



LYNDEN
SCHOOL DISTRICT

Tradition + Pride + Excellence

Affirmative Action Plan

2019 – 2024

Adopted by Lynden School District Board of Directors – December 13, 2018

Affirmative Action Plan

I. Introduction

Lynden School District does not discriminate on the basis of race, creed, religion, color, pregnancy, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation including gender expression or identity, marital status, the presence of sensory, mental or physical disability, or the use of a trained dog guide or service animal by a person with a disability.

All personnel actions will conform to an Affirmative Action Plan, the basic purpose of which is to increase the diversity of the District's work force and the utilization of protected classes at all levels in the work force where they are underutilized.

With the above in mind, and pursuant to Board Policy 5010, the Lynden School District has adopted this Affirmative Action Plan as part of the District's administrative practices. Consistent with the nondiscrimination policy and its accompanying procedure, the District will:

- A. Make efforts to modify the composition of the future work force in order to work toward a full utilization of aged, persons with disabilities, ethnic minorities, women, and Vietnam veterans in the various job categories.
- B. Ensure that all applicants and staff are considered on the basis of bona fide job-related qualifications. The purpose of the affirmative action plan is to actively include persons of under-utilized classes in the employment process, not to exclude others from it. The district will continue to emphasize in all recruitment contacts that nondiscrimination is a basic element in the district's personnel procedures.
- C. Be responsible for reviewing all employment procedures and programs to assure that there is no indication of discriminatory practices. The district will continue to use age, persons with disabilities, ethnic minorities, women and Vietnam veterans in the recruitment and employment process. Job descriptions for classified staff will be sent to public and community organizations which are recruiting sources for groups that may be under-utilized in the district's work force.
- D. Contract and purchase all goods and services from persons, agencies, vendors, contractors and organizations who comply with the appropriate laws and executive orders regarding discrimination.
- E. Take appropriate action to attract and retain aged, persons with disabilities, ethnic minorities, women and Vietnam Veterans at all levels and in all segments of the district's work force. Criteria for selecting staff will be reviewed regularly to assure that such statements relate directly to the requirements for specific positions. However, pursuant to state law there will be no preferential employment practices based on race or gender.
- F. Present staff who are members of under-utilized groups, are encouraged to participate in training opportunities to increase their ability to compete for internal promotion.

II. Dissemination of Policies and Procedures

- A. Internal Communication

1. Copies of the District's policies and procedures regarding nondiscrimination and affirmative action, including a copy of this Affirmative Action Plan, are contained in the District Policy and Procedures Manual.
 2. The Policies and Procedures Manual is accessible on the District's website.
 3. The policies and procedures are discussed in new employee orientations.
 4. Copies of the Affirmative Action Plan are distributed to the Board of Directors, all administrators, each building location, the president of each bargaining unit, and any employee upon request.
- B. External Communication
1. Recruitment letters to employment placement offices include a statement of reference to the District's affirmative action commitment.
 2. Advertisements for positions in newspapers contain the statement, "Equal Opportunity Employer."
 3. Forms used for application for employment contain an equal employment opportunity statement.
 4. Affirmative Action compliance is required of contractors, vendors, and suppliers.

III. Responsibility for Implementation and Evaluation

- A. The Superintendent is responsible to ensure that administrators, supervisors, and all employees are fully aware of their role in supporting the Affirmative Action Plan.
- B. The Human Resources Director/Assistant Superintendent is designated as the Affirmative Action Officer and is responsible to the Superintendent for District compliance with the principles set forth in the Affirmative Action Plan.

The responsibilities of the Affirmative Action Officer include:

1. Implementation of control systems to measure program effectiveness.
2. Keeping management and employees informed of Affirmative Action on a regular basis.
3. Reporting annual progress to the Board of Directors.

The Affirmative Action Officer is:

Assistant Superintendent
Lynden School District #504
1203 Bradley Rd.
Lynden, WA 98264
Telephone: (360) 354-4443

IV. Utilization Analysis and Underutilization Identification

A utilization analysis was conducted using 2018-19 Lynden School District employment statistics as reported to the Office of Superintendent of Public Instruction (OSPI) in the S-275 report for 2018-2019.

Once summarized, these statistics were used in an availability analysis which compared the District's statistics to the relevant labor force data taken from the 2010 United States Census Bureau Data. The District's identified underutilization is shown in Appendix A.

In response to formal analysis of the applicable data, the District maintains its commitment to avoid discrimination in employment practices related to protected groups. Staff responsible for hiring and promotion will be given information designed to sensitize them to the potential for discrimination in these areas. In addition, the District will include a statement in all its job vacancy announcements encouraging people from protected classes to apply.

V. Goals and Timetables

The Lynden School District's established goals and timetables are an integral part of its Affirmative Action Plan. Goals take into consideration the following factors:

- A. Turnover of certificated and classified staff for the previous three (3) to five (5) years.
- B. Growth/decline projected for the next five (5) years.
- C. Recruitment aimed at wide dissemination of job opportunities.
- D. In-service training to provide for on-the-job promotions.

A summary of the goals and timetables for Lynden Schools is included in Appendix A.

VI. Internal Audit and Reporting

Improvement of dissemination of recruiting information about career opportunities with Lynden School District is a goal of this plan. The Human Resource office, in compliance with [WAC 162-12, Pre-employment Inquiry Guide](#), will record by age, race, sex and other protected groups applicant flow, new hires, promotions and transfers. Frequent monitoring of this information will help to ensure that all classes of applicants are receiving equal treatment in the hiring process and that the District's recruiting efforts are reaching protected groups. Lists will be monitored annually and, on a case,-by-case basis to ensure appropriate resources for recruitment of protected groups are being reached. An analysis will be made of the internal and external work force availability of aged, persons without disabilities, ethnic minorities and women.

The district will evaluate the effectiveness of the nondiscrimination and affirmative action program and report its status to the board annually. Such reports may include recommendations for changes in the affirmative action program goals. The overall responsibility for monitoring and auditing this policy is assigned to the Human Resources Supervisor. The duties include:

- A. Analysis of the categories of employment in relation to affirmative action goals;
- B. Analysis of work force data and applicant flow;
- C. Maintaining records relative to affirmative action information;
- D. Preparation of annual reports of progress toward the goals and recommended changes required to maintain the vitality of the program;
- E. Identifying in a written report to the superintendent any employment practice or policy that is discriminatory or that does not meet the requirements of the affirmative action program; and

- F. Keeping the superintendent advised of the progress in implementing the goals and procedures of this affirmative action program.

VII. Supportive Systems

The District considers all applicants and employees based on job-related qualifications. A continuing review of hiring criteria and job qualifications is made to ensure the relevancy of the criteria to the task to be performed and the needs of the position.

All employees are evaluated annually using criteria appropriate to each position. Career counseling is available upon request through administrators at both the building and district office levels.

The District encourages staff development and the use of opportunities made available through the District's Teaching & Learning office, local Educational Service District, Bellingham Technical College, Whatcom Community College, Western Washington University, and other available opportunities. Applicable staff development opportunities are advertised via the internet, the school district email system, building administrators, and employee associations.

The general procedure for advertising positions is available in the Human Resources Department. The District has distribution lists on file containing names and addresses of those agencies where recruitment bulletins are mailed or posted electronically. Job announcements are made through the school district email system, and a paper copy is distributed to each building in the District where they are posted in a common area for all staff to review and a full set of job postings is kept in the District Office for review. In the fall of 2015, the District began utilizing the FASTRACK online application system where all openings are posted, and applicants can apply for positions and submit their applications via the internet. For difficult to fill positions, local newspapers are utilized, and additional organizations are contacted in order reach a wider audience of job seekers.

A formal grievance procedure for use by all employees regarding allegations of discrimination has been adopted by the District. The grievance procedure (5010P) accompanies Board Policy 5010.

VIII. Reduction-In-Force (RIF)

Reductions in staff will be made in accordance with applicable law and with Collective Bargaining Agreements currently in force. If a reduction-in-force is necessary, consistent with its legal and contractual obligations, the District will attempt to make reductions in force bearing in mind its Affirmative Action commitment.

Appendix A – Page One

Page One:	Affirmative Action Job Classifications
Page Two:	Utilization Analysis – Females Statistically Expected Utilization – Females
Page Three:	Utilization Analysis – Minorities Statistically Expected Utilization – Minorities
Page Four:	Summary of Affirmative Action Goals 2019-2024

**Affirmative Action Job Classifications
Lynden School District No. 504
Lynden, Washington**

I. CERTIFICATED PERSONNEL

A. Certificated Administrators

1. District Administrators
2. Building Administrators

B. Teachers and Instructional Support Personnel

1. Teacher, Elementary
2. Teacher, Secondary
3. Teacher, Special Education
4. Instructional Support: School Nurses, Psychologists, Occupational Therapists, Counselors and Librarians

II. CLASSIFIED PERSONNEL

A. Classified Administrators/Managers/Supervisors

1. Classified Administrators/Managers/Supervisors-Exempt

B. Para-Professionals/Classified Support Staff

1. Student Supervision and Specialized Associates

C. Secretary/Administrative Assistants, Office and Administrative Support

D. Custodial/Maintenance

E. Food Service

F. Transportation

Appendix A – Page Two

Utilization Analysis – Females

Table I							
JOB GROUP	TOTAL Employees October 1, 2018	TOTAL Female Employees 2018	PERCENT TOTAL FEMALE	*AVAILABILITY ANNUAL PLACEMENT RATE	* PERCENT FEMALE EXPECTED	**PERCENT UNDER-UTILIZED	TOTAL NUMERICAL GOAL
Certificated Administrators	13	8	62%	62.9%	50%	-12%	NA
Teachers/Instructional Support	219	161	74%	72.9%	58.3%	-15.7%	NA
Classified Admin. Managers / Supervisors	5	4	80%	54.4%	43.5%	-36.5%	NA
Para-Professionals Classified Support Staff	132	122	92%	35.7%	28.6%	-63.4%	NA
Secretarial/Office Administrative Support	39	39	100%	90.4%	22.3%	-17.7%	NA
Custodial/Maintenance	19	3	16%	25.6%	20.5%	4.5%	1
Food Services	17	17	100%	70.3%	56.2%	-43.8%	NA
Transportation	21	16	76%	32.5%	26%	-50%	NA
Total	465	370	80%				

*2010 United State Census Bureau Data

Washington State Statistics used for rows 1-3 and Whatcom County Statistics used for rows 4-8.

**Utilization rates as determined by using the UGESP endorsed, four-fifths (or 80%) rule. Uniform guidelines on employee selection procedures.

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Utilization Analysis – Minorities

Table II							
JOB GROUP	TOTAL Employees October 1, 2018	TOTAL Minority Employees 2018	PERCENT TOTAL MINORITY	*AVAILABILITY ANNUAL PLACEMENT RATE	* PERCENT MINORITY EXPECTED	**PERCENT UNDER-UTILIZED	TOTAL NUMERICAL GOAL
Certificated Administrators	13	0	0%	13.3%	7%	7%	1
Teachers/Instructional Support	219	9	4%	9.1%	5.2%	1.2%	1
Classified Admin. Managers / Supervisors	5	0	0%	15.5%	11.2%	11.2%	.5
Para-Professionals Classified Support Staff	132	12	9%	5.4%	9.5%	.5%	NA
Secretarial/Office Administrative Support	39	2	5%	6.5%	9%	4%	1.5
Custodial/Maintenance	19	1	5%	13.7%	7.8%	2.8%	.5
Food Services	17	2	12%	22.7%	18%	6%	1
Transportation	21	2	10%	9.2%	8.5%	-1.5%	NA
Total	465	28	6%				

*2010 United State Census Bureau Data

Washington State Statistics used for rows 1-3 and Whatcom County Statistics used for rows 4-8.

**Utilization rates as determined by using the UGESP endorsed, four-fifths (or 80%) rule. Uniform guidelines on employee selection procedures.

Appendix A – Page Four

**Summary of Affirmative Action Goals 2019-2024
Lynden School District No. 504
Lynden, Washington**

As displayed in the chart above, *Utilization Analysis – Females*, the goal for the Five-Year Affirmative Action Plan is as follows:

FEMALES		
Job Group	Availability/Annual Placement Rate	5-Year Total Numbered Goal
Custodians/Maintenance	25.6%	1

As displayed in the chart, *Utilization Analysis – Minorities*, the goal for the Five-Year Affirmative Action Plan is as follows:

MINORITIES		
Job Group	Percent Minority Expected	5-Year Total Numbered Goal
Certificated Administrators	13.3%	1
Teachers/Instructional Support	9.1%	1
Secretary/Instructional	6.5%	1.5
Food Services	22.7%	1
Classified Admin/ Managers/Supervisors	15.5%	.5
Custodians Maintenance	7.8%	.5

The numerical goal is the total minority and female staff that we will work to hire by the year 2024.

The **Percent Minority Expected** is the percent of annual hiring that we aim to achieve for each job group in order to be able to reach the projected goals.