

SAN JUAN ISLAND SCHOOL DISTRICT



AFFIRMATIVE ACTION PLAN

2020-2025

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I. INTRODUCTION

San Juan Island School District #149 is an Affirmative Action and Equal Opportunity Employer. It is the policy of the San Juan Island School District to provide equal employment opportunity and treatment for all applicants and staff in recruitment, hiring, retention, assignment, transfer, promotion and training. Such equal employment opportunity shall be provided without discrimination with respect to race, creed, religion, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation including gender expression or identity, marital status, the presence of any sensory, mental or physical disability or the use of a trained dog guide or service animal by a person with a disability. (For complete text see Board Policy/Procedure 5010)

The District's nondiscrimination and affirmative action policy is set forth in Appendix A. The following Affirmative Action Plan will outline steps to be taken to ensure that District policies and practices do not unlawfully discriminate against an individual on the basis of race, creed, religion, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation including gender expression or identity, marital status, the presence of any sensory, mental or physical disability or the use of a trained dog guide or service animal by a person with a disability. Furthermore, reasonable steps will be taken to actively promote employment opportunities to qualified individuals in protected groups that are underutilized in the workforce.

The Superintendent of the District is assigned responsibility for implementing our Affirmative Action Plan. However, it is emphasized that every employee is expected to comply with and facilitate the ultimate success of the program.

The Equal Employment Opportunity program will be evaluated each year. The Affirmative Action Officer will report to the Board, as part of its standard reporting procedures, progress in the implementation of the District's Affirmative Action Plan.

Copies of the Affirmative Action Plan will be made available to the Office of Superintendent of Public Instruction, staff members, community groups, and other interested parties upon request.

II. PURPOSE

The purpose of the San Juan Island School District Affirmative Action Plan is to promote, monitor and maintain the District's affirmative action and equal employment opportunity policies. These policies provide for equal employment opportunities for all employees and applicants for employment without unlawful

discrimination on the basis of race, creed, religion, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation including gender expression or identity, marital status, the presence of any sensory, mental or physical disability or the use of a trained dog guide or service animal by a person with a disability.

It is also the purpose of this Plan to identify, at all levels of the workforce, areas of underutilization of protected groups and to identify and address, when possible, factors that may be causing such underutilization. This Plan is designed to promote outreach, recruitment, training and education efforts intended to expand the pool of qualified applicants to promote diversity, consistent with the District's standards of excellence.

Overall, this Plan advances equal employment opportunity without preferential treatment with respect to race, creed, religion, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation including gender expression or identity, marital status, the presence of any sensory, mental or physical disability or the use of a trained dog guide or service animal by a person with a disability. This Plan is also designed to ensure that District policies are properly implemented without unlawful discrimination on the basis of race, creed, religion, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation including gender expression or identity, marital status, the presence of any sensory, mental or physical disability or the use of a trained dog guide or service animal by a person with a disability.

III. RESPONSIBILITY FOR IMPLEMENTATION AND MAINTENANCE OF THE PLAN

- A. The Superintendent has the overall responsibility for the development, implementation, coordination, and monitoring of the Affirmative Action Plan and is responsible for ensuring that administrators and supervisors are fully aware of their role in supporting the Plan. The Superintendent has delegated to the Affirmative Action Officer the authority to represent the Superintendent in these matters.
- B. The Affirmative Action Officer has the responsibility of making known the District's desire and commitment to employ members of protected as well as non-protected groups through regular and frequent contact with community groups and employment agencies and through identifying, to the extent possible, persons with requisite skills and talents for projected openings throughout the District. The Affirmative Action Officer shall ensure that recruitment efforts are reaching protected groups as well as unprotected groups in all categories where underutilization exists.

- C. The Affirmative Action Officer will advise the Superintendent and/or Board on equal opportunity matters as required. The Officer will monitor and evaluate the Plan's accomplishments and will prepare memoranda addressing proposed action and other issues as required by this Plan.
- D. The Affirmative Action Officer can be reached at (360) 370-9704 or by writing to Affirmative Action Officer, San Juan Island School District, P.O. Box 458, Friday Harbor, Washington 98250.
- E. The Affirmative Action Officer will conduct an annual review of the District's progress toward the goals set forth in this Plan and report the results of this review to all District administrators and to the School Board. The Affirmative Action Officer will also monitor and evaluate the plan's accomplishments on a regular basis and will prepare necessary memoranda addressing proposed action and other issues as required by this Plan.

IV. DISSEMINATION OF PLAN AND POLICIES

It is the responsibility of the Affirmative Action Officer 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 employment opportunity.

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

A. Internal and External

1. Copies of the Affirmative Action Plan will be distributed to all organizations, agencies and individuals inside and outside the District as follows:
 - Board of Directors.
 - All administrators and staff.
 - The president of all employee associations.
 - The Office of State Superintendent of Public Instruction, upon request.
2. Upon adoption of the District's 2020-2025 Affirmative Action Plan, the Public Information Office will issue a statement and information about the Plan in District publications.
3. Announcements of training opportunities that promote the goals of the Plan will be issued to staff through District publications.
4. Upon employment, each new employee will be informed of our Affirmative Action Plan and policies against discrimination.
5. The name, address, and telephone number of the District's Affirmative Action Officer will be published on the District website. The Affirmative Action Officer and his/her contact information is also identified in

Appendix B of this document.

B. External

1. All district recruitment material, application forms and position advertisement will include an equal employment opportunity/non-discrimination statement.
2. All District recruiting sources will be informed regarding the District's nondiscrimination policy and Affirmative Action Plan.
3. All District contractors, vendors and suppliers will be notified that they must comply with the District's equal employment opportunity policy and this Plan.

V. NUMERICAL ANALYSIS OF WORKFORCE

This section of the Affirmative Action Plan reflects a numerical analysis of the San Juan Island School District workforce demographics.

The tables that follow contain a numerical study of the District's workforce. The term "underutilization" as used in this policy means having fewer members of an affected group in a particular job category than would be reasonably expected based upon their availability. The statistical comparisons in this section involve the use of workforce statistics for geographic areas relevant to San Juan County derived from public census reports. Most of these reports can be accessed through the Office of Superintendent of Public Instruction website and the U.S. Census Bureau website:

- <https://ospi.k12.wa.us/data-reporting>
- <https://www.census.gov/quickfacts/fact/table/sanjuancountywashington,WA,US/PST045222>

The use of such geographic areas and statistics is intended only for the purpose of implementing this Plan and facilitating identification of areas of potential underutilization. These statistical comparisons do not have any independent legal or factual significance. The statistics and geographic areas have been selected and used in good faith with respect to this Plan.

A. Availability Study and Theoretical Availability

To research and prepare information for the District's 2020-2025 Plan, an availability analysis was conducted based on state census reports for the minority, female, disabled, veteran and aged workforce. within San Juan. Island County as identified by the zip code "98250". Based on the 2020 SJI County Census, the report identified the percentage of minorities in the San Juan County workforce as 13.30%, and women as 51.11%. Census data for the year 2020 identified persons over forty in San Juan County as 67.64%. The current Veteran population for this area is estimated to be 7.6%. The underlined figures are utilized as the theoretical availability figure, or "TA," in the utilization studies below.

B. Statistically Expected Utilization and Category Definitions

Statistically Expected Utilization, or "SEU", is the statistically expected utilization rate of the total population per category. figures after the theoretical availability ("TA") were determined for protected groups in San Juan County. A straight comparison was conducted against the TA figure. In order to determine the SEU, the TA percentage was reduced by 20% and a comparison was performed against our district demographics per category. The SEU comparison is done because it is a commonly accepted practice to use a figure that is 80% of the theoretical availability in determining whether protected groups are utilized in relation to district goals. This is often referred to as the 4/5 or 80% rule. Both the TA and SEU figures, however, are considered in the identification of problem areas and possible underutilization.

A specific analysis was completed for each of the following job categories as defined: Certificated Administrators, Certificated Personnel, Classified Administrators, Classified Administrator Assistants, and Other Classified employees.

C. Frequency of Analysis

The numbers in association with the figures below will be updated annually to configure an accurate comparison of the available census data to the corresponding "TA" and "SEU" percentages.

D. Salary Ranges as of October 1, 2023.

a. Annual compensation is based on total FTE, which is not noted below:

Employee Classification	Salary Range	Stipend Range
Certificated Personnel - (Base pay does not include negotiated extra days)	\$62933 – \$121702	\$207.40 - \$5000
Certificated Administrators	\$153333 - \$189873	\$5707
Classified Administrators	\$9909 - \$130721	N/A
Classified Administrator Assistants	\$24238 - \$141381	N/A
Other Classified	\$18.05 - \$37.71	\$1000 - \$7125

E. Utilization Studies: Charts D1 – D9

a. Charts are updated annually.

**San Juan Island School District Utilization Analysis
D1. African Americans (54 of 17788) – Census 2020**

African Americans (54 of 17788) - Census 2020									
School District				Available in Workforce (Labor Market)					
Employee Category	Total Employees as of Oct 2023	Total African American Employees	Utilization % within Organization	Total in Labor Force	Population of Labor Force	Utilization % Within Labor Force (TA)	80% of Labor Force Application (SEU)	Does Underutilization Exist?	Notes:
Certificated Administrators	5	0	0	54	17788	0.304%	0.261%	Yes	0% is not greater than .0261%.
Certificated Personnel	58	0	0					Yes	0% is not greater than .0261%
Classified Administrators	7	0	0					Yes	0% is not greater than .0261%
Classified Assistants	3	0	0					Yes	0% is not greater than .0261%
Other Classified	50	2	4.00%					No	4.00% is greater than .0261%

**San Juan Island School District Utilization Analysis
D2. Asian/Pacific Islanders (54 of 17788) – Census 2020**

Asian/Pacific Islanders (256 of 17788) - Census 2020									
School District				Available in Workforce (Labor Market)					
Employee Category	Total Employees as of Oct 2023	Total Asian/Pacific Islander Employees	Utilization % within Organization	Total in Labor Force	Population of Labor Force	Utilization % Within Labor Force (TA)	80% of Labor Force Application (SEU)	Does Underutilization Exist?	Notes:
Certificated Administrators	5	0	0	256	17788	1.44%	1.151%	Yes	0% is not greater than 1.1%
Certificated Personnel	58	2	3.45%					No	3.45% is greater than 1.151%
Classified Administrators	7	0	0					Yes	0% is not greater than 1.151%
Classified Assistants	3	0	0					Yes	0% is not greater than 1.151%
Other Classified	50	1	2.00%					No	2% is greater than 1.151%

**San Juan Island School District Utilization Analysis
D3. Hispanic (1298 of 17788) – Census 2020**

Hispanic (1298 of 17788) - Census 2020									
School District				Available in Workforce (Labor Market)					
Employee Category	Total Employees as of Oct 2023	Total Hispanic Employees	Utilization % within Organization	Total in Labor Force	Population of Labor Force	Utilization % Within Labor Force (TA)	80% of Labor Force Application (SEU)	Does Underutilization Exist?	Notes:
Certificated Administrators	5	0	0	1298	17788	7.30%	5.84%	Yes	0% is not greater than 5.84%
Certificated Personnel	58	1	1.7%					Yes	1.7% is not greater than 5.84%
Classified Administrators	7	1	14%					No	14% is greater than 5.84%
Classified Assistants	3	0	0					Yes	0% is not greater than 5.84%
Other Classified	52	5	10%					No	10% is greater than 5.84%

**San Juan Island School District Utilization Analysis
D4. American Indian (115 of 17788) – Census 2020**

American Indian (115 of 17788) - Census 2020									
School District				Available in Workforce (Labor Market)					
Employee Category	Total Employees as of Oct 2023	Total American Indian Employees	Utilization % within Organization	Total in Labor Force	Population of Labor Force	Utilization % Within Labor Force (TA)	80% of Labor Force Application (SEU)	Does Underutilization Exist?	Notes:
Certificated Administrators	5	0	0	115	17788	0.65%	0.52%	Yes	0% is not greater than .52%
Certificated Personnel	58	0	0						
Classified Administrators	7	0	0						
Classified Assistants	3	0	0						
Other Classified	52	0	0						

**San Juan Island School District Utilization Analysis
D5. Other Races (642 of 17788) – Census 2020**

Other Races (642 of 17788) - Census 2020 (Includes Native Hawaiian and 'Some Other Race' Categories)									
School District				Available in Workforce (Labor Market)					
Employee Category	Total Employees as of Oct 2023	Total Employees of Other Races	Utilization % within Organization	Total in Labor Force	Population of Labor Force	Utilization % Within Labor Force (TA)	80% of Labor Force Application (SEU)	Does Underutilization Exist?	Notes:
Certificated Administrators	5	0	0	642	17788	3.61%	2.89%	Yes	0% is not greater than 2.89%
Certificated Personnel	58	3	5.17%					No	5.17% is greater than 2.89%
Classified Administrators	7	0	0					Yes	0% is not greater than 2.89%
Classified Assistants	3	0	0					Yes	0% is not greater than 2.89%
Other Classified	52	0	0					Yes	0% is not greater than 2.89%

**San Juan Island School District Utilization Analysis
D6. Females (9091 of 17788) – Census 2020**

Females (9091 of 17788) - Census 2020									
School District				Available in Workforce (Labor Market)					
Employee Category	Total Employees as of Oct 2023	Total Female Employees	Utilization % within Organization	Total in Labor Force	Population of Labor Force	Utilization % Within Labor Force (TA)	80% of Labor Force Application (SEU)	Does Underutilization Exist?	Notes:
Certificated Administrators	5	3	60.00%	9012	17788	50.66%	40.53%	No	60% is greater than 40.53%
Certificated Personnel	58	41	70.69%					No	70.69% is greater than 40.53%
Classified Administrators	7	3	42.86%					No	42.86% is less than 40.53%
Classified Assistants	3	3	100.00%					No	100% is greater than 40.53%
Other Classified	52	30	57.69%					No	57.69% is greater than 40.53%

**San Juan Island School District Utilization Analysis
D7. Males (8697 of 17788) – Census 2020**

Males (8697 of 17788) - Census 2020									
School District				Available in Workforce (Labor Market)					
Employee Category	Total Employees as of Oct 2023	Total Male Employees	Utilization % within Organization	Total in Labor Force	Population of Labor Force	Utilization % Within Labor Force (TA)	80% of Labor Force Application (SEU)	Does Underutilization Exist?	Notes:
Certificated Administrators	5	2	40.00%	8619	17788	48.45%	38.76%	No	40% is greater than 38.76%
Certificated Personnel	58	17	29.31%					Yes	29.31% is less than 38.76%
Classified Administrators	7	4	57.14%					No	57.14% is greater than 38.76%
Classified Assistants	3	0	0.00%					Yes	0% is less than 38.76%
Other Classified	52	22	42.31%					No	42.31% is greater than 38.76%

**San Juan Island School District Utilization Analysis
D8. Veterans (1351 of 17788) – Census 2020**

Veterans (1351 of 17788) - Census 2020									
School District				Available in Workforce (Labor Market)					
Employee Category	Total Employees as of Oct 2023	Total Veteran Employees	Utilization % within Organization	Total in Labor Force	Population of Labor Force	Utilization % Within Labor Force (TA)	80% of Labor Force Application (SEU)	Does Underutilization Exist?	Notes:
Certificated Administrators	5	0	0	1351	17788	7.60%	6.08%	Yes	0% is not greater than 6.08%
Certificated Personnel	58	0	0					Yes	0% is not greater than 6.08%
Classified Administrators	7	0	0					Yes	0% is not greater than 6.08%
Classified Assistants	3	0	0					Yes	0% is not greater than 6.08%
Other Classified	52	0	0					Yes	0% is not greater than 6.08%

**San Juan Island School District Utilization Analysis
D9. Over the Age of 40 (12031 of 17788) – Census 2020**

Age over 40 (12,031 of 17788) - Census 2020									
School District				Available in Workforce (Labor Market)					
Employee Category	Total Employees as of Oct 2023	Total Employees over the Age of 40	Utilization % within Organization	Total in Labor Force	Population of Labor Force	Utilization % Within Labor Force (TA)	80% of Labor Force Application (SEU)	Does Underutilization Exist?	Notes:
Certificated Administrators	5	5	100.00%	12031	17788	67.64%	54.11%	No	100% is greater than 54.11%
Certificated Personnel	58	47	81.03%					No	81.03% is greater than 54.11%
Classified Administrators	7	4	57.14%					No	57.14% is greater than 54.11%
Classified Assistants	3	1	33.33%					Yes	33.33% is less than 54.11%
Other Classified	52	45	86.54%					No	86.54% is greater than 54.11%

VI. UTILIZATION ANALYSIS BY JOB CATEGORY – IDENTIFICATION OF PROBLEM AREAS

The District will rely on its affirmative action data collection process, which entails voluntary reporting, for these affirmative action numbers. As we implement the efforts of this plan, it is important to note that employees may be more reluctant to self-report disability status than other demographic information, as a matter of privacy. In addition, the 2020 census data does not include information on the disabled population that can be used for district comparison. The district is nevertheless committed to its policy of nondiscrimination on the basis of disability and remains committed to equal employment opportunities for all in underutilized categories.

The findings herein will be considered as the District plans and implements its future recruitment efforts.

- A. **VETERANS:** There are currently no Vietnam-era veterans or disabled veterans, or person with disabilities noted in any employment group and therefore may be considered underutilized in these categories. It must be noted that the TA and SEU figures are unknown, as there aren't any current employees who have reported that they fall into this category. As this data is reliant on employee self-reporting, we find that no employees have voluntarily disclosed that they are affiliated with this group.
- B. **CERTIFICATED ADMINISTRATORS:** This category includes the superintendent, principals, and special education director. We find that that persons over 40 well exceed the TA and SEU percentages for this classification. The balance of males to females exceeds the TA and SEU expectations in this category as well. The underutilized groups are minorities, veterans, and disabled individuals.
- C. **CERTIFICATED PERSONNEL:** This job category includes all teachers and other certificated personnel from preschool to grade 12, including special education teachers and educational support associates. This analysis indicates that the representation of veterans, males, African American, American Indian, and Hispanic employees are underutilized. Females, Asian/Pacific Islander, and employees over the age of 40 exceed the TA and SEU percentages for this classification.
- D. **CLASSIFIED ADMINISTRATORS:** This job category includes the Food Service Director, Executive Chef, Human Resources Director, Finance Director, Transportation Supervisor, Facilities Director, and Capital Projects Director. The data shows that the representation of persons over 40, males, females, and Hispanic employees exceed the TA and SEU percentages for this classification. It shows that all other minority groups and veterans are underutilized.
- E. **CLASSIFIED ASSISTANTS:** This job category includes assistants to administrative staff such as the Executive Assistant to the Superintendent, Fiscal Specialist, and Assistant Special Services Director. The data shows the

representation of females exceeds the TA and SEU percentages, but the minority races, veterans, and persons over 40 are underutilized in this category.

- F. OTHER CLASSIFIED EMPLOYEES: This job category represents all other classified personnel including office staff, maintenance and food service workers, bus drivers, paraeducators, coordinators, etc. The data shows that persons over 40, males, females, Hispanic workers, Asian/Pacific Islander workers, and African American workers exceed the TA and SEU percentages. American Indian, other races, and veterans are under utilized in this category.
- G. This study shows that disabled individuals and disabled veterans are potentially underutilized in all job classifications. Potential reasons for such underutilization are analyzed above. The District remains committed to its policy against discrimination on the basis of disability and veteran status.
- H. District data is derived from self-reporting practices on employment applications or through periodic workplace surveys and may not be entirely accurate.

VII. GOALS AND ACTION PROGRAMS TO ACHIEVE GOALS

GOAL 1

JOB ANALYSIS, RECRUITMENT AND SELECTION

The District's goal is to seek purposely and actively a diverse pool of qualified applicants from all protected groups, as well as non-protected groups, for certificated and classified positions at all levels to ensure an increased opportunity for members of underrepresented groups to be considered for employment by the District. It is our goal to maintain a deviation of 5% or lower from the statistically expected utilization (SEU) for the areas of total ethnic minorities, females, and persons over 40. There is insufficient data to accurately determine the utilization of disabled persons, however if this data is available for San Juan County in the 2030 Census, it will be our goal to reach less than 10% deviation from SEU in these areas by 2030.

Action Programs:

- 1.1 Analyze job descriptions and the hiring process to make sure that qualification requirements and screening criteria are based on specific job functions and do not have the effect of screening out protected group applicants who have the ability to perform District jobs.
- 1.2 Ensure that recruitment efforts include and actually reach protected groups, as well as non-protected groups. Focus recruitment on efforts that ensure underrepresented groups are

reached.

- 1.3 Explore flex time and job sharing options as a means of enhancing positions for protected groups and other applicants.
- 1.4 Increase the awareness of equal employment opportunity among all personnel involved in hiring. All hiring will be monitored by the Superintendent and/or Affirmative Action Officer.
- 1.5 Ensure that accurate information is maintained regarding the demographic make-up of the District's workforce.

GOAL 2

EDUCATION AND TRAINING

The District's goal is to promote a culture of respect and diversity in the workplace, and to ensure that members of the District community are aware of the Affirmative Action Plan and their roles and responsibilities in enforcing the District's policies concerning equal employment opportunity.

Action Programs:

- 2.1 Continue an emphasis on developing strategies at each building to increase gender equity, and multi-cultural opportunities in both the instructional and activities programs. Each staff member has responsibility for carrying out the equal employment strategies as outlined in the Affirmative Action Plan adopted by the District.
- 2.2 Provide support for schools to develop and carry out multi-cultural and gender equity training programs and special projects.
- 2.3 Provide regular training and emphasis on providing a working environment free from unlawful discrimination.
- 2.4 Provide recognition for staff contributions to the District's efforts to provide a diverse educational environment, free from unlawful discrimination.
- 2.5 Other means of promotion and information dissemination will be utilized as necessary to ensure that the community and District staff is informed of the goals and objectives of equal employment opportunity.

GOAL 3

PREVENTING EMPLOYMENT DISCRIMINATION BASED ON SEX

We include this goal and the following objectives to ensure that the District does not discriminate against any person on the basis of sex in employment, recruitment, promotion or advancement, and in order to incorporate the requirements of WAC 392-200-015.

Action Programs:

- 3.1 Maintain credential requirements for all personnel.
- 3.2 Make no differentiation in pay scale on the basis of sex.
- 3.3 Make no differentiation in the assignment of school duties on the basis of sex, except where there is a compelling need for such qualification based on the nature of the duties; e.g. an assignment that involves supervising students in areas or situations where persons might be disrobed.
- 3.4 Provide the same opportunities for advancement without regard to sex.
- 3.5 Make no difference in conditions of employment including, but not limited to, hiring practices, leaves of absence, hours of employment and assignment of, or pay for, instructional and non-instructional duties on the basis of sex.

VIII. INTERNAL AUDIT AND REPORTING

The District's Personnel Department will maintain a confidential employee and applicant tracking system-separate from the pre-employment application process-which records the sex, race, ethnicity, age and disability and veteran status of applicants (See Appendix C). Frequent monitoring of this data will help ensure that all applicants are receiving equal treatment in the hiring process and that the District's recruiting efforts are reaching all protected and non-protected groups. The pre-employment application forms used for both certificated and classified personnel, however, will exclude inquiries that unnecessarily elicit the race, gender or membership of the applicant in other protected groups. Annual reviews of the District's progress toward the goals set in this plan will be conducted by the District's Affirmative Action Officer and reported to all District administrators and to the School Board.

The analysis will include:

- A) Applicant Data
- B) Interview and Hiring Data
- C) Transfer and Promotion Data
- D) Termination Data

IX. SUPPORTIVE SYSTEMS

Recruitment and Employment Plan

The Personnel Office considers all applicants and employees on the basis of job-related qualifications. The District selects employees as needed on the basis of merit, training and experience with no unlawful discrimination against any employee or applicant because of race, color, creed, religion, age, sex, ethnicity, national origin, veteran status, marital status, or the presence of a sensory, mental or physical disability. In addition, the District selects employees without preferential treatment on the basis of race, color, creed, religion, age, sex, ethnicity, national origin, veteran status, marital status, or the presence of a sensory, mental or physical disability. A continuing review of hiring criteria is made to ensure the relevance of the job qualifications to the tasks to be performed and the needs of the position.

In addition, the District promotes continued relationships with organizations that are a recruitment source for individuals from protected groups, including those groups that currently may be underutilized in the workforce. These organizations include such agencies as the state job service agencies and college and university placement offices.

The District has a distribution list containing names and addresses of those agencies to which job announcements are mailed. Job announcements are distributed to each building in the District and to each outside employment and referral source on the distribution list. Jobs may also be advertised in newspapers.

Specific emphasis will be placed on the outreach and recruitment of members of protected groups along with the efforts made to reach non-protected groups. Recipient listings for classified job announcements will be reviewed to ensure continued inclusion of agencies serving minority communities, as well as other protected and non-protected groups.

Consistent with the District's equal employment opportunity policy, and in addition to other measures described in this Plan:

1. Publicity for job openings may include, without limitation, informing professional groups and organizations, with memberships that include both protected and non-protected groups, visiting areas to promote a diverse population of qualified applicants, and listing job openings, including minimum qualifications, on bulletin boards in all district buildings.
2. All staff will be encouraged to facilitate the recruitment of a diverse pool of qualified applicants, including individuals from underrepresented protected groups.

3. Community organizations representing the special interests of protected groups will be notified of the District's recruiting efforts.
4. All subcontractors, vendors, and suppliers will be notified in writing of the District's equal employment policy.
5. All recruiting sources, including minority, women's, disabled and veteran's groups, will be notified in writing of the equal employment.

Training

The District recognizes the importance of on-going training for employees both to assist in upgrading skills and to assist in personal growth. The District will continue to develop and provide career counseling to staff to assist personnel in moving to levels of greater responsibility.

X. REDUCTION IN FORCE

The District's reductions in force ("RIF") procedures for bargaining unit positions are established by collective bargaining agreements. Seniority within the appropriate job group is the principal factor determining retention. Affirmative action is not currently a factor in negotiated RIF procedures. RIF procedures for administrative and other exempt positions are established by School Board policy and do not explicitly address Affirmative Action. If a RIF is necessary, consistent with its legal and contractual obligations, the District will make reductions in force bearing in mind its commitment to equal employment opportunity.

APPENDIX A

SAN JUAN ISLAND SCHOOL DISTRICT #149 Policy No. 5010 Personnel

Nondiscrimination and Affirmative Action

Nondiscrimination

The district will provide equal employment opportunity and treatment for all applicants and staff in recruitment, hiring, retention, assignment, transfer, promotion and training. Such equal employment opportunity will be provided without discrimination with respect to race, creed, religion, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation including gender expression or identity, marital status, the presence of any sensory, mental or physical disability or the use of a trained dog guide or service animal by a person with a disability.

The board will designate a staff member to serve as the compliance officer.

Affirmative Action

The district, as a recipient of public funds, is committed to undertake affirmative action which will make effective equal employment opportunities for staff and applicants for employment. Such affirmative action will include a review of programs, the setting of goals and the implementation of corrective employment procedures to increase the ratio of aged, persons with disabilities, ethnic minorities, women and Vietnam veterans who are under-represented in the job classifications in relationship to the availability of such persons having requisite qualifications. Affirmative action plans may not include hiring or employment preferences based on gender or race, including color, ethnicity or national origin. Such affirmative action will also include recruitment, selection, training, education and other programs.

The superintendent will develop an affirmative action plan which specifies the personnel procedures to be followed by the staff of the district and will ensure that no such procedures discriminate against any individual. Reasonable steps will be taken to promote employment opportunities of those classes that are recognized as protected groups — aged, persons with disabilities, ethnic minorities and women and Vietnam veterans, although under state, law racial minorities and women may not be treated preferentially in public employment.

This policy, as well as the affirmative action plan, regulations and procedures developed according to it, will be disseminated widely to staff in all classifications and to all interested patrons and organizations. Progress toward the goals established under this policy will be reported annually to the board.

Employment of Persons with Disabilities

In order to fulfill its commitment of nondiscrimination to those with disabilities, the following conditions will prevail:

A. No qualified person with disabilities will, solely by reason of a disability, be subjected to discrimination and the district will not limit, segregate or classify any applicants for employment or any staff member in any way that adversely affects his/her opportunities or status because of a disability. This prohibition applies to all aspects of employment from recruitment to promotions, and includes fringe benefits and other elements of compensation;

B. The district will make reasonable accommodation to the known physical or mental limitations of an otherwise qualified disabled applicant or staff member unless it is clear that an accommodation would impose an undue hardship on the operation of the district program. Such reasonable accommodations may include:

1. Making facilities used by staff readily accessible and usable by persons with disabilities; and
2. Job restructuring, part-time or modified work schedules, acquisition or modification of equipment or devices, the provision of readers or interpreters and other similar actions.

In determining whether or not accommodation would impose an undue hardship on the district, factors to be considered include the nature and cost of the accommodation;

C. The District will not use any employment tests or criteria that screen out persons with disabilities unless the test or criteria is clearly and specifically job-related. Also, the District will not use such tests or criteria if alternative tests or criteria (that do not screen out persons with disabilities) are available;

D. While the district may not make pre-employment inquiry as to whether an applicant has a disability or as to the nature and severity of any such disability, it may inquire into an applicant's ability to perform job-related functions; and

E. Any staff member who believes that there has been a violation of this policy or the law prohibiting discrimination because of a disability may initiate a grievance through the procedures for staff complaints.

Nondiscrimination for Military Service

The district will not discriminate against any person who is a member of, applies to be a member or performs, has performed, applies to perform or has an obligation to perform service in a uniformed service, on the basis of that participation in a uniformed service. This includes initial employment, retention in employment, promotion or any benefit of employment. The district will also not discriminate against any person who has participated in the enforcement of these rights under state or federal law.

APPENDIX B

San Juan Island School District
Affirmative Action Officer

Name: Faith Knight, Human Resources Director
Address: PO Box 458, Friday Harbor, WA 98250
Telephone: (360) 370-7904
Email: faithknight@sjisd.org
Fax: (360) 378-4133

San Juan Island School District # 149 is an Affirmative Action and Equal Opportunity Employer. The district shall provide equal employment opportunity and treatment for all applicants and staff in recruitment, hiring, retention, assignment, transfer, promotion and training. Such equal employment opportunity shall be provided without discrimination with respect to race, creed, religion, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation including gender expression or identity, marital status, 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.

APPENDIX C



San Juan Island School District No. 149

AFFIRMATIVE ACTION QUESTIONNAIRE

NAME (Last, First}

POSITION

DATE

Discrimination in the San Juan Island School District is prohibited under Title VII of the Civil Rights Act of 1964. Recognizing the legal as well as social obligation to make equal employment opportunity a reality, the San Juan Island School District is implementing an Affirmative Action Program. The goal of the program is proportionate representation of the entire community at all levels of the School District's program.

For the purpose of effectively implementing the District's Affirmative Action Plan, we would appreciate you providing the information below. This is entirely voluntary and will remain confidential. This information will not be filed with, or made part of, your application or personnel file.

PLEASE CHECK THE APPROPRIATE ITEMS IN EACH OF THE FOLLOWING CATEGORIES:

Male Female

PLEASE INDICATE THE ETHNIC GROUP TO WHICH YOU FEEL YOU MOST BELONG:

Caucasian Hispanic American Indian
 Asian/Pacific Islander Black/African American Other

OPTIONAL EMPLOYMENT QUESTIONNAIRE

Section 504 of the Rehabilitation Act of 1973 and Section 402 of P.L. 93-508, Vietnam Era Veterans Readjustment Act of 1974 encourages the employment of handicapped persons and Viet Nam Era Veterans.

The information solicited on this form is for the use of the San Juan Island School District No. 149 pursuant to its voluntary affirmative action efforts. The information is requested on a voluntary basis and will be kept confidential. Refusal to provide the requested information will not subject you to any adverse treatment and will not prejudice your application for employment or effect any position currently held.

CHECK APPROPRIATE ANSWER:

YES NO

1. Do you have a disability?
If yes, do you need an accommodation to complete your position duties?
2. Are you a Veteran?
3. Are you a Viet Nam Era Veteran? (Service from 8/5/64 - 5/7/75)
4. Are you 40 or more years old?

I do not wish to provide the information requested.

Board of Directors

Sarah Werling-Smith - Chair Barbara Bevins - Vice Chair

T.J. Heller - Director

John Kurtz - Director

Brian Moore – Director

Superintendent

Fred Woods

San Juan Island School District

285 Blair Avenue

Mailing Address: P.O. Box 458 Friday Harbor, Washington 98250

(360) 378-4133

FAX: (360) 378-6276