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# HUMAN RESOURCES MEMO

**Urbana School District #116**

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**TO:** Dr. Donald D. Owen, Superintendent  
Urbana School Board

**FROM:** **Gayle M. Jeffries**  
Assistant Superintendent  
Human Resources

**RE:** **Annual EEOC Report for 2014-2015**

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This is the Annual EEOC Report for the 2014-2015 Urbana School District #116. The Urbana School District #116's Board Policy Manual, Chapter 5 explicitly indicates that it is an equal opportunity employer. Under 5:10, Equal Employment Opportunity and Minority Recruitment provide information regarding procedures and the process for handling discrimination complaints and the Uniform Grievance Procedures policies.

The Nondiscrimination Coordinator is Gayle Jeffries, Assistant Superintendent of Human Resources. The Complaint Managers are Gayle Jeffries, Assistant Superintendent of Human Resources and Todd Taylor, Assistant Superintendent of Special Services. The district demographic report was generated from our "Skyward" software system. I'm happy to report that during this current year, we did not have any discrimination complaints.

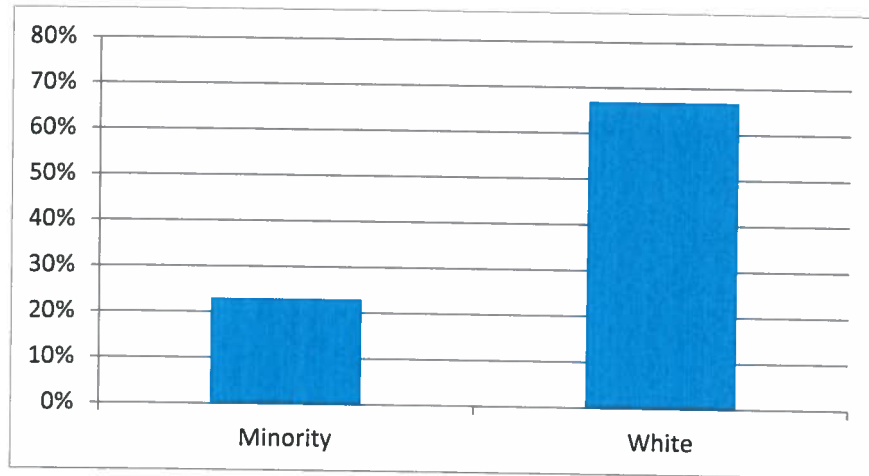
### **Urbana School District Recruiting and Hiring Efforts:**

- The Urbana School District has used many avenues to recruit employees for hire. We have used local church groups and other community agencies to seek qualified applicants to employ.
- We continue to recruit minority candidates for positions in our district through recruiting at *community colleges, universities, TRIO Programs, NABSE, and national websites*. This year we added Northern Illinois University as one of our recruitment areas. We also participated in a joint recruitment fair with Champaign Unit #4.
- In an effort to retain and provide support for our employees, the Tuition Assistance Program has aided individuals during the past 5 years. These individuals wanted to further their education to be a Teaching Assistant or Teacher. We have also given funding to assist individuals improving their job skills through Parkland or Eastern Illinois University. Next year, there are two individuals who are planning to attend Milliken University to get their teaching license in elementary education and ESL. There is value in "**Growing Your Own**" since this increases retention and provides a pathway to achieve their teaching goals.
- In addition, we are also providing opportunities for teachers with their Type 75 license to experience substituting for a Principal. This enables our staff to experience being part of the Urbana School system.

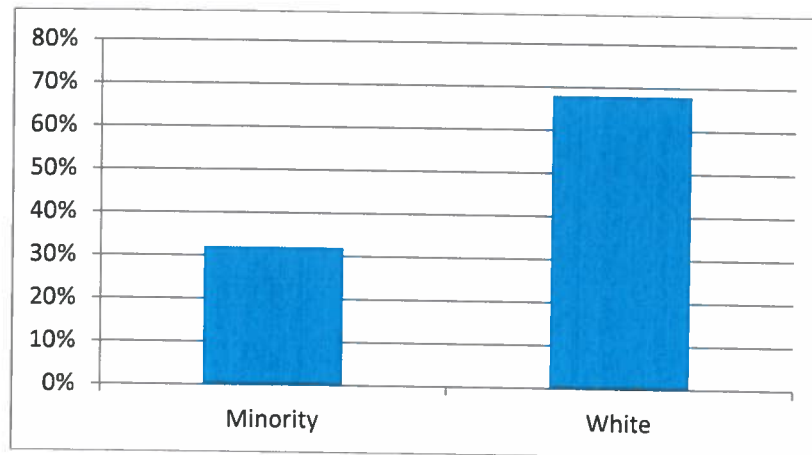
The following statistical information explains the number of employees in the Urbana School District #116 from January 1, 2014 to December 30, 2014.

### Urbana School District #116 - District Employee Demographics

- There are 918 full and part time employees (Substitutes included) in the district.
- 658 employees are full time and minorities making 23% (18% last year) of all staff members.



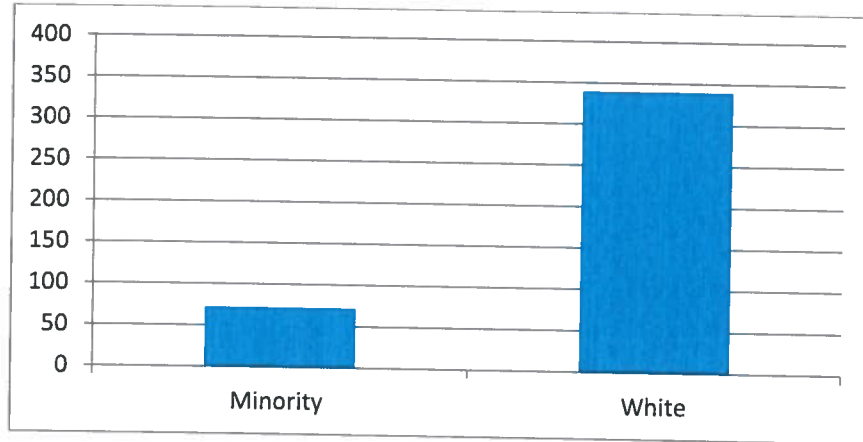
- The attached EEOC Form 168A dated 9/10/14 is the federal reporting record which describes employee assignments and ethnicities.
- The attached ISBE Employment Information System for Urbana School District 116 – 09010116020000, is the state reporting record that does not include all staff but all licensed employees.
- 259 are part time employees and minorities making 32% (27% last year) of all staff members.



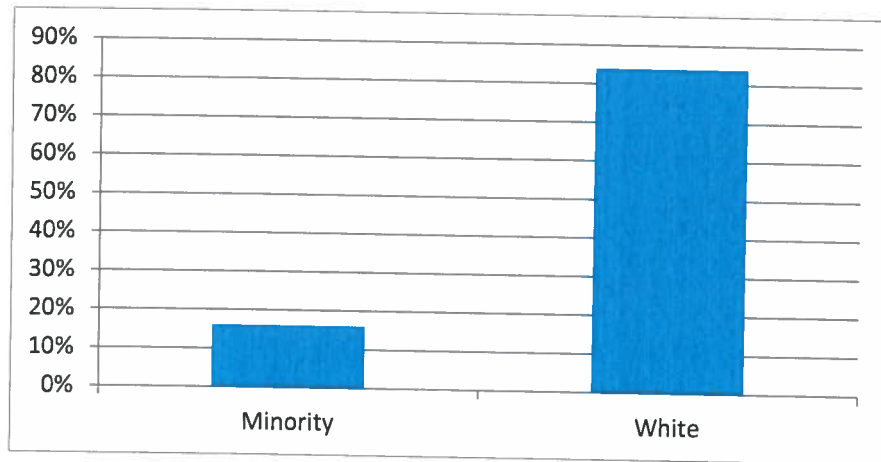
- We were able to retain minority staff members, however, a number of employees sought other employment with higher wages or they were relocating to another state/area.

### Licensed/Certificated District Employees

- 412 employees are licensed (teachers, counselors, deans, etc.):
  - 72 or 17% are minority employees
  - 340 or 83% are white employees



- There were 48 new teachers were hired and 16% were minority teachers (July/August – sample)



## **EEOC Report Summary**

We will continue our efforts to hire, recruit, and retain employees for the Urbana School District #116. Our district seeks teachers who respect individual learning styles and cultural differences. We want individuals who will nurture student relationships and foster a caring and open classroom environment where everyone feels welcomed. There are many individuals that seek employment with the school district and unfortunately we are not able to hire them all.

It is our goal to diversify certificated employees is a slow process. We met our goal by increasing the teaching staff by 5%. We need to continue to encourage all of the non-certificated staff to enhance their professional development. We currently have two minority non-certificated staff members, who are seeking their teaching certificates which should be completed by May 2016. We have provided twelve (12) individuals with tuition assistance over the past five school years and we want this to increase.

We continue to strive to hire quality employees and provide them with support for their positions as an equal opportunity employer.

## **Recommendations**

- 1) Continue to increase diversity among the staff by recruiting in different areas of the state.
- 2) Build a "Grow Your Own" program providing support for teachers taking classes to increase the number of master's degree.
- 3) Build partnerships with colleges and universities to provide support for teachers seeking higher level degrees.
- 4) Provide incentives and continue with mentoring programs to retain teachers.

Attachment

\*\*\* TOTALS PAGE \*\*\*

ACTIVITY ASSIGNMENT CLASSIFICATION	OVERALL										MALE					FEMALE				
	TOTALS (SUM OF COL. B THRU K)					WHITE (NOT OF HISPANIC ORIGIN)					BLACK (NOT OF HISPANIC ORIGIN)					AMERICAN INDIAN OR ALASKAN NATIVE				
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
A. FULL-TIME STAFF																				
01 - Officials, Administrators, Managers	9	4	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
02 - Principals	10	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
03 - Assistant Principal, Teaching	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
04 - Assistant Principal, Nonteaching	6	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
05 - Elementary Classroom Teachers	137	11	2	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
06 - Secondary Classroom Teachers	133	44	3	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
07 - Other Classroom Teachers	39	4	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
08 - Guidance	16	5	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
09 - Psychological	5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
10 - Librarians/Audio Visual Staff	9	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
11 - Consultants & Supervisors of Instruction	4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
12 - Other Professional Staff	73	3	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
13 - Teacher Aides	129	14	21	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
14 - Technicians	6	3	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
15 - Clerical/Secretarial Staff	58	1	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
16 - Service Workers	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
17 - Skilled Crafts	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
18 - Laborers, Unskilled	24	18	4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
19 - Total (1-18)	658	113	40	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
B. PART-TIME STAFF																				
20 - Professional Instructional	155	25	6	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
21 - All Other	104	22	15	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
22 - Total (20-21)	259	47	21	4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
C. NEW HIRES (JULY THRU SEP. OF THE SURVEY YEAR)																				
23 - Officials, Administrators, Managers	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
24 - Principals/Asst. Principals	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
25 - Classroom Teachers	8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
26 - Other Professional Staff	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
27 - Nonprofessional Staff	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
28 - Total (23-27)	10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

\*\*\*\*\* End of report \*\*\*\*\*



Urbana SD 116 - 090101160220000

- Dashboard
- Employment/Position
- Salary
- Courses
- Reports
- Batch Files
- Noncertified Staff

**Dashboard**

Search by

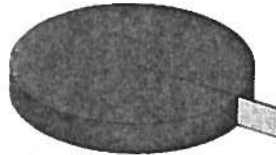
School Year:    
 Work Location:

When selecting a different school year, please wait for the screen to refresh with totals below and charts will display to the right if positions have been entered. If no positions have been entered for the selected school year, charts will not display.

Summary Information for School Year 2014	Counts
Number of Employees	504
Number of Position Records	578
Number of Salary Records	578
Missing Salary Records	0
Missing District Noncertified Staff FTE Total Record	0

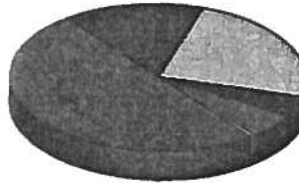
Position Category	Positions	Salaries
Regular Education Administrative	31	31
Special Education Administrative	3	3
Regular Education Instructional	289	289
Special Education Instructional	90	90
Regular Education Ancillary Staff	138	138
Special Education Ancillary Staff	26	26
Leave of Absence	1	1

**Salary**



■ Complete  
 □ Missing

**Positions by Category**



■ Regular Education Administrative  
 □ Special Education Administrative  
 ■ Regular Education Instructional  
 ■ Special Education Instructional  
 □ Regular Education Ancillary Staff  
 ■ Special Education Ancillary Staff  
 □ Leave of Absence