

Bainbridge Island School District

AFFIRMATIVE ACTION PLAN

2017 - 2022

Dr. Peter Bang-Knudsen, Superintendent

AFFIRMATIVE ACTION PLAN

2017-2022

I. Introduction

Bainbridge Island School District began its Affirmative Action in Employment Program in 1976 to comply with state and federal laws. Comprehensive program revisions were submitted in, 1981, 1989, 1995, 1997, 2004 and 2009.

The district is committed to the concept of equal employment opportunity for all persons without regard to race, sex, sexual orientation, age, ethnic origin, marital status, religion, Vietnam and disabled veteran status, disabilities, or physical requirements not constituting a bona fide occupational qualification. The Affirmative Action Plan provides a process by which the concept of equal opportunity can be translated into reality.

Periodically, the district needs to assess its accomplishments and deficits in its Affirmative Action in Employment Program as in other areas of the curriculum, student, and support programs.

Since 2004 there has been little change in the number of job categories although the number of staff has varied from year to year. A comprehensive review and analysis is called for at this time.

II PURPOSE

Affirmative Action in Employment is a means of providing equal employment opportunities with specific plans and actions undertaken voluntarily by an agency or organization. Some individuals are still denied equality of opportunity due to their race, sex, age, ethnic origin, religion, or physical disability. Equal opportunity can be a reality only if there is a common acceptance of the goal and a commitment of effort directed toward its achievement.

Affirmative Action federal statutes establish a number of protected classes for employment purposes. Since 2009 federal classes have changed. Protected classes currently include:

1. Aged: Federal and state definition is any person age of 40 and older.
2. Racial Minorities: Any member of an identifiable racial group, which has traditionally, been under represented in the professional ranks and/or in the labor force generally. Racial minority groups are American Indian/Alaska Native (to include Aleut, Inuit and other Alaskan Natives); Asian (to include Chinese, Japanese, Filipino, Korean, Samoan, Vietnamese and Indonesian); Black or African American, and Hawaiian/Other Pacific Islander. Hispanic ethnicity is included with the White racial group.
3. Disabled: Physically, mentally, or sensory disabled persons who have traditionally been under-represented in the professional ranks and/or in the labor force when the disability or physical requirement is not a bona fide occupational qualification. Some examples of persons who fit into this class are the sightless, the deaf, amputees, palsied, paraplegics, the speechless, the motor-impaired, and others.
4. Women: Any member of the female sex.
5. Veterans: Vietnam Era Veterans and other Uniformed Services veterans.
6. Disabled Veterans: Any veteran regardless of dates of service.

For the purpose of Affirmative Action, it is permissible to request information on an applicant's race, sex, age, etc., provided it is stated on the application that such information is voluntary and will be used solely for Affirmative Action purposes.

III. LEGAL BASIS FOR NONDISCRIMINATION AND AFFIRMATIVE ACTION PROGRAMS

Equal Pay Act of 1963 – Requires all employers subject to the Fair Labor Standards Act to provide equal pay to men and women for equal work on jobs which require equal skill, effort and responsibility, and which are performed under similar working conditions.

Title VI of the Civil Right Act of 1964 – Prohibits discrimination based on race, color, or national origin in any program or activity receiving federal financial assistance.

Title VII of the Civil Rights Act of 1964 – As amended by the Equal Employment Opportunity Act of 1972, prohibits discrimination against employees or applicants for employment on the basis of race, color, religion, sex, or national origin.

Executive Orders 11246 and 11375 – Prohibits discrimination against employees or applicants on the basis of race, color, religion, sex, or national origin and requires affirmative action plans of certain construction and non-construction contractors and subcontractors with the federal government.

Title IX of the Education Amendments of 1972 – Prohibits sex discrimination against students and employees in educational institutions receiving federal financial assistance.

Vocational Rehabilitation Act of 1973, Section 504 – Prohibits discrimination against students and employees in educational institutions receiving federal financial assistance.

Age Discrimination in Employment Act of 1967 – As amended in 1978, prohibits age discrimination against employees or applicants between the ages of 40 and 70.

Vietnam-Era Readjustment Act of 1974 – Requires affirmative action on behalf of disabled veterans and veterans of the Vietnam-era by contractors holding federal contracts of \$10,000 or more.

The Uniformed Services Employment and Reemployment Rights Act of 1994 - Protects civilian job rights and benefits for veterans and members of Reserve components.

Washington State Law Against Discrimination, RCW49.60 – Prohibits discrimination on the basis of race, creed, color, national origin, sex, marital status, age or the presence of any sensory, mental or physical handicap in employment, credit, public accommodations, and publicly assisted housing.

Washington Administrative Code, WAC 392-190 – Prohibits sex discrimination by public schools (K-12).

Washington Administrative Code, WAC 392-190-0592 – Requires public school districts to establish and implement Affirmative Action Employment Policies and Programs

IV. SCHOOL DISTRICT POLICIES

The following policies have been adopted by the Bainbridge Island School District Board of Directors and relate to the district's efforts to implement this affirmative action plan:

- Policy 5000 – Recruitment and Selection of Staff
- Policy 5010 – Non-Discrimination and Affirmative Action
- Policy 5013 – Sexual Harassment of District Staff Prohibited
- Policy 5324 – Military Leave

V. DISSEMINATION OF AFFIRMATIVE ACTION POLICY

The Superintendent of the Bainbridge Island School District or his/her designee has the responsibility to inform applicants of employment, current employees, persons responsible for hiring within the District, employee bargaining groups, and District contractors and vendors of its commitment to equal opportunity employment.

The District takes the following steps to disseminate its Affirmative Action Policy:

1. Internal Dissemination

- Annual meetings with administrators and supervisors at which the Affirmative Action Policy and program are reviewed.
- Job postings contain statement of district commitment to equal opportunity employment.
- Copies of Affirmative Action policy and program distributed to all schools and employee bargaining groups.

2. External Dissemination

- All job postings contain statement of district commitment to equal opportunity employment.
- A statement of the district's equal opportunity policy is on purchase orders, leases, contracts, and other documents used in business transactions.
- Community newsletters contain statements of equal opportunity policy.
- A press release will be issued to the local media upon the adoption of the district's Affirmative Action Plan.

VI. RESPONSIBILITY

The Superintendent of the Bainbridge Island School District has the overall responsibility for implementation of the Affirmative Action Program. He/she shall designate an Affirmative Action Officer to aid in the development and implementation of the Affirmative Action Program. The designee is:

Erin Murphy
Asst. Supt., Administrative Services
Bainbridge Island School District
8489 Madison Ave N E
Bainbridge Island WA 98110
Telephone (206)-780-1052

The Affirmative Action Officer has the responsibility of aiding in the development and implementation of an effective Affirmative Action Program and assuring compliance with equal employment opportunity requirements. He/she will:

1. Interpret the requirements of the Affirmative Action Program to the staff and to the public.
2. Work with administrators and employees in the district to assure understanding and support for the program.

3. Monitor the implementation of the Affirmative Action Program.
4. Assist the human resources office in developing specific training, recruiting, hiring, and selection processes necessary to accomplish the goals of the program.
5. Develop a procedure for prompt and impartial consideration of complaints of discrimination.
6. Assure that appropriate steps are taken to comply with the Title IX regulations prohibiting sex discrimination in education.
7. Plan and implement an in-service program to further the awareness of Affirmative Action Program.
8. Report to the Superintendent annually on the progress of the Affirmative Action Program.

The Affirmative Action Officer is charged with the following responsibilities to facilitate implementation of this program. S/he will:

1. Implement the requirements of the Affirmative Action Program.
2. Provide leadership and guidance to all administrators, supervisors, and personnel in the conduct of their employment practices to assure compliance with the district's Affirmative Action Policy.
3. Plan and operate a hiring process that provides maximum opportunity and exposure for all protected class applicants to every position vacancy.
4. Gather and report statistical information on the employment of members of minority groups, women, handicapped persons, veterans and disabled veterans.

Each administrator or supervisor is charged with responsibility for supporting and helping to carry out the goals and commitments of the district's Affirmative Action Program Administrators and supervisors will:

1. Provide leadership and guidance to personnel under their supervision in carrying out the district's Affirmative Action Policy.
2. Establish annual goals for each building or department and determine the degree to which these goals are being obtained.
3. Conduct programs to develop understanding, acceptance, commitment, and compliance with the spirit and intent of affirmative action and equal opportunity.
4. Assist in the identification of problem areas and the development of solutions.
5. Take actions to prevent racial, sexual, and anti-disability harassment of employees and students.

All employees are responsible for supporting and helping to carry out the goal and commitment of the district's Affirmative Action Program within their specific areas of responsibility.

VII. WORK FORCE ANALYSIS

The first group of tables contains numerical data for the Bainbridge Island School District work force as well as population distribution for Kitsap County. Comments relative to the significance of the data are included after each table.

The last table contains data from Kitsap County showing estimated census for 2015 and percentages of identified minority groups.

CERTIFICATED ADMINISTRATORS

**Total Employees: 2016 = 17
2009 = 15
2003 = 14**

| Group | 2016 | 2009 | 2003 | 2016 | 2009 | 2003 | 2015 | 2009 | 2000 | |
|------------------------|-------------------|------|------|----------------|------|------|---------------------|------|------|----|
| Male | 9 | 8 | 8 | 53 | 53 | 57 | 51 | 50.7 | 50.7 | |
| Female | 8 | 7 | 6 | 47 | 47 | 43 | 49 | 49.3 | 49.3 | |
| White | 17 | 14 | 13 | 100 | 93 | 93 | 83 | 84.3 | 84.3 | |
| Black | 0 | 0 | 0 | 0 | 0 | 0 | 3.0 | 2.9 | 2.9 | +1 |
| Indian/Alaska Native | 0 | 0 | 0 | 0 | 0 | 0 | 1.8 | 1.6 | 1.6 | |
| Asian | 0 | 0 | 0 | 0 | | | 5.4 | | | +1 |
| Asian/Pacific Islander | * | 1 | 0 | * | 7 | 7 | * | 5.2 | 5.2 | |
| Hawaiian/Pac Islander | | | | | | | 1.0 | | | |
| Other | * | 0 | 0 | * | 0 | 0 | 5.7** | 1.4 | NA | |
| Hispanic | * | 0 | 0 | * | 0 | 0 | * | 4.1 | 4.1 | |
| Disabled | 0 | 0 | 0 | 0 | 0 | 0 | N/A | NA | NA | |
| Age over 40 | 15 | 13 | 13 | 88 | 87 | 93 | 49.2 | NA | NA | |
| Veteran | 0 | 1 | 1 | 0 | 7 | 7 | N/A | NA | | |
| Disabled Veteran | 0 | 0 | 0 | 0 | 0 | 0 | N/A | NA | NA | |
| | # of Staff | | | Percent | | | Kitsap Co. % | | | |

The district has increased the number of female administrators since 1998. There continues to be a need to actively recruit non-white candidates. It is also noted that this group has a very large percentage of employees over 40 years of age. It is anticipated that there will be open positions due to retirements in the coming years.

**These classes are no longer in use under federal Affirmative Action. Hispanic population is now included with white, Asian stands alone and Hawaiian is linked with Pacific Islander.*

***Kitsap County continues to use a two or more races category noted as other.*

CLASSIFIED ADMINISTRATORS

**Total Employees: 2016 = 5
2009 = 5
2003 = 7**

| Group | 2016 | 2009 | 2003 | 2016 | 2009 | 2003 | 2015 | 2000 | 2000 | Goal |
|------------------------|-------------------|------|------|----------------|-------|------|---------------------|------|------|------|
| Male | 0 | 0 | 2 | 0 | 0 | 28.5 | 51 | 50.7 | 50.7 | +1 |
| Female | 5 | 5 | 5 | 100 | 100 | 71.5 | 49 | 49.3 | 49.3 | |
| White | 5 | 5 | 7 | 100 | 100.0 | 100 | 83.0 | 84.3 | 84.3 | |
| Black | 0 | 0 | 0 | 0 | 0 | 0 | 3.0 | 2.9 | 2.9 | |
| Indian/Alaska Native | 0 | 0 | 0 | 0 | 0 | 0 | 1.8 | 1.6 | 1.6 | |
| Asian | 0 | | | 0 | | | 5.4 | | | +1 |
| Asian/Pacific Islander | * | 0 | 0 | 0 | 0 | 0 | * | 5.2 | 5.2 | |
| Hawaiian/Pac Islander | 0 | | | 0 | | | 1.0 | | | |
| Other | * | 0 | 0 | 0 | 0 | 0 | 5.7 | 1.4 | 1.4 | |
| Hispanic | * | 0 | 0 | 0 | 0 | 0 | * | 4.1 | 4.1 | |
| Disabled | 0 | 0 | 0 | 0 | 0 | 0 | NA | NA | NA | |
| Age over 40 | 5 | 5 | 6 | 100 | 100 | 86.0 | 49.2 | NA | NA | |
| Veteran | 0 | 0 | 1 | 0 | 0 | 1.4 | NA | NA | NA | |
| Disabled Veteran | 0 | 0 | 0 | 0 | 0 | 0 | NA | NA | NA | |
| | # of Staff | | | Percent | | | Kitsap Co. % | | | |

In this category, the total number of employees remains the same as that reported previously. The balance of employees indicates no change only in gender. As open and new positions become available strong efforts to recruit male and minority candidates need to be made.

**These classes are no longer in use under federal Affirmative Action. Hispanic population is now included with white, Asian stands alone and Hawaiian is linked with Pacific Islander.*

***Kitsap County continues to use a two or more races category noted as other.*

SECONDARY TEACHERS

**Total Employees: 2016 = 108
2009 = 102
2003 = 99**

| Group | 2016 | 2009 | 2003 | 2016 | 2009 | 2003 | 2015 | 2009 | 2000 | Goal |
|------------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| Male | 34 | 36 | 39 | 31.5 | 35.3 | 39.3 | 51 | 50.7 | 50.7 | +3 |
| Female | 74 | 66 | 60 | 68.5 | 64.7 | 60.1 | 49 | 49.3 | 49.3 | |
| White | 101 | 92 | 91 | 93.5 | 90.2 | 91.9 | 83.0 | 84.3 | 84.3 | |
| Black | 0 | 0 | 0 | 0 | 9 | 0 | 3.0 | 2.9 | 2.9 | +1 |
| Indian/Alaska Native | 0 | 0 | 0 | 0 | 0 | 0 | 1.8 | 1.6 | 1.6 | +1 |
| Asian | 6 | | | 5.6 | | | 5.4 | | | |
| Asian/Pacific Islander | * | 5 | 5 | * | 4.9 | 5.1 | * | 5.2 | 5.2 | +2 |
| Hawaiian/Pac Islander | 1 | | | .9 | | | 1.0 | | | |
| Other | * | 0 | 0 | * | 0 | 0 | 5.7 | 1.4 | 1.4 | |
| Hispanic | * | 4 | 3 | 1.9 | 3.9 | 1.0 | * | 4.1 | 4.1 | |
| Disabled | 0 | 0 | 0 | 0 | 0 | 0 | NA | NA | NA | |
| Age over 40 | 82 | 78 | 64 | 75.9 | 76.5 | 64.6 | 49.2 | NA | NA | |
| Veteran | 1 | 0 | 0 | .9 | 0 | 0 | NA | NA | NA | |
| Disabled Veteran | 0 | 0 | 0 | 0 | 0 | 0 | NA | NA | NA | |

of Staff

Percent

Kitsap Co. %

This data includes staff teaching grades 6-12. The male/female ratio in this category is highly skewed in the direction of female employees. The number of Asian and Hawaiian/Pacific Islander staff align closely with county averages. The District needs to encourage male candidates and candidates in other protected categories to apply for positions in the district.

**These classes are no longer in use under federal Affirmative Action. Hispanic population is now included with white, Asian stands alone and Hawaiian is linked with Pacific Islander.*

***Kitsap County continues to use a two or more races category noted as other.*

ELEMENTARY TEACHERS

**Total Employees: 2016 = 108
2009 = 122
2003 = 106**

| Group | 2016 | 2009 | 2003 | 2016 | 2003 | 2003 | 2015 | 2009 | 2000 | Goal |
|------------------------|------|------|------|------|------|------|------|------|------|------|
| Male | 18 | 25 | 22 | 16.7 | 20.5 | 20.7 | 51 | 50.7 | 50.7 | +3 |
| Female | 90 | 97 | 84 | 83.3 | 79.5 | 79.2 | 49 | 49.3 | 49.3 | |
| White | 106 | 120 | 98.2 | 95.4 | 98.4 | 98.1 | 83.0 | 84.3 | 84.3 | |
| Black | 0 | 0 | 0 | 0 | 0 | 0 | 3.0 | 2.9 | 2.9 | +1 |
| Indian/Alaska Native | 0 | 0 | 0 | 0 | 0 | 0 | 1.8 | 1.6 | 1.6 | |
| Asian | 1 | | | .9 | | | 5.4 | | | +1 |
| Asian/Pacific Islander | * | 2 | 2 | * | 1.6 | 1.8 | * | 5.2 | 5.2 | |
| Hawaiian/Pac Islander | 1 | | | .9 | | | 1.0 | | | |
| Other | * | 0 | 0 | * | 0 | 0 | 5.7 | 1.4 | NA | |
| Hispanic | * | 0 | 0 | * | 0 | 0 | * | 4.1 | 4.1 | |
| Disabled | 0 | 1 | 2 | 0 | 1.8 | .8 | NA | NA | NA | |
| Age over 40 | 84 | 101 | 90 | 77.8 | 82.8 | 84.9 | 49.2 | NA | NA | |
| Veteran | 2 | 0 | 0 | 1.9 | 0 | 0 | NA | NA | NA | |
| Disabled Veteran | 0 | 0 | 0 | 0 | 0 | 0 | NA | NA | NA | |

of Staff Percent Kitsap Co. %

This data includes staff teaching grades Pre-K-6. The ratio between male/female teachers at this level continues to be a concern. The District needs to actively seek qualified male candidates to provide balanced male/female modeling at this level. Given the high percentage of teachers over 40 years of age, the district can anticipate a number of openings in the coming years due to retirement.

The District needs to continue to seek qualified candidates in protected categories.

**These classes are no longer in use under federal Affirmative Action. Hispanic population is now included with white, Asian stands alone and Hawaiian is linked with Pacific Islander.*

***Kitsap County continues to use a two or more races category noted as other.*

CERTIFICATED SUPPORT STAFF

**Total Employees: 2016 = 52
2009 = 49
2003 = 41**

| Group | 2016 | 2009 | 2003 | 2016 | 2009 | 2003 | 2015 | 2009 | 2000 | Goal |
|------------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| Male | 6 | 3 | 3 | 11.5 | 6.1 | 7.3 | 51 | 50.7 | 50.7 | +3 |
| Female | 46 | 46 | 38 | 88.5 | 93.9 | 92.7 | 49 | 49.3 | 49.3 | |
| White | 52 | 48 | 39 | 100 | 98 | 92.6 | 83.0 | 84.3 | 84.3 | |
| Black | 0 | 0 | 0 | 0 | 0 | 0 | 3.0 | 2.9 | 2.9 | +1 |
| Indian/Alaska Native | 0 | 0 | 0 | 0 | 0 | 0 | 1.8 | 1.6 | 1.6 | +1 |
| Asian | | | | | | | 5.4 | | | +2 |
| Asian/Pacific Islander | 0 | 0 | 0 | 0 | 0 | 2.4 | * | 5.2 | 5.2 | |
| Hawaiian/Pac Islander | 0 | | | | | | 1.0 | | | +1 |
| Other | * | 0 | 0 | * | 0 | 0 | 5.7 | 1.4 | 1.4 | |
| Hispanic | * | 1 | 1 | * | 2 | 2.4 | * | 4.1 | 4.1 | |
| Disabled | | 1 | 1 | | 2 | 2.4 | NA | NA | NA | |
| Age over 40 | 42 | 41 | 36 | 80.8 | 83.7 | 87.8 | 49.2 | NA | NA | |
| Veteran | 0 | 0 | 0 | 0 | 0 | 0 | NA | NA | NA | |
| Disabled Veteran | 0 | 0 | 0 | 0 | 0 | 0 | NA | NA | NA | |

of Staff Percent Kitsap Co. %

This category includes librarians, counselors, psychologists, occupational/physical therapist, nurses, and speech/language pathologists.

This category also indicates a predominance of staff over the age of 40. The district needs to actively recruit members of all protected categories despite the fact that this is a relatively small and specialized group of employees.

The district needs to continue to actively recruit males in this category.

**These classes are no longer in use under federal Affirmative Action. Hispanic population is now included with white, Asian stands alone and Hawaiian is linked with Pacific Islander.*

***Kitsap County continues to use a two or more races category noted as other.*

CUSTODIAL, MAINTENANCE, & TRANSPORTATION STAFF

**Total Employees: 2016 = 56
2009 = 67
2003 = 61**

| Group | 2016 | 2009 | 2003 | 2016 | 2009 | 2003 | 2015 | 2009 | 2000 | Goal |
|------------------------|------|------|------|------|------|------|------|------|------|------|
| Male | 43 | 48 | 43 | 76.8 | 71.6 | 70.5 | 51 | 50.7 | 50.7 | |
| Female | 13 | 19 | 18 | 23.2 | 28.4 | 29.5 | 49 | 49.3 | 49.3 | |
| White | 53 | 59 | 55 | 94.6 | 88.1 | 90.2 | 83.0 | 84.3 | 84.3 | |
| Black | 0 | 1 | 0 | 0 | 1.5 | 0 | 3.0 | 2.9 | 2.9 | +1 |
| Indian/Alaska Native | 1 | 2 | 2 | 1.8 | 3 | 3.2 | 1.8 | 1.6 | 1.6 | |
| Asian | 1 | | | 1.8 | | | 5.4 | | | +2 |
| Asian/Pacific Islander | * | 3 | 2 | 0 | 4.5 | 3.2 | * | 5.2 | 5.2 | |
| Hawaiian/Pac Islander | 1 | | | 1.8 | | | 1.0 | | | |
| Other | * | 0 | 0 | 3.6 | 0 | 0 | 5.7 | 1.4 | 1.4 | |
| Hispanic | * | 2 | 2 | 1.8 | 3 | 3.2 | * | 4.1 | 4.1 | |
| Disabled | 0 | 0 | 0 | 0 | 0 | 0 | 0 | NA | NA | |
| Age over 40 | 48 | 60 | 46 | 85.7 | 89.6 | 75.4 | NA | NA | NA | |
| Veteran | 5 | 0 | 0 | 8.9 | 0 | 0 | NA | NA | NA | |
| Disabled Veteran | 1 | 0 | 0 | 1.8 | 0 | 0 | NA | NA | NA | |

of Staff

Percent

Kitsap Co. %

Since the last report, the number of employees in protected categories is lower. Strong recruitment efforts to attract minority candidates must be made to regain this loss and increase diversity. There continues to be a need to encourage more women into the traditionally male dominated areas.

**These classes are no longer in use under federal Affirmative Action. Hispanic population is now included with white, Asian stands alone and Hawaiian is linked with Pacific Islander.*

***Kitsap County continues to use a two or more races category noted as other.*

SECRETARIAL & PARAPROFESSIONAL STAFF Total Employees: 2016 = 121
2009 = 63
2003 = 115

| Group | 2016 | 2009 | 2003 | 2016 | 2009 | 2003 | 2015 | 2009 | 2000 | Goal |
|------------------------|------|------|------|------|------|------|------|------|------|------|
| Male | 6 | 11 | 9 | 5.0 | 17.5 | 7.8 | 51 | 50.7 | 50.7 | |
| Female | 115 | 52 | 106 | 95.0 | 82.5 | 92.1 | 49 | 49.3 | 49.3 | |
| White | 115 | 53 | 107 | 95.0 | 84.1 | 93.0 | 83.0 | 84.3 | 84.3 | |
| Black | 1 | 1 | 1 | .85 | 1.6 | .9 | 3.0 | 2.9 | 2.9 | |
| Indian//Alaska Native | 3 | 1 | 1 | 2.5 | 1.6 | .9 | 1.8 | 1.6 | 1.6 | |
| Asian | 2 | | | 1.7 | | | 5.4 | | | |
| Asian/Pacific Islander | * | 5 | 4 | * | 7.9 | 3.4 | * | 5.2 | 5.2 | |
| Hawaiian/Pac Islander | 0 | | | 0 | | | 1.0 | | | |
| Other | * | 0 | 0 | 0 | 0 | 0 | 5.7 | 1.4 | 1.4 | |
| Hispanic | * | 3 | 2 | | 4.8 | 01.7 | * | 4.1 | 4.1 | |
| Disabled | 0 | 1 | 1 | | 1.6 | 0 | NA | NA | NA | |
| Age over 40 | 109 | 55 | 101 | 90.0 | 87.3 | 87.8 | 49.2 | NA | NA | |
| Veteran | 0 | 0 | 0 | 0 | 0 | 0 | NA | NA | NA | |
| Disabled Veteran | 0 | 0 | 0 | 0 | 0 | 0 | NA | NA | NA | |

of Staff

Percent

Kitsap Co. %

The district has lost some employees in protected categories and gained in others. Efforts to attract and retain minority well as male employees is a priority. Encouraging male candidates to consider employment in this area is especially challenging. Again, this group of employees has a high percentage in the “Age over 40” category.

**These classes are no longer in use under federal Affirmative Action. Hispanic population is now included with white, Asian stands alone and Hawaiian is linked with Pacific Islander.*

***Kitsap County continues to use a two or more races category noted as other.*

FOOD SERVICE STAFF

**Total Employees: 2016 = 17
2009 = 20
2003= 20**

| Group | 2016 | 2009 | 2003 | 2016 | 2009 | 2003 | 2015 | 2009 | 2000 | Goal |
|------------------------|------|------|------|------|------|------|------|------|------|------|
| Male | 2 | 1 | 1 | 11.8 | 5.0 | 5.0 | 51 | 50.7 | 50.7 | |
| Female | 15 | 19 | 19 | 88.2 | 95.0 | 95.0 | 49 | 49.3 | 49.3 | |
| White | 15 | 17 | 17 | 88.2 | 85.0 | 85.0 | 83.0 | 84.3 | 84.3 | |
| Black | 0 | 1 | 1 | 0 | 5.0 | 5.0 | 3.0 | 2.9 | 2.9 | |
| Indian/Alaska Native | 0 | 0 | 1 | 0 | 0 | 5.0 | 1.8 | 1.6 | 1.6 | |
| Asian | 1 | | | 5.9 | | | 5.4 | | | |
| Asian/Pacific Islander | * | 1 | 1 | | 5.0 | 5.0 | * | 5.2 | 5.2 | |
| Hawaiian/Pac Islander | 2 | | | 5.9 | | | 1.0 | | | |
| Other | * | 0 | 0 | 5.9 | 0 | 0 | 5.7 | 1.4 | 1.4 | |
| Hispanic | * | 1 | 0 | 5.9 | 5.0 | 0 | * | 4.1 | 4.1 | |
| Disabled | 0 | 0 | 0 | 0 | 0 | 0 | NA | NA | NA | |
| Age over 40 | 16 | 19 | 17 | 94.1 | 95.0 | 83.0 | 12.3 | NA | NA | |
| Veteran | 0 | 0 | 0 | 0 | NA | NA | NA | NA | NA | |
| Disabled Veteran | 1 | 0 | 0 | 05.9 | NA | NA | NA | NA | NA | |

of Staff Percent Kitsap Co. %

This is a very small category and very sensitive to changes on an individual level. The District needs to continue to seek qualified candidates from all protected groups and males in this area to better reflect the available workforce.

**These classes are no longer in use under federal Affirmative Action. Hispanic population is now included with white, Asian stands alone and Hawaiian is linked with Pacific Islander.*

***Kitsap County continues to use a two or more races category noted as other.*

KITSAP COUNTY CENSUS DATA

| | <u>2015 (est.)</u> | | <u>2000</u> | |
|----------------------------------|--------------------|------------|-------------|------------|
| | Number | Percentage | Number | Percentage |
| Total Population | 255,441 | | 231,969 | |
| White | 212,016 | 83* | 195,549 | 84.3 |
| Black | 7663 | 3.0 | 6727 | 2.9 |
| American Indian/Alaska Native | 4598 | 1.8 | 3711 | 1.6 |
| Asian | 13,794 | 5.4 | | |
| Native Hawaiian/Pacific Islander | 2554 | 1.0 | 12,062 | 5.2 |
| Other | 14,560 | 5.7 | 9510 | 4.1 |

*includes Hispanic ethnicity

VIII. ANALYSIS

In establishing the affirmative action program goals, it is assumed that the employment profile of the District should reflect the demographic profile of the local area. In this case, the local area includes Kitsap County.

Analysis of the certificated employees shows:

- An unusually high proportion in the over forty years old category.
- A need to encourage more males into all areas except the trades.
- The district has made some progress towards greater gender balance in certificated areas.
- A need to recruit more ethnic minorities to apply for all professional certificated positions so that an appropriate mix of candidates is available when the employee selection process occurs.
- A need to expand relationships with organizations that are sources of potential applicants from diverse backgrounds.

Analysis of the classified staff shows:

- An unusually high proportion in the over forty years old category.
- The proportion of employees in protected categories remains under-represented.
- A continuing need to recruit and hire employees in protected categories, especially women in the trades.
- A need for broad-based recruitment efforts including posting job opportunities on third party web sites and holding job fairs.
- A need to hire more males in all areas except the trades.

IX. INTERNAL AUDIT AND REPORTING

The human resources office will maintain appropriate records for each job category on the basis of ethnicity and other appropriate demographic characteristics.

Each year the Affirmative Action Officer reviews the positions available and records of applicants, interviews and hiring to assure compliance with state and federal regulations and to prepare a work force analysis report.

The Affirmative Action Officer provides annual written reports on the status of the affirmative action plan to the Superintendent and the School Board.

X. SUPPORTIVE SYSTEMS

The district has a Multicultural Advisory Council to assist in the recruiting and training of staff in meeting the goals and objectives of the affirmative action plan. In-service workshops are provided regularly to certificated and classified staff on ethnic and cultural sensitivity.

The district has established contacts with minority community agencies and newspapers to publicize job openings

XI. REDUCTION -IN-FORCE

Bainbridge Island School District's reduction-in-force procedures for bargaining unit positions are established by collective bargaining agreements. Seniority within the appropriate job group is the principal factor determining retention.

Reduction-in-force procedures for administrative and other exempt positions are established by School Board policy and do not explicitly address Affirmative Action.

XII. SUMMARY

- The district's workforce has a very high percentage of employees over 40 years of age. A number of openings are anticipated in all areas due to retirements. This should give the district an opportunity to seek out quality employees in protected categories in order to provide an improved staffing balance.
- There is a continuing need to encourage high quality employees in protected categories to seek upward mobility.