



Monticello Community School District

Affirmative Action Plan

Fall 2021

District Vision

Providing rigorous, authentic, personalized learning utilizing the local and global communities

Mission

The mission of the Monticello Community Schools, a district striving for educational excellence, is to prepare students through challenging experiences, to be caring, productive, creative citizens who will be life-long learners

Core Values

Effective Instruction
Technology & 21st Century Learning
Collaborative Relationships

Broad District Goals

- Increase student achievement in reading, math and science
- Produce students that will exhibit respect for self, others, living things and property
- Produce students that will exhibit competency in essential knowledge and skills matching his or her ability
- Produce students that exhibit civic, global and environmental responsibility
- Produce students that exhibit technological skills

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Monticello Community Schools Affirmative Action Administrative Statement

The Monticello Community School District has been, and will continue to be, an equal opportunity employer. This Affirmative Action Plan is an effort to increase the participation of women, minorities, underrepresented groups, and persons with disabilities in positions in which those groups are underrepresented. To assure full implementation of this plan, we will assure that:

1. Persons are recruited, hired and promoted for all jobs without regard to color, sex, race, national origin, disability, religion, creed, age, marital status, sexual orientation, gender identity, socio-economic status, physical attributes, physical or mental ability, ancestry, political party preference, political belief, familial status, and genetic information. Placement decisions are based solely on an individual's qualifications for the position being filled.
2. Other personnel actions such as compensation, benefits, transfers, reduction in force, return from reduction in force and district sponsored programs and activities are administered without regard to color, sex, race, national origin, disability, religion, creed, age, marital status, sexual orientation, gender identity, socioeconomic status, marital status, socio-economic status, physical attributes, physical or mental ability, ancestry, political party preference, political belief, familial status, and genetic information.

It is our policy to take affirmative action in the employment of qualified minorities, women, underrepresented groups, persons with disabilities and U.S. veterans as provided by Iowa Code Chapter 35C. Reasonable accommodation will be provided whenever possible in our effort to advance employment opportunities for persons with disabilities and disabled U.S. veterans.

The Board of Directors and the administration are committed to equal opportunity and affirmative action. We expect all members of the staff to assist and support us in attaining this objective of equal employment opportunity and achieving our affirmative action goals.



School Board President

9-27-21

Date



Superintendent

9-27-21

Date

Introduction:

This plan is the Affirmative Action Plan for the Monticello Community School District. It is a goal-orientated plan developed to address the need for equality in all areas of employment in the Monticello Community School District.

This document contains the board policies that are to guide decisions for employment to assure that all applicants are provided an equal opportunity for employment. By following the policies along with the rules and regulations from the State of Iowa and the Federal Government, Monticello Community Schools will conduct its employment in a non-discriminatory manor.

The ability to achieve the goals will depend upon the diversity of applicants that are received for underrepresented areas. Sections of the plan will be reviewed/revised and/or updated every two years to reflect any changes in board policy or procedures.

State and federal laws in addition to the Iowa Civil Rights Act prohibits discrimination in employment because of the color, sex, race, national origin, disability, religion, creed, age, marital status, sexual orientation, gender identity, socio-economic status, physical attributes, physical or mental ability, ancestry, political party preference, political belief, familial status, and genetic information of an applicant or employee. Those laws apply to all aspects of the employer-employee relationship. Those laws are directed toward conduct, that is those laws regulate what may not be done.

Iowa law now requires each school district, area education agency and community college to "develop affirmative action standards." This program has been developed to meet the requirements of Iowa Code Section 19B.11 (1993) and Department of Education rules in Iowa Administrative Code 281-Chapter 95.

"Affirmative Action" is defined as, "action appropriate to overcome the effects of past or present practices, policies, or other barriers to equal employment opportunity." Thus, anti-discrimination law regulates what shall not be done and affirmative action law specifies what shall be done. The Iowa affirmative action law and rules apply to "recruitment, appointment, assignment and advancement of personnel."

The term "under-representation" will appear frequently in this plan. It means, "having fewer members of a racial/ethnic group, women, men or persons with disabilities in a particular job category than would be reasonably expected based on their availability in the relevant labor market."

For purposes of affirmative action, the term "disabled" means, "any person who has a physical or mental impairment which substantially limits one or more major life activities, has a record of such impairment or is regarded as having such an "impairment".

If the required analysis done by the school district identifies under-representation in a job category, goals are required in an attempt to eradicate the under-representation. The goals are not to be treated or understood as rigid and inflexible quotas that must be met, but as reasonable aspirations toward correcting imbalance in the workforce. Change can occur only when vacancies occur. In the selection process for filling vacancies in job groups where under-representation exists, race, sex or disability will serve as selection criteria but will not be the sole criteria. Such elements will serve as a "plus" factor for individuals from an under-represented group who are qualified for the position to be filled.

Affirmative Action Policy Statement:

The Monticello Community School District has an established policy of Equal Employment Opportunity with respect to color, sex, race, national origin, disability, religion, creed, age, marital status, sexual orientation, gender identity, socio-economic status, physical attributes, physical or mental ability, ancestry, political party preference, political belief, familial status, and genetic information. The district has an established policy of taking affirmative action in recruitment, appointment, assignment and advancement of women, minorities, underrepresented groups and persons with disabilities. We expect the administration to know of and fully accept the equal opportunity and affirmative action policies and to make certain that no employee or applicant for employment shall suffer any form of discrimination because of color, sex, race, national origin, disability, religion, creed, age, marital status, sexual orientation, gender identity, socio-economic status, physical attributes, physical or mental ability, ancestry, political party preference, political belief, familial status, and genetic information. 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:

Affirmative Action Dissemination

1. Employees will be reminded annually of the district's written statement of policy by:
 - ✓ Description of policy by publication or reference in all issues or reissues of personnel handbooks.
 - ✓ When appropriate, publicize the EOE policy and such activities through news stories or other articles in district publications.
 - ✓ Detailed discussions at administrative conferences and staff meetings.
2. Employment advertisements will contain assurance of equal opportunity employment
3. All employment and recruiting sources where jobs are listed by the district will be reminded of our policy, both verbally and in writing.
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 Affirmative Action Coordinator, who will render full assistance and support for those seeking help and assistance in taking affirmative action.

Recruitment and Promotion

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

Training

All training and in-service programs supported or sponsored by the district will continue to be equally open to minority, women, underrepresented groups and persons with disabilities employees on the basis of qualifications.

Equal Opportunity

1. Hiring, Placement, Transfer, Lay-Off and Recall. The district recognizes that to accomplish the long-range objectives of its Equal Employment Opportunity policy, continued affirmative action must be taken to ensure that employment opportunities of all kinds are called to the specific attention of members of minority groups, women, underrepresented groups and persons with disabilities and that qualified members of such groups should be offered positions on the same basis as all other applicants or employees. To assure achievement of the objectives, the district will periodically review its hiring practices.
2. Compensation. All employees, including women, minority groups, underrepresented groups and employees with disabilities will receive compensation in accordance with the same standards. Opportunities for performing overtime work or otherwise earning increased compensation will be afforded to all qualified employees without discrimination based on color, sex, race, national origin, disability, religion, creed, age, marital status, sexual orientation, gender identity, socio-economic status, physical attributes, physical or mental ability, ancestry, political party preference, political belief, familial status, and genetic information.

This Affirmative Action Program will be reviewed and updated every two years. Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity and affirmative action shall be directed to the:

Affirmative Action Coordinator

Mr. Nick Schauf
High School Principal
Monticello Community School District
850 E Oak St
Monticello, IA 52310

Work Force Analysis

2018-2019 Staff Data (This is the most recent staff data available through Ed Insight)

Total Number of Employees

District Name	District Total	Male		Female		Nat Am		Asian		Hisp		Black		White		Multi		Pac Is	
		#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%
Monticello Community School District (4446)	160.28	37.60	23.46%	122.68	76.54%	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%	160.28	100.00%	0.00	0.00%	0.00	0.00%

Administrators

District Name	District Total	Male		Female		Nat Am		Asian		Hisp		Black		White		Multi		Pac Is	
		#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%
Monticello Community School District (4446)	2.88	2.00	69.44%	0.88	30.56%	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%	2.88	100.00%	0.00	0.00%	0.00	0.00%

Classified / Support Employees

District Name	Staff Type	District Total	Male		Female		Nat Am		Asian		Hisp		Black		White		Multi		Pac Is	
			#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%
Monticello Community School District (4446)	Paraprofessionals/Aides	35.2	1.7	4.8%	33.5	95.2%	0.0	0.0%	0.0	0.0%	0.0	0.0%	0.0	0.0%	35.2	100.0%	0.0	0.0%	0.0	0.0%
	Board Secretary	0.4	0.0	0.0%	0.4	100.0%	0.0	0.0%	0.0	0.0%	0.0	0.0%	0.0	0.0%	0.4	100.0%	0.0	0.0%	0.0	0.0%
	Technology	0.5	0.5	100.0%	0.0	0.0%	0.0	0.0%	0.0	0.0%	0.0	0.0%	0.0	0.0%	0.5	100.0%	0.0	0.0%	0.0	0.0%
	HR/Personnel Manager	1.0	0.0	0.0%	1.0	100.0%	0.0	0.0%	0.0	0.0%	0.0	0.0%	0.0	0.0%	1.0	100.0%	0.0	0.0%	0.0	0.0%
	Food Service	7.7	0.0	0.0%	7.7	100.0%	0.0	0.0%	0.0	0.0%	0.0	0.0%	0.0	0.0%	7.7	100.0%	0.0	0.0%	0.0	0.0%
	Supervisor - Non-Licensed	1.0	1.0	100.0%	0.0	0.0%	0.0	0.0%	0.0	0.0%	0.0	0.0%	0.0	0.0%	1.0	100.0%	0.0	0.0%	0.0	0.0%
	Technology Support	2.0	1.0	50.0%	1.0	50.0%	0.0	0.0%	0.0	0.0%	0.0	0.0%	0.0	0.0%	2.0	100.0%	0.0	0.0%	0.0	0.0%
	Nurse (No BOEE Folder)	2.0	0.0	0.0%	2.0	100.0%	0.0	0.0%	0.0	0.0%	0.0	0.0%	0.0	0.0%	2.0	100.0%	0.0	0.0%	0.0	0.0%
	District Wide Administrative Support	1.4	1.0	71.4%	0.4	28.6%	0.0	0.0%	0.0	0.0%	0.0	0.0%	0.0	0.0%	1.4	100.0%	0.0	0.0%	0.0	0.0%
	School Administrative Support	5.4	0.5	9.3%	4.9	90.7%	0.0	0.0%	0.0	0.0%	0.0	0.0%	0.0	0.0%	5.4	100.0%	0.0	0.0%	0.0	0.0%
	Transportation Director	1.0	1.0	100.0%	0.0	0.0%	0.0	0.0%	0.0	0.0%	0.0	0.0%	0.0	0.0%	1.0	100.0%	0.0	0.0%	0.0	0.0%
	Operations Director	1.0	1.0	100.0%	0.0	0.0%	0.0	0.0%	0.0	0.0%	0.0	0.0%	0.0	0.0%	1.0	100.0%	0.0	0.0%	0.0	0.0%
	Pupil Transportation	4.2	3.2	76.2%	1.0	23.8%	0.0	0.0%	0.0	0.0%	0.0	0.0%	0.0	0.0%	4.2	100.0%	0.0	0.0%	0.0	0.0%

Classified / Support Employees

			Male		Female		Nat Am		Asian		Hisp		Black		White		Multi		Pac Is	
District Name	Staff Type	District Total	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%
Monticello Community School District (4446)	Operations and Maintenance	8.2	3.7	45.1%	4.5	54.9%	0.0	0.0%	0.0	0.0%	0.0	0.0%	0.0	0.0%	8.2	100.0%	0.0	0.0%	0.0	0.0%
	Day Care Worker	2.3	0.0	0.0%	2.3	100.0%	0.0	0.0%	0.0	0.0%	0.0	0.0%	0.0	0.0%	2.3	100.0%	0.0	0.0%	0.0	0.0%
	District Coordinator	0.0	0.0	0	0.0	0	0	0	0	0	0	0	0	0	0.0	0	0	0	0	0
District Total		73.3	14.6	19.9%	58.7	80.1%	0.0	0.0%	0.0	0.0%	0.0	0.0%	0.0	0.0%	73.3	100.0%	0.0	0.0%	0.0	0.0%

Teachers and Other Certified Staff

District Name	School Type	District Total	Male		Female		Nat Am		Asian		Hispanic		Black		White		Multi		Pac Is	
			#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%
Monticello Community School District (4446)	Elementary	28.98	1.00	3.45%	27.98	96.55%	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%	28.98	100.00%	0.00	0.00%	0.00	0.00%
	Middle	24.50	4.50	18.37%	20.00	81.63%	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%	24.50	100.00%	0.00	0.00%	0.00	0.00%
	High	30.62	15.50	50.62%	15.12	49.38%	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%	30.62	100.00%	0.00	0.00%	0.00	0.00%
	Public District Office	0.00	0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00	

Employees by Subject

District Name	Area	District Total	Male		Female		Nat Am		Asian		Hispanic		Black		White		Multi		Pac Is	
			#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%
Monticello Community School District (4446)	Family and Consumer Sciences	1.00	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%	1.00	100.00%	0.00	0.00%	0.00	0.00%
	Business Education	1.00	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%	1.00	100.00%	0.00	0.00%	0.00	0.00%
	Technology and Media Services	2.50	1.50	60.00%	1.00	40.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%	2.50	100.00%	0.00	0.00%	0.00	0.00%

Employees by Subject

District Name	Area	District Total	Male		Female		Nat Am		Asian		Hisp		Black		White		Multi		Pac Is	
			#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%
Monticello Community School District (4446)	Elementary	47.83	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%	47.83	100.00%	0.00	0.00%	0.00	0.00%
	Physical Education	5.00	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%	5.00	100.00%	0.00	0.00%	0.00	0.00%
	Industrial Arts	1.00	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%	1.00	100.00%	0.00	0.00%	0.00	0.00%
	Trade and Industry	1.00	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%	1.00	100.00%	0.00	0.00%	0.00	0.00%
	Agricultural Education	1.00	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%	1.00	100.00%	0.00	0.00%	0.00	0.00%
	Secondary Mathematics	3.00	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%	3.00	100.00%	0.00	0.00%	0.00	0.00%
	Special Education	11.50	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%	11.50	100.00%	0.00	0.00%	0.00	0.00%
	Food Service	7.70	0.00	0.00%	7.70	100.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%	7.70	100.00%	0.00	0.00%	0.00	0.00%
	Secretarial / Clerical	6.80	1.50	22.06%	5.30	77.94%	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%	6.80	100.00%	0.00	0.00%	0.00	0.00%
	Teacher Aides	35.20	1.70	4.83%	33.50	95.17%	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%	35.20	100.00%	0.00	0.00%	0.00	0.00%
	Vocal Music	1.98	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%	1.98	100.00%	0.00	0.00%	0.00	0.00%
	Athletic Coaches	40.00	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%
	Transportation	4.20	3.20	76.19%	1.00	23.81%	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%	4.20	100.00%	0.00	0.00%	0.00	0.00%
	Custodial	8.20	3.70	45.12%	4.50	54.88%	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%	8.20	100.00%	0.00	0.00%	0.00	0.00%
	Instrumental Music	2.00	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%	2.00	100.00%	0.00	0.00%	0.00	0.00%
	Secondary Science	3.00	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%	3.00	100.00%	0.00	0.00%	0.00	0.00%

New Hires in the Last 12 Months

District Name	District Total	Male		Female		Nat Am		Asian		Hisp		Black		White		Multi		Pac Is	
		#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%
Monticello Community School District (4446)	5.00	2.00	40.00%	3.00	60.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%	5.00	100.00%	0.00	0.00%	0.00	0.00%

Table 3-5

Characteristics of Iowa Full-Time Public School Teachers by AEA, 2019-2020

AEA	Number of Teachers	Percent of Total Teachers	Average Age	Percent Female	Percent Minority	Percent Advanced Degree	Average Total Experience	Average District/ AEA Experience
Keystone	2,354	6.3%	40.6	75.9%	1.2%	42.7%	13.9	11.6
Central Rivers	5,048	13.4%	40.7	75.6%	3.2%	29.8%	13.1	10.0
Prairie Lakes	2,385	6.3%	41.4	76.4%	1.9%	23.6%	14.4	10.3
Mississippi Bend	3,610	9.6%	41.2	76.5%	4.1%	40.2%	13.5	10.6
Grant Wood	5,263	14.0%	40.3	74.7%	3.0%	44.3%	13.4	10.1
Heartland	10,283	27.4%	39.8	76.4%	2.9%	41.0%	13.0	9.5
Northwest	2,973	7.9%	41.4	75.7%	2.9%	37.0%	14.3	11.3
Green Hills	2,993	8.0%	41.5	76.4%	1.7%	37.9%	13.7	10.2
Great Prairie	2,658	7.1%	42.5	78.0%	1.8%	29.0%	14.1	11.3
State	37,567	100.0%	40.7	76.1%	2.7%	37.5%	13.5	10.3

Source: Iowa Department of Education, Bureau of Information and Analysis, Basic Educational Data Survey, Staff files.

Note: Includes AEA teachers.

Table 3-6

Gender Comparison of Iowa Full-Time Public School Teachers, 2019-2020

Characteristics	Female	Male
Average Age	40.6	41.0
Percent Minority	2.5%	3.3%
Percent Advanced Degree	37.9%	36.2%
Average Total Experience	13.4	14.0
Average District/AEA Experience	10.2	10.4
Average Total Salary	\$59,382	\$62,175
Number of Teachers	28,575	8,992

Source: Iowa Department of Education, Bureau of Information and Analysis, Basic Educational Data Survey, Staff files.

Note: Includes AEA teachers.

Table 3-20**Characteristics of Iowa Full-Time Principals, 2000-2001, 2018-2019 and 2019-2020**

Characteristics	Public			Non-Public		
	2000-2001	2018-2019	2019-2020	2000-2001	2018-2019	2019-2020
Average Age	47.8	46.1	46.2	49.0	48.4	48.1
Percent Female	30.6%	39.8%	42.0%	50.5%	56.7%	57.6%
Percent Minority	3.5%	3.0%	3.5%	1.0%	1.0%	1.0%
Percent Advanced Degree	96.0%	82.7%	80.8%	90.5%	89.4%	89.9%
Average Total Experience	22.4	19.6	19.6	23.3	22.2	21.5
Average District/AEA Experience	11.8	10.5	10.7	8.7	10.1	10.8
Number of Principals	1,124	1,137	1,146	105	104	99

Source: Iowa Department of Education, Bureau of Information and Analysis, Basic Educational Data Survey, Staff files.

Table 3-21**Characteristics of Iowa Full-Time Public School Principals by Enrollment Category, 2019-2020**

Enrollment Category	Number of Full-Time Principals	Average Age	Percent Female	Percent Minority	Percent Advanced Degree	Average Total Experience	Average District/AEA Experience
<300	42	43.6	35.7%	0.0%	71.4%	18.3	8.4
300-599	181	46.4	40.9%	1.1%	79.6%	20.0	10.1
600-999	201	47.0	37.3%	2.0%	76.6%	21.6	8.9
1,000-2,499	281	45.6	32.7%	1.4%	82.2%	19.6	9.9
2,500-7,499	174	46.3	46.6%	4.6%	85.6%	19.1	10.2
7,500+	266	46.6	54.1%	8.3%	81.6%	18.4	13.8
AEA	1	56.0	0.0%	0.0%	100.0%	31.0	30.0
State	1,146	46.2	42.0%	3.5%	80.8%	19.6	10.7

Source: Iowa Department of Education, Bureau of Information and Analysis, Basic Educational Data Survey, Staff files.

Monticello Schools Qualitative Analysis

Iowa law uses the student population enrolled in a school district and in another district or state for which tuition is paid by the school district on the first Friday of October each year to determine "basic enrollment." The term commonly used is "head count".

2019-2020 Student Data (This is the most recent data available through Ed Insight)

Attendance Center Enrollments - Building Profile																											
School Name	Building Total	Male		Female		Nat Am		Asian		Hisp		Black		White		Multi		Pac Is		Spec Ed		504		ELL		Low SES	
		#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%
Carpenter Elementary School (4446-0409)	190	104	54.74%	86	45.26%	0	0.00%	2	1.05%	8	4.21%	8	4.21%	166	87.37%	6	3.16%	0	0.00%	34	17.89%	2	1.05%	3	1.58%	73	38.42%
Shannon Elementary School (4446-0418)	97	52	53.61%	45	46.39%	1	1.03%	2	2.06%	5	5.15%	2	2.06%	84	86.60%	3	3.09%	0	0.00%	18	18.56%	0	0.00%	2	2.06%	36	37.11%
Monticello Middle School (4446-0209)	307	151	49.19%	156	50.81%	0	0.00%	4	1.30%	12	3.91%	6	1.95%	279	90.88%	6	1.95%	0	0.00%	39	12.70%	6	1.95%	4	1.30%	93	30.29%
Monticello High School (4446-0109)	387	207	53.49%	180	46.51%	0	0.00%	0	0.00%	10	2.58%	6	1.55%	362	93.54%	9	2.33%	0	0.00%	54	13.95%	21	5.43%	2	0.52%	106	27.39%
Sacred Heart Preschool (4446-0808)	1	0	0.00%	1	100.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	1	100.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
District Total	982	514	52.34%	468	47.66%	1	0.10%	8	0.81%	35	3.56%	22	2.24%	892	90.84%	24	2.44%	0	0.00%	145	14.77%	29	2.95%	11	1.12%	308	31.36%

The percentage of the students of the Monticello district that are members of minority groups is similar to that of the regional workforce as a whole as well as that of the professional staff of the Monticello Community School District. The exception to this is the number of male staff to female staff ratio. Female staff is disproportionate to the number of male staff by +53.08%. In 2012, that number was +58.22% and +54.38% in 2019. Based on this statistic we are trending in a more equitable direction.

U.S. Census Bureau Population Statistics for Jones County and the State of Iowa as of July 1, 2019

	Jones County	State of Iowa
Population		
Population estimates, July 1, 2019, (V2019)	20,681	3,155,070
Population estimates base, April 1, 2010, (V2019)	20,636	3,046,871
Population, percent change - April 1, 2010 (estimates base) to July 1, 2019, (V2019)	0.2%	3.6%
Population, Census, April 1, 2020	X	3,190,369
Population, Census, April 1, 2010	20,638	3,046,355
Age and Sex		
Persons under 5 years, percent	△ 5.1%	△ 6.2%
Persons under 18 years, percent	△ 21.0%	△ 23.0%
Persons 65 years and over, percent	△ 21.2%	△ 17.5%
Female persons, percent	△ 48.1%	△ 50.2%
Race and Hispanic Origin		
White alone, percent	△ 95.5%	△ 90.6%
Black or African American alone, percent (a)	△ 2.7%	△ 4.1%
American Indian and Alaska Native alone, percent (a)	△ 0.4%	△ 0.5%
Asian alone, percent (a)	△ 0.6%	△ 2.7%
Native Hawaiian and Other Pacific Islander alone, percent (a)	△ Z	△ 0.2%
Two or More Races, percent	△ 0.7%	△ 2.0%
Hispanic or Latino, percent (b)	△ 2.2%	△ 6.3%
White alone, not Hispanic or Latino, percent	△ 93.5%	△ 85.0%

The Monticello Community School District is located in Jones County. In 2019, Jones' County estimated population was 20,681 of which 95.5% are white and approximately 4.5% are minority. It includes the City of Monticello and the adjacent rural areas. There are three other school districts in Jones County.

Relevant Labor Markets

(Source: <https://www.data.census.gov>)

At the beginning of 2019, the total civilian labor force of Jones County was 16640 of which 47.80% were female. The total minority workforce make-up is 4.5% including those indicating multiple race categories. In the past few years there has been an increase in minority participation in the Iowa labor force.

A crucial step in developing an Affirmative Action Plan is determination of an appropriate "relevant labor market" which is defined as the area in which it is reasonable to recruit persons who are qualified for a particular position

It is recommended that the 'relevant labor market areas' for job groups be as listed below. Availability percentages are based on these "relevant labor market areas."

Position	Labor Market
Central Office	Iowa and surrounding states
Principals, & Assistance Principals	Iowa and surrounding states
Classroom Teachers and Other Professional Staff	Iowa
Educational Assistants, Office staff, custodial staff, computer and media technicians, Maintenance workers	Jones County

Work Force Analysis "Availability"

Comparable information about people who are available for specific positions is not easily available. However, a reasonable indicator for certified staff in Central Office administrative positions is the participation rate on the

basis of gender and race as employed by all Iowa public schools in 2018-2019 and reported in the Annual Condition of Education Report issued by the Iowa Department of Education in 2020.

The next step in the process is to determine the demographic composition of the relevant labor market.

For support staff availability, the percentage of all job applicants for all job categories in Jones County was used. This was done because there are no certification requirements and there is a wide disparity in the qualifications of persons who are eligible for support staff positions. The same percentages were used for service workers, media and information technologists, and custodial and maintenance employees.

The availability percentages for the administrative group and classroom teachers were based on the percentage of persons employed as teachers and building principals in Iowa public schools as reported in the 2020 Annual Condition of Education Report from the Iowa Department of Education. Since many middle level administrators are selected from the ranks of practicing building principals, the percentage of persons currently working as building principals was used as the relevant labor market.

State University Graduates:

State public university enrollment numbers were researched as a means of determining the potential for future graduates from the various colleges of education entering the relevant labor market for informational purposes only. These numbers were given to us by the respective universities.

University of Iowa:

4.3% of all undergraduate teacher education students are minority.

Iowa State University:

9% of all undergraduate teacher education students are minority.

University of Northern Iowa:

8.01% of all undergraduate teacher education students are minority.

These figures tend to translate into an approximately just under 6.77% of minority students graduating with teaching degrees in Iowa each year from these three institutions.

Qualitative Goal:

Disability data is not included. Instead, the qualitative goal includes a plan to conduct a review of the staff to ascertain the identity of persons who are disabled. In addition, the policies and practices with respect to disabled applicants and employees will be reviewed.

Vacancy for the 2019-20 and 2021-2022 school years suggest an extremely low turnover rate in all job categories. Anticipated job reductions and recall rights of those employees affected will greatly reduce the chances of making an immediate significant impact in changing the demographic composition of the Monticello Community School District workforce.

Quantitative Goals Data & Analysis

Availability - Representation-Under-Representation Chart

Full Time Staff		Females				Minorities			
		Representation		Availability	Underrepresented	Representation		Availability	Underrepresented
	Total	Number	%	%		Number	%	%	Number
Administrators	5	1	20	48	YES	0	0	4.5	YES
Teachers & Other Certified Staff	84	65	77.3	48	NO	1	1.1	4.5	YES
Teacher Associates/Paraprofessionals	49	45	91.8	48	NO	2	4	4.5	YES
Nurse (No SPR from BOEE)	2	2	100	48	NO	0	0	4.5	YES
Food Service	15	14	93.3	48	NO	0	0	4.5	YES
Technology Support	2	1	50	48	NO	0	0	4.5	YES
District Wide Administrative Support	3	2	66.6	48	NO	0	0	4.5	YES
School Administrative Support	6	6	100	48	NO	0	0	4.5	YES
Pupil Transportation	13	3	23.1	48	YES	0	0	4.5	YES
Operations/Maintenance	11	4	36.3	48	NO	0	0	4.5	YES
Child Care	5	5	100	48	NO	0	0	4.5	YES

This comparability displayed in the above chart does not reflect the disparity existing between the current Monticello Schools staff make-up and the diversity of the student population. This information was listed in the chart titled "Student Data" above.

Analysis of the above chart in accordance with IAC Chapter 95 shows female employees working in the following positions underrepresent the Monticello Community School District.; Administration and Transportation. Categories where we have only one employee were not considered. Statistically we would be under-represented under any circumstances where we have one employee in a category.

Minority employees working in the Monticello Community School District are underrepresented as Administrators, Teachers, Educational Assistants, Student Support Staff, Secretarial Staff, Maintenance employees, Media Technologists, and Information Technologists, Food Service, Transportation, and Child Care employees.

The following identified goals shall not be treated as rigid and inflexible quotas that must be met, but as reasonable aspirations toward correcting imbalance in the work force.

When setting these goals, the District considered the following:

1. numbers and percentages from the work force analysis
2. the number of short-and long-term projected vacancies in each job category
3. the availability of qualified or qualifiable persons from underrepresented racial and gender categories within the relevant labor market
4. the makeup of the student population
5. the makeup of the population served by racial/ethnic origin, gender and disability
6. the makeup of the population of the statistic area
7. the absence of a minority base

For the 2021-2022 & 2022-2023 school years the Monticello Community School District shall aspire to increase the female & minority participation through the employment of:

*** Below data is subject to vacancy of positions and availability of qualified candidates.

Females

3	Pupil Transportation
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Minorities

1	Administrators
2	Teachers
1	Teacher Associates
1	Technology
1	Food Service
1	Administrative Support
1	Pupil Transportation
1	Maintenance & Operations
1	Child Care

In accordance with IAC 95.5(9), the District will make every effort to:

1. Broaden and target recruitment efforts
2. Evaluate and validate criteria and instruments used in selecting applicants for interviews, employment, and promotion – Utilize Teacher Iowa Resources
3. Provide equal employment opportunity, affirmative action, and intergroup relations training for employees
4. Develop a system of accountability for implementing the affirmative action plan
5. Developing and implementing an employee assistance and mentoring program
6. Establish a work climate which is sensitive to diverse racial/ethnic groups, both women and men and persons with disabilities

Summary

- ✓ The Monticello Community School District must continue to hire the most highly qualified candidates while actively seeking minority candidates.
- ✓ The addition of any male elementary classroom teachers is desirable.
In the case of Male Elementary Teachers, currently only 3.45% of the elementary classroom staff are male.
- ✓ The addition of any minority professional staff is desirable.
This goal is added because the total teaching staff of the Monticello Community Schools does not reflect the demographics of the community.
- ✓ The Monticello Community School District will investigate options to broaden our recruitment efforts.

These goals and timetables do not cause qualified members of any group to be excluded from consideration. In the selection process for filling vacancies where underrepresentation exists, race, sex or disability will serve as selection criteria but will not be the sole criteria. Such elements may serve as a “plus” factor for individuals from an underrepresented group who are qualified for the position to be filled.

APPENDIX

Board Policy on Equal Educational Opportunity	Policy # 102.0
Board Policy on Annual Notice of Non-discrimination	Policy # 102.0E1
Board Policy on Continuous Notice of Non-discrimination	Policy # 102.0E2
Board Policy on Affirmative Action	Policy # 401.1

The board will not discriminate or exclude in its educational programs/activities on the basis of race, color, national origin, sex, disability, religion, creed, age, sexual orientation, or gender identity as required by state and federal laws, rules, and regulations. Further, the board affirms the right of all students and staff to be treated with respect and to be protected from intimidation, discrimination, physical harm, and harassment.

The board requires all persons, agencies, vendors, contractors, and other persons and organizations doing business with or performing services for the school district to subscribe to all applicable federal and state laws, executive orders, and rules and regulations pertaining to contract compliance and equal opportunity.

Student inquiries or grievances related to this policy may be directed to District's Equity Coordinator and Title IX Coordinator, Todd Werner, 860 East Oak Street, Monticello, Iowa 52310, 319-465-3000 ex2101, todd.werner@monticello.k12.ia.us; as appropriate to the Director of the Iowa Civil Rights Commission, 400 East 14th Street, Des Moines, IA 50319-1004, 1-800-457-4416; to the Office for Civil Rights Chicago Office, United States Department of Education, Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, IL 60661-4544, (312) 730-1560; or to the Equal Employment Opportunity Commission Chicago Office, 500 W. Madison Street, Suite 2000, Chicago, IL 60661, 1-800-669-4000. Inquiries may also be directed to the Director, Iowa Department of Education, Grimes State Office Building, 400 E 14th Street, Des Moines, IA 50319-0146.

Approved: 2/10/03

Reviewed: 7/25/05; 12/22/08; 11/24/14

Revised: 3/23/09; 10/22/12; 5/23/16; 10/26/20

The Monticello Community School District offers career and technical programs in the following areas of study:

Agricultural Education
Business Education
Family and Consumer Science Education
Industrial Education

It is the policy of the Monticello Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age, sexual orientation, gender identity, or genetic information (for employment) in any of its education programs, activities, or employment opportunities, pursuant to Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and other applicable state and federal laws. This prohibition on discrimination applies to admission and employment.

The District has adopted grievance procedures for processing and resolving formal and informal Title IX sex discrimination and sexual harassment complaints and other discrimination complaints. Inquiries regarding sex discrimination pursuant to Title IX of the District's nondiscrimination policy may be directed to the District's Title IX Coordinator, Todd Werner, 860 East Oak Street, Monticello, Iowa 52310, 319-465-3000 ex2101, todd.werner@monticello.k12.ia.us; other grievances or complaints related to the District's nondiscrimination policy may be directed to the District's Equity Coordinator, Todd Werner, 860 East Oak Street, Monticello, Iowa 52310, 319-465-3000 ex2101, todd.werner@monticello.k12.ia.us.

Inquiries related to sex discrimination pursuant to Title IX may also be referred to U.S. Department of Education (attn. Assistant Secretary, Office for Civil Rights; 400 Maryland Avenue Southwest, Washington, DC 20202; 800-421-3481; OCR@ed.gov). Inquires related to other grievances or complaints may be directed to the Director of the Office for Civil Rights U.S. Department of Education, Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, IL 60661-7204, Telephone: (312) 730-1560 Facsimile: (312) 730-1576, Email: OCR.Chicago@ed.gov)

Approved: 2/10/03

Reviewed: 12/22/08; 11/24/14

Revised: 7/25/05; 3/23/09; 10/22/12; 5/23/16; 12/19/16; 10/26/20

Students, parents, employees, and others doing business with or performing services for the Monticello Community School District are hereby notified that the District does not discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age, sexual orientation, gender identity, or genetic information (for employment) in any of its education programs, activities, or employment opportunities, pursuant to Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and other applicable state and federal laws. This prohibition on discrimination applies to admission and employment.

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Approved: 5/23/16

Reviewed:

Revised: 10/26/20

Policy Title: Equal Employment Opportunity
Affirmative Action Compliance Program

Policy #401.1

The district is an equal opportunity employer without regard to race, color, national origin, sex, disability, religion, creed, age, sexual orientation, gender identity, genetic information, and any other equal employment opportunity and affirmative action laws, directives and regulations of federal, state and local governing bodies. In keeping with the law, the board shall consider the veteran status of applicants as required.

Opportunity to all employees and applicants for employment includes hiring, placement, promotion, transfer or demotion, recruitment, advertising or solicitation for employment, treatment during employment, rates of pay or other forms of compensation, and layoff or termination. The school district shall take affirmative action in major job categories where women, men, minorities and persons with disabilities are underrepresented. Employees will support and comply with the district's established equal employment opportunity and affirmative action policies. Employees shall be given notice of this policy annually.

The school board will appoint the affirmative action coordinator. The affirmative action coordinator shall have the responsibility for drafting the affirmative action plan. The affirmative action plan shall be reviewed by the board at least every two years.

All employment decisions will be made in accordance with these principles. All employment related programs will be administered in a manner consistent with these principles. Individuals who file an application with the school district will be given consideration for employment if they meet or exceed the qualifications set by the board, administration, and Iowa Department of Education for the position for which they apply. No employee or applicant shall suffer any form of discrimination because of race, color, national origin, sex, disability, religion, creed, age, sexual orientation, gender identity, genetic information, and any other equal employment opportunity and affirmative action laws, directives and regulations of federal, state and local governing bodies.

To ensure awareness by all levels of the administration, all employees, all students, educational agencies, vendors with which the district works and the community, the district will disseminate information as detailed below.

A. Dissemination of Policy

1. Employees will be reminded annually of the district's Equal Employment Opportunity Policy ("EEO Policy") by:
 - a. Annual notification in newspaper or newsletter that goes to all community folks.
 - b. Description of the EEO Policy by publication or reference in all issuances or re-issuances of personnel handbooks.

- c. Where applicable, detailed discussions of the EEO Policy at administrative conferences and staff meetings.
- d. Posting of the EEO Policy on the district's website.

Employees will also be reminded of the district's Title IX policy per its Title IX policy and the law.

- 2. Employment advertisements and application forms will contain assurance of equal employment opportunity.
- 3. Employment sources and recruiting sources where jobs are posted and/or listed by the district will be reminded of the district's EEO Policy, both verbally and in writing.
- 4. Notices informing employees and applicants of their rights under federal and state civil rights laws will be posted on bulletin boards and in locations where applicants are interviewed.

B. Responsibility for Implementing the Affirmative Action Plan and Program

- 1. The superintendent is responsible for implementing the Affirmative Action Plan and Program and will render full assistance and support for those seeking help and assistance in taking affirmative action. Formal complaints and informal reports regarding sex discrimination, including sexual harassment, will be subject to the Title IX grievance process (see the Title IX Grievance Procedure regulation).

C. Recruiting

- 1. Additional emphasis will be given to seeking and encouraging applicants from minority groups where such applicants are equally qualified and able to perform their essential job functions.

D. Training

- 1. All training and in-service programs supported or sponsored by the district will continue to be equally open to all employees on the basis of qualifications.
- 2. Periodic training regarding discrimination and harassment will be provided to all staff.

E. Hiring, Placement, Transfer, Lay-Off and Recall

1. The district recognizes that to accomplish the long-range objectives of its Equal Employment Opportunity policy, continued affirmative action must be taken to ensure that job opportunities of all kinds are called to the specific attention of members of minority groups, women and the disabled, and that qualified members of such groups should be offered positions on the same basis as all other applicants or employees. To assure achievement of the objectives, the district will periodically review its practices of hiring job applicants.
2. Prior to a final offer of employment for any position the school district will perform criminal, child abuse, and sexual abuse background checks. The district may determine on a case-by-case basis that, based on the duties, some positions within the district will require more thorough background checks. Based upon the results of background checks, the school district will determine whether a contract will be offered.

F. Compensation

1. All employees will receive compensation in accordance with the same standards. Opportunities for performing overtime work or otherwise earning increased compensation will be afforded to all qualified employees without discrimination based on race, color, age, national origin, sex, sexual orientation, gender identity, marital status, physical attributes, physical or mental ability, ancestry, political party preference, political belief, socioeconomic status, familial status, disability, religion, creed, and/or genetic information.

Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, shall be directed to the Affirmative Action Coordinator, Nick Schauf, High School Principal, Phone: 319-465-5963, Email: nick.schauf@monticello.k12.ia.us; and will be subject to the general grievance procedures (see the General Grievance Procedure regulation). Formal complaints and informal reports regarding sex discrimination, including sexual harassment, will be subject to the Title IX grievance process (see the Title IX Grievance Procedure regulation).

Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, may also be directed in writing to the Director of the Region VII office of Civil Rights, U.S. Department of Education, 310 W. Wisconsin Ave., Ste. 800, Milwaukee, Wisconsin, 53203-2292, (414) 291-1111 or the Iowa Civil Rights Commission, 211 E. Maple, Des Moines, Iowa, 50309, (515) 281-4121. This inquiry or complaint to the 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 school district's central administrative office and the administrative office in each attendance center.

Date of Adoption: 4/22/13

Reviewed: 9/28/15

Revised: 11/11/15; 10/26/20; 6/28/21