



Action Required

Information Only

TO: Dr. Greg Baker, Superintendent  
 FROM: JoAn Steiner, Director of Human Resources  
 DATE: April 2021  
 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 second 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 2014 to 2020.

Report Year	Certificated Staff New Hires	Classified Staff New Hires	Total New Hires
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
Oct. 2020	52	21	73

Total staff new hires have fluctuated annually from October 2014 to October 2020. It is important to note the October 2020 data shows slight increase in new teacher and instructional support staff hires and a substantial decline of new classified staff hires from prior years due to the COVID-19 pandemic and changes to the educational services model and staffing needs.

**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 demographics.

Affirmative action applicant information is tracked and maintained separately from other job application materials and is dependent on information voluntarily provided by each applicant. District data shows that between October 1, 2019 and September 30, 2020, there were a total of 1,597 new job applicants with a total of 251 individuals (15.72%) indicating ethnic minority status. A total of 416 applicants (26.0%) 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, 2014 through October 1, 2020 provides an overview of new job applicant and hiring trends. The total of new job applicants is less in 2020 than in all prior years noted below. This is directly related to the impact of the COVID-19 pandemic and a reduced number of employment opportunities.

<b>Comparison data of all new applicants annually from October 1, 2014 – October 1, 2020</b>							
<b>Applicant Data by Year</b>	<b>Oct. 2014</b>	<b>Oct. 2015</b>	<b>Oct. 2016</b>	<b>Oct. 2017</b>	<b>Oct. 2018</b>	<b>Oct. 2019</b>	<b>Oct. 2020</b>
Total new applicants	2463	3216	2552	2109	2552	1984	1597
Total applicants indicating minority status (including disabled and veteran)	562	631	400	310	313	261	251
Percentage of applicants indicating minority status	22.8%	19.6%	15.7%	14.7%	12.3%	13.16%	15.72%
Total number of new certificated staff hired	93	105	73	82	103	46	52
Total certificated new hires indicating ethnic minority status	12	7	4	5	9	7	7
Percentage of new hire certificated staff with ethnic minority status	12.9%	6.7%	5.5%	6.1%	8.7%	15.22%	13.46%
Total number of new classified staff hired	71	110	73	91	130	108	21
Total classified new hires indicating ethnic minority status	14	15	9	16	23	12	8
Percentage of new hire classified staff with ethnic minority status	19.7%	13.6%	12.3%	17.6%	17.7%	11.11%	38.10%

### **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 is responsible 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 regarding our collective commitment to Equity, Diversity, and Inclusion (EDI).
- The district Equity, Diversity and Inclusion Director is teaming with our Human Resources Department to make improvements toward the hiring and retention of under-represented minority staff. Current work includes the examination of our hiring practices and job descriptions to eliminate any barriers and unintentional bias. The team is also working to update our application website to provide a more inclusive design and assist with recruitment.
- Continue to increase and expand EDI trainings for staff.
- 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 pursuing job opportunities with the district.
- 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.
- Continue trainings for Administrators and interview teams 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 2020 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.

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

### 2020 Women Hiring and Utilization Data

District data for October of 2019 indicated there was no underutilization of women in any of the job group categories.

The October 2020 data indicates there continues to be no underutilization of women in any of the job group categories, with the exception of custodial/maintenance positions where the expected utilization of women is 20.5% and the actual percentage is 20.24%.

The October 2020 data disclosed that no new certificated or classified administrators were hired. The total percentage of female certificated administrators is 53.85% which is over the expected percentage rate of 50.3%; and the total percentage of female classified managers is 53.13% which exceeds the expected rate of 43.5%. While no goals are necessary in this area, it will remain an area of focus.

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.

<b>Job Group</b>	<b>Total Women Empl. 2020</b>	<b>Total Empl. 2020</b>	<b>Percent Total Women</b>	<b>Availability Annual Placement Rate</b>	<b>Percent Women Expected *</b>	<b>Percent Under Utilized</b>	<b>Goals for 2019 – 2024 Utilization Increase</b>
Certificated Administrators	28	52	53.85%	62.9%	50.3%	N/A	N/A
Teachers/Instructional Support Personnel	641	859	74.62%	72.9%	58.3%	N/A	N/A
Classified Admin./Mgrs./Supervisors	17	32	53.13%	54.4%	43.5%	N/A	N/A
Instructional Support/Coord./Accounting/Tech.	40	52	76.92%	35.7%	28.6%	N/A	N/A
Exec. Admin Asst./Admin Asst./ Paraeducator/ Acct./Educ. Support	276	324	85.19%	90.4%	72.3%	N/A	N/A
Custodial/Maintenance	17	84	20.24%	25.6%	20.5%	0.26%	1
Food Service	53	54	98.15%	70.3%	56.2%	N/A	N/A
Transportation	30	56	53.57%	32.5%	26.0%	N/A	N/A
<b>Total</b>	<b>1102</b>	<b>1513</b>	72.84%				

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, 2020 data in the S-275 report to OSPI:

- The total minority candidates employed in 2020.
- Total employees hired in 2020.
- 2019-2024 numerical goals for increasing employment of minorities

Job Group	Total Minority Empl. 2020	Total Empl. 2020	Percent Total Minority	Availability Annual Placement Rate	Percent Minority Expected*	Percent Underutilized	Goal for 2019 – 2024 Utilization Increase
Certificated Administrators	4	52	7.69%	13.3%	10.6%	2.91%	3 employees
Teachers/Instructional Support Personnel	58	859	6.75%	9.1%	7.3%	0.55%	15 employees
Classified Admin./Mgrs./Supervisors	3	32	9.38%	15.5%	12.4%	3.02%	2 employees
Instructional Support/Coord./Acct./Tech.	8	52	15.38%	5.4%	4.3%	N/A	N/A
Exec. Admin. Asst./Admin. Asst./ Paraeducator/ Acct./Educ. Support	38	324	11.73%	6.5%	5.2%	N/A	N/A
Custodial/Maintenance	14	84	16.67%	13.7%	11.0%	N/A	N/A
Food Service	7	54	12.96%	22.7%	18.2%	5.24%	3 employees
Transportation	5	56	8.93%	9.2%	7.4%	N/A	N/A
<b>Total</b>	<b>137</b>	<b>1513</b>	<b>9.05%</b>				

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 recruitment 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 2014 and continuing through October 2020.

Based on retention of previously hired staff, as of October 1, 2020, total minority District staff is 9.05%, 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 2014 and 2020, total new and minority hires have fluctuated. Fewer jobs were posted between October 2019 and October 2020 than in prior years. A total of 1, 597 jobs were posted which is a decline from the 1,984 jobs that were posted during the prior year. There was a slight increase in teacher and instructional support personnel hiring, and a decline in classified staff new hires. However, as vacancies occur, recruiting and hiring authorities continue to place the district's commitment and goals for increasing staff diversity under the affirmative action plan in the forefront.

JOB GROUPS WITH AA GOALS	ETHNIC MINORITY – Percent of BSD Staff						
	Oct. 2014	Oct. 2015	Oct. 2016	Oct. 2017	Oct. 2018	Oct. 2019	Oct. 2020
Certificated Administrators	6.25%	5.77%	7.27%	6.90%	8.77%	9.43%	7.69%
Teachers/Instructional Support Personnel	6.14%	5.76%	5.84%	6.57%	6.79%	6.24%	6.75%
Classified Administrators/Managers/Supervisors	10.00%	8.00%	11.54%	7.69%	7.69%	6.67%	9.38%
Instructional Support/Coordinators/Accounting/Tech/Exempt Network Tech	12.90%	14.29%	14.29%	13.89%	10.26%	9.52%	15.38%
Exec. Admin Asst./Admin Asst./Paraeducator/Acct/Educational Support	6.62%	6.50%	9.58%	8.82%	12.87%	11.38%	11.73%
Custodial/Maintenance	11.39%	12.20%	15.38%	18.82%	19.77%	18.60%	16.67%
Food Services	11.86%	16.42%	13.85%	15.38%	14.06%	13.33%	12.96%
Transportation	9.62%	8.77%	9.43%	8.20%	7.94%	7.69%	8.93%
Total	7.18%	7.16%	8.12%	8.45%	9.54%	8.76%	9.05%

**ATTACHMENT D**

**AFFIRMATIVE ACTION NEW STAFF HIRED  
 OCTOBER 1, 2019 THROUGH OCTOBER 1, 2020**  
 (As reported to OSPI on report S-275)

CATEGORY	Total Employee s	Women		Minority <sup>1</sup>		Veteran	
		#	%	#	%	#	%
Certificated Administrators	0	0	0.00%	0	0.00%	0	0.00%
Teachers & Instructional Support Personnel	52	44	84.62%	7	13.46%	0	0.00%
<b>TOTAL CERTIFICATED</b>	52	44	84.62%	7	13.46%	0	0.00%
Classified Administrators/ Managers/Supervisors	0	0	0.00%	0	0.00%	0	0.00%
Instructional Support/Coordinators Accounting/Tech/ Exempt	5	5	100.00%	4	80.00%	0	0.00%
Exec. Admin Asst./Administrative Asst./Paraeducator/Acct/Educationa l Support	10	8	80.00%	4	40.00%	0	0.00%
Custodial/Maintenance	4	0	0.00%	0	0.00%	0	0.00%
Food Services	2	1	50.00%	0	0.00%	0	0.00%
Transportation	0	0	0.00%	0	0.00%	0	0.00%
<b>TOTAL CLASSIFIED</b>	21	14	66.67%	8	38.10%	0	0.00%
<b>DISTRICT TOTAL</b>	73	58	79.45%	15	20.55%	0	0.00%

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

Note:

- New staff hired October 1, 2018 through October 1, 2019 totaled 154.
- New staff hired October 1, 2019 through October 1, 2020 totaled 73.