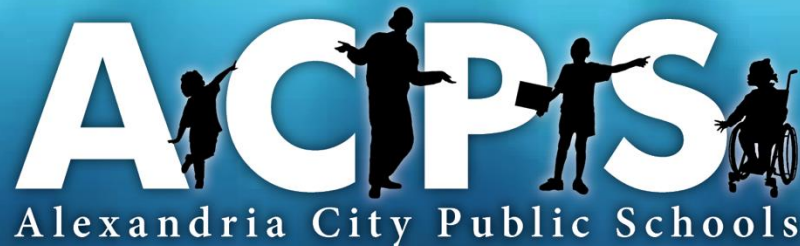# ACPS Summer Projects and Priorities

Coordinating, Communicating, and Aligning Initiatives to Promote Equity and Excellence

Dr. Lois F. Berlin, Interim Superintendent of Schools

June 21, 2018

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Alexandria City Public Schools

Every Student Succeeds

Essential Questions

1. How will summer projects and initiatives support ACPS's commitment to becoming a high-performing learning organization?

2. What are the major ACPS projects and initiatives for this summer within the division?

3. How will these projects and initiatives support the opening of schools for the coming academic year?

Accountability

Survey and Data Analysis

- **SOL Data Reviews with School and Division Leaders**
- **ACPS 2020 Survey**
- **ACPS 2020 Scorecard**
- **Collaboration in Continuous Improvement processes**

Program Evaluation

- **Students with Disabilities (SWD) Evaluation**
- **Division Action Planning for SWD Evaluation**
- **Family Engagement Evaluation Planning**
- **Creation of Draft Five Year Evaluation Calendar**

Communications

Opening of Schools

- **Finalize personalized Welcome Packets**
- **Conduct training for PR Liaisons, web editors, and newsletter editors**
- **Upgrade TV studio at T.C. Williams**
- **Prepare for the opening of the Ferdinand T. Day Elementary School**
- **Prepare for the opening of the Early Childhood Center**
- **Prepare for the first day of school**

Campaigns and Planning

- **ACPS 2020 Year 4 communication planning**
- **Welcome campaign for Dr. Hutchings**
- **Collection of student contact information**
- **Website accessibility and audit/update website content**
- **Establish a forum with leadership from various organizations to boost community engagement**

Curriculum and Instruction

Curriculum Writing

- Accelerating Academic Language (AAL) and English for Academic Purposes (EAP) Units
- Curriculum Writing (All Content Areas and Grade Levels) For Input Into the CANVAS Learning Management System
- Curriculum Writers Cohort - English Learner (EL) Teachers

New Program Support

- Early Childhood Center
- Early College Curriculum Pathways
- English for Academic Purposes (EAP)
- Ferdinand T. Day Elementary School
- GW/ACPS Health Science Academy

Planning

- Benchmark Assessments
- Department and Office Project Plans
- Principal Talks: Listening and Learning
- Reading to Accelerate Academic Language (RAAL)
- Specialized Instruction Evaluation Implementation Plan
- TAG Local Plan Revision

Professional Learning

- Advancement Via Individual Determination (AVID) Institute
- Cohort Coaching Academy
- Early Childhood Curriculum Institute
- Leadership Academy
- Unconference Event
- Utilizing Textbook Instructional Resources
- Young Scholars Curriculum Training

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Elementary and Secondary Education

Elementary School Offerings

- Extended School Year (ESY)
- English Learner Summer Program: Grades 1-5
- Kindergarten Prep (K-PREP)
- Music Camp
- Social Skills Classes
- Summer Language Academy
- Summer Enrichment
- Title I Primary Prep Program
- Young Scholars

Middle School Offerings

- ACPS Summer Theater School
- Algebra Boot Camp
- English Learner Summer Program: Grades 6-8
- Extended School Year (ESY)
- Music Camp
- Summer Enrichment
- Transition to Algebra
- Young Scholars Camp

High School Offerings

- Advanced Placement Bootcamp
- Summer Bridge Program
- Extended School Year (ESY)
- Credit Recovery
- New Courses
- Online Courses

Financial Services

Accounting

- Financial Reporting Year-End Closing
- FY 2018 Comprehensive Annual Financial Report (CAFR)
- Coordinating Annual External Financial Statement Audit and Student Activity Fund Audits
- FY 2018 VDOE Annual School Report and SNP Financial Reports
- Final Reimbursements for Expiring Grants
- Virginia Dept. of Unclaimed Property Reports

Payroll

- Coordinating and Performing Payroll Setup for SY 2018 – 2019 New Hires
- Coordinating and Preparing Payrolls for Summer School Staff
- Processing 10- and 11-Month Employee Summer Payrolls

Budget

- FY 2019 Budget System Load/Validation
- FY 2019 Final Budget Book (Publishing)
- Position Control Process Improvement
- CIP Processes and Procedures Work Group (with Educational Facilities)
- Researching Implementation of Priority-Based Budgeting (PBB)

Procurement

- Revamping /Updating Training & Procurement Manual to Align with Recent VPPA Changes
- Training on Procurement and P-card Processes
- Internal Audit on Card Charges
- Ongoing Procurement Requests
- Updating Solicitation and Contract Templates
- Joint Procurement Panels with the City of Alexandria

Human Resources

Benefits and Compensation

- Salary changes in HR/Payroll and VRS systems
- Leave accrual process for employees
- New employee orientation sessions (2 - 3 times a week) throughout July and August
- Terminations/COBRA process July and August
- Vendors data update
- Wellness program planning for in-service days

Employment Services

- Contracts - Follow-up
- Hiring and Staffing for Opening of School
- Employee Processing
- Substitute Job Fair in July

Employee Relations

- Update the Administrator Evaluation Handbook and timelines for Talent Ed
- Create Goal setting training for support staff
- Revise Talent Ed Forms and training for Fall
- Audit all EEO compliance signs in buildings and lactation rooms
- Create the training catalog - Online University and assign fall training

Other

- Prepare New Teacher Orientation
- Continue to provide information for Gibson Audit
- Review Policies
- Roll-over information in HR systems

Operations

Facilities*

- **Ferdinand T. Day Elementary School Completion and Opening**
- **Patrick Henry New K-8 School continued construction**
- **George Washington MS Kitchen/Cafeteria renovation**
- **Francis C. Hammond MS Cafeteria renovation**
- **Mt Vernon Playground**
- **HVAC Repair/Replace**
- **Interior Renovations - multiple schools**
- **Exterior Repairs - multiple schools**

* See Facilities *Summer Projects Report* for a full list of 2018 summer projects

Transportation

- **New Routes and Walk Zones/Letters to Families**
- **Summer School and Partner Transportation**
- **Deep Cleaning and repairs to buses and transportation equipment**
- **Bus driver refresher and new driver training**
- **Replacement Bus and Fleet procurements**

Health/Safety/Risk

- **Active Intruder Training**
- **Fire/Life Safety Code reviews**
- **Playground Inspections/inventory**

School, Business, and Community Partnerships

Face/Volunteers

- **FACE Best Practice Team Retreat**
- **Volunteer Specialist Hire and Training**
- **FACE School Year Planning Sessions**
- **School Back Pack Supply Drive**
- **Create Family Engagement Professional Learning Modules**
- **Expansion of Parent Liaison/Principal Guide**
- **Parent Liaison Hire and Training for Ferdinand T. Day, Cora Kelly and George Washington**

Community Partnerships/Grants

- **Partnership Directory**
- **Partner Support for New Teacher Orientation and Blended Learning Camp**
- **Partnership Agreement Renewals**
- **Corporate Sponsorships/Funded Naming Rights Development**
- **Evacuation Site MOA/Agreements**
- **Webpage Redesign**
- **21st Century CCLC Grant Year 2 Preparation**
- **Foundation Exploration and Outreach**

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Student Services

Professional Learning

Building Positive Learning Environments
- PBIS (Tier 1 Refresher, Advanced Tier 2 & 3)
- Restorative Practices
- Cultural Competence
- De-Escalating Challenging Behaviors

Health and Wellness
- CPR
- Insulin Glucagon
- Anaphylaxis training
- Youth Mental Health First Aid

Program Enhancement

Alternative Programs
- Increasing STEM Programming at CFC
- Offering Summer School at Satellite

Student Services
- Expanding WOW Bus to T.C.W.
- Aligning College and Career Development with the *Profile of a Graduate* & MYCAP
- Strengthening Leadership Development for SST

Technology Services

Programmatic

- **Blended Learning Camp**
- **Summer School Support**
- **Host T.C. Williams Student Summer Interns**
- **ISTE Conference Presentations**

Upgrades & Maintenance

- **Increase bandwidth to 4 GB**
- **Collect, dispose, replace and prepare over 6,000 Chromebooks**
- **Install IT equipment at Ferdinand T. Day School**
- **Replace web content filter to provide parental controls and reporting**
- **Update data systems for new school year**

Alexandria City Public Schools

Questions and Discussion

Interim Superintendent
Dr. Lois F. Berlin

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