

Longview School District No. 122



AFFIRMATIVE ACTION PLAN

Updated June 2022

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INTRODUCTION

This is the Affirmative Action Program for the Longview School District No. 122. It is utilized as an opportunity to measure progress and to reaffirm our long-standing policy and commitment to equal opportunity in employment. We believe education enhancement requires consistently fair and equitable educational and employment practices without regard to race, creed, color, national origin, families with children, sex, marital status, sexual orientation, age, or the presence of any sensory, mental or physical disability or the use of a trained dog guide or service animal by a disabled person. For this reason, the District seeks to employ and promote individuals that represent diverse talents, contributions, abilities and experiences representative of our society and that are essential to a quality educational program.

The Affirmative Action Plan presented here is designed for the years 2020-2025. Although the plan covers a five-year period, it is recognized that, to be effective it will require continuous evaluation and revision to correct disparities in the utilization of employees where it may exist in the Longview School District's work force. Modifications due to decisions by state and federal courts will also be ensured.

The basis for analysis in this plan involves a comparison of the Longview School District's minority staff in various job categories, to the percentage of minorities in the available labor force. Also, the basis for the analysis of gender balance in this plan is the proportion of men to women in the available labor force for various job categories.

REAFFIRMATION OF POLICY

The Longview School District No. 122 is committed to undertake Affirmative Action that will allow effective, Equal Employment Opportunities for staff and applicants. In addition to a review of current programs, such affirmative action shall also include recruitment, selection, training, education and other programs.

This program is a directed, good faith effort to provide equal opportunity in all aspects of employment. It is a comprehensive and planned effort by the Longview School District to:

- Reaffirm the Longview School District's policy statement.
- Describe policy dissemination and establishment of responsibilities.
- Identify barriers in the personnel management system that may limit the ability of applicants and employees to reach their full potential.
- Implement programs that will accelerate progress.

This Affirmative Action Plan specifies the personnel procedures to be followed by staff of the Longview School District and shall ensure that no such procedures discriminate against any individual. Reasonable steps shall be taken to promote employment opportunities for the protected classes.

This policy, as well as the Affirmative Action Plan, regulations and procedures developed, shall be disseminated widely to all staff, interested patrons and organizations. Additionally, the Longview School District's commitment to avoiding discrimination in the hiring and promotion of disabled persons, and persons over age forty is reaffirmed. The purpose of these commitments is to ensure the absence of discrimination in employment practices. Each employee of the Longview School District involved in the

recommendation of hiring or promotion must be committed to ensuring that the recommendation is made without discrimination. It is the responsibility of each individual manager to promote a strong commitment to Equal Employment Opportunity at his/her work site and throughout the Longview School District. Progress under this policy shall be reported annually to the Board of Directors.

AFFIRMATIVE ACTION PLAN

AUTHORITY

School districts in the state of Washington are required by WAC 392-200-005 to establish and implement Affirmative Action programs that are designed to "eliminate discrimination on the basis of sex, race, creed, color, national origin, marital status, age or the presence of any sensory, mental or physical disability."

PURPOSE

It is the purpose of the District's Affirmative Action Program 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, color, national origin, families with children, sex, marital status, sexual orientation, age, or the presence of any sensory, mental or physical disability or the use of a trained dog guide or service animal by a disabled person or veteran status, and promote diversity in the district's workforce.

It is also the purpose of the District's Affirmative Action Plan to identify at all levels of the workforce, areas of underutilization of racial minorities and women. This Plan is designed to promote outreach, recruitment, training, and education efforts intended to expand the pool of applicants in the relevant labor area having the requisite qualifications to perform the positions included in the job group.

This Plan advances equal opportunity without preferential treatment on the basis of race, gender, ethnicity, or national origin. This Plan is also designed to ensure that the District's policies are properly implemented without unlawful discrimination on the basis of race, color, creed, religion, age, sex, sexual orientation, ethnicity, national origin, veteran status, or the presence of a sensory, mental or physical disability.

DISSEMINATION OF POLICY

It is the responsibility of the Superintendent of the Longview School District, or a designee, to inform all applicants for employment, all current employees, all persons responsible for hiring within the Longview School District, all employee associations and all Longview School District contractors and subcontractors of its commitment to Equal Opportunity employment. To ensure that others are aware that the Longview School District is an Equal Employment Opportunity employer, and to ensure that all personnel are fully apprised of the Longview School District's policy, the following actions will continue to be undertaken:

A. Internal Dissemination

1. Equal Employment Opportunity and Staff Diversity are referenced in the Longview School District's correspondence, employee bulletins, reports and manuals.
2. The policy of Equal Employment Opportunities and federal and state posters prohibiting discrimination is to be posted on bulletin boards at all Longview School District building sites.
3. Supervisory meetings will be conducted on an annual basis that explains the intent of the Longview School District's Affirmative Action program and diversity policy as well as each individual's responsibility for effective implementation.
4. Employees will be notified of the existence of the Longview School District's Equal Employment Opportunity policy and diversity program through general meetings, supervisory and staff meetings and through the Superintendent's memo. Employees are advised that all aspects of employment, including job opportunity, training, programs and social events, will be available to all without regard to age, race, color, disability, religion, sex or national origin. Additionally, employees will be advised to contact either their supervisor or the Assistant Superintendent concerning problems that they have of a discriminatory nature.

B. Internal and External Dissemination

1. The Equal Employment Opportunity policy statement will be communicated to applicants and will be included in New Employee Orientation and management training programs.
2. Employee organizations of the Longview School District shall conform to the Longview School District's Affirmative Action Program. Negotiated agreements shall not contain statements that are in conflict with this program.
3. The Human Resources Department will continue to communicate to prospective employees that the Longview School District is an Equal Employment Opportunity/Diversity employer and invite protected group members to apply.
4. The Longview School District will incorporate the Equal Employment Opportunity/Diversity clause in all purchase orders, leases, contracts and other pertinent documents.
5. The Longview School District's policy manual, will document the procedures for prompt, fair and impartial consideration of complaints of discrimination.
6. The Longview School District will assure that appropriate steps are taken to comply with the Title IX regulation, prohibiting sex discrimination in education and employment; and section 504 of the Vocational Rehabilitation Act of 1973, prohibiting discrimination on the basis of physical, sensory or mental handicaps in education and employment.
7. The Longview School District will assure compliance with state laws established to eliminate sex discrimination in the public schools.
8. Copies of the 2020-2025 Affirmative Action Plan will be distributed to all pertinent organizations, agencies and people within and outside the Longview School District, such

as:

The Board of Directors
All District Administrators
All District building sites
All District employee associations
All District employees, upon request
The Office of the State Superintendent of Public Instruction

RESPONSIBILITIES FOR IMPLEMENTATION AND EVALUATION

The Superintendent of the Longview School District has the overall responsibility for the development, implementation, coordination and monitoring of the Affirmative Action program. The Superintendent will provide leadership and guidance to all administrators, supervisors and personnel in the conduct of their employment practices to assure conformance with relevant federal and state laws and regulations of the Longview School District's policies.

The Superintendent has delegated the general responsibility of implementing the program to the Assistant Superintendent and has designated the Assistant Superintendent as the Affirmative Action Officer. The Affirmative Action Officer has the responsibility of developing and implementing an effective Affirmative Action program, ensuring full compliance with Equal Employment Opportunity requirements and will advise the Superintendent and/or the Board of Directors of Equal Opportunity matters, as required.

The Affirmative Action Officer will:

1. Review the Affirmative Action Plan annually to ensure full compliance with Equal Opportunity Employment throughout the Longview School District, monitor and evaluate the Affirmative Action Plan's accomplishments and prepare memoranda to specify responsibilities and proposed actions as required by this Affirmative Action Plan.
2. Work with administrators and employees in the Longview School District to assure understanding and support for the program.
3. Assist program managers in carrying out their responsibilities for implementation of the Affirmative Action program.
4. Report to the Board of Directors on specific progress of the Affirmative Action program.
5. Maintain a continuing review of all aspects of the Longview School District's personnel system to detect illegal or improper practices that may impede the employment or advancement of members of minority groups or women, modifying these practices when necessary.
6. Establish specific training, recruiting, hiring and selection processes necessary to accomplish the goals and objectives of the Affirmative Action program.
7. Ensure that the Human Resources Department will be responsible for documenting compliance of personnel practices that include an annual statistical analysis and update of employment data to measure the effectiveness of the Affirmative Action program and to identify the areas of

imbalance, if and where present.

8. Ensure a record system will be maintained by the Human Resources Department that collects data on the Longview School District employees in the areas of race, sex, age, handicapping conditions and veteran status, for all job categories.
9. Ensure that a nondiscrimination clause is included in all bargaining agreements, and review all contractual provisions to ensure they are nondiscriminatory. Each Representative of the Longview School District's Collective Bargaining Units will be informed by a letter of the Affirmative Action policy, which will be a request for his/her cooperation.
10. Ensure that the Longview School District's Equal Employment Opportunity policy and all posters required by law will be conspicuously posted on all building bulletin boards located in staff lounges and the administration lobby areas.

Questions regarding Affirmative Action should be directed to the Assistant Superintendent, Longview School District, 2715 Lilac Street, Longview, Washington 98632-3526, (360) 575-7003.

DEFINITIONS

The terms "underutilized" and "underrepresentation" appearing in this Affirmative Action Plan are used in the context that these terms are used in regulations promulgated by the Office of Federal Contract Compliance Programs. These terms have no independent legal or factual significance whatsoever.

Many statistical comparisons herein involve the use of geographic areas and various other sources of statistics. The use of such geographic areas and statistics is intended only for the purpose of implementing this Affirmative Action Plan and will be used in total good faith.

UNDERUTILIZED ANALYSIS

The analysis in this Affirmative Action Plan addresses differences in the utilization rate of women and ethnic minorities in the Longview School District as compared with their statistical availability in the State of Washington. Where there is a valid statistical difference that indicates the underutilization of women or ethnic minorities, this difference is noted. In analyzing the Longview School District's work force for evidence of possible underutilization, the general approach used is to compare the "protected class" percentage of the Longview School District employees in various job classifications to the percentage of this class in the available work force. In establishing comparison figures representing the available work force, data was taken from information provided by the Office of the Superintendent of Public Instruction. Census data was taken from a 2020-21 database.

SALARY RANGES

Following is a list of salary ranges for all job classifications for the 2021-2022 school year:

<u>Position</u>	<u>Salary Range*</u>
Teachers and Support Services	\$50,460 - \$95,108 annually
Certificated Administrators	\$117,403 - \$148,368 annually
Classified Administrators	\$68,967 - \$148,368 annually
Classified Assistants	\$17.49 - \$21.44 per hour
Other Classified	\$15.54 - \$42.29 per hour

NUMERICAL REVIEW ANALYSIS

Marital Status, Age

The Longview School District's commitment in these areas is based on the reaffirmation of its practice of avoiding discrimination in all aspects of employment in regard to members of these groups. The Longview School District has reviewed and revised its employment application forms to reduce the possibility of discrimination in these and other areas. The staff responsible for hiring in the Longview School District will be given information relative to the use of appropriate pre-employment inquiries. The Longview School District will continue to ensure the absence of discrimination based on age or marital status.

Persons with Disabilities

In compliance with Section 504 of the Vocational Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, the Longview School District is committed to the avoidance of discrimination in hiring and promotion of persons with disabling conditions. The Longview School District is also committed to making reasonable accommodations to allow disabled employees the opportunity to be successful. The action of the Longview School District with respect to this group is to reaffirm its strong commitment to avoid illegal discrimination in all aspects of employment in regard to disabled individuals. As one demonstration of this commitment, the Longview School District includes on vacancy announcements and application inserts a statement encouraging persons with disabilities to apply.

Vietnam-Era/More Recent Military Action Veterans

The Longview School District's commitment for these groups involves the reaffirmation of its commitment to avoid discrimination in all aspects of employment with regard to disabled and Vietnam-era veterans. Although it seems clear that the number of individuals from these categories seeking entry-level positions is decreasing over time, the Longview School District maintains its commitment to avoid discrimination in employment practices related to this group. Staff responsible for hiring and promotion will be given information designed to sensitize them to the potential for discrimination in this area. In addition, the Longview School District will include a statement on its job vacancy announcements encouraging disabled and Vietnam-era veterans to apply.

Utilization Analysis for Ethnic and Gender Composition

The term "underutilization" is taken from the regulations promulgated by the Office of Federal Contract Compliance Programs. This term has no independent legal or factual significance whatsoever. The term "underutilization" as used in this policy means having fewer members of an affected group in a particular job category than reasonably would be expected upon their availability. The statistical comparisons in this section involve the use of workforce statistics for geographic areas relevant to the Cowlitz County area derived from public census reports. The use of such geographic area and statistics is intended only for the purpose of implementing this Plan and facilitating identification of areas of potential underutilization. Most of these reports are available on the Office of Superintendent of Public Instruction's website. When the term goal is used, it is expressly intended that it should not be used to discriminate against any applicant or employee 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.

Many comparisons herein involve various sources of statistics. The use of such statistics is intended only for the purpose of implementing this Affirmative Action Program and will be used in good faith.

This analysis is based on a comparison of the composition of the district's workforce with the availability of ethnic minorities and women in various job classifications based on census information as summarized in Table 1. To identify instances of underutilization and a target goal, the 80% rule was applied for the female analysis while a regional adjusted factor is applied for the minority analysis. The regional adjustment is determined by first, comparing Cowlitz County's minority population to Washington State's minority population and secondly, applying the resulting percentage to each OSPI employee classification total minority. This provides the District with our Target Goal per employee classification.

The 80% rule and the regional adjustment factor are utilized to identify underutilization which is statistically significant. Where underutilization is identified, the long-range goal is to eliminate such underutilization. When this is accomplished, the goal will no longer remain. An annual utilization review for the various job categories will be the basis of measuring progress toward this goal. In addition, where underutilization is identified, an immediate, short-range goal is to hire qualified underutilized individuals for the affected job category in a proportion which is at least equal to the proportion of underutilized individuals available in the job market.

The steps used to conduct the analysis are:

- Calculate the percentage of minorities and women available in the labor market as identified by OSPI.
- Calculate the percentage of minority and women employees.
- Calculate the "Target Goal" (adjusted values) which factor in the 80% for females and regional adjustments for the minorities.
- Determine whether the percentage of employees is less than, greater than, or equal to the representative sample.

Table 1 below summarizes the composition of district employees with respect to ethnic categories and gender from the 2021-2022 school year. This summary includes only regular full and part-time employees – it does not include substitute and temporary employees. Each May an Affirmative Action Plan Review is conducted and documented in a report to the School Board of Directors.

TABLE 1 Underutilization Analysis of Females and Minorities

Teachers and Educational Staff Associates									
2019-2020	Total	Female	Black	Asian	Native	Hispanic	Pacific	Multi	Total
State of Washington					American		Islander	Racial	Minority
Number	75227	57048	1152	2270	508	3885	212	1343	9370
Percent		75.8%	1.5%	3.0%	0.7%	5.2%	0.3%	1.8%	12.5%
2020-2021 Census Statistics - Cowlitz County Population									
Number	111524	56320	1227	1784	2342	10372	446	4126	20297
Percent		50.5%	1.1%	1.6%	2.1%	9.3%	0.4%	3.7%	18.20%
Longview School District Staff-Teachers									
Number	439	325	1	6	3	11	1	6	28
Percent		74.0%	0.2%	1.4%	0.7%	2.5%	0.2%	1.4%	6.38%
2021-2022 New Longview School District Staff-Teachers									
Number	23	15	0	0	0	2	1	0	3
Percent		65.2%	0.0%	0.0%	0.0%	8.7%	4.3%	0.0%	13.0%
ANALYSIS RESULTS - Teachers and Education Staff Associates									
Comparisons		Female	Minority						
1. Labor Market		75.83%	12.46%						
2. LSD		74.03%	6.38%						
3. Target Goal		60.67%	6.80%						
4. Difference		13.36%	-0.42%						
Certificated Administrators									
2019-2020	Total	Female	Black	Asian	Native	Hispanic	Pacific	Multi	Total
State of Washington					American		Islander	Racial	Minority
Number	5536	3027	208	124	52	266	15	105	770
Percent		54.7%	3.8%	2.2%	0.9%	4.8%	0.3%	1.9%	13.9%
2020-2021 Census Statistics - Cowlitz County Population									
Number	111524	56320	1227	1784	2342	10372	446	4126	20297
Percent		50.5%	1.1%	1.6%	2.1%	9.3%	0.4%	3.7%	18.20%
Longview School District Staff-Certificated Administrators									
Number	29	13	0	1	1	0	0	0	2
Percent		44.83%	0.0%	3.4%	3.4%	0.0%	0.0%	0.0%	6.90%
2021-2022 New Longview School District Staff-Certificated Administrators									
Number	3	0	0	1	0	0	0	0	1
Percent		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
ANALYSIS RESULTS - Certificated Administrators									
Comparisons		Female	Minority						
1. Labor Market		54.68%	13.91%						
2. LSD		44.83%	6.90%						
3. Target Goal		43.74%	7.60%						
4. Difference		1.08%	-0.70%						

Classified Administrators									
2019-2020	Total	Female	Black	Asian	Native American	Hispanic	Pacific Islander	Multi Racial	Total Minority
State of Washington									
Number	2183	1184	87	64	25	114	13	44	347
Percent		54.2%	4.0%	2.9%	1.1%	5.2%	0.6%	2.0%	15.90%
2020-2021 Census Statistics - Cowlitz County Population									
Number	111524	56320	1227	1784	2342	10372	446	4126	20297
Percent		50.5%	1.1%	1.6%	2.1%	9.3%	0.4%	3.7%	18.20%
Longview School District Staff-Classified Administrators									
Number	7	2	0	0	0	0	0	0	0
Percent		28.6%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.00%
2021-2022 New Longview School District Staff-Classified Administrators									
Number	0	0	0	0	0	0	0	0	0
Percent		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.00%
ANALYSIS RESULTS - Classified Administrators									
Comparisons		Female	Minority						
1. Labor Market		54.24%	15.90%						
2. LSD		28.57%	0.00%						
3. Target Goal		43.39%	8.69%						
4. Difference		-14.82%	-8.69%						
Classified Educational Assistants									
2019-2020	Total	Female	Black	Asian	Native American	Hispanic	Pacific Islander	Multi Racial	Total Minority
State of Washington									
Number	29980	26690	1026	1291	291	3491	183	554	6836
Percent		89.0%	3.4%	4.3%	1.0%	11.6%	0.6%	1.8%	22.80%
2020-2021 Census Statistics - Cowlitz County Population									
Number	111524	56320	1227	1784	2342	10372	446	4126	20297
Percent		50.5%	1.1%	1.6%	2.1%	9.3%	0.4%	3.7%	18.20%
Longview School District Staff-Classified Educational Assistants									
Number	223	206	1	4	0	14	0	6	25
Percent		92.4%	0.4%	1.8%	0.0%	6.3%		2.7%	11.21%
2021-2022 New Longview School District Staff-Classified Educational Assistants									
Number	53	45	0	0	0	8	0	3	11
Percent		84.9%	0.0%	0.0%	0.0%	15.1%	0.0%	5.7%	20.8%
ANALYSIS RESULTS - Classified Educational Assistants									
State Comparison		Female	Minority						
1. Labor Market		89.03%	22.80%						
2. LSD		92.38%	11.21%						
3. Target Goal		71.22%	12.46%						
4. Difference		21.16%	-1.25%						
Classified Other									
2019-2020	Total	Female	Black	Asian	Native American	Hispanic	Pacific Islander	Multi Racial	Total Minority
State of Washington									
Number	39394	26842	1354	1867	415	3751	251	641	8279
Percent		68.1%	3.4%	4.7%	1.1%	9.5%	0.6%	1.6%	21.02%
2020-2021 Census Statistics - Cowlitz County Population									
Number	111524	56320	1227	1784	2342	10372	446	4126	20297
Percent		50.5%	1.1%	1.6%	2.1%	9.3%	0.4%	3.7%	18.20%
Longview School District Staff-Classified Others									
Number	220	156	1	2	3	9	2	4	21
Percent		70.9%	0.5%	0.9%	1.4%	4.1%	0.9%	1.8%	9.55%
2021-2022 New Longview School District Staff-Classified Other									
Number	18	12	0	1	0	0	0	0	1
Percent		66.7%	0.0%	5.6%	0.0%	0.0%	0.0%	0.0%	5.6%
ANALYSIS RESULTS - Classified Other									
Comparisons		Female	Minority						
1. Labor Market		68.14%	21.02%						
2. LSD		70.91%	9.55%						
3. Target Goal		54.51%	11.49%						
4. Difference		16.40%	-1.94%						

NOTE: Calculations may vary due to rounding.

PROBLEM AREAS IDENTIFICATION AND GOALS

The Office of the Superintendent of Public Instruction (OSPI), Office of Equity Education recommends this process for the development of a district's affirmative action plan. There are five job classifications in the District. The District's identification process included a comparison from two sources. One, the percentage of employees in each protected class by job category with the total population data from the 2019-2020 School Year as provided by OSPI. The District has utilized this analysis as it pertains to women in the workforce. Two, public census reports provided workforce statistics for geographic areas relevant to the Cowlitz County area. The District has utilized this in the comparison of minorities in the workforce. A comparison of each classification with the previous year appears below:

A. Teachers and Educational Staff Associates. This job category includes all certificated teachers from preschool to grade 12, including special education teachers, and educational staff associates.

This analysis indicates that the percentage of representation of women exceeds the 80% level test of the like population in the State of Washington. Based on the target goal, the analysis indicates that the percentage of minorities is underutilized with a deviation -0.42%. Based on the analysis the District is underutilized by 2 minorities.

These findings will be considered as the District plans and implements its future recruitment efforts to ensure that members of the underutilized groups are reached by such efforts. Staff responsible for hiring and promotion will be given information designed to sensitize them to the potential for discrimination, particularly in areas of underutilized. This information will be reviewed in meetings with the management team.

B. Certificated Administrators. This job category includes principals, assistant principals, superintendent, assistant superintendent, director of special education, executive director of leadership and learning, director of career and technical education, director of assessment, director of preschool/student learning,

This analysis indicates that the percentage of representation of women exceeds the 80% level test of the like population in the State of Washington. In comparison with the target goal, the analysis indicates that the percentage of minorities is underutilized with a deviation -0.70%. Based on the analysis the District is underutilized by 1 minority.

These findings will be considered as the District plans and implements its future recruitment efforts to ensure that members of the underutilized groups are reached by such efforts. Staff responsible for hiring and promotion will be given information designed to sensitize them to the potential for discrimination, particularly in areas of underutilized. This information will be reviewed in meetings with the management team.

C. Classified Administrators. This job category includes the executive director of business services, technology manager, manager of transportation, communications coordinator, manager of facilities and operations, custodial supervisor, and manager of nutrition services.

This is a small job category of 7 employees and thus makes it difficult to adhere to standard statistical analysis. The analysis indicates that the percentage of women are underutilized with a deviation from the 80% level test of a -14.82%. This analysis also indicates that the percentage of minorities is underutilized with a deviation from the target goal -8.69%. Based on the analysis the district is underutilized by 1 minority.

These findings will be considered as the District plans and implements its future recruitment efforts to ensure that members of the underutilized groups are reached by such efforts. Staff responsible for hiring and promotion will be given information designed to sensitize them to the potential for discrimination, particularly in areas of underutilized. This information will be reviewed in meetings with the management team.

D. Educational Assistants. This job category includes crossing guards, lunchroom supervisors, regular and special educational assistants (paraeducators) who provide instructional support in state or federally funded programs, and playground supervisors.

This analysis indicates that the percentage of representation of women exceeds the 80% level test of the like population in the State of Washington. However, the target goal comparison indicates that the percentage of minorities is underutilized with a deviation from the test of -1.25%. The District went from 22 minorities to 25. We made progress in our number of Hispanic (+7) minorities. The number of minority hires was 11 for the year. Based on the analysis the District is underutilized by 3 minorities.

These findings will be considered as the District plans and implements its future recruitment efforts to ensure that members of the underutilized groups are reached by such efforts. Staff responsible for hiring and promotion will be given information designed to sensitize them to the potential for discrimination, particularly in areas of underutilized. This information will be reviewed in meetings with the management team.

E. Other Classified. This job category includes maintenance, operations (custodians), food service, bus drivers, secretarial, clerical, bookkeepers, and computer technicians, etc.

This analysis indicates that the percentage of representation of women exceeds the 80% level test of the like population in the State of Washington. However, the analysis indicates that the percentage of minorities is underutilized with a deviation from the target goal comparison by -1.94%. Based on the analysis the District is underutilized by 5 minorities. Of the 18 new hires this school year for this classification of employees, 1 was a minority.

These findings will be considered as the District plans and implements its future recruitment efforts to ensure that members of the underutilized groups are reached by such efforts. Staff responsible for hiring and promotion will be given information designed to sensitize them to the potential for discrimination, particularly in areas of underutilized. This information will be reviewed in meetings with the management team.

Hiring Review 2021-2022:

The year was marked with continued COVID impacts that limited our ability to participate in various career fairs and other recruitment events.

Overall, we continued to attract and hire female candidates and maintain that specific goal across all employee classifications (noted statistical exception for classified administrators). We made noted progress over the years in closing the gap in minority numbers across most of the employee classifications. Specifically, the minority review for each job category is as follows:

- A) Teachers and Educational Staff Associates had 55 openings for the school year with 3 minorities hired representing 2.78% of our hires.
- B) Certificated Administrators had 3 openings that were open to outside candidates. 1 minority was hired.
- C) Classified Administrators had no openings.
- D) Educational Assistants had 53 new hires this school year of which 11 were minorities.
- E) Other Classified had 18 employees hired from outside the district and 1 was a minority.

District-wide, with an employment of nearly 1,000 staff, all of our categories added together show a total underutilization of minorities by 12 employees (1.2%).

Action for 2022-2023:

When openings occur, we will continue to screen based on qualifications that have been identified on the job posting. We will continue the practice of contacting professional administrators' and educators' associations for potential candidates that are both qualified and come from a more diverse ethnic/minority background in order to reach our target goal of full utilization across all employee classifications. We will continue to make efforts to engage minority candidates in conversations about coming to work for the Longview School District (LSD). We will explore other approaches being taken by Districts in Southwest Washington to increase their minority hires. This can be done during our Regional HR Managers' meeting sponsored by ESD 112.

TRAINING AND ADVANCEMENT

The Affirmative Action Coordinator shall be responsible for reviewing all training programs to ensure that non-indication of discriminatory selection practices are found.

The Affirmative Action Coordinator shall monitor the selection of administrative interns and administrators, as well as other opportunities for advancement within the Longview School District.

SUPPORTIVE SYSTEMS

Recruitment of Employees

The district considers all applicants and employees only 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, sex, ethnicity or natural origin. The district shall emphasize in all recruitment contacts that nondiscrimination is a basic element in the district's personnel administration.

Applicants are recruited from a variety of sources, including, but not limited to:

- Career fairs
- College campus visitations
- Conferences, activities, presentations, receptions, etc.
- Current candidate files
- Current substitutes and employees
- Newspaper advertisements
- Referrals from current staff
- Student teachers

Career Counseling/Promotion Opportunities/Skill Training Programs

The Longview School District recognizes the importance of an effective program that includes career development, career opportunities and career advancement. Upon request, the Human Resources Department will meet individually with employees in order to answer questions or concerns regarding career opportunities in the Longview School District. When appropriate, recommendations regarding additional training will be made to employees whose individual opportunity for career advancement may be enhanced.

Current work experience and educational training is maintained on all Longview School District employees. This information is reviewed and updated regularly. New Employee Orientation will thoroughly cover career opportunities.

The Longview School District will continue to promote training programs, and education will be available to staff at all levels. The development of various training programs is an important part of establishing

an effective system by which people may move from beginning levels to positions of greater responsibility. Opportunities will be provided through the staff development program for employees to receive such training. Promotional possibilities will be identified wherever possible to permit movement of capable, lower-level employees to positions of greater responsibility. Job descriptions will be reviewed regularly to assure that unnecessary requirements for employment or advancement are removed. Each advertised position will be stated in terms of performance criteria and required experience, training and education.

The responsibility for initiating job training and career counseling programs is an integral part of the Longview School District's commitment to assure Equal Opportunity in employment and promotion is at the direction of the Superintendent.

Complaint Procedure

The district is committed to providing equal employment opportunity and treatment for all applicants and employees in recruitment, hiring, retention, assignment, transfer, promotion and training. Any individual may file a formal complaint with the district affirmative action officer requesting an employment discrimination investigation. No individual's status with the district shall be adversely affected in any way because the individual utilized these procedures in good faith.

REDUCTION IN FORCE (RIF)

Reduction in force will be made in accordance with applicable law and with the provisions negotiated with certificated and classified Collective Bargaining Units. If a reduction is necessary, consistent with legal and contractual obligations, the Longview School District will attempt to make reductions in consideration of our commitment to Affirmative Action.

CONCLUSION

It is the commitment of the Longview School District to attract and retain well-qualified candidates from diverse backgrounds. We believe it is vitally important to maintain a culturally and ethnically diverse staff that will be able to understand and meet the needs of our students and community. The wide range of experiences that such a staff brings adds a richness of life to our schools and enhances the learning process. The mission of the district is to successfully prepare all students for their future. A key factor in achieving this mission is the district's ability to hire the instructional and support staff that will best be able to guide students in achieving their educational goals.

Our participation in local and state job fairs has increased by attending those sponsored by community colleges and universities. These fairs provide our district with exposure to candidates from a variety of experiences and backgrounds and show our support of the community at-large.

We will continue to seek creative and effective ways to strengthen diversity in our workforce in order to benefit our students and community.

Appendix A

Identification of District Affirmative Action Officer

The Superintendent has designated the individual listed below as the Affirmative Action Officer of the Longview School District.

Tony VanderMaas
Assistant Superintendent
Longview School District, 2715 Lilac Street
Longview, Washington 98632-3526
(360) 575-7003

Appendix B

Affirmative Action

5010

The district, as a recipient of public funds, is committed to undertake affirmative action which shall make effective equal employment opportunities for staff and applicants for employment. Such affirmative action shall include a review of programs, the setting of goals and the implementation of corrective employment procedures to increase the ratio of aged, handicapped, ethnic minorities, women and Vietnam veterans who are underutilized 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 shall also include recruitment, selection, training, education and other programs.

The Board of Directors shall designate a staff member to serve as Affirmative Action Officer.

The Superintendent shall develop an Affirmative Action Plan. Progress towards the goals established under this plan shall be reported annually to the Board.

Legal References: RCW 28A.400.310 Law against discrimination applicable to district's employment practices

RCW 28A.640.020 Regulations, guidelines to eliminate discrimination — Scope

RCW 49.60 Discrimination — Human rights commission

RCW 49.60.030 Freedom from discrimination — Declaration of civil rights

RCW 49.60.180 Unfair practices of employer defined

RCW 49.60.400 Discrimination, preferential treatment prohibited.

Chapter 73.16 RCW Employment and Re-employment

WAC 392-200 School personnel — Employment Discrimination

WAC 392-200-015 Public school employment — Affirmative action program

42 USC 2000c – 2000c-9 Title VII of the Civil Rights Act of 1964

42 USC 2000h – 2000h-6 Title IX Educational Amendments of 1972

42 USC 12101 – 12213 Americans with Disabilities Act

29 USC 706

8 USC 1324a and 1324b (IRCA) Immigration Reform and Control Act of 1986

38 USC §§ 2021 -2024 Uniformed Services Employment and Reemployment Rights Act

45 CFR 84 Sec 504 Vocational Rehabilitation Act of 1973
Executive Order 11246 Amended by Executive Order 11375
Management Resources: *Policy News*, August 2007 Washington's Law Against Discrimination
Policy News, June 2001 State Updates Military Leave Rights

Initially Adopted: November 6, 1974
Adopted: March 8, 2010
Revised: June 13, 2022