

# 2021 EEO PUBLIC FILE REPORT

December 1, 2020 – November 30, 2021

## Narrative

The Board of Education, Special School District #1 is licensee of non-commercial FM Radio Station KBEM-FM, Minneapolis, Minnesota. Board of Education, Special School District #1 operates the Minneapolis Public Schools and as such has since the station's inception been an Equal Opportunity Employer (**Exhibit A**) who has followed a consistent outreach to the Minneapolis Community, providing broadcast opportunities and education to Minneapolis citizens. KBEM employed 7 full-time and 4 part-time employees in the reporting year.

All recruiting for KBEM-FM is done through the Human Resources Department of the Minneapolis Public Schools and utilizes the resources of the City of Minneapolis Civil Service Commission. Any questions regarding employment or recruiting practices of KBEM should be directed to:

### **Human Resources/Labor Relations Department**

1250 West Broadway Minneapolis, MN 55411

Tel: 612-668-0544 Fax: 612-668-0505

In addition, all listeners are encouraged to visit <https://humanresources.mpls.k12.mn.us/employment> for an online listing of all job openings at the Minneapolis Public Schools.

### **2021 INTERVIEWS**

#### **Position: Development Specialist (1)**

- Position posted on 9-1-21
- 4 Interviewees / 1 Hired

| <b>Recruitment Source of Interviewees</b>  | <b># Referred</b> | <b># Hired</b> |
|--|-------------------|----------------|
| Job Board: Direct: <a href="https://jobs.mpls.k12.mn.us/">https://jobs.mpls.k12.mn.us/</a> | 3                 |                |
| FaceBook.com   | 1                 | 1              |
| <b>TOTAL</b>   | <b>4</b>          | <b>1</b>       |

#### **Position: Associate Educator (1)**

- Position posted on 5-1-21
- 5 Interviewees / 1 Hired

| <b>Recruitment Source of Interviewees</b> | <b># Referred</b> | <b># Hired</b> |
|---|-------------------|----------------|
|---|-------------------|----------------|

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|   |          |          |
|---|----------|----------|
| Internal Site:<br><a href="https://performancemanager4.successfactors.com/">https://performancemanager4.successfactors.com/</a> | 2        |          |
| Direct: <a href="https://jobs.mpls.k12.mn.us/">https://jobs.mpls.k12.mn.us/</a>   | 1        | 1        |
| LinkedIn.com  | 1        |          |
| Recruitment Mgr. Redirect:<br><a href="https://jobs.mpls.k12.mn.us/">https://jobs.mpls.k12.mn.us/</a>                           | 1        |          |
| <b>TOTAL</b>  | <b>5</b> | <b>1</b> |

### Position: Broadcast Engineer-Part time (1)

- Position posted on 5-1-21
- 5 Interviewees / 1 Hired

| Recruitment Source of Interviewees  | # Referred | # Hired  |
|---|------------|----------|
| Direct: <a href="https://jobs.mpls.k12.mn.us/">https://jobs.mpls.k12.mn.us/</a> | 1          |          |
| Employee Referral   | 2          | 1        |
| KBEM On-Air Recruitment Announcement  | 2          |          |
| <b>TOTAL</b>  | <b>5</b>   | <b>1</b> |

### Position: Morning Show Host (1)

- Position posted on 4-15-21
- 12 Interviewees / 1 Hired

| Recruitment Source of Interviewees  | # Referred | # Hired  |
|---|------------|----------|
| Internal Site:<br><a href="https://performancemanager4.successfactors.com/">https://performancemanager4.successfactors.com/</a> | 2          |          |
| Job Board: Direct: <a href="https://jobs.mpls.k12.mn.us/">https://jobs.mpls.k12.mn.us/</a>                                      | 4          |          |
| AllAccess.com   | 1          |          |
| Indeed.com  | 2          |          |
| Job Board: Recruitment Mgr. Redirect:<br><a href="https://jobs.mpls.k12.mn.us/">https://jobs.mpls.k12.mn.us/</a>                | 2          |          |
| KBEM Staff Referral   | 1          | 1        |
| <b>TOTAL</b>  | <b>12</b>  | <b>1</b> |

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### **INTERNSHIP PROGRAM**

#### Minneapolis/MPS StepUp Summer Internship Program

In 2021, due to the COVID pandemic, KBEM was limited to hiring two interns through the joint City of Minneapolis/Minneapolis Public Schools StepUp program. Interns are high school-age students who have the opportunity to learn radio production, on-air work, marketing, and development. The students are supervised by the program director and development team.

#### Other Mentoring Opportunities for Students

KBEM is housed in North High School where they offer Radio Broadcasting curriculum which provides over 100 North High students the opportunity to broadcast on KBEM during “Jazz with Class” from 9 am - 1 pm, Monday-Friday. In addition, MPS students from across the district participate in writing, producing, and announcing “School News” which airs 12 times on weekdays throughout the academic year.

Students go on to further academic study and careers in the fields of Advertising, Broadcasting, Digital Communication, Performing and Visual Arts, Journalism, and Video Gaming.

#### **MPS Career Expos and Outreach**

Minneapolis Public Schools (MPS) regularly holds career expos for MPS students. Career expos are held at MPS District Headquarters and attended by an MPS HR hiring representative who represent KBEM.

They are held at held at:

*MPS District Headquarters -Davis Center*

*1250 West Broadway Ave., Minneapolis, MN. 55411.*

In June 2021, the MPS HR recruiters attended Juneteenth Celebrations and the Twin Cities Pride Festival in Minneapolis, where they promoted KBEM openings as well as other high-demand District positions. Open positions were also promoted on MPS social media platforms (LinkedIn, Twitter, FB, and IG); in addition of being promoted on our virtual Community Job Talk sessions and three (3) Higher Ed Institutions Urban Educators.

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MPS also provided free Resume Bootcamps and Application and Interview Clinics for potential KBEM hires in 2021.

Both events were attended by an MPS HR hiring representative for KBEM. It was held at: 800 West Broadway Ave., Minneapolis, MN 55411.

### **PROFESSIONAL DEVELOPMENT**

Professional development is available to all MPS Central Office & Operations Leaders who operate in a supervisory capacity. In 2021 the KBEM station manager, completed the following Leadership Development online courses:

- Essentials of Leadership
- Effective Internal Communications
- Leading Through Change & Challenging Times

### **KBEM Mandatory EEO Annual Training**

All KBEM staff (full & part-time) are required to complete EEO training. All employees successfully completed online, self-paced training on the following topics:

- *Harassment Prevention*
- *Title IX version 2.0*
- *Mandated Reporting*
- *Ethical Practices*
- *Anti-Bullying*
- *Maintaining Professional Staff/Student Boundaries*
- *Planning for a Safe Return to Work & School (COVID-19)*
- *Safety & Security Refresher*

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## EXHIBIT A

# Minneapolis Public Schools Policy 4000

Original Adoption: 05/26/1981  
Effective Date: 09/05/2018

Revision Dates: 03/25/2008; 09/04/2018

### I. PURPOSE

It is the intent of the Board of Education and the Superintendent of Schools of the Minneapolis Public Schools, Special School District No.1, to comply with all Federal, State and Local laws and ordinances which provide equal opportunity in employment issues for all persons, and to prohibit unlawful discrimination in employment.

### II. GENERAL STATEMENT OF POLICY

A. It is the school district's policy to provide equal employment opportunity for all applicants and employees. The school district also makes reasonable accommodations for qualified disabled employees. The school district does not unlawfully discriminate on the basis of:

- |                               |  |
|-------------------------------|--|
| 1. race                       | 11. family structure                             |
| 2. culture                    | 12. citizenship status                           |
| 3. color                      | 13. sexual orientation or affectional preference |
| 4. creed or religion          | 14. gender identity or expression                |
| 5. national origin            | 15. economic status                              |
| 6. gender                     | 16. veteran status                               |
| 7. mental or physical ability | 17. status with regard to public assistance      |
| 8. age                        | 18. genetic information                          |
| 9. pregnancy                  | 19. Other protected classes under the            |

B. This policy applies to:

- |                            |                             |
|----------------------------|-----------------------------|
| 1. recruitment             | 8. benefits                 |
| 2. receipt of applications | 9. promotions               |
| 3. selection               | 10. transfers               |
| 4. appointments            | 11. disciplinary actions    |
| 5. placement               | 12. layoffs                 |
| 6. training                | 13. recall from layoff, and |
| 7. compensation            | 14. terminations            |

C. It is a violation of this policy for any person to retaliate against a person who pursues rights under the law, opposes acts that may violate the law, or who cooperates with investigations into alleged violations of the law or this policy.

D. Submission of a good faith complaint or report will not affect the complainant or reporter's future employment or work assignments. The district will discipline or take appropriate action against any employee, volunteer, contracted service provider or

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related district personnel who supplies information that is determined to have been falsely and maliciously supplied consistent with District policy, collective bargaining agreements and applicable law.

E. The district will investigate all complaints lodged under this policy. A finding of discrimination under this policy will result in discipline against employees, volunteers and contracted service providers up to and including discharge or cancellation of service contract.

### **III. ACCOUNTABILITY**

A. It is the responsibility of every district employee, volunteer, contracted service provider, and related district personnel to follow this policy.

B. The Superintendent is authorized to promulgate regulations supporting the implementation of this policy.

C. Complaints or concerns related to alleged discrimination may be directed to the Director of the Office of Equality and Civil Rights or the office in charge of Title IX compliance.

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### EXHIBIT B

#### **COMMUNITY RESOURCES**

A listing of some of the community resources used is presented in **Exhibit B** of this report. KBEM-FM is continuing to add to this list with on air announcements asking for groups or individuals who would like to be notified of job opportunities to contact us either by phone, mail or via our web site: <http://www.jazz88.fm>

#### **Recruitment Sources**

|                                    |   |
|------------------------------------|---|
| <b>1. AFRICAN AMERICAN</b>         | a) Urban League Twin Cities                             |
|                                    | b) African Community Services                           |
|                                    | c) Al-Maa'uun   |
|                                    | d) National Forum of Black Public Administrators        |
|                                    | e) African Development Center                           |
|                                    | f) National Organization of Black Chemical Engineers    |
|                                    | g) National Society of Black Engineers                  |
|                                    | h) African American Action Center                       |
|                                    | i) East African Economic Development Center             |
|                                    | j) Minnesota African Women's Association                |
|                                    | k) Minnesota Black Chamber of Commerce                  |
|                                    | l) Somali Mai Community of Minnesota                    |
| <b>2. ASIAN AMERICAN</b>           | a) ACTS of Saint Paul                                   |
|                                    | b) Center for Asian and Pacific Islanders               |
|                                    | c) Korean American Scientists and Engineers Association |
|                                    | d) Hmong American Partnership                           |
|                                    | e) Hmong American Mutual Assistance Association         |
|                                    | f) Asian Women United of Minnesota                      |
|                                    | g) Vietnamese Social Services of Minnesota              |
|                                    | h) Minnesota Hmong Chamber of Commerce                  |
| <b>3. COMMUNITY &amp; BUSINESS</b> | a) HBCU   |
|                                    | b) Minneapolis Youth Coordinating Board                 |
|                                    | c) UpWorks MN   |

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|   |  |
|---|--|
|   | d) MPS Parent Advisory: CPEO                                       |
|   | e) StepUp AchieveMPLS  |
|   | f) Hennepin County Library   |
|   | g) Salvation Army  |
|   | h) CLUES   |
|   | i) NorthPoint  |
|   | j) TCB Marketing: Somali, Hmong, Asian                             |
|   | k) Multicultural Development Center                                |
|   | l) Diversity Council   |
|   | m) Big Brothers/Big Sisters  |
|   | n) National Action Council for Minorities                          |
| <b>4. INDIGENOUS</b>                    | a) Four Direction Indian Center                                    |
|   | b) Little Earth of United Tribes                                   |
|   | c) American Indian OIC   |
|   | d) Minnesota American Indian Chamber of Commerce                   |
| <b>5. LATINX</b>                        | e) Latino Economic Development Center                              |
|   | f) Telemundo, KSTP   |
|   | g) Minnesota Hispanic Chamber of Commerce                          |
|   | h) Comunidades Latinas Unidas En Servicio                          |
|   | i) National Society of Hispanic MBAs                               |
|   | j) Chicano Latino Affairs Council                                  |
|   | k) Society of Hispanic Professional Engineers                      |
| <b>6. FAITH-BASED</b>                   | a) Sanctuary, Shiloh Temple, and New Salem Missionary              |
| <b>7. ACADEMIA</b>                      | a) Augsburg, University of St. Thomas, University of MN, MCTC, HTC |
| <b>8. NEW AMERICANS</b>                 | a) New Americans Community Services                                |
|   | b) CAPI  |
|   | c) Southeast Asian Community Home                                  |
|   | d) Lutheran Social Services  |
| <b>9. HUMAN RESOURCES ORGANIZATIONS</b> | a) Human Resources Professionals of Minnesota                      |
|   | b) National Association of African American HR Professionals       |
| <b>10. DEVELOPMENTAL DISABILITIES</b>   | a) The ARC of Minnesota  |
|   | b) LifeWorks   |

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|   |                                  |
|---|----------------------------------|
|   | c) Goodwill Easter Seals         |
|   | d) Courage Center                |
|   | e) RISE                          |
| <b>11. MENTAL ILLNESS</b>                     | a) Vail Place                    |
|   | b) Life Works                    |
| <b>12. EX OFFENDERS</b>                       | a) 180 Degrees                   |
|   | b) Amicus                        |
| <b>13. PHYSICAL DISABILITIES</b>              | a) Accessibility Incorporated    |
|   | b) RISE                          |
|   | c) Courage Center                |
| <b>14. TRAIN TO WORK</b>                      | a) Project for Pride in Living   |
|   | b) HIRED                         |
|   | c) Resource Minnesota            |
| <b>15. VETERANS ORGANIZATIONS</b>             | a) Minnesota Veterans            |
| <b>16) GLBT</b>                               | a) Out Front Minnesota           |
|   | b) Lavender                      |
| <b>17) OLDER AMERICANS</b>                    | a) Minnesota Senior Federation   |
| <b>18) WOMEN'S ORGANIZATIONS</b>              | a) Career Transitions for Women  |
|   | b) WTS International             |
| <b>19) Religious Affiliated Organizations</b> | a) Catholic Charities            |
|   | b) Jewish Vocational Services    |
|   | c) Lutheran Social Services      |
|   | d) Saint Stevens Human Services  |
| <b>20) PUBLICATIONS</b>                       | a) African News Journal          |
|   | b) ANJNew.com                    |
|   | c) One Nation News               |
|   | d) mshale.com                    |
|   | e) Spokesman Recorder            |
|   | f) YBWS                          |
|   | g) Asian Pages                   |
|   | h) Hmong Times                   |
|   | i) Asian American Press          |
|   | j) Lavender                      |
|   | k) La Prensa                     |
|   | l) Latino Midwest News           |
|   | m) Gente                         |
|   | n) White Earth                   |
|   | o) The Circle                    |
|   | p) Ojibwe News                   |
|   | q) Minnesota Good Age            |
|   | r) Access Press                  |
|   | s) The Minnesota American Legion |

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|                     |  |
|---------------------|--|
|                     | t) Women's Press                       |
|                     | u) LinkedIn.com                        |
|                     | v) Minnesota Broadcaster's Association |
|                     | w) The Current                         |
| <b>21) Websites</b> | a) Minneapolis Public Schools Website  |
|                     | b) Indeed.com                          |
|                     | c) Jazz88.fm                           |
|                     | d) AllAccess.com                       |
|                     |  |