

AFFIRMATIVE ACTION PLAN

2024-2025

DEVELOPED BY

RSU 54/MSAD 54

This Pamphlet Contains:

- **RSU 54/MSAD 54 Nondiscrimination Policy/ Equal Opportunity and Affirmative Action (AC)**
- **Harassment of Employees Policy (ACAB)**
- **Affirmative Action Plan**
- **Notification of Rights**
- **Grievance Procedure (ACAB-R)**
- **Grievance Form**
- **Harassment & Sexual Harassment of Students (ACAA)**
- **Student Discrimination & Harassment Complaint Procedure (ACAA-R)**

Renee Stevens – rstevens@msad54.org or (207)474-7424

Dylan Engler – dengler@msad54.org or (207)474-5511

Affirmative Action Officers/Title 1X Coordinators

**RSU 54/MSAD 54
AFFIRMATIVE ACTION PLAN**

A. General Statement

MSAD54 does not discriminate on the basis of race (including traits associated with race involving hair texture, Afro hairstyles and protective hairstyles such as braids, twists and locks), age, color, ancestry or national origin, religion, sex, sexual orientation, genetic information, or physical or mental disability in admission to, access to, treatment in or employment in its programs and activity. (see board nondiscrimination policy: AC)

B. Responsibility for Implementation

The Superintendent holds primary responsibility for the successful implementation and administration of this Plan. However, the following specific responsibilities have been delegated to Renee Stevens/Dylan Engler who have been designated as Affirmative Action Officer(s):

1. To implement and administer the Affirmative Action Plan, including providing assistance to staff who have responsibilities that affect Affirmative Action.
2. To maintain records and personnel transactions necessary for compliance with State and Federal requirements.
3. To prepare such reports as may be required by State and Federal agencies.
4. To recommend to the Superintendent and/or the Board of Directors revisions to current personnel practices that are inconsistent with the procedures outlined in this Plan for correcting the under-utilization of women and minorities.
5. To monitor and evaluate the Plan on an annual basis.
6. To inform students, parents, and employees of RSU 54/MSAD 54's non-discrimination policy through school handbooks and postings on the district website.
7. To inform all contractors providing services to students and employees of RSU 54/MSAD 54's non-discrimination policy.
8. To administer complaints and grievances arising from the Maine Human Rights Act or related State/Federal laws.
9. The Board of Directors will provide adequate resources for the Affirmative Action Officer(s) to assure that s/he is given the time and assistance necessary to fulfill this responsibility.
10. The Affirmative Action Officer(s) will have direct access to the Superintendent concerning affirmative action matters and will be given the authority to appoint an Affirmative Action Committee for advice in the implementation of this policy.

B. Utilization Analysis

Data from the 2018-19 school year show that RSU 54/MSAD 54 follows a profile similar to that of the State of Maine both in terms of salaries for male and female staff and in relative percentages for teaching staff.

Minorities are under-utilized in the current work force and generally reflect the community population as a whole. The pool of workers available for these jobs is basically within the towns, since few people cannot afford to move to this area for an hourly employee position.

The following observations are made concerning male/female distributions on the work force:

1. Women have been slightly under-represented in the hourly employee category of custodians.
2. Men have been under-represented in the hourly employee categories of: Educational Technicians, Secretaries and Cafeteria Workers.
3. In the teaching ranks men and women are employed at a very similar rate K-12. At the 9-12 teaching level MSAD54 has attained a relative balance between women and men in the workforce, which represents improvement from past analysis which indicated less women in the workforce at the high school level.

C. Category Goals

1. Minorities: RSU 54/MSAD 54 continues to have a goal of hiring as many qualified minorities as possible to ensure a broad and diverse workforce.
2. Employees: Efforts will continue to be made to ensure a balance of genders in each employee category.
3. RSU 54/MSAD 54 will continue its non-discriminatory hiring practices for all positions.

D. Dissemination of the Plan

In September of each school year, the Superintendent shall cause to be posted in conspicuous locations within each building of the RSU 54/MSAD 54 School District, a notice to the effect that a copy of the Plan shall be available to any interested employee, student or parent of a student in the RSU 54/MSAD 54 School District. Copies of the plan shall be provided at:

1. School libraries
2. Principals' offices
3. Superintendent's Office
4. District's Website

Timetable: Ongoing

All new staff will review the affirmative action plan and will participate in a training on appropriate behaviors in the workplace as they relate to the plan/policy.

E. Students

RSU 54/MSAD 54 School District has strictly prohibited the harassment of students because of race (including traits associated with race involving hair texture, Afro hairstyles and protective hairstyles such as braids, twists and locks), color, sex, sexual orientation, religion, gender, ancestry or national origin, or disability. Any student or person wishing to address harassment related issues should follow the Student Discrimination and Harassment complaint procedure, policy ACAA-R/ACAB-R. Any student or person with information regarding the harassment of any individual in the district for any reason should report that information to administration.

NOTIFICATION OF RIGHTS

RSU 54/MSAD 54 does not discriminate on the basis of race, color, national origin, disability, sex or age in admission to, access to, treatment in, or employment in its services, programs and activities. The person(s) identified below has (have) been designated to address inquiries regarding RSU 54/MSAD 54 Public Schools' nondiscrimination policies:

Renee Stevens – rstevens@msad54.org or (207) 474-7424

Dylan Engler – dengler@msad54.org or (207) 474-7175

Affirmative Action Co-Coordinator

RSU 54/MSAD 54

196 W. Front St.

Skowhegan, ME 04976

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Inquiries concerning the application of RSU 54/MSAD 54's Public Schools' nondiscrimination policies also may be referred to the U.S. Department of Education, Office for Civil Rights (OCR), 400 Maryland Ave, SW Washington, DC 20202-1100 (800) 421-3481, FAX (202) 245-6840.