

**WILLIAMSBURG-JAMES CITY COUNTY PUBLIC SCHOOLS
AFFIRMATIVE ACTION ADVISORY COMMITTEE
2008-2009 ANNUAL REPORT**

COMMITTEE CHARGE: To review and revise division-wide affirmative action plans.

The Affirmative Action Committee held quarterly meetings beginning in September 2008. In addition, a staff liaison was invited and attended The League of Women Voters meeting to discuss strategies implemented to recruit minorities.

As outlined in the Williamsburg James City County Public School Division's Strategic Plan Long Range Goal #1 which states that "we will seek, attract, and retain a highly qualified diversified workforce to better serve our student population." The Affirmative Action Advisory Committee reviewed and discussed strategies for meeting this goal. A summary of the committee's work is below:

Accountability of Administrators for Diversity in Their Schools

The Committee believes that it is the responsibility of each administrator to:

- Recruit, select, and hire staff that reflects a highly qualified and diversified staff representing both race and gender categories. Ensure that the selection criteria do not intentionally screen out minority candidates.
- Make a good faith effort to alleviate underrepresented groups as described above.
- Monitor the working conditions of all staff to assure equity in space, class size, teaching assignments, and the demographics of the class. If at all possible mix classes to include all levels of students.

Accountability of Williamsburg- James City County Public Schools Human Resources Department

The Committee believes that it is the responsibility of the Human Resources Department to:

- Provide leadership in the implementation of affirmative action policies and goals.
- Provide incentives for attracting highly qualified candidates such as housing allowances, tuition assistance, sign-on bonuses, paying off college loans, etc.
- Ensure that non-discriminatory hiring, retention, tenure, and promotion practices are followed.
- Train administrators on best hiring practices and include a measurable goal within their evaluation to hold them accountable.
- Review all hiring, retention, tenure, transfers, reduction in force, disciplinary actions, and termination decisions.
- Hold in-service programs on diversity for all staff to ensure that they are culturally aware.

Respectfully submitted,

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