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1. **CONFIDENTIALITY**

For use in connection with Federal and State Governmental agencies for Compliance Reviews under Executive Orders and Statutes.

The enclosed information marked "Confidential" is the type referred to by MESD, in accordance with recognized policy, which would not customarily be disclosed outside of this organization. The right to protect this information from disclosure is recognized by federal laws including, but not by way of limitation, the Freedom of Information Act (5 U.S.C., Section 552), which specifically exempts this type of information from mandatory disclosure. MESD considers the confidential data enclosed herein as being within the scope of specific exemptions from disclosure set forth in the Freedom of Information Act. As this confidential data relates to MESD employees, the disclosure of that data would be reviewed as a clearly unwarranted invasion of the employees' rights of privacy.

Accordingly, any information marked "Confidential" may not be disclosed nor reproduced without prior written consent of the Superintendent.

Any unauthorized disclosure of this confidential information will be regarded as an unlawful infringement on this organization's right to protect its confidential data from public disclosure.

2. PURPOSE OF AFFIRMATIVE ACTION PROGRAM (60-2.10)

As an integral part of its normal operations, the Multnomah Education Service District (MESD) has been, and will continue to be, actively involved in the promotion of better employee relations. Therefore, in accordance with the philosophy of its Board of Directors, the MESD hereby reaffirms its commitment to the principles of equal employment opportunity for all present and prospective employees.

In order to assure this organization's commitment to maintain its status as an equal employment opportunity employer, this AFFIRMATIVE ACTION PROGRAM has been developed and is being implemented.

Further assurance of the organization's commitment shall be evidenced by a continuing effort, on the part of MESD Administration and Supervisory Staff, to fully support implementation of the AFFIRMATIVE ACTION PROGRAM at all levels of operation and MESD's Board Policy regarding equal employment opportunity for all.

**3. REAFFIRMATION OF POLICY ON EQUAL EMPLOYMENT OPPORTUNITY
(60-2.13a AND 60-2.20)**

MESD's Policy on Equal Employment Opportunity, hereinafter referred to as the Board Policy GBA Administrative Rule GBA-AR officially reaffirmed by the District Board annually. It applies to all MESD operations.

4. BOARD POLICIES AND ADMINISTRATIVE RULES

Code	Policy/Administrative Rule	Title
AC	Policy	Non-Disctimation
AC	Administrative Rule – 1	Discrimination Complaint Procedure
AC	Administrative Rule – 2	Discrimination Complaint Form
ACA	Policy	Americans with Disabilities Act
ACA	Administrative Rule – 2	ADA Grivance Procedure
ACA	Administrative Rule – 1	Americans with Disabilities Act
GBA	Policy	Equal Employment Opportunity
GBA	Administrative Rule	Affirmative Action Plan
KG	Policy	Community Use of MESD Facilities
KG	Administrative Rule	Community Use of MESD Facilities

Organizational Charts

- A. Overall Organization at Senior Management Level
- B. Program Administrative Team
- C. Operations Administrative Team

Programs
Instruction & Student Support

Barbara Jorgensen
Chief Program Officer

Nancy Anderson
Director
Special Education Services

Beth Baynes
Director
Health & Social Services

Kelvin Webster
Director
Instructional Services

Pat Moffitt
Coordinator
EI/ESCE
x1685

Jeanne Zuniga
Coordinator
Special Education
x1674

Ann Vrabel
Coordinator
Health Services
x1737

Vacant
Coordinator
Social Services
x1673

Judy Custy
Coordinator
Curriculum &
Instruction
x1635

Dan Prince
Coordinator
Outdoor School
x1618

- EI/ECSE Evaluation
- EI/ECSE Service
- Kindergarten Transition

- FLS Consultants
- Transition Program

- Health Education
- Hearing
- Immunization
- School Nursing
- Screening Team
- SHA Assistants
- Special Projects

- Health Access Project
- Long Term Care
- SAMHSA
- Staff Development
- Wraparound

- Attend. Counseling
- Curriculum
- ELL
- Mt. Hood Cons.
- PBS
- School Imp.

Margaret Eng
Supervisor
x1604

Kristi Byfield
Supervisor
x4252

April Kilstrom
Supervisor
x1590

Sara Ellis
Supervisor
x4005

Patty Campbell
Supervisor
x1643

Christy Fawcett
Supervisor
x1776

Sandra Peterson
Supervisor
Medicaid
x1615

Julie Conroy
(non-supervisory)
Migrant Ed
x1597

- Home Schooling
- Student Assessment

Lisa Grotting
Supervisor
x4132

Kristine Beck
Supervisor
x1658

- Assistive Technology
- OT/PT/Speech & Language
- FLS Consultants
- Hospital Program
- Medicaid

Jeanne Fratto
Supervisor
x1738

Cheryl Weaver
Supervisor
x1729

Patrick McArthur
Supervisor
Long Term Care
445-0778

Peter Kane
Principal – Alpha
x4071

Enrique Ramirez
Principal - Arata Crk
x4820

Jeanett Sealy
Supervisor
x4251

Shelly Saunders
Supervisor
x4006

Ann Occhi
Supervisor
x1611

- Clackamas Sp Ed
- EI/ECSE Nursing
- FLS Nursing
- LPN Nursing
- MECP Nursing
- One-on-One RN
- Special Needs

Rob Abrams
Program Director
SAMHSA
x1708

Kris Persson
Principal – Helensview
x4155

Kevin Hunking
Principal - D.E. Long
988-3411x29272

David Andrews
Supervisor
x4123

Geof Garner
Alternative Pathways
x1654

**Operations
Administrative & Program Support**

**Ron Hitchcock
Superintendent**

Bob Sesnon
Director
Business
Services
x1521
Cathi V. x1794

- Accounting
- Co-Op
- Purchasing

Mike Mlynarczyk
Supervisor
x1791

- Agency Purchasing
- Co-Op Warehousing

David Turner
General Counsel
Legal
Services
x1506

- Contracts
- Labor Relations
- Leadership Training
- Policy Development

Jeni Woods
Staff Attorney
Legal Services
X1707

Kelly Schwartz
Director
Human Resource
Services
x1513

- Benefits Admin.
- Leave Admin.
- Payroll
- Receptionist
- Recruitment
- SubFinder

Mark Skolnick
Director
Communication
Services
x1516

- Communication Services
- Printing and Graphics Services
- Foundation

Carolee Iselin
Supervisor
x1781

- Printing & Graphic Services

Lori Luckart
Manager
x1621

- Foundation

Jim Rose
Director
Technology
Services
x1531

- Business Applications
- Networking
- Workstation Support
- Student Applications

Eric Gustafson
Supervisor
x1545

- Business Applications

Eric Harrison
Supervisor
x1554

- Networking

Karla Hobbs
Supervisor
x1540

- Student Applications

**Mark Wheeler -
AOF**
Coordinator
Facilities &
Transportation Svcs
x1786

- Facilities
- Mail Room
- Transportation

Rick Galbreath
Supervisor - AOFS
x1712

- Custodial
- Maintenance

Don Hicks
Contract & Risk
Management - AO
x1518

5. POLICY DISSEMINATION (60-2.13 AND 60.2.21)

Continued internal and external communication of the MESD's equal opportunity policy to members of management, employees, applicants for employment, and to external sources is accomplished as follows:

1. Board Policy/Administrative Rule

Inclusion of the Equal Employment Opportunity Policy and the related Administrative Rule, are in the MESD Policy Manual. Policy and Rule are accessible in the Education Resource Services Library to all employees. In addition, all regular new hires receive a copy of this policy and rule in the orientation materials.

2. Company News Media

The policy statement and other EEO related news are publicized in the Interaction, ESD's internal newsletter and other promotional materials.

Action Date: Annually and continuing.

Responsible Officials: Director, Human Resources/Affirmative Action Officer and Director, Department of Public Affairs, Resource Development and Support Services.

3. Management Meetings

Regular meetings are held with managers and supervisors to (a) explain the intent of the MESD policy, (b) their individual responsibilities for effective implementation, (c) the progress of its implementation, and (d) communicate the legal requirements for EEO/AAP. The attitude of the Superintendent with respect to equal opportunity is also made clear.

Action Date: continuing.

Responsible Official: Superintendent.

4. Employee Meetings

Supervisors will be provided hand-out materials with instructions to brief their employees at staff meetings on the Equal Opportunity Program including their individual responsibilities.

Action Date: continuing.

Responsible Official: Director, Human Resources/AAO and all supervisors.

5. Applicants

The EEO Notice is conspicuously posted in the Recruitment Office in full view of all applicants for employment. In addition, the EEO policy is communicated in writing in the help wanted advertisements and on the application materials.

Action Date: continuing.

Responsible Official: Director, Human Resources/AAO.

6. New Hire Orientation

Discussion of the EEO Policy and AA Program is part of new employee orientation. Written copies of the EEO Board Policy and related administrative are included in the new hire orientation packet.

Responsible Official: Director, Human Resources/AAO.

7. Union Notification

All articles of labor contracts have been reviewed and will continue to be reviewed to ensure compliance with MESD's Policy on nondiscrimination. The appropriate nondiscrimination clause has been incorporated in all labor contracts.

Action Date: upon renegotiation of each contract.

Responsible Official: Director, Human Resources/AAO.

8. Government Notices/Posters

Required state and federal EEO notices are conspicuously posted on bulletin boards at MESD.

Action Date: reviewed annually and continuously.

Responsible Official: Director, Human Resources/AAO and all supervisors.

9. Company Notices

The delineation of equal employment opportunity/affirmative action responsibilities is conspicuously posted at the locations noted above. These notices also communicate the existence of the affirmative action program, its availability for review by employees, and the name of the AAO.

Action Date: reviewed annually and continuing.

Responsible Official: Director, Human Resources/AAO.

10. Recruitment Sources

Contacting known recruitment sources, i.e., appropriate media, public employment agencies, education institutions, organizations, community groups, or special agencies that have contacts with women and minority groups, informing them of the MESD's Equal Employment Policy.

Responsible Official: Director, Human Resources/AAO.

11. Outside Notification

Notification of all subcontractors, vendors and suppliers in writing of the MESD's Equal Employment Policy by including an EEO clause in all purchase orders, contracts, leases, etc., and to request supportive action on their part.

Action Date: continuing.

Responsible Official: Purchasing Agent.

6. ASSIGNMENT OF RESPONSIBILITY FOR IMPLEMENTATION (60-2.13c and 60-2.22)

Board of Director's Responsibilities

Overall responsibility of the MESD EEO Policy and AAP is charged to the Board of Directors. Specific authority is delegated as follows:

Superintendent's Responsibilities

The Superintendent has the overall administrative responsibility in matters concerning equal employment opportunity and affirmative action policies within the MESD. He provides direction to subordinates as necessary to carry out all actions required to meet the MESD's equal opportunity commitment. He has assigned the Manager, Human Resources to serve as the Affirmative Action Officer (AAO) to develop, implement and coordinate the AFFIRMATIVE ACTION PROGRAM PLAN (AAP).

Director of Human Resources/Affirmative Action Officer

The responsibilities of the Affirmative Action Officer include, but are not limited to:

1. Act as the MESD liaison in relationships with equal employment opportunity enforcement agencies and all known recruitment sources concerned with employment opportunities for all.
2. Design, implement and monitor an internal audit and reporting system that will measure effectiveness of the MESD AAP program.
3. Analyze current internal and external data relative to the MESD's compliance with these laws.
4. Keep management abreast of major EEO developments both nationally and in the community where the MESD operates.
5. Recommend to departments, procedures, practices and programs necessary or desirable to accomplish the MESD's equal employment opportunity/policy.
6. Provide, as necessary or desirable, departments with advice, counsel and service in handling equal employment opportunity compliance problems and individual complaints. In some instances of special significance, this will include assumption by the Manager, Human Resources and Staff Attorney of the responsibility of complete handling of the case with the cooperation of the department.
7. Evaluate present MESD employment practices and policies, and recommend eliminating or revising any of those which may have resulted in deviation from the intent of the AAP.
8. Developing internal and external communication procedures that will complement the implementation of the PROGRAM.
9. Through periodic audit and inspection, ensure that in the MESD and each department:
 - A. EEO posters are properly displayed.
 - B. All facilities which the MESD maintains for the use and benefit of employees are desegregated both in policy and in use, and,
 - C. Minority, female and disabled employees are afforded full opportunity and are encouraged to participate in all MESD sponsored educational training and activities.
10. Report, periodically, to the Superintendent and Cabinet Members, on the progress of each department in relation to their participation in the implementation of the PROGRAM.

11. Identify those job classifications where underutilization of minorities and females exist.
12. Provide counseling and responding to inquiries, complaints, or requests regarding matters related to this AAP.
13. Become involved with local minority organizations, community action groups and community service programs.

Management and Supervisory Responsibilities

Management and Supervisory responsibilities under this program include the following:

1. Responsibility for compliance with MESD Board Policy on Equal Employment Opportunity for all personnel actions under their jurisdiction and for assistance in identifying problem areas, goals and objectives.
2. Ensure that all applicants and employees regardless of race and gender are given full opportunity in hiring, transfers and promotions and in district sponsored education activities.
3. Prevent harassment of employees.
4. Conduct career counseling for all employees, upon request.
5. Communicate to all employees and prospective employees the existence of the MESD's Affirmative Action Program.
6. Participate in regular discussions with employees to be certain the MESD's policies are being followed.

All Employees' Responsibility

Employee's responsibility under this program include:

1. Maintaining a work environment that is free of racial, ethnic, religious, national origin, disabled, veterans, sex orientation or sexual harassment.

7. ANALYSIS OF WORKFORCE (60-2.11(a))

1. A listing of each employee in order of pay follows the narrative. For each employee, race and gender is given.
2. A listing of each employee by EEO-5 job category in order of pay follows the narrative. For each employee, race and gender is given.

Confidential information

8. UTILIZATION ANALYSIS (60-2.11(B) (1-2))

This section consists of a frank assessment of our current utilization of minority and female employees to determine if they are being underutilized in any job group.

“Underutilized” is defined as having fewer minorities or women in a particular job group than would reasonably be expected because of their availability. Job “group” is defined as one or a group of jobs having similar content, wage rates and opportunities.

All major job groups within the district were examined to determine whether minorities and women are being underutilized in comparison to their labor market availability. If the job group size has 10 or less employees, it has been determined that any comparison to labor market availability would not be valid.

In determining whether there is underutilization, four factors were examined for minorities and women:

- **Factor 1** Estimated population age 16 and above within labor area surrounding the facility.
- **Factor 2** Civilian Labor Force within the labor area of the minority/female
- **Factor 3** Oregon Employment Department Job Service within labor market area female/minority by EEO5 job groups.
- **Factor 4** The existence of training institutions capable of training individuals in the requisite skills.

A. UTILIZATION OF FEMALES BY JOB CATEGORY

Officials, Administrators and Managers

There were 38 (37 full-time and 1 part-time) employees in this job category in December 2009 and 22 (57.8%) females. As of December 31, 2010, there were 39 full-time employees and 1 part-time employees with 24 (60.0%) females. Females in this job category are not a focal point compared to their labor market availability as a group of 44.95%. We will continue to make every good faith effort to actively seek qualified females to fill these positions as openings occur.

Principals

There were 3 (full-time) employees in this job category in December 2009 with 1 female (33.3%). As of December 31, 2010, there were 3 full-time employees with 1 (33.3%) female. Females in this job category are not a focal point compared to their labor market availability as a group of 44.95% due to the small number of employees in this category. We will continue to make every good faith effort to actively seek qualified females to fill these positions as openings occur.

Vice Principal - Teaching

There was 1 employee in this job category in December 2009 with 0 minorities. As of December 31, 2010, there is 1 employee and 0 minorities. Minorities, in this category are not a focal point compared to their labor market availability as a group of 44.95% due to the small number of employees in this category. We will continue to make every good faith effort to actively seek qualified minorities to fill these positions as openings occur.

Elementary Classroom Teachers

There are no employees in this job category.

Secondary Classroom Teachers

There were 4 (full-time) employees in this job category in December 2009 and 2 (50.0%) females. As of December 31, 2010, there were 5 full-time with 3 females (60.0%). Females in this job category are not a focal point compared to their labor market availability as a group of 51.5% since females are the majority of this group. We will continue to make every good faith effort to actively seek qualified females to fill these positions as openings occur.

Other Classroom Teachers

There were 77 (73 full-time and 4 part-time) employees in this job category in December 2009 and 65 (84.4%) females. As of December 31, 2010, there were 90 (85 full-time and 5 part-time) employees with 77 (85.5%) females. Females in this job category are not a focal point compared to their labor market availability as a group of 51.5%. We will continue to make every good faith effort to actively seek qualified females to fill these positions as openings occur.

Guidance

There were 3 (2 full-time and 1 part-time) employees in this job category in December 2009 with 3 (100%) females. As of December 1, 2010, there were 3 (2 full-time and 1 part-time) employees with 3 females (100%). Females in this job category are not a focal point compared to their labor market availability as a group of 51.5%. We will continue to make every good faith effort to actively seek qualified females to fill these positions as openings occur.

Psychological

There were 3 full-time employees in this job category in December 2009 and 3 (100%) females. As of December 31, 2010, there were 3 full-time employees with 3 females (100%) Females in this job category are not a focal point compared to their labor market availability as a group of 51.5%. We will continue to make every good faith effort to actively seek qualified females to fill these positions as openings occur.

Consultants and Supervisors of Instructions

There were 23 (20 full-time and 3 part-time) employees in this job category in December 2009 and 17 (73.9%) females. As of December 31, 2010, there were 25 (21 full-time and 4 part-time) employees with 19 (76.0%) females. Females in this job category are not a focal point compared to their labor market availability as a group of 51.5%. We will continue to make every good faith effort to actively seek qualified females to fill these positions as openings occur.

Other Professional Staff

There were 159 (124 full-time and 35 part-time) employees in this job category in December 2009 and 147 (92.4%) females. As of December 31, 2010, there were 165 (127 full-time and 38 part-time) employees with 151 (91.5%) females. Females in this job category are not a focal point compared to their labor market availability as a group of 51.5%. We will continue to make every good faith effort to actively seek qualified females to fill these positions as openings occur.

Teachers Aides

There were 151 (108 full-time and 43 part-time) employees in this job category in December 2009 and 107 (70.8%) females. As of December 31, 2010, there were 175 (123 full-time and 52 part-time) employees with 117 (66.8%) females. Females in this job category are not a focal point compared to their labor market availability as a group of 64.52%. We will continue to make every good faith effort to actively seek qualified females to fill these positions as openings occur.

Technicians

There were 62 (60 full-time and 2 part-time) employees in this job category in December 2009 and 43 (69.3%) females. As of December 31, 2010, there were 66 (64 full-time and 2 part-time) employees with 46 (69.6%) females. Females in this job category are not a focal point compared to their labor market availability as a group of 64.15%. We will continue to make every good faith effort to actively seek qualified females to fill these positions as openings occur.

Clerical/Secretarial Staff

There were 79 (73 full-time and 6 part-time) employees in this job category in December 2009 and 75 (94.9%) females. As of December 31, 2010, there were 67 (61 full-time and 6 part-time) employees with 61 (91.0%) females. Females in this job category are not a focal point compared to their labor market availability as a group of 64.52%. We will continue to make every good faith effort to actively seek qualified females to fill these positions as openings occur.

Service Workers

There were 15 (12 full-time and 3 part-time) employees in this job category in December 2009 and 1 (6.6%) female. As of December 31, 2010, there were 15 (12 full-time and 3 part-time) employees with 1 female (6.6%). Females in this job category are a focal point compared to their labor market availability as a group of 55.52%. An increase of female employees by 48.85% in this category would meet the labor market availability percentage. We will continue to make every good faith effort to actively seek qualified females to fill these positions as openings occur.

B. UTILIZATION OF MINORITIES BY JOB CATEGORY

Officials, Administrators and Managers

There were 38 employees in this job category in December 1, 2009 and 2 (5.2%) minorities. As of December 31, 2010, there were 39 full-time employees and 1 part-time employee with 1 (2.5%) minority. Minorities in this job category are a focal point compared to their labor market availability as a group of 13.0%. We will continue to make every good faith effort to actively seek qualified minorities to fill these positions as openings occur.

Principals

There were 3 employees in this job category in December 2009 with 1 (33.3%) minority. As of December 31, 2010, there are 3 employees and 1(33.3%) minority. Minorities, in this category are not a focal point compared to their labor market availability as a group of 13.0% due to the small number of employees in this category. We will continue to make every good faith effort to actively seek qualified minorities to fill these positions as openings occur.

Vice Principal - Teaching

There was 1 employee in this job category in December 2009 with 0 minorities. As of December 31, 2010, there was 1 employee and 0 minorities. Minorities, in this category are not a focal point compared to their labor market availability as a group of 13.0% due to the small number of employees in this category. We will continue to make every good faith effort to actively seek qualified minorities to fill these positions as openings occur.

Elementary Classroom Teachers

There are no employees in this job category.

Secondary Classroom Teachers

There were 4 employees in this job category in December 2009 and 0 minorities. As of December 31, 2010, there were 5 full-time employees and 0 minorities. Minorities in this job category are a focal point compared to their labor market availability as a group of 13.85%. An increase in 1 minority employee would meet the labor market availability percentage. We will continue to make every good faith effort to actively seek qualified minorities to fill these positions as openings occur.

Other Classroom Teachers

There were 77 (73 full-time and 4 part-time) employees in this job category in December 2009, and 3 (3.8%) minority. As of December 31, 2010, there were 90 (85 full-time and 5 part-time) employees with 5 (5.5%) minorities. Minorities in this job category are a focal point compared to their labor market availability as a group of 13.85%. An increase of 8.29% in this category would meet the labor market availability percentage. We will continue to make every good faith effort to actively seek qualified minorities to fill these positions as openings occur.

Guidance

There were 3 employees (2 full-time and 1 part-time) in this job category in December 2009 and 0 minorities. As of December 31, 2010, there were 3 employees (1 full-time and 1 part-time) and 0 minorities. Minorities in this job category are not a focal point compared to their labor market availability as a group of 13.85% due to the small number of employees in this job category. We will continue to make every good faith effort to actively seek qualified minorities to fill these positions as openings occur.

Psychological

There were 3 full-time employees in this job category in December 2009 with 0 minorities. As of December 31, 2010, there were 3 (2 full-time and 1 part-time) employees with 0 minorities. Minorities in this job category are not a focal point compared to their labor market availability as a group of 13.85% due to the small number of employees in this group. We will continue to make every good faith effort to actively seek qualified minorities to fill these positions as openings occur.

Consultants and Supervisors of Instructions

There were 23 (20 full-time and 3 part-time) employees with 1 minority (4.3%) in this job category in December 2009. As of December 31, 2010, there were 25 (21 full-time and 4 part-time) employees with 1 (4.0%) minorities. Minorities in this job category are a focal point compared to their labor market availability as a group of 13.85%. An increase of 9.85% in minority employees in this job category would meet the labor market availability percentage. We will continue to make every good faith effort to actively seek qualified minorities to fill these positions as openings occur.

Other Professional Staff

There were 159 (124 full-time and 35 part-time) employees in this job category in December 2009, and 19 (11.9%) minorities. As of December 31, 2010, there were 165 (127 full-time and 38 part-time) employees with 19 (11.5%) minorities. Minorities in this job category are not a focal point compared to their labor market availability as a group of 13.85%. We will continue to make every good faith effort to actively seek qualified minorities to fill these positions as openings occur.

Teachers Aides

There were 151 (108 full-time and 43 part-time) employees in this job category in December 2009, and 10 (6.6%) minorities. As of December 31, 2010, there were 175 (123 full-time and 52 part-time) employees with 29 (16.5%) minorities. Minorities in this job category are not a focal point compared to their labor market availability as a group of 15.12%. We will continue to make every good faith effort to actively seek qualified minorities to fill these positions as openings occur.

Technicians

There were 62 (60 full-time and 2 part-time) employees in this job category in December 2009, and 10 (16.1%) minorities. As of December 31, 2010, there were 66 (64 full-time and 2 part-time) employees with 12 (18.1%) minorities. Minorities in this job category are not a focal point compared to their labor market availability as a group of 14.5%. We will continue to make every good faith effort to actively seek qualified minorities to fill these positions as openings occur.

Clerical/Secretarial Staff

There were 79 (73 full-time and 6 part-time) employees in this job category in December 2009, and 10 (12.6%) minorities. As of December 31, 2010, there were 67 (61 full-time and 6 part-time) employees with 10 (14.9%) minorities. Minorities in this job category are not a focal point compared to their labor market availability as a group of 15.12%. We will continue to make every good faith effort to actively seek qualified minorities to fill these positions as openings occur.

Service Workers

There were 15 (12 full-time and 3 part-time) employees with 7 (46.6%) minority in this job category in December 2009. As of December 31, 2010, there were 15 (12 full-time and 3 part-time) employee with 7 (46.6%) minority. Minorities in this job category are not a focal point compared to their labor market availability as a group of 19.68%. We will continue to make every good faith effort to actively seek qualified minorities to fill these positions as openings occur.

9. IDENTIFICATION OF PROBLEM AREAS (60-2.13d. AND 60-2.23)

In order to identify areas which would require continued affirmative action in the current AAP, the numerous job titles were gathered into job groups that correspond to the EEO-5 classifications. The utilization of minorities and women in each job group was then determined, listing the total number of incumbent employees for each job group, total number of men, total number of women, total number of minorities and the number of men and women separately in each racial group. Refer to the EEO-5 report that follows narrative.

The numbers on the EEO-5 report were compared to the relevant labor market availability in order to identify underutilization areas for minorities and females for each job classification. Refer to the "Availability Analysis" and "Analysis of Job Groups" that follow narrative.

Confidential information

10. PROGRESS REPORT FROM PRIOR YEAR'S AAP (60.1.40 (C))

A Progress report comparing 12/09 and 12/10 percentages of females and minorities in each job group ESD had in its workforce follows this page.

MESD's total full and part-time staff increased from 618 on 12/09 to 658 on 12/10. Females now comprise 76.9% of the workforce on 12/10 compared to 78.6% a year ago.

There were 76 minorities employed on 12/09 and 85 on 12/10. Minorities make up 12.9% of the workforce on 12/10 as compared to 12.3% a year ago.

A. Progress Report – Utilization Comparison % Females

EEO Category	Job Group	12/01	12/02	12/03	12/04	12/05	12/06	12/07	12/08	12/09	12/10
OAM	Officials, Admin., Mgrs.	68.3	67.5	69.0	70.0	62.8	69.7	63.6	INFORMATION NOT AVAILABLE DUE TO USE OF EEO-1 CODES	57.9	60.0
PRN	Principals	100	100	100	75.0	50.0	25.0	25.0		33.3	33.3
ASP (TVPR)	Asst. Principal (Vice Principal)	N/A	N/A	N/A		N/A	N/A	N/A		-0-	-0-
ECT	Elem. Classroom Tchrs.	N/A	N/A	N/A		N/A	N/A	N/A		N/A	N/A
SCT	Sec. Classroom Tchrs.	54.1	54.5	58.8	37.5	57.1	50.0	58.3		50.0	60.0
OCT	Other Classroom Tchrs.	89.2	86.6	85.9	87.8	85.7	80.5	86.1		84.4	85.6
G	Guidance	50.0	-0-	0	-0-	33.3	33.3	100		100	100
PSY	Psychological	100	100	100	100	100	100	100		100	100
LIB	Librarian/AV Staff	N/A	N/A	N/A		N/A	N/A	N/A		N/A	N/A
CON	Consult/Spvsrs of Instr.	77.7	88.2	87.0	82.1	78.5	92.5	73.3		73.9	76.0
OPS	Other Professional Staff	90.5	90.4	88.6	88.4	87.6	89.7	91.1		92.5	91.5
TA	Teachers Assistants	75.0	74.7	74.4	70.7	75.3	73.9	73.4		70.9	66.9
TEC	Technicians	65.0	67.2	68.7	69.7	68.3	72.1	60.4		66.1	69.2
CS	Clerical/Secretarial	94.7	94.3	94.6	95.8	96.6	95.4	95.6		94.9	91.2
SER	Service Workers	14.3	14.3	13.3	18.8	23.5	18.7	7.1		6.70	6.70
	% Workforce Females	79.7	79.2	79.5	80.2	79.7	80.2	79.5		78.3	76.9

Total # FT & PT Staff

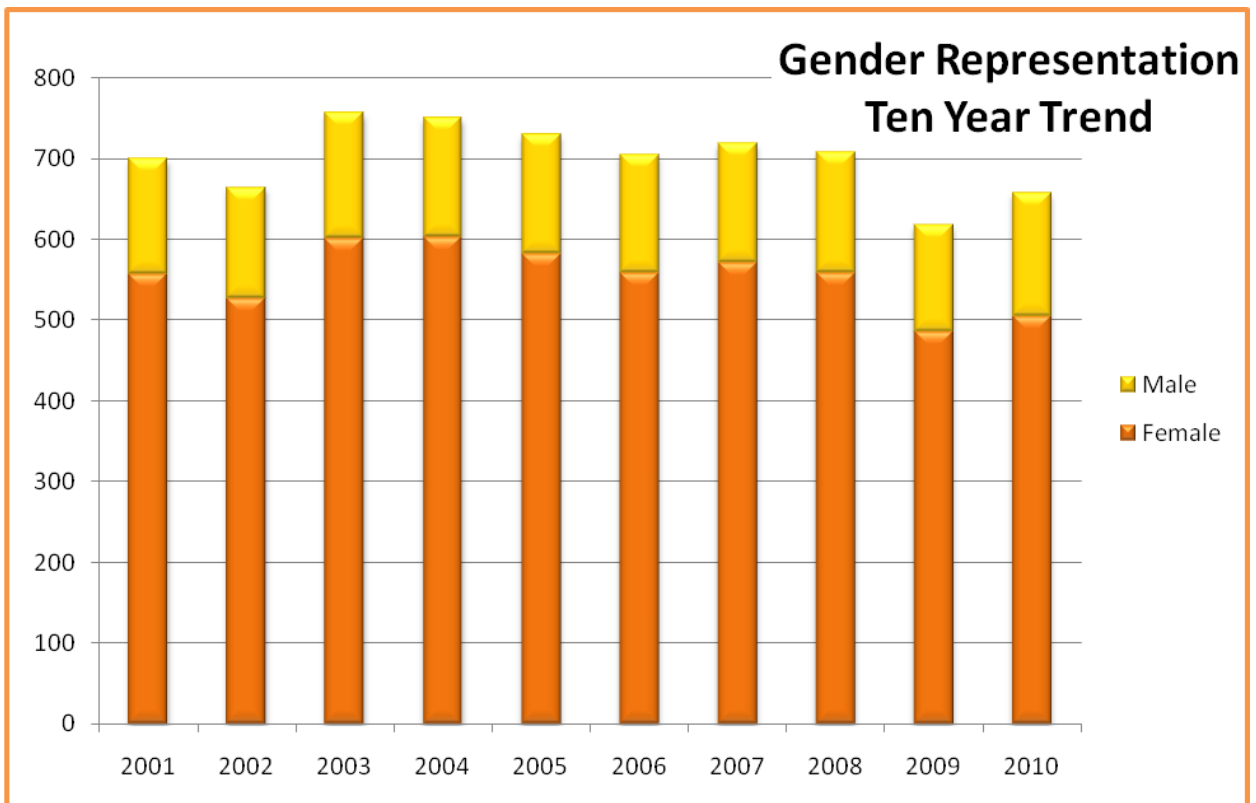
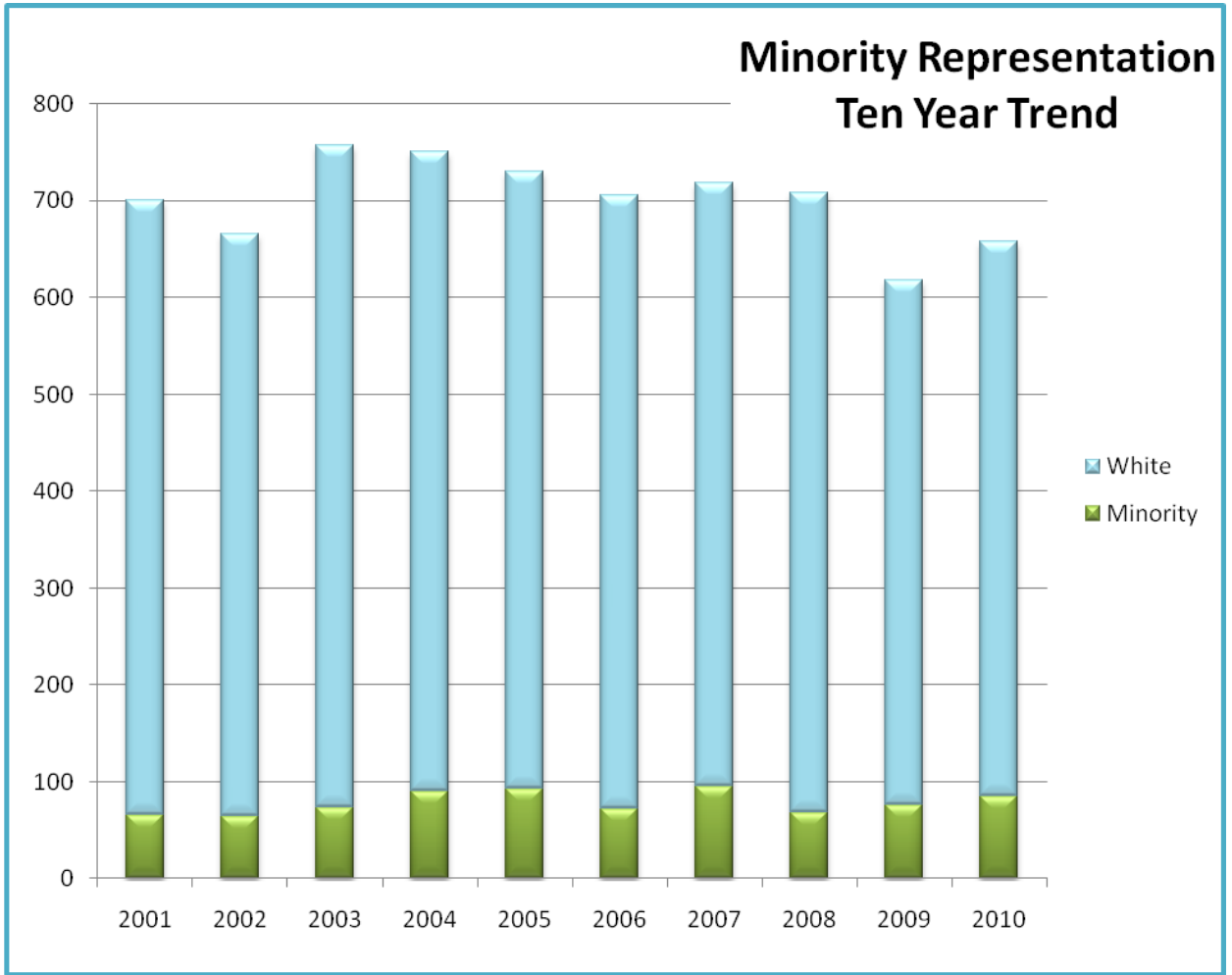
12/10	658
12/09	618
12/08	708
12/07	719
12/06	706
12/05	730
12/04	751
12/03	757
12/02	665
12/01	700
12/00	707

B. Progress Report - Utilization Comparison % Minorities

EEO Category	Job Group	12/01	12/02	12/03	12/04	12/05	12/06	12/07	12/08	12/09	12/10
OAM	Officials, Admin., Mgrs.	12.2	10.0	9.5	10.0	9.3	9.3	9.0	INFORMATION NOT AVAILABLE DUE TO USE OF EEO-1 CODES	5.3	2.5
PRN	Principals	0	0	0	-0-	-0-	25.0	25.0		33.3	33.3
ASP (TVPR)	Asst. Principal (Vice Principal)	N/A	N/A	N/A	N/A	N/A	N/A	N/A		-0-	-0-
ECT	Elem. Classroom Tchrs.	N/A	N/A	N/A	N/A	N/A	N/A	N/A		N/A	N/A
SCT	Sec. Classroom Tchrs.	8.3	9.1	11.8	6.3	7.1	10.0	8.3		-0-	-0-
OCT	Other Classroom Tchrs.	1.5	3.0	3.0	5.1	5.1	4.2	5.9		3.9	5.6
G	Guidance	0	0	0	-0-	-0-	-0-	-0-		-0-	-0-
PSY	Psychological	0	0	0	-0-	-0-	-0-	-0-		-0-	-0-
LIB	Librarian/AV Staff	N/A	N/A	N/A	N/A	N/A	N/A	N/A		N/A	N/A
CON	Consult/Spvsrs of Instr.	16.7	5.9	4.3	7.1	14.2	3.7	10.0		4.3	4.0
OPS	Other Professional Staff	8.0	7.2	4.3	7.5	13.0	8.5	15.1		11.9	11.5
TA	Teachers Assistants	11.5	13.1	13.2	15.9	15.0	14.6	15.4		15.2	16.6
TEC	Technicians	11.1	11.9	11.9	15.2	15.0	11.5	12.5		16.1	18.5
CS	Clerical/Secretarial	8.8	8.6	8.6	14.4	11.8	10.8	9.7		12.7	14.7
SER	Service Workers	14.3	21.4	33.3	37.5	41.1	25.0	42.8		46.7	46.7
	% Workforce Minorities	9.3	9.6	9.7	11.9	12.7	10.6	13.2		12.3	12.9

Total # FT & PT Staff

12/10	658
12/09	618
12/08	708
12/07	719
12/06	706
12/05	730
12/04	751
12/03	757
12/02	665
12/01	700
12/00	707



11. GOALS AND TIMETABLES (60-2.12 and 60-2.13e)

The purpose behind establishing annual minority and female utilization goals is to ensure that the district's affirmative action obligations are met. Goal setting is neither intended for, nor used to discriminate against any employee or job applicant because of race, color, religion, national origin, age or gender.

It includes the following criteria:

1. Goals must be significant, measurable, and attainable.
2. They must be specific for planned results and have completion timetables. Timetables must take into consideration: workforce expansion, reduction, and turnover.
3. Goals must not be rigid quotas which must be met. They must be targets that are reasonably attainable by application of good faith efforts to make all aspects of the entire Affirmative Action Program work.
4. Goals, timetables, and affirmative action commitments must be designed to correct identifiable deficiencies; where numbers or percentages are relevant, separate goals and timetables are set for minorities and women.
5. It is recognized that personnel requirements and goals forecast may be subject to change.

The Utilization Analysis shows the categories of underutilization of women and minorities, the percentages employed, the percentages available and the goals that have been established.

12. PROGRAM DEVELOPMENT AND EXECUTION (60-2.13F AND 60-2.24)

The following program elements, which are being developed and have been developed and executed as integral parts of various MESD programs over the years, are included as commitments to our equal employment policy. The execution of these elements is predicted upon unpredictable factors, such as attrition, manning requirements, ballot measures, and the total economic situation.

1. Position descriptions are analyzed for accuracy and consistency.
2. Analysis of wages, salaries, benefits and conditions of employment in all job classifications has been conducted.
3. The total selection process has been evaluated to ensure freedom from bias.
4. Analysis of the recruitment procedures has been conducted. The following techniques are employed to improve recruitment and increase minority and female applicant flow:
 - A. Community organizations are contacted and are asked to refer minority and female candidates for employment.
 - B. All employees are actively encouraged to refer applicants.
 - C. Recruiting efforts at all schools will include special efforts to reach minorities and women.
 - D. When recruiting brochures pictorially represent work situations, minority and female members of the workforce will be included.
 - E. Help wanted advertising will include the EEO statement.
5. Minority and female employees are given equal opportunity for promotion through an open job posting program.
6. All MESD facilities and MESD sponsored activities are desegregated. All employees are encouraged to participate in MESD activities.
7. Minority and women's organizations, schools, and clubs are contacted to acquaint them with MESD's non-discrimination policy.

13. INTERNAL AUDIT AND REPORTING SYSTEM (60-2.13g and 60-2.25)

1. MESD monitors records of applicant flow, hires, transfers, promotions, training, and terminations of current employment distribution at all levels ensuring non-discriminatory policy is carried out.
2. MESD reviews AAP results with all levels of management periodically as to the degree to which MESD goals are attained.
3. MESD advises top management and Board of program effectiveness and submits recommendations improving unsatisfactory performance.
4. All terminating employees are provided an opportunity of an interview with the Director, Human Resources.
5. The AAP is updated yearly on December 31, beginning of the AAP year, pursuant to 60-1.40(c).
6. MESD annually completes EEO-5 reports by September 31.

14. COMPLIANCE WITH SEX DISCRIMINATION GUIDELINES (60-2.13h and 60-20)

1. Recruitment and Advertisement Section 60-20.2
 - A. MESD recruits employees of both genders for all jobs unless gender is a bona fide occupational qualification.
 - B. Advertisements in newspapers for employment, do not specify a sex preference unless gender is a bona fide occupational qualification for the job. All advertisements are listed as "An Equal Opportunity Employer."
2. Job Policies and Practices Section 60-20.3
 - A. Written personnel policies reiterate MESD's philosophy against discrimination of employees on account of gender.
 - B. Employees of both genders have an equal opportunity to any available job that he or she is qualified to perform, unless gender is a bona fide occupational qualification.
 - C. MESD does not make any distinction based upon gender in employment opportunities, wages, hours, or other conditions of employment. MESD contributions and resulting benefits to insurance, pension, and other similar fringe benefits are equal for men or women.
 - D. No distinction is made on the basis of gender between married and unmarried persons of one gender and married and unmarried persons of the opposite gender for purposes of employment opportunities.
 - E. MESD's policies and practices assure appropriate physical facilities to both genders. MESD does not refuse to hire men or women, or deny men or women a particular job because there are not rest rooms or associated facilities.
 - F. MESD does not deny a female employee the right to any job that she is qualified to perform.
 - G. Women are not penalized in their condition of employment because they require time away from work on account of childbearing which is consistent with other leave policies.
3. Upon return from leave of absence for childbearing, the employee is reinstated to her original job, or to a position of like status and pay.
 - A. MESD does not specify any differences for male and female employees on the basis of gender in either mandatory or optional retirement age.
 - B. Nothing in these guidelines is interpreted to mean that differences in capabilities for job assignments do not exist among individuals and that such distinctions are not recognized in making specific assignments. MESD ensures that such distinctions are not based upon gender.
4. Seniority System Section 60-20.4

Seniority lines and lists are based solely on length of service and not gender.

5. Discriminatory Wages Section 60-20.5
 - A. MESD wage scales are not based on gender.
 - B. MESD does not discriminately restrict one gender to a certain job classification. Efforts are made ensuring that jobs are available to all qualified employees in all classifications regardless of gender.

6. Affirmative Action Section 60-20.6
 - A. MESD takes affirmative action to recruit women to apply for positions where they may have been indiscriminately excluded.
 - B. MESD will make every good faith effort to place women in supervisory/ administrative positions.
 - C. MESD does not make distinctions based on gender in regards to training programs. Such programs and seminars are open to all employees regardless of gender.

**15. SUPPORT PROGRAMS THROUGH COMMUNITY ACTIVITIES
(Section 60-2.13d and 60-2.26)**

1. Policy Overview

MESD believes that community problems in which our facilities and employees are located have a direct effect on the MESD's ability to conduct business in those communities. MESD further recognizes that such problems cannot be solved by one organization or institution acting alone. Our policy, therefore, has been, and will continue to be, to maintain close relationships and to cooperate with community organizations and institutions whose objectives are commensurate with the activities of the MESD.

2. Program Commitment

- A. The MESD continues to encourage all employees to participate in community organizations and programs that deal effectively with motivation, education and employment of minorities and females. Accordingly, the MESD will continue to make appropriate employees available to serve on community boards, councils, committees and other organizations and institutions that deal with employment problems of minorities and females.
- B. We also encourage individual off-hour involvement in community and youth programs by our employees. Participation to groups we have provided facilities are recorded and these records are available for review.

16. COMMUNITY PROGRAMS (60-2.13I. 60-2.26)

MESD provides access to its facilities to various community organizations.

See Board Policy KG in section 4 above.

**17. CONSIDERATION OF MINORITIES AND WOMEN NOT CURRENTLY IN THE WORKFORCE
(Section 60-2.13j)**

Consideration will be given to minorities and women not currently in the workforce, having requisite skills, who can be recruited through affirmative action measures.

18. COMPLIANCE WITH RELIGION AND NATIONAL ORIGIN GUIDELINES (60-50)

MESD does not maintain records indicating an employee's religious affiliation or national origin. Management continues to make reasonable accommodations to religious observances and practices of employees or prospective employees on an individual basis when such accommodation can be made without undue hardship to the operation of the agency. MESD policy specifically prohibits discrimination in employment because of religion or national origin and this policy is communicated to employees and applicants for employment.

19. APPROVAL OF PROGRAM

This program has been developed to meet the requirements of the rules and regulations of various Federal and State statutes and executive orders. However, it is not intended to be all inclusive of affirmative actions taken by our facility inasmuch as new, added, or revised methods of achieving equal employment opportunity are constantly being tested or used.

The undersigned is responsible for the implementation of this program.

Approved:

Superintendent