



PORT TOWNSEND SCHOOL DISTRICT

LEARNING THROUGH A SENSE OF PLACE

Date: January 7, 2021
To: Board of Directors
From: Laurie McGinnis, Director of Payroll and Human Resources
Subject: Annual Affirmative Action progress review per Policy 5010

Port Townsend School District recognizes and values the diversity of persons and groups within the society and promotes acceptance of persons of diverse backgrounds regardless of race, creed, religion, color, immigration status, national origin, age, honorably discharged veteran or military status, sex, sexual orientation, gender expression or identity, marital status, the presence of any sensory, mental or physical disability, or the use of a trained dog guide or service animal by a person with a disability. Further, the district will provide equal access and opportunity to meet to the Boy Scouts of America and all other designated youth groups listed in Title 36 of the United States Code as a patriotic society.

Progress toward the goals established in Policy 5010 and 5010P are reported annually to the board.

Workforce Analysis

Attached is a summary of Ethnic and Gender Composition for the Port Townsend School District staff as of September 1, 2020 and students as of October 1, 2019. There has not been a great deal of staff change from 2019 to 2020, however, the district has seen growth in the American Native percentages with a total minority percent of 3% versus 1.1% in 2019. Women percentages are down slightly and we are seeing a trend of more men applying for paraeducator positions. Of note, regarding gender balance in staff goals, the certificated administrative team is comprised of six (6) females. In addition, other leadership positions are currently filled by females: Finance Director, Human Resources Director, and Food Services Director.

Policies and Procedures 5000 Recruitment, Selection of Staff and 5010 Nondiscrimination and Affirmative Action address non-discrimination and recruitment. Since many of our employees are in the local community, it is important to keep in mind the demographics of our community and school. The district has made efforts to consistently attend the Tacoma Dome job fair in March each spring, which has resulted in candidates applying and securing positions in Port Townsend Schools. Due to the global pandemic, in-person events have been canceled so no benefit fair will be attended this year. We also have four classified staff take leave of absence due to COVID 19 concerns and approximately six classified staff that chose not to return.

There have been no complaints or grievances regarding district practices in recruitment and selection of staff.

TABLE 2**Summarization of Ethnic and Gender Composition for the Port Townsend School District No. 50 staff as of September 1, 2020**

Job Categories	Total Employees	African American	Asian American	American Native	Hispanic American	Total Minority	Total Women	Minority Percent	Women Percent
Educational Administrator	6	0	0	0	0	0	6	0%	100%
Classified Administrator	5	0	0	0	0	0	3	0%	60%
Elem /Middle Teachers	54	0	1	2	3	6	41	11%	75.9%
Secondary Teachers	19	0	0	1	0	1	9	5%	47%
Special Ed. Teachers	13	0	0	0	0	0	11	0%	85%
Para-educators	31	0	1	0	2	3	26	9.7%	84%
Secretaries	13	0	0	0	0	0	13	0	100%
Custodians	8	0	0	2	0	2	5	25%	63%
Food Service	6	0	0	0	0	0	5	0%	83%
Bus Drivers	8	0	0	0	0	0	6	0%	75%
Maintenance	5	0	0	0	0	0	0	0%	0%
TOTALS	168	0	2	5	5	12	125	7.1%	74%
STAFF PERCENTAGES		0%	1.1%	3%	3%	7.1%	74%	7.1%	74%

Summarization of Ethnic and Gender Composition for the Port Townsend School District No. 50 students as of October, 2019 (Information is from the October 1, 2019 school report card submitted to OSPI. 2020 information is not finalized until the end of the school year.)

Total Students (October, 2019)	African American	Asian American	American Native	Hispanic American	Pacific Islander	Two or More Races	White	Female	Male	Gender X
1233	1.1%	1.5%	1.2%	8.4%	0.1%	6.7%	81%	49.5%	50.4%	.2%