



Action Required

Information Only

TO: Dr. Greg Baker, Superintendent
 FROM: JoAn Steiner, Director of Human Resources
 DATE: May 2022
 SUBJECT: Annual Affirmative Action Progress Report

Introduction

Bellingham Public Schools has developed an affirmative action employment program and goals that is available to OSPI, Bellingham Public School staff, and the Bellingham community upon request. In February of 2019, the Board adopted a five-year affirmative action plan, effective from 2019 - 2024. Plan procedures include an annual progress report on new employees that were hired in the previous year and a utilization analysis of total staff. This is the third annual update for the five-year 2019-2024 affirmative action plan. The annual affirmative action progress report is developed 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.

Included with this report are attachments displaying data from the October 2021 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.

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 staff. 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 2021.

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
Oct. 2021	60	123	183

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, 2020, and September 30, 2021, there were a total of 1,907 new job applicants with a total of 339 individuals (17.78%) indicating ethnic minority status. A total of 386 applicants (20.24%) did not voluntarily provide information about their ethnicity, 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, 2021, provide an overview of new job applicant and hiring trends. There was a sharp decline in new jobs applicants in October of 2020. This is related to the impact of the COVID-19 pandemic during the 2020-21 school year and a reduced number of employment opportunities during that time. October 2021 data shows district new hires and minority applicants have both increased since October of 2020 and continues to be lower than in all other previous years between 2014 and 2019 as noted below.

Comparison data of all new applicants annually from October 1, 2014 – October 1, 2021								
Applicant Data by Year	Oct. 2014	Oct. 2015	Oct. 2016	Oct. 2017	Oct. 2018	Oct. 2019	Oct. 2020	Oct. 2021
Total new applicants	2463	3216	2552	2109	2552	1984	1597	1907
Total applicants indicating minority status (including disabled and veteran)	562	631	400	310	313	261	251	339
Percentage of applicants indicating minority status	22.8%	19.6%	15.7%	14.7%	12.3%	13.16%	15.72%	17.78%
Total number of new certificated staff hired	93	105	73	82	103	46	52	60
Total certificated new hires indicating ethnic minority status	12	7	4	5	9	7	7	10
Percentage of new hire certificated staff with ethnic minority status	12.9%	6.7%	5.5%	6.1%	8.7%	15.22%	13.46%	16.67%
Total number of new classified staff hired	71	110	73	91	130	108	21	123
Total classified new hires indicating ethnic minority status	14	15	9	16	23	12	8	24
Percentage of new hire classified staff with ethnic minority status	19.7%	13.6%	12.3%	17.6%	17.7%	11.11%	38.10%	19.51%

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 Bellingham Promise serves as a compass and resource for all staff and community members regarding our collective commitment to Equity, Diversity, and Inclusion (EDI).
- The district uses recruitment sources and procedures that ensure qualified, protected-class applicants are identified and recruited.
- The district Equity, Diversity and Inclusion Director and Human Resources Department collaborate by regularly reviewing and discussing hiring processes and retention of under-represented minority staff. Current work includes the examination of the district's online application system and website to ensure a more inclusive design, identifying and removing barriers such as job descriptions and interview questions for the purpose of eliminating barriers and unintentional bias, and planning opportunities for hosting job fairs to provide information and support for persons of color.
- Continue training and support for white district leaders with their commitment to transform schools to more inclusive environments for staff, students, and families.
- Continue to increase and expand EDI trainings for all staff.
- Target news publications and web-based posting options in venues connected with ethnically diverse candidates and district and community-based job fairs. Collaborate and participate with other public and community agencies such as Whatcom Community College, Bellingham Technical Collage, Western Washington University, Good Will, The Opportunity Council, YMCA, and other similar organizations to share ideas and set goals for diversity and affirmative action matters for the purpose of increasing diversity of candidates.
- Host job fairs in-district and at community facilities to attract diverse candidates. Bellingham Public Schools hosted its first BIPOC job fair that was well attended by applicants and current employees who shared their positive work experiences and the benefits of working for Bellingham Public Schools.
- Increased collaboration with Work Source and DSHS to advertise openings and provide support for applicants to access and complete online applications.
- Schedule dates for our HR Team to remove barriers from applicants who are pursuing job opportunities with the district by providing technical supports, share information about job opportunities, and how to apply for positions.
- Distribute job recruitment information in schools and the Family Resource Centers.
- Advertise and recruit through targeted college and professional associations.
- Banners outside schools and other facilities such as the Transportation Department, with high community traffic.
- 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 the employee selection process for inclusion of underutilized protected class.

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

**AFFIRMATIVE ACTION NEW STAFF HIRED
OCTOBER 2020, THROUGH OCTOBER 2021**
(As reported to OSPI on report S-275)

CATEGORY	Total Employees	Women		Minority ¹		Veteran	
		#	%	#	%	#	%
Certificated Administrators	3	2	66.67%	1	33.33%	0	0.00%
Teachers & Instructional Support Personnel	57	45	78.95%	9	15.79%	0	0.00%
TOTAL CERTIFICATED	60	47	78.33%	10	16.67%	0	0.00%
Classified Administrators/Managers/Supervisors	3	2	66.67%	1	33.33%	0	0.00%
Instructional Support/Coordinators Accounting/Tech/ Exempt	3	3	100.00%	1	33.33%	0	0.00%
Exec. Admin Asst./Administrative Asst./Paraeducator/Acct/Educational Support	93	78	83.87%	18	19.35%	1	1.08%
Custodial/Maintenance	13	4	30.77%	1	7.70%	0	0.00%
Food Services	8	8	100.00%	3	37.50%	0	0.00%
Transportation	3	0	0.00%	0	0.00%	0	0.00%
TOTAL CLASSIFIED	123	95	77.24%	24	19.51%	1	.81%
DISTRICT TOTAL	183	142	77.60%	34	18.58%	1	.55%

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

Note the following hiring data for the past three school years.

- 154 new staff were hired between October of 2018 and October of 2019
- 73 new staff were hired between October of 2018 and October of 2019
- 183 new staff were hired between October of 2018 and October of 2019

ATTACHMENT B

October 2021, hiring and utilization data for women

- The following chart includes district employment data for October of 2021 which indicated there was no underutilization of women in any of the job group categories.
- 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 staff (including women) employed 2021	Total women employed 2021	Percent total women employed	Availability Annual Placement Rate	Percent Women Expected*	Percent Under Utilized	Goals for 2019 – 2024 Utilization Increase
Certificated Administrators	53	31	58.49%	62.9%	50.3%	N/A	N/A
Teachers/Instructional Support Personnel	892	667	74.78%	72.9%	58.3%	N/A	N/A
Classified Admin./Mgrs./ Supervisors	32	19	59.38%	54.4%	43.5%	N/A	N/A
Instructional Support/Coord./ Accounting/Tech.	44	32	72.73%	35.7%	28.6%	N/A	N/A
Exec. Admin Asst./Admin Asst./ Paraeducator/ Acct./Educ. Support	404	355	87.87%	90.4%	72.3%	N/A	N/A
Custodial/ Maintenance	89	22	24.72%	25.6%	20.5%	0.26%	N/A
Food Service	55	54	98.18%	70.3%	56.2%	N/A	N/A
Transportation	48	23	47.92%	32.5%	26.0%	N/A	N/A
Total	1617	1203	74.40%				

Washington State statistics used for rows 1-3
 Whatcom County statistics used for rows 4-8
 *80% of Total Availability

ATTACHMENT C

October 1, 2021, hiring and utilization data for ethnic minority groups

The following chart includes information based on October 1, 2021, data in the S-275 report to OSPI.

- The total minority candidates employed between October of 2020 and October of 2021 increased from 137 to 164 which decreased the underutilization percentages in every job group category.
- 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 expand opportunities and seek out additional options for increasing the diversity of its workforce in all job categories, including those in which minorities are not statistically underutilized.

Job Group	Total staff (including minority) employed 2021	Total minority staff Employed 2021	Percent total Minority employed	Availability Annual Placement Rate	Percent Minority Expected*	Percent under utilized	Goal for 2019 – 2024 Utilization Increase
Certificated Administrators	53	5	9.43%	13.3%	10.6%	1.17%	1 employee
Teachers/Instructional Support Personnel	892	68	7.62%	9.1%	7.3%	N/A	N/A
Classified Admin./Mgrs./Supervisors	32	5	15.63%	15.5%	12.4%	N/A	N/A
Instructional Support/Coord./Acct./Tech.	44	7	15.91%	5.4%	4.3%	N/A	N/A
Exec. Admin. Asst./Admin. Asst./ Paraeducator/ Acct./Educ. Support	404	50	12.38%	6.5%	5.2%	N/A	N/A
Custodial/Maintenance	89	15	16.85%	13.7%	11.0%	N/A	N/A
Food Service	55	9	16.36%	22.7%	18.2%	1.84%	1 employee
Transportation	48	5	10.42%	9.2%	7.4%	N/A	N/A
Total	1617	164	10.14%				

Washington State statistics used for rows 1-3

Whatcom County statistics used for rows 4-8

* 80% of Total Availability

ATTACHMENT D

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 provides the annual percentage data for minority staff in comparison with all staff by job group categories beginning with October 2014 and continuing through October 2021. Based on retention of previously hired staff and new staff hired as of October 1, 2021, total minority District staff is 10.14%.

Between 2014 and 2021, total new and minority hires have fluctuated. 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	Oct. 2021
Certificated Administrators	6.25%	5.77%	7.27%	6.90%	8.77%	9.43%	7.69%	9.43%
Teachers/Instructional Support Personnel	6.14%	5.76%	5.84%	6.57%	6.79%	6.24%	6.75%	7.62%
Classified Administrators/Managers/Supervisors	10.00%	8.00%	11.54%	7.69%	7.69%	6.67%	9.38%	15.63%
Instructional Support/Coordinators/Accounting/Tech/Exempt Network Tech	12.90%	14.29%	14.29%	13.89%	10.26%	9.52%	15.38%	15.91%
Exec. Admin Asst./Admin Asst./Paraeducator/Acct/Educational Support	6.62%	6.50%	9.58%	8.82%	12.87%	11.38%	11.73%	12.38%
Custodial/Maintenance	11.39%	12.20%	15.38%	18.82%	19.77%	18.60%	16.67%	16.85%
Food Services	11.86%	16.42%	13.85%	15.38%	14.06%	13.33%	12.96%	16.36%
Transportation	9.62%	8.77%	9.43%	8.20%	7.94%	7.69%	8.93%	10.42%
Total	7.18%	7.16%	8.12%	8.45%	9.54%	8.76%	9.05%	10.14%