



Action Required

Information Only

TO: Dr. Greg Baker, Superintendent
 FROM: JoAn Steiner, Director of Human Resources
 DATE: May 2020
 SUBJECT: Annual Affirmative Action Progress Report

Introduction

OSPI requires school districts to develop affirmative action employment programs. School districts must maintain these plans and make them available to OSPI upon request. In February of 2019 the Board adopted a five-year affirmative action plan, effective from January 1, 2019 thru December 31, 2024. Plan procedures include an annual progress report on new staff hired in the previous year and a utilization analysis of total staff. This is the first annual update for the five-year 2019-2024 affirmative action plan. The annual affirmative action progress report is created following completion of the S-275 report submitted to OSPI each November. The S-275 serves a variety of purposes including establishment of the data for year-to-year hiring and staff utilization comparisons.

Connection to the Bellingham Promise

There is a strong connection between the overarching purpose of the affirmative action plan and the Bellingham Promise. The philosophy of The Promise is an essential part of the district’s commitment to facilitate change that will lead to recruiting and hiring a more diverse, inclusive and equitable organization. Focus areas include, but are not limited to, race and ethnicity, gender identity and sexual orientation, socioeconomic status, ability, language and culture.

The following statistics summarize hiring trends from October of 2013 to 2019.

Report Year	Certificated Staff New Hires	Classified Staff New Hires	Total New Hires
Oct. 2013	54	63	117
Oct. 2014	93	71	164
Oct. 2015	105	110	215
Oct. 2016	73	73	146
Oct. 2017	82	91	173
Oct. 2018	103	130	233
Oct. 2019	46	108	154

Total staff new hires have fluctuated annually between 2013 and 2019. It is important to note the October 2018 data shows a total of 233 new staff were hired, which is a greater overall increase in staff hiring than in prior years, and October 2019 data shows a decline of new staff hires from the two prior years which also resulted in a decline of job applicants.

Applicant data

The affirmative action plan monitors applicant data. Tracking trends in applicant data is important because a major goal of the affirmative action program is to implement recruiting strategies to attract and employ a more diverse pool of candidates that is reflective of our community and student population.

Affirmative action applicant information is tracked and maintained separately from other job application materials and is dependent on information voluntarily provided by each applicant. October 2019 district data shows a total of 1,984 new job applicants with a total of 261 individuals (13.16%) indicating ethnic minority status. A total of 606 applicants (31%) did not voluntarily provide information, so the district is unable to determine the minority status of these job applicants.

The following comparisons of new applicant data annually from October 1, 2013 through October 1, 2019 annual provides an overview of new job applicant and hiring trends. The total of new job applicants is less in 2019 than in all prior years noted below, due in part to a reduction in the number of jobs available.

Comparison data of all new applicants annually from October 1, 2013 – October 1, 2019							
Applicant Data by Year	Oct. 2013	Oct. 2014	Oct. 2015	Oct. 2016	Oct. 2017	Oct. 2018	Oct. 2019
Total new applicants	2103	2463	3216	2552	2109	2552	1984
Total applicants indicating minority status (including disabled and veteran)	264	562	631	400	310	313	261
Percentage of applicants indicating minority status	12.6%	22.8%	19.6%	15.7%	14.7%	12.3%	13.16%
Total number of new certificated staff hired	54	93	105	73	82	103	46
Total certificated new hires indicating ethnic minority status	3	12	7	4	5	9	7
Percentage of new hire certificated staff with ethnic minority status	5.6%	12.9%	6.7%	5.5%	6.1%	8.7%	15.22%
Total number of new classified staff hired	63	71	110	73	91	130	108
Total classified new hires indicating ethnic minority status	5	14	15	9	16	23	12
Percentage of new hire classified staff with ethnic minority status	7.9%	19.7%	13.6%	12.3%	17.6%	17.7%	11.11%

Affirmative Action Goals

The district utilizes a variety of recruiting, communication, and outreach efforts to facilitate attainment of affirmative action goals. The human resources department has responsibility for implementing and monitoring the following support activities:

- The district will continue to use recruitment sources and procedures that will ensure qualified, protected-class applicants are identified and recruited.
- Focus on The Bellingham Promise as a guide for all staff and community members with regard to our collective commitment to Equity, Diversity and Inclusion (EDI).
- Increase and expand EDI trainings for staff to increase cultural competency.
- Target newspaper and web-based posting options in venues connected with ethnically diverse candidates, and district and community-based job fairs. Collaboration and participation with other public and community agencies on diversity and affirmative action matters to increase the diversity of the applicant pool.
- Family and community engagement strategies to connect with employable adults in the ethnic minority community.
- Host job fairs in-district and at community facilities to attract diverse candidates. Human resources staff will coordinate with other district staff and community partners to provide technical supports, share information about job opportunities, how to apply for positions, and other supports available for interested community members who are interested in job opportunities.
- Review and revise job postings ongoing to ensure they include statements regarding the District's commitment to providing a culturally competent work environment and value of a diverse workforce that is reflective of our school community.
- Posting and filling positions early in the hiring season.
- Advertise and recruit through targeted college and professional associations.
- Increased collaboration with Work Source and DSHS to advertise openings and provide support for applicants to access and complete online applications.
- Banners outside schools and other facilities such as the Transportation Department, with high community traffic.
- Update recruiting information to highlight advantages of living in the Bellingham community and working for the school district.
- Distribute job recruitment information in schools and the Family Resource Centers.
- Recruiting message on "front page" of district website for hard-to-fill positions.
- Make a continuing review of hiring criteria and job qualifications to ensure the relevancy of the criteria to the task to be performed and the needs of the position.
- Continue trainings for Administrators to ensure personal, cultural and institutional biases do not interfere with the screening, interviewing and hiring of diverse candidates.
- As vacancies occur, remind recruiting and hiring authorities of the district's commitment and goals under the affirmative action plan.
- Monitor all aspects of the employee selection process for inclusion of underutilized protected class.

Included with this report are attachments displaying data from the October 2019 S-275 report analysis, the 2019-2024 affirmative action plan goals, and the positions included in each affirmative action job category. Copies of this annual affirmative action update report are disseminated to all district and building administrators and employee association leaders and will be posted on the intranet. Since certificated administrators and employee representatives participate on many interviewing teams, this data will provide feedback on their recruiting and hiring efforts and goals.

If there are any questions or concerns about the report or analysis, please contact me.

Attachments

cc: Bob Kuehl
Administrative Team
Association Presidents

ATTACHMENT A

2019 Women Hiring and Utilization Data

In October of 2018, district data showed an underutilization of available women certificated administrators. The district employed a total of 57 certificated administrators inclusive of 27 females (47.37%). This was less than the expected placement of at least 50.3%.

The October of 2019 data indicates there is no underutilization of women in any of the job group categories, including certificated administrators. The 2019 data disclosed that three new certificated female administrators were hired. The total number of certificated administrators dropped from 57 to a total of 53 inclusive of 28 females. The net result is 52.83% female certificated administrators which is over the expected percentage rate of 50.3% so no goals are necessary in this area.

The District is committed to hiring and retaining a diverse workforce that is reflective of the District's students and families. With that in mind, Human Resources will continue to monitor the diversity of its workforce in all job categories.

Job Group	Total Women Empl. 2019	Total Empl. 2019	Percent Total Women	Availability Annual Placement Rate	Percent Women Expected *	Percent Under Utilized	Goals for 2019 – 2024 Utilization Increase
Certificated Administrators	28	53	52.83%	62.9%	50.3%	N/A	N/A
Teachers/Instructional Support Personnel	628	849	73.97%	72.9%	58.3%	N/A	N/A
Classified Admin./Mgrs./Supervisors	15	30	50.00%	54.4%	43.5%	N/A	N/A
Instructional Support/Coord./Accounting/Tech.	28	42	66.67%	35.7%	28.6%	N/A	N/A
Exec. Admin Asst./Admin Asst./ Para./Acct./Educ. Support	362	413	87.65%	90.4%	72.3%	N/A	N/A
Custodial/Maintenance	20	86	23.26%	25.6%	20.5%	N/A	N/A
Food Service	60	60	100.0%	70.3%	56.2%	N/A	N/A
Transportation	35	65	53.85%	32.5%	26.0%	N/A	N/A
Total	1176	1598	73.59%				

Washington State statistics used for rows 1-3

Whatcom County statistics used for rows 4-8

*80% of Total Availability

ATTACHMENT B

Ethnic Minority Hires

The following chart includes information based on October 1 data in the S-275 report to OSPI:

- The total minority candidates employed in 2019
- Total employees hired in 2019
- 2019-2024 numerical goals for increasing employment of minorities

Job Group	Total Minority Empl. 2019	Total Empl. 2019	Percent Total Minority	Availability Annual Placement Rate	Percent Minority Expected*	Percent Underutilized	Goal for 2019 – 2024 Utilization Increase
Certificated Administrators	5	53	9.43%	13.3%	10.6%	1.17%	3 employees
Teachers/Instructional Support Personnel	53	849	6.24%	9.1%	7.3%	1.06%	15 employees
Classified Admin./Mgrs./Supervisors	2	30	6.67%	15.5%	12.4%	5.73%	2 employees
Instructional Support/Coord./Acct./Tech.	4	42	9.52%	5.4%	4.3%	N/A	N/A
Exec. Admin. Asst./Admin. Asst./ Para./Acct./Educ. Support	47	413	11.38%	6.5%	5.2%	N/A	N/A
Custodial/Maintenance	16	86	18.60%	13.7%	11.0%	N/A	N/A
Food Service	8	60	13.33%	22.7%	18.2%	4.87%	3 employees
Transportation	5	65	7.69%	9.2%	7.4%	N/A	N/A
Total	140	1598	8.76%				

Washington State statistics used for rows 1-3

Whatcom County statistics used for rows 4-8

* 80% of Total Availability

Note: The District is committed to hiring and retaining a diverse workforce that is reflective of the District’s students and families. With that in mind, Human Resources will continue to monitor and make efforts to increase the diversity of its workforce in all job categories, including those in which minorities are not statistically underutilized.

ATTACHMENT C

Staff data by Job Groups and Affirmative Action Goals

Applicant and new hire data comparisons are used to monitor ongoing diversity recruiting efforts and goals. The following chart compares the affirmative action plan goals by job group to the yearly total staff utilization by percent of minority staff starting with October 2013 and continuing through October 2019.

Based on retention of previously hired staff, as of October 1, 2019, total minority District staff is 8.76%, with total minority percentage goals met in four (4) of the eight (8) goal areas. For the (1) instructional support/coordinator/accounting techs; (2) administrative assistant/paraeducator/accounting; (3) custodial/maintenance; and transportation groups, we have exceeded the 2019-2024 five-year plan goals. See Attachment B for additional information.

Between 2013 and 2019, total new and minority hires have fluctuated. In October of 2019, fewer jobs were posted than in 2018 resulting in a decline in job applicants (including minority candidates). However, as vacancies occur, recruiting and hiring authorities place the district's commitment and goals to increase staff diversity under the affirmative action plan in the forefront.

JOB GROUPS WITH AA GOALS	ETHNIC MINORITY – Percent of BSD Staff						
	Oct. 2013	Oct. 2014	Oct. 2015	Oct. 2016	Oct. 2017	Oct. 2018	Oct. 2019
Certificated Administrators	4.35%	6.25%	5.77%	7.27%	6.90%	8.77%	9.43%
Teachers/Instructional Support Personnel	5.02%	6.14%	5.76%	5.84%	6.57%	6.79%	6.24%
Classified Administrators/ Managers/Supervisors	6.67%	10.00%	8.00%	11.54%	7.69%	7.69%	6.67%
Instructional Support/ Coordinators/Accounting/ Tech/Exempt Network Tech	13.33%	12.90%	14.29%	14.29%	13.89%	10.26%	9.52%
Exec. Admin Asst./Admin Asst./Paraeducator/Acct/ Educational Support	4.22%	6.62%	6.50%	9.58%	8.82%	12.87%	11.38%
Custodial/Maintenance	10.13%	11.39%	12.20%	15.38%	18.82%	19.77%	18.60%
Food Services	11.76%	11.86%	16.42%	13.85%	15.38%	14.06%	13.33%
Transportation	5.45%	9.62%	8.77%	9.43%	8.20%	7.94%	7.69%
Total	5.70%	7.18%	7.16%	8.12%	8.45%	9.54%	8.76%

ATTACHMENT D

**AFFIRMATIVE ACTION NEW STAFF HIRED
OCTOBER 1, 2018 THROUGH OCTOBER 1, 2019**
(As reported to OSPI on report S-275)

CATEGORY	Total Employee s	Women		Minority ¹		Veteran	
		#	%	#	%	#	%
Certificated Administrators	3	3	100.00%	0	0.00%	0	0.00%
Teachers & Instructional Support Personnel	43	33	76.74%	7	16.28%	0	0.00%
TOTAL CERTIFICATED	46	36	78.26%	7	15.22%	0	0.00%
Classified Administrators/ Managers/Supervisors	3	0	0.00%	0	0.00%	1	33.33%
Instructional Support/Coordinators Accounting/Tech/ Exempt	4	3	75.00%	0	0.00%	0	0.00%
Exec. Admin Asst./Administrative Asst./Paraeducator/Acct/Educational Support	85	74	87.06%	11	12.94%	1	1.18%
Custodial/Maintenance	5	3	60.00%	1	20.00%	0	0.00%
Food Services	3	3	100.00%	0	0.00%	0	0.00%
Transportation	8	4	50.00%	0	0.00%	0	0.00%
TOTAL CLASSIFIED	108	87	80.56%	12	11.11%	2	1.85%
DISTRICT TOTAL	154	123	79.87%	19	12.34%	2	1.30%

¹Minorities include American Indian/Alaska Native, Asian/Hawaiian Pacific Islander, Black, Hispanic