

MAQUOKETA COMMUNITY SCHOOL DISTRICT
MAQUOKETA, IOWA

CHAPTER 95

AFFIRMATIVE ACTION
PLAN

It is the policy of MCSD not to discriminate, on the basis of race, color, creed, gender, marital status, sexual orientation, Socio-economic status, national origin, religion, age, gender identity or disability in its employment practices or programs.

For assistance, contact:

Chris Hoover
Superintendent & Affirmative Action Compliance Officer
Maquoketa Community School District
(563) 652-4984

or

Angie Scholl
Equity Coordinator
Maquoketa Community School District
(563) 652-4956

ADMINISTRATIVE STATEMENT

The Maquoketa Community School District has, and will continue to have in the future, a strong commitment to the principles of affirmative action. It is recognized that the elimination of discrimination is an ongoing process. The District shall maintain a program of affirmative action, which will ensure the provisions of equal employment opportunities for staff and non-discriminatory treatment of staff regardless of race, color, creed, gender, marital status, sexual orientation, national origin, religion, age, gender identity, socio-economic status or disability.

An Equity Committee has been formed to ensure systemic input into the development and implementation of multicultural, gender fair educational programs as well as equal employment/affirmative action programs. This committee will advise administration on the development and implementation of the Equal Employment Opportunity / Affirmative Action Program. The current members of the Equity Committee are:

Angie Scholl - Equity Coordinator
Kyle Billups-Middle School: Social Studies
Kate Kramer-Middle School: Guidance Counselor
Beth Hillebrand-Briggs: Guidance Counselor
Tara Michel-Cardinal: Special Education
Sheery Schnoor- High School: Social Studies
Julie Kinrade-High School: Guidance Counselor
Roberta Rosheim-Briggs: Community Member
Carol Hammill: Community Member
Officer Scott Hansen: High School/Middle School

All persons responsible for employment procedures, personnel practices, and supervision of employees, shall comply with and support the principles set forth in the Plan. The implementation, development, and monitoring of the Plan shall be the responsibility of the Superintendent of Schools or her/his designee. Inquiries concerning the application of the Plan shall be referred to the Superintendent of Schools, Chris Hoover [(563) 652-4984] or the District Equity Coordinator – Angie Scholl [(563) 652-4956].

The Board of Directors and Administration, in cooperation with the Equity Committee have a strong commitment to equal opportunity and affirmative action. We ask for your continued assistance and support in attaining this objective of equal employment opportunity and achieving our affirmative action goals.

Chris Hoover
Superintendent

Revised: January 20, 2020

MAQUOKETA COMMUNITY SCHOOL DISTRICT
AFFIRMATIVE ACTION COMPLIANCE
PROGRAM PROPOSAL

The Maquoketa Community School District has an established policy of Equal Employment Opportunity with respect to race, color, creed, gender, marital status, sexual orientation, national origin, religion, age, gender identity, socio-economic status, or disability. The district has an established policy of taking affirmative action in recruitment, appointment, assignment and advancement of women, minorities, and disabled. It is expected that no employee or applicant for employment shall suffer any form of discrimination because of race, color, creed, gender, marital status, sexual orientation, national origin, religion, age, gender identity, socio-economic status, or disability. In order to effectively communicate and interpret the district's policies to all levels of the administration and to all other employees, community and educational agencies, and the public in general, the following will be undertaken:

- **Dissemination of Policy**

1. Employees will be reminded annually of the district's written statement of policy by:
 - a. publication of EEO statement in District Board Policies;
 - b. discussion of EEO policy at administrative and staff meetings.
 - c. posting on the District Web Site: www.maquoketaschools.org
2. Employment advertisements will contain assurance of equal employment opportunity.
3. All employment and recruiting sources where the district lists jobs will be reminded of our policy.
4. Notices will be posted on bulletin boards and in locations where applicants are interviewed. These will inform employees and applicants of their rights under federal and state civil rights laws.

- **Responsibility for Implementing the Affirmative Action Program**

Responsibility is assigned to the Superintendent who is designated as the Affirmative Action Officer. This officer will render full assistance and support for those seeking help and assistance in taking affirmative action.

- **Recruiting**

Additional emphasis will be given to seeking and encouraging applicants from minority groups, women's groups and the disabled where such applicants with the necessary qualifications or potentials are available.

- **Referral**

The district will encourage employees to refer protected class applicants for employment.

- **Training**

All training and in-service programs supported or sponsored by the district will continue to be equally open to minority, female, and disabled employees on the basis of qualifications.

- **Hiring, Placement, Transfer, Lay-Off and Recall**

Job opportunities of all kinds will be called to the specific attention of members of minority groups, women, and the disabled. Qualified members of such groups will be offered positions on the same basis as all other applicants or employees.

- **Compensation:**

All employees, including women, minority groups, and disabled employees, will receive equal compensation for equal work. Opportunities for performing overtime work or otherwise earning increased compensation will be afforded to all qualified employees without discrimination based on race, color, creed, gender, marital status, sexual orientation, national origin, religion, age, gender identity, socio-economic status, or disability.

- **Family Medical Leave Act**

This act establishes up to 12 weeks of unpaid leave each year for employees who qualify due to any of the following:

- The birth of a child
- The adoption or foster care of a child
- The need to care for a spouse, child, or parent with a serious health condition, or
- A serious health condition that makes the employee unable to perform the function of his/her position

- **Contact Information:**

Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity and affirmative action shall be directed to the Affirmative Action Compliance Officer:

Chris Hoover, Superintendent,
Maquoketa Community School District,
612 S. Vermont St.,
Maquoketa, IA 52060
[(563) 652-4984]

Inquiries may also be directed, in writing, to the Iowa Civil Rights Department, or to the Director of the Region VII Office of Civil Rights, Department of Education, Kansas City, Missouri. Such inquiry or complaint to the state or 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 district's central administrative office.

NONDISCRIMINATION COMPLAINT FORM

Building Level Complaint Form

Check area of complaint:

_____ Chapter I Activities in
Reading and Mathematics

_____ Section 504 Handicapped

_____ Title VII Civil Rights

_____ Title IX Gender Discrimination

Name of Complainant: _____ Address: _____

Telephone: _____

Date that violation or alleged violation occurred: _____

School: _____

Complaint (Please write a brief statement of the complaint, which must be in the
area checked above): _____

If the complaint is being filed by a representative of the complainant, please sign

here: _____

Complainant's Signature; _____

Disposition by Building Administrator: _____

Signature: _____

District Level Complaint Form

<u>Area of Complaint</u>	<u>Administrator's Name</u>	<u>Office</u>	<u>Telephone No.</u>
Chapter I Activities	_____	_____	_____
Title VII Civil Rights	_____	_____	_____
Section 504 Handicapped	_____	_____	_____
Title IX Gender Discrimination	_____	_____	_____

Date Received: _____

Hearing Scheduled Date: _____

Persons Attending: _____

Disposition by District Complaint Officer: _____

Signature: _____

JOB DESCRIPTION

AFFIRMATIVE ACTION COORDINATOR

MAJOR RESPONSIBILITIES

1. FACILITATE THE ADOPTION AND IMPLEMENTATION OF THE AFFIRMATIVE ACTION PROGRAM, including:
 - a. Implementation of Board Policy 401.1
 - b. Completion of Work Force Analysis Survey
 - c. Dissemination of the Affirmative Action Program
 - d. Determination of Relevant Labor Market
 - e. Completion of Quantitative Analysis
 - f. Completion of Qualitative Analysis
 - g. Determination of Goals and Timelines
 - h. Implementation of strategies to accomplish goals of the Affirmative Action Plan

2. MONITOR THE AFFIRMATIVE ACTION PROGRAM, including:
 - a. Revision of Plan as goals are met
 - b. Examination of vacancy trends
 - c. Review of personnel practices
 - d. Investigation of complaints

3. REVISE PLAN AND SUBMIT ANNUAL REPORT

COORDINATOR: Chris Hoover, Superintendent

MAQUOKETA AFFIRMATIVE ACTION

SUMMARY

<u>Classification</u>	<u>Number</u>
American Indian or Alaskan Native	1
White, not of Hispanic Origin	257
Black, not of Hispanic Origin	2
Asian	1
Latino or Hispanic	1
Native Hawaiian or Pacific Islander	0
Other	0
2 or more races	0
.....	
Disability	0
Disabled Veteran	1
Vietnam Era Veteran	2
Active Military	0
Male	58
Female	204

2019 Qualitative Analysis Summary

The Maquoketa Community School District has complied with state and federal laws regarding equal opportunity and non-discriminatory practices. The district's efforts to hire minority candidates have been hindered by the fact that there have been a limited number of qualified minority applicants. In spite of this fact, the district has recently hired minority applicants for a teacher associate position and a school counseling position. The district also hired a female applicant for a custodial position to improve the gender balance in that employment category. The district will continue to focus recruitment practices to address this challenge.

Another factor impacting the hiring of minority applicants is the fact that Jackson and Dubuque Counties have a relatively small minority population. The available relevant labor market for minority candidates for non-certified positions is quite small.

In the past fourteen years, due primarily to retirements, the district has had several vacancies in the certified and non-certified positions. However, due to declining enrollment and challenging economic times, many of the vacancies have not been rehired. Several positions have been filled via internal transfer or reassignment. Due to these factors, the availability of positions for outside applicants has been limited. All told, the district has reduced 14 certified positions and 4 non-certified positions between 2003 and 2019.

It should be noted that the district has improved existing gender imbalances in several critical areas. In 2019, three female custodians were hired for Briggs Elementary, Middle School and the High School. In 2005 all counselors in the district were male. In 2019 the district employs four female counselors. The math department at the Middle School and High School includes six female instructors and two male instructors. The science department at the Middle School and High School includes five female instructors and two male instructors. The district currently employs five female and six male bus drivers. The administrative team presently employs two female administrators (Middle School Principal and the Director of Professional Growth) and eight male administrators. The Business Manager for the District is also female.

Conditions remain that there is an under representation of female employees in a non-certified area (maintenance). The district should address its goals and strategies to alleviate the present pattern. It is also evident that there is an under-representation of male teachers (especially) at the elementary level. There is also a

general under-representation of minority and disabled workers in all employment categories.

The strategies of the affirmative action plan include the following:

- **Board Policy** – The district has adopted an affirmative action plan to implement **Board Policy 401.1, Equal Employment Opportunity**. A timely review of the policy and the plan will ensure proper compliance. The policy is stated in Staff Handbooks. All employees and candidates for employment are informed of the district’s commitment to affirmative action.
- **Systematic Input** – The district obtains input from diverse groups to update the plan. The Equity Coordinator reviews the plan prior to adoptions or revisions.
- **Grievance Procedures** – The plan includes grievance procedures for filing complaints. The process for filing complaints is annually outlined for students and staff by the Equity Coordinator and building administrators.
- **Staff Development** – The plan includes in service training for staff. A portion of the August in service training is used to promote awareness and commitment to the principles of affirmative action.
- **Employment Practices** – The district reviews job descriptions, vacancy notices, and employment practices to insure that the principles of affirmative action are not violated. Persons responsible for hiring have been provided information relative to quantitative analysis, relevant labor market, and under representation. The recruitment, application, and selection process are reviewed to insure conformity with the district’s affirmative action plan.

STRATEGIES AND GOALS

The Maquoketa Community School District will work through its Compliance Officer and Equity Coordinator with advice and cooperation from the Department of Education to implement an affirmative action plan to meet the intent and spirit of Chapter 95. The district seeks cooperation from the Area Education Agency and other area districts to assist in recruitment of minority teachers and administrators to the area. Specific actions taken include:

- Provide in service to supervisors and principals on the affirmative action plan.
- Conduct a periodic review of all personnel practices related to hiring, recruitment, and promotion.

- Review current policy and practices of the affirmative action plan to determine if they are yielding the desired results.
- Recruit at schools whose student population includes minorities.
- Recruit cooperatively with area schools for both certified and classified positions and to provide support by making known vacancies to cooperating districts for spouses of minority candidates.

FY-20 through FY-21 Qualitative Goals

Goal 1: Continue to review employment practices including vacancy notices, recruitment, application, interview, and selection process to ensure the principles of non-discrimination and affirmative action are met.

Responsibility: Compliance Officer and Equity Coordinator

Timeline: Ongoing

.....

Goal 2: Recruit minority candidates via college & university placement offices, job fairs and on-line recruitment agencies.

Timeline: As vacancies become available

.....

Goal 3: To recruit minority candidates for certified and non-certified positions by advertising in newspapers / periodicals and on-line services that reach minority candidates.

Responsibility: Superintendent and Equity Coordinator

Timeline: Ongoing

.....

Goal 4: To provide in service and training of staff regarding the principles of Affirmative Action and the district's plan.

Responsibility: Superintendent and Equity Coordinator

Timeline: Ongoing

.....

Quantitative Analysis Summary

The Maquoketa Community School District is located in Jackson County, thirty miles south of Dubuque and thirty-eight miles north of Davenport. The district includes the city of Maquoketa, (population approx. 6000) and the unincorporated villages of Baldwin, Fulton, Hurstville, Leisure Lake, Otter Creek, Zwingle and the surrounding rural area. The majority of employees reside in Maquoketa. However, employees also come from an area ranging from Dubuque to Clinton and the Quad Cities.

The geographic area ‘most appropriate’ for the relevant labor market survey is the state of Iowa for certified teachers and administrators, and Jackson County for non-certified staff. It is important to note that the increased availability of the internet has expanded advertising for both teachers and administrators to include other states as well.

The Maquoketa Community School District conducted the workforce analysis survey in October, 2019. The staff is comprised of 262 members, which includes all certified, non-certified employees, and coaches but does not include substitute teachers. There are twelve administrators/supervisors: four females and eight males. The district employs 106 non-certified staff (86 females and 20 males). There is one minority representative in the non-certified area.

The district employs 123 teachers (98 females and 25 males). One certified staff member at the high school is a minority. There are no minority teachers at the elementary/middle level. The district employs 54 elementary teachers. Fifty are female while four are male. Under representation numerically exists.

Goal: Recruit minority teachers at the elementary and middle levels.
Goal: Recruit male elementary school teachers.

The classified personnel are divided into six sub-groups: custodial; maintenance, bus drivers, secretaries, teacher associates, and coaches. No under representation exists in the custodial, bus drivers, secretarial and teacher associate categories. There is an under representation of females in the maintenance area. Four non-certified staff members are minority.

Goal: Recruit minority candidates for all non-certified positions.

**NUMERICAL GOALS
AND
TIMELINES**

ADMINISTRATION:

GOAL: Recruit Minority Applicants for administrative positions

TIMELINE: Ongoing / As Openings Occur

TEACHERS:

GOAL: Recruit Minority Applicants in All Schools / All Positions.

TIMELINE: Ongoing / As Openings Occur

GOAL: Recruit Male Applicants at the Elementary Level

TIMELINE: Ongoing / As Openings Occur

NON-CERTIFIED EMPLOYEE GROUPS:

GOAL: Recruit Minority Applicants in All Areas.

TIMELINE: Ongoing / As Openings Occur

GOAL: Recruit Disabled Applicants in All Areas.

TIMELINE: Ongoing / As Openings Occur