



Martensdale-St. Marys Community School

Equal Employment Opportunity Affirmative Action Plan

2014-2015

Administrative Statement of Purpose

The Martensdale-St. Marys Community School District is committed to the concepts of equal opportunity employment and affirmative action. The Equal Opportunity/Affirmative Action (EEO/AA) Plan describes the policies, goals, and processes the District uses to guide the provision of equal employment opportunities. The District's employment practices will not discriminate on the basis of race, creed, color, religion, national origin, sex, marital status, age, sexual orientation, gender, or disability. The EEO/AA Plan is written to meet the requirements of Iowa Code Chapter 19B.11 and the Iowa Department of Education Rules, Chapter 95.

Implementation of the EEO/AA Plan requires an ongoing review of policy and plan dissemination, staff development, and record keeping, recruitment, hiring, assignment, and promotion, in keeping with our guiding principles of continuous improvement and optimal use of resources. Students benefit from the District's efforts to develop a diverse employee culture that is reflective of the community and state. A diverse District workforce offers students opportunities to interact with people who perform a variety of roles and hold differing perspectives.

The Martensdale-St. Marys' Secondary Principal serves as the Affirmative Action Coordinator and fulfills the responsibility of monitoring and reporting the District's progress toward the goals established in the EEO/AA Plan. Existing committees will be used to obtain systematic input for the EEO/AA Plan.

EQUAL EDUCATIONAL OPPORTUNITY

The board will not discriminate in its educational activities on the basis of race, color, national origin, religion, sexual orientation, gender identity or marital status.

The board requires all persons, agencies, vendors, contractors and other persons and organizations doing business with or performing services for the school district to subscribe to all applicable federal and state laws, executive orders, rules and regulations pertaining to contract compliance and equal opportunity.

The board is committed to the policy that no otherwise qualified person will be excluded from educational activities on the basis of race, color, religion, sex, marital status, national origin, sexual orientation, gender identity or disability. Further, the board affirms the right of all students and staff to be treated with respect and to be protected from intimidation, discrimination, physical harm and harassment.

ROLE OF AND GUIDING PRINCIPLES FOR EMPLOYEES

This series of the board policy manual is devoted to the board's goals and objectives for employees in the performance of their jobs. Employees provide a variety of important services for the children of the school district community. They may be teaching or assisting in the classroom, working in the office, maintaining the facilities, driving or repairing the school buses, or cooking lunches. Each employee plays a vital role in providing an equal opportunity for a quality education for students commensurate with the students' individual needs. While the teachers have the most direct impact on the formal instruction of students, all employees have an impact on the school environment by their dedication to their work and their actions. As role models for the students, employees shall promote a cooperative, enthusiastic, and supportive learning environment for the students.

In striving to achieve a quality education program, the board's goal is to obtain and retain qualified and effective employees. The board shall have complete discretion to determine the number, the qualifications, and the duties of the positions and the school district's standards of acceptable performance. It shall be the responsibility of the superintendent to make recommendations to the board in these areas prior to board action. The board recognizes its duty to bargain collectively with duly certified collective bargaining units.

Board policies in this series relating to general employees shall apply to employees regardless of their position as a licensed employee, classified employee, substitute or administrator. Board policies relating to licensed employees shall apply to positions that require a teaching license or administrator's certificate or other professional license, certificate or endorsement, unless administrative positions are specifically excluded from the policy. Classified employees' policies included in this series shall apply to positions that do not fall within the definition of licensed employee.

Approved 1/9/2012

Reviewed 12/12/2011

Revised 1/21/2008

EQUAL EMPLOYMENT OPPORTUNITY

The Martensdale-St. Marys Community School District will provide equal opportunity to employees and applicants for employment in accordance with applicable equal employment opportunity and affirmative action laws, directives and regulations of federal, state and local governing bodies. Opportunity to all employees and applicants for employment includes hiring, placement, promotion, transfer or demotion, recruitment, advertising or solicitation for employment, treatment during employment, rates of pay or other forms of compensation, and layoff or termination. The school district will take affirmative action in major job categories where women, men, minorities and persons with disabilities are underrepresented. Employees will support and comply with the district's established equal employment opportunity and affirmative action policies. Employees will be given notice of this policy annually.

The board will appoint an affirmative action coordinator. The affirmative action coordinator will have the responsibility for drafting the affirmative action plan. The affirmative action plan will be reviewed by the board at least every two years.

Individuals who file an application with the school district will be given consideration for employment if they meet or exceed the qualifications set by the board, administration, and Iowa Department of Education for the position for which they apply. In employing individuals, the board will consider the qualifications, credentials, and records of the applicants without regard to race, color, creed, sex, national origin, religion, age, sexual orientation, gender identity or disability. In keeping with the law, the board will consider the veteran status of applicants.

Prior to a final offer of employment for any teaching position the school district will perform the background checks required by law. The district may determine on a case-by-case basis that, based on the duties, other positions within the district will also require background checks. Based upon the results of the background checks, the school district will determine whether an offer will be extended. If the candidate is a teacher who has an initial license from the BOEE, then the requirement for a background check is waived.

Advertisements and notices for vacancies with the district will contain the following statement: "The Martensdale-St. Marys Community School District is an EEO/AA employer." The statement will also appear on application forms.

Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, will be directed to the Affirmative Action Coordinator by writing to the Affirmative Action Coordinator, Martensdale-St. Marys Community School District, P.O. Box 350, Martensdale, Iowa 50240; or by telephoning 641-764-2466.

EQUAL EMPLOYMENT OPPORTUNITY

Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, may also be directed in writing to the Director of the Region VII office of Civil Rights, U.S. Department of Education, 310 W. Wisconsin Ave., Ste. 800, Milwaukee, Wisconsin, 53203-2292, (414)291-1111 or the Iowa Civil Rights Commission, 400 E. 14th Street, Des Moines, Iowa 50319-1004, (515)281-4121 or 1-800-457-4416, <http://www.state,ia.us/government/crc/index.html>. This inquiry or complaint to the federal office may be done instead of, or in addition to, an inquiry or complaint at the local level.

Further information and copies of the procedures for filing a complaint are available in the school district's central administrative office and the administrative office in each attendance center.

Legal Reference:

29 U.S.C. §§ 621-634 (2004).
42 U.S.C. §§ 2000e et seq. (2004).
42 U.S.C. §§ 12101 et seq. (2004).
Iowa Code §§ 19B; 20; 35C; 73; 216; 279.8; 692.2; 692.2A; 692.2C(5);
235A.15; 235A.6e(9) (2010).
281 I.A.C. 12.4; 95.
28 I.A.C. 14.1.

Cross Reference:

102 Equal Educational Opportunity
106 Bullying/Harassment
405.2 Licensed Employee Qualifications, Recruitment, Selection
411.2 Classified Employee Qualifications, Recruitment, Selection

Dissemination of EEO/AA Policies and Plan

Employees involved in the hiring or management of personnel will receive the EEO/AA policies and plan annually.

Other employees, the public, and the Department of Education will be provided with copies of the EEO/AA policies and plan at their request.

The EEO/AA policies and plan will be posted on the district website for access by the public.

The EEO/AA statement will be included on each application form.

Employees, parents, and recruitment sources will be notified annually of the EEO/AA policies and plan.

EEO/AA Program Coordinator and Responsibilities

The role of the Affirmative Action Program Coordinator for the Martensdale-St. Marys Community School District will be filled by the Secondary Principal. This person will work in cooperation with district administrators and administrative assistants in coordinating the development and implementation of the EEO/AA policies and plan. The responsibilities of the program coordinator are as follows:

- Update the EEO/AA Plan annually
- Establish a process for disseminating the EEO/AA policies and plan
- Establish and review policy for complaint procedures
- Provide a annual report to the School Board
- Submit required annual report to the Department of Education through BEDS reporting
- Monitor progress towards achieving EEO/AA plan goals
- Coordinate and monitor record keeping as applies to the EEO/AA plan
- Provide training for employees related to the EEO/AA plan

The current EEO/AA Program Coordinator can be contacted as follows:

Secondary Principal
Martensdale-St. Marys Community School
390 Burlington
Martensdale, Iowa 50160
641-764-2466

Workforce Analysis

The Martensdale-St. Marys Community School District is located in Warren County. The relative labor market for certified staff includes state-wide demographic data. The relative labor market for classified staff includes Warren County as well as a sample from surrounding counties (i.e. Polk, Dallas, Madison). The following data was researched for each of these samples.

State-Wide:

Sample Group	Number of persons	Percentage of population (%)	Number of female persons	Percentage of females (%)
Total	2,966,334	100	1,505,585	50.8
White	2,816,321	94.9	1,431,599	48.3
Black	69,141	2.3	33,393	1.1
American Indian or Alaska Native	9,905	0.3	4,970	0.2
Native Hawaiian/Pacific Islander	1,287	0.3	633	0.1
Asian	43,010	1.4	21,698	0.7
Hispanic	108,968	3.7	49,997	1.7

Totals of Warren and Surrounding Counties:

Sample	Number of persons	Percentage of population (%)	Number of female persons	Percentage of females (%)
Total	532,720	100	270,685	50.81
White	484,900	91.0	246,859	46.3
Black	21,846	4.1	11,000	2.1
American Indian or Alaska Native	1408	0.3	711	0.1
Native Hawaiian/Pacific Islander	416	0.1	198	0.0
Asian	17,189	3.2	8,481	1.6
Hispanic	27,487	5.2	12,454	2.3

Workforce Analysis

Totals for the Martensdale-St. Marys Community School District Employees

Job Category	Totals	Male	Female	White	Black	Asian	American Indian	Hispanic	Disability
Administrators	2	2 (100%)		3 (100%)					
Clerical	4	0 (0%)	4 (100%)	4 (100%)					
Associates	17	0 (0%)	17 (100%)	17 (100%)					
Food Service	6	0 (0%)	6 (100%)	5 (83%)				1 (17%)	
Elementary Teachers	22	3 (14%)	19 (86%)	22 (100%)					
Secondary Teachers	22	12 (55%)	9 (45%)	21 (95%)				1 (5%)	
Guidance Counselors	2	1 (50%)	1 (50%)	2 (100%)					
Health Care	1	0 (0%)	1 (100%)	1 (100%)					
Custodial	5	5 100%	0 0%	5 100%					
Total	81	23 (28%)	58 (62%)	79 98%				2 (2%)	

Quantitative Summary

Based on an analysis of the Martensdale Community School District's current work force, relevant labor market, promotion abilities, and the population served by the District, it can be reasonably concluded that underrepresentation exists in the following areas:

Race:

- There are currently no Black employees in the entire district.
- There are currently no Asian employees in the entire district.
- There are currently two Hispanic employees in the district.
- There are no minorities represented in the areas of administration, custodians, health care, clerical staff and guidance counselors.

Gender:

- There are no male clerical, health care, or food service staff members.
- Male staff is also underrepresented in the areas of elementary staff and associates.

Disabilities:

- There is also underrepresentation of individuals with disabilities.

Numerical Goals and Timelines

Based on the Quantitative Analysis the following goals are established to increase employee numbers in the underrepresented groups. These goals must not exclude any groups of candidates from applying for a position. The goals are made in consideration of race, gender, and/or disability, but the Martensdale-St. Marys Community School District will hire the most qualified candidate possible regardless of race, gender, or disability. All goals are set for a two year timeline.

Certified Staff:

- Hire 1 minority candidate with administrative degree in either an administrative role or a position leading to the possibility of promotion to an administrative role
- Hire 1 minority elementary teacher

Classified Staff:

- Hire 1 male staff in one of the following areas: clerical, health care or food service
- Hire 1 minority staff in one of the following areas: custodial, health care, or clerical

Qualitative Analysis

It has been determined that the major cause for under-represented groups in the current Martensdale-St. Marys Community School District workforce is a lack of minority persons applying and then being interviewed for positions. This shall be the initial focus of the qualitative analysis.

Qualitative Goals:

Focus recruiting activities for certified staff on underrepresented groups.

<u>Strategies</u>	<u>Responsibility</u>	<u>Timeline</u>
Expand advertising to include media focused at underrepresented groups	Affirmative Action Coordinator	Ongoing
Attend recruiting fairs targeted at underrepresented groups	Affirmative Action Coordinator	Ongoing
Attend university recruiting fairs	District Administration	Ongoing

Focus recruiting activities for classified staff on underrepresented groups.

<u>Strategies</u>	<u>Responsibility</u>	<u>Timeline</u>
Contact Iowa Workforce Development for support in advertising/hiring underrepresented groups	Affirmative Action Coordinator	Ongoing
Target advertising for positions with media that reaches underrepresented groups	District Administration	Ongoing
Expand advertising to websites that target underrepresented groups	District Administration	Ongoing

Review hiring and selection criteria and practices to ensure equity to all groups.

<u>Strategies</u>	<u>Responsibility</u>	<u>Timeline</u>
Review application/ interview materials to ensure equity in wording and questions	District Administration	Ongoing
Conduct professional development for staff involved in the hiring process on the EEO/AA Policies and Plan	Affirmative Action Coordinator	Ongoing

Implementation of the EEO/AA Plan

To successfully implement this EEO/AA Plan, the goals and strategies described prior must be integrated with all aspects of the employee-employer relationship. To provide that the implementation of the EEO/AA Plan is as effective as possible, it is vital that the following six areas be addressed.

- Dissemination of EEO/AA Policies and Plan
- Staff Development and record keeping
- Recruitment of candidates
- Selection of candidates
- Assignment of positions
- Internal promotions