of the Superintendent of CPPS, or the Superintendent's designee, to inform all applicants for employment, all current employees, all persons responsible for hiring within the District, all employee associations, and all District contractors and subcontractors of the District's commitment to equal opportunity employment.

Communication of the District's Affirmative Action Plan will be accomplished as follows:

1. Copies of the 2018-2022 Affirmative Action Plan will be available upon request to all pertinent organizations, agencies, and individuals inside and outside the College Place Public School District

as follows:

- a. School Board of Directors
 - b. All Administrators (Certified and Classified)
 - c. All Schools and/or Building Locations
 - d. The President of all Employee Associations
 - e. Any Employee, upon request
 - f. The Office of State Superintendent of Public Instruction
 - g. The Washington State Human Rights Commission
 - h. The State Department of Personnel
2. A statement of the District's commitment to equal employment opportunity is to be included in all District publications, employment announcements, vendor contracts, and other related District documents.
 3. All District recruiting sources will be informed of the District's Nondiscrimination Policy and its Affirmative Action Plan.
 4. Upon adoption of the District's 2018-2022 Affirmative Action Plan, the Superintendent will issue a statement and information concerning the Affirmative Action Plan in regular District publications.
 5. The name, address, and telephone number of the District's Affirmative Action Officer, known as the Superintendent, will be published, at least annually, in regular District publications to staff and the community.
 6. All District job postings and newspaper advertisements will include an Equal Employment Opportunity statement.
 7. Upon employment, each new employee will be informed of the District's Affirmative Action Plan and Policies against discrimination.
 8. At least annually, Administrators will remind employees of these policies and the Plan, and their location on the website via training or email communication.