



AFFIRMATIVE ACTION PLAN

November

2018

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EQUAL EMPLOYMENT OPPORTUNITY POLICY

This is to affirm Adel DeSoto Minburn Community School District's policy of providing Equal Opportunity to all employees and applicants for employment in accordance with all applicable Equal Employment Opportunity Affirmative Action laws, directives and regulations of Federal, State and Local governing bodies or agencies thereof.

Our organization will not discriminate against or harass any employee or applicant for employment because of race, color, national origin, religion, gender, age, sexual orientation, gender identity, disability, or marital status. We will take Affirmative Action to ensure that all employment practices are free of such discrimination. Such employment practices include, but are not limited to, the following: hiring, upgrading, demotion, transfer, recruitment or recruitment advertising, selection, layoff, disciplinary action, termination, rates of pay or other forms of compensation, and selection for training. We will provide reasonable accommodations to applicants and employees with disabilities.

Adel DeSoto Minburn Schools will evaluate the performance of its management and supervisory personnel on the basis of their involvement in achieving these Affirmative Action objectives as well as other established criteria. In addition, all other employees are expected to perform their job responsibilities in a manner that supports equal employment opportunity for all.

The Adel DeSoto Minburn School District School Board has appointed Nancy Gee, business manager, to coordinate the Equal Opportunity Program. The person's responsibilities will include monitoring all Equal Employment Opportunity activities and reporting the effectiveness of this Affirmative Action Program, as required by Federal, State, and Local agencies. Any employee or applicant may inspect our Affirmative Action Program during normal business hours by contacting Nancy Gee, Business Manager, 215 N. 11th Street, Adel, IA, 515-993-4283.

If any employee or applicant for employment believes he or she has been treated in a way that violates this policy, they should contact Nancy Gee, Business Manager, 215 N. 11th Street, Adel, IA, 515-993-4283, or any other representative of administration. Responsible parties will investigate allegations of discrimination or harassment as confidentially and promptly as possible, and we will take appropriate action in response to these investigations.

ASSIGNMENT OF RESPONSIBILITY FOR AFFIRMATIVE ACTION PROGRAM

Nancy Gee, business manager, is designated as EEO/AA coordinator to monitor all employment activity to ensure that our EEO/AA policies are being carried out. The EEO/AA coordinator will be given the necessary top management support and staffing to fulfill the duties of the position. Those duties include, but are not limited to, the following:

1. Develop our EEO/AA policy statement and Affirmative Action Plan/Program, so that it is consistent with our policies, and so that it established our affirmative action goals and objectives.
2. Implement the Affirmative Action Plan/Program including internal and external dissemination of our EEO/AA policies and plan.
3. Conduct and/or coordinate EEO/AA training and orientation.
4. Ensure that our principals and supervisors understand it is their responsibility to take action to prevent the harassment of employees and applicants for employment.
5. Ensure that all minority, female, and disabled employees are provided equal opportunity as it relates to organization-sponsored training programs, recreational/social activities, benefit plans, pay and other working conditions.
6. Implement and maintain EEO audit, reporting, and record-keeping systems in order to measure the effectiveness of our Affirmative Action Plan/program and to determine whether our goals and objectives have been attained.
7. Coordinate the implementation of necessary affirmative action to meet compliance requirements and goals.
8. Serve as liaison between our organization and relevant governmental enforcement agencies.
9. Coordinate the recruitment and employment of women, minorities, and people with disabilities.
10. Receive, investigate, and attempt to resolve all EEO complaints.
11. Keep superintendent informed of the latest developments in the area of EEO.

DISSEMINATION OF AFFIRMATIVE ACTION POLICY AND PLAN

A. Internal Dissemination

1. Our policy statement and non-discrimination posters will be permanently posted and conspicuously displayed in building offices.
2. Our EEO/AA policy statement will be communicated to our employees during pre-service days of school in August of each school year.
3. Our EEO/AA policies will be included in our policy manual.
4. Our policy will be made available to all employees including part-time, temporary or seasonal employees.
5. We will review our EEO/AA policies at least annually with the administrative cabinet and the board of education.

B. External Dissemination

1. We will notify all recruitment sources of our EEO/AA policies, and we will encourage them to assist us in achieving our affirmative action objectives by actively recruiting and referring women, minorities, and people with disabilities.
2. We will include the statement "Equal Opportunity Employer" or Affirmative Action Employer" on advertisements recruiting employees, on employment applications, and on our school district's website, if we post job opportunities on our website.

QUANTITATIVE WORKFORCE ANALYSIS

Adel DeSoto Minburn Community School District had 310 employees on its payroll on October 8, 2018. The composite of Adel DeSoto Minburn School employees according to job group was as follows:

Job Group	Males	Females	Total
Management	8	6	14
Elem Classroom Teachers	9	65	74
Secondary Classroom Teachers	9	16	25
Other Classroom/Professional	10	37	47
Associates	9	55	64
Clerical	0	12	12
Service Workers/Skilled	9	18	27
Part-time Professional	19	9	28
Other Part-time	10	9	19
	83	227	310

Adel DeSoto Minburn Community School District had 287 employees on its payroll on November 8, 2015. The composite of Adel DeSoto Minburn School employees according to job group was as follows:

Job Group	Males	Females	Total
Management	6	6	12
Elem Classroom Teachers	2	49	51
Secondary Classroom Teachers	12	17	29
Other Classroom/Professional	9	40	49
Associates	4	52	56
Clerical	0	14	14
Service Workers/Skilled	10	13	23
Part-time Professional	19	10	29
Other Part-time	9	15	24

Seventy-five percent of the employees at ADM are female in November 2015. That number dropped to 73.23% in October 2018.

Relevant Labor Market

Relevant labor market was determined by Iowa Workforce Development's Labor Market Information Services and United States Census.

Gender

The chart below compares Adel DeSoto Minburn School District's gender percentages and minority percentages to the percent of female and male workers and minority workers presented in the 2000 Census. Also included on the chart is whether each specific job groups were determined to be under represented (more than 10% difference).

JOB GROUP	TOTAL	FEMALES			UNDER REP	MINORITIES			UNDER REP
		REPRESENTATION NUMBER	%	AVAILABILITY %		REPRESENTATION NUMBER	%	AVAILABILITY %	
MANAGEMENT	14	6	43%	46%	-	1	7%	4%	NO
ELEM CLASSROOM TCHRS	74	65	88%	80%	NO	0	0%	2%	YES
SEC CLASSROOM TCHR	25	16	64%	54%	NO	1	4%	1%	NO
OTHER TCHRS	47	37	79%	90%	YES	0	0%	3%	YES
TCHR ASSOCIATES	64	55	86%	97%	NO	0	0%	3%	YES
CLERICAL	12	12	100%	96%	NO	0	0%	3%	YES
SERVICE WORKERS/SKILLED	27	18	67%	35%	NO	0	0%	5%	YES
PT PROF	28	9	32%	84%	YES	0	0%	3%	YES

Minority Groups

Of the 310 employees in 2018-19, all were white with the exception of two employees.

QUALITATIVE WORKFORCE ANALYSIS

- Student body makeup is all white except for 120 minority children (6.23%)
- Community population trend steady, enrollment trend steady
 - Projected increases to both due to tax abatement program
- 221 open enrollment applications received, 134 departing
- Job Group - Management
 - One superintendent – male
 - Four principals, 3 female, 1 male
 - Two assistant principals, 1 male, 1 female
 - One innovative learning & communications director, male
 - One technology director, male
 - One activity director, male
 - One maintenance director, male
 - One business manager, female
 - One nutrition director, female
 - One transportation director, male
- 139 teachers and counselors
 - 38 high school teachers, 26 female, 13 male
 - 30 middle school teachers, 17 female, 13 male
 - 31 intermediate school teachers, 29 female, 2 male
 - 40 elementary school teachers, 40 female, 0 male
 -
- 2 instructional coaches (full time)
 - 2 full time, female
- 3 school nurses
 - 2 full time, 1 part time female
- 124 classified staff
 - 93 full time, 75 female, 18 male
 - 31 part time, 19 female, 12 male
- Non-Staff Coaches
 - 28 non-staff coaches, 9 female, 19 male

Identification of Problem Areas

All job groups are under-represented in regards to minority employees except for management and secondary classroom teachers. Adel DeSoto Minburn School District's student minority population was approximately 6.23% in 2018-19. Our employee population minority percentage is only .645%.

A comparison of the Identification of Problem Areas between the 2015-16 results and the October 8, 2018 results of the Adel DeSoto Minburn District's Affirmative Action Plan shows that there is still an underrepresentation in the district's staff compared to those available in the workforce in several areas. Many of these classifications have high percentages of women in the workforce, so there doesn't seem to be cause for concern. More male representation in these typically female categories has been one of the plan's long-term goals. While all advertising contains the AA/EOE logo, few, if any, minorities apply for open positions.

Action Steps to Increase Minority and Gender Representation in Identified Job Groups

As positions become available, it will be the goal of Adel DeSoto Minburn Community School District to increase the representation of minorities and males in the identified underrepresented job groups.

The affirmative action plan will be considered each time in the hiring process.

Numerical Goals

The recommendation is to retain the district's numerical goals as listed below. Hiring practices will continue to be aggressive in recruiting and hiring the best candidates and using the numerical goals to tip the scales when all things equal between two candidates.

<u>Certified Staff</u>	<u>Responsibility</u>	<u>Timelines</u>
1 male elementary teacher	Board and Administration	Next two years
1 minority teacher	Board and Administration	Next two years

<u>Classified</u>	<u>Responsibility</u>	<u>Timelines</u>
1 male teacher associate	Board and Administration	As vacancies occur
1 male food service worker	Board and Administration	As vacancies occur
1 minority worker	Board and Administration	As vacancies occur
1 female custodian	Board and Administration	As vacancies occur

The district made gains in the hiring of male elementary teachers from the 2015-16 school year and hired one minority employee for the 2018-19 school year.

The following questions provided by the Iowa Association of School Boards provided the means by which Adel Desoto Minburn Community School District determined if it had any policies or practices that were causing the under representation of minority or females. The following category of questions was used to make this determination:

Recruitment

1. Is word of mouth recruitment the only method used for some or all positions?
2. Is a record maintained of advertisements used for the various types of positions?
3. Do advertisements include an equal opportunity statement?
4. Are referral sources, such as placement officers of educational institutions and employment agencies, notified of the equal opportunity and affirmative action policies?
5. Do applicants receive a copy of the affirmative action policy statement?
6. Do organizations that assist in recruitment have policies or practices that will form a barrier to equal opportunity for their clients?
7. Have vacancies been listed with appropriate agencies, placement office and news media?
8. Do job descriptions exist for all major job classifications?
9. Are job descriptions supplied to applicants?

Recruitment Summary:

Job descriptions do exist for all major job groups and are posted on the District website.

Hiring and Selection Criteria and Practices

1. Are applicants notified of the equal employment opportunity and affirmative action policies?
2. Are application forms used?
3. Do all applicants complete an application form?
4. Do these application forms include a statement of equal opportunity?
5. Are the application forms free of illegal inquiries?
6. Are job description criteria considered during hiring?
7. Are the job descriptions accurate, explaining the actual functions and duties?
8. Are the job descriptions gender-neutral?
9. Is the interview process free of illegal inquiries?
10. Is the interview process structured to guarantee fairness to all applicants?
11. Do all individuals who are involved in conducting interviews receive training on appropriate inquiries?
12. Are interview questions restricted to job-related information?
13. In a salary step system does the decision as to initial placement on the "step" have an impermissible relationship to race, sex, or disability, as shown by actual placement over time?
14. Is the affirmative action plan considered each time when dealing with a job category where under representation exists?
15. Are there written criteria for determining which applicants will be interviewed established before recruitment begins?

Hiring and Selection Criteria and Practices Summary:

Since the affirmative action plan has not been updated for several years it has not been considered or utilized when dealing with a job group where under representation exists.

Hiring and Selection Criteria and Practices Goal: The affirmative action plan will be considered each time in the hiring process.

Promotion, Transfer and Collective Bargaining Agreement

1. Are notices posted for all positions when vacancies occur?
2. Are impermissible factors such as race, color, national origin, religion, gender, age, sexual orientation, gender identity, disability or marital status considered in promotion or transfer decisions?
3. Are personnel who are involved in recruiting, selection, promotion, evaluation and related processes selected and trained to ensure elimination of bias in personnel actions?
4. Is there a special effort to include women and minorities in the group being considered for promotion or transfer?
5. Is there a mentoring of staff assistance process in use?
6. Have efforts been made to use mixed criteria consistent with any bargaining agreements rather than straight seniority in promotions, transfers and staff reductions?

Promotion, Transfer and Collective Bargaining Agreement Summary:

No issues of concern were identified in terms of promotion, transfer and collective bargaining agreement.

Demotions, Terminations, Layoffs, and Recall Criteria and Practices

1. Are objective criteria used in making demotion, termination or layoff decisions?
2. Are the evaluation records of employees reviewed when these types of decisions are made?

Demotions, Terminations, Layoffs, and Recall Criteria and Practices Summary:

The negotiated master contract provides the objective criteria used for termination and layoff decisions.

Working Conditions and Compensation

1. Is there an employee evaluation system?
2. Is the temporary disability related to pregnancy treated the same, in practice, as other temporary disabilities?
3. Does the application of the salary schedule/pay scale result in discrimination on the basis of race, color, national origin, religion, gender, age, sexual orientation, gender identity, disability or marital status?
4. Is the board policy on affirmative action distributed to employees annually?
5. Is the cost to the employees for insurance and insurance coverage the same for male and female employees?
6. Are the costs to the employees and benefits of pension plans equitable for men and women?
7. Have steps been taken to ensure that harassment of employees based upon gender, race, national origin, religion, age, sexual orientation, gender identity or disability does not occur?
8. Are assignments of staff members to supplemental and extracurricular duties made on an equitable basis?
9. Are exit interviews held?

Working Conditions and Compensation Summary:

Adel DeSoto Minburn Community School District Board of Education has policy to insure that harassment does not occur for any protected class. A copy of this policy is included in the plan. Exit interviews do occur informally and the administrative cabinet will discuss the need of formalizing the process which could result in a future goal statement.

Complaint Procedures

1. Does the affirmative action policy contain a complaint process?
2. Are employees notified of their right to seek redress from government agencies such as the Iowa Civil Rights Commission?
3. Are discrimination complaint records kept?

Complaint Procedures Summary:

Adel DeSoto Minburn Community School District Board of Education has adopted a grievance procedure. The grievance procedure is included in the plan. The grievance procedure does notify employees of their rights to seek assistance from state and federal Civil Rights Commission.

Supporting Policies and Procedures

- Equal Educational Opportunity – Code No. 103
- Notice of Nondiscrimination – Code No. 103.E1
- Grievance Form for Complaints of Discrimination or Non-compliance with Federal or State Regulations Requiring Non-discrimination – Code No. 103.E2
- Grievance Documentation Form – Code No. 103.E3
- Section 504 Student and Parental Rights – Code 103.E4
- Grievance Procedure – Code No. 103.R1

Supporting Policies and Procedures (continued)

Equal Employment Opportunity Affirmative Action – Code No. 401.2
Discrimination/Harassment Complaint Form – Code No. 401.2E1
Witness Statement Form – Code No. 401.2E2
Summary of Disposition of Discrimination/Harassment Complaint – Code No. 401.2E3
Harassment – Code No. 401.3
Discrimination/Harassment Complaint Form – Code No. 401.3E1
Witness Statement Form – Code No. 401.3E2

These policies are available at https://simbli.eboardsolutions.com/SB_ePolicy/SB_PolicyOverview.aspx?S=150070.