

## BOARD BRIEF

Date: June 2, 2023

BOARD INFORMATION: \_\_X\_\_

MEETING PREPARATION: \_\_\_\_\_

**FROM:** Pierrette Finney, Ed.D., Executive Director of School Leadership  
Carmen Sanders, M.S., Executive Director of Instructional Support  
Rene Paschal, M.Ed., Acting Executive Director of Human Resources

**THROUGH:** Wendy González, Ed.D., Chief of Teaching, Learning, and Leadership  
Melanie Kay-Wyatt., Ed.D., Interim Superintendent of Schools

**TO:** The Honorable Meagan L. Alderton, Chair, and  
Members of the Alexandria City School Board

**TOPIC:** Alexandria City Public Schools (ACPS) Encore Teaching Assignment Adjustments

### **ACPS 2025 STRATEGIC PLAN GOAL:**

Goal 1: Systematic Alignment  
Goal 2: Instructional Excellence  
Goal 3: Student Accessibility and Support  
Goal 4: Strategic Resource Allocation

### **SY 2022–2023 FOCUS AREA:**

Strategic Plan Implementation  
Staff Wellness and Growth

### **FY 2023 BUDGET PRIORITY:**

Targeted and Enhanced Recruitment  
Academic Enrichment and Advancement

### **SUMMARY:**

Alexandria City Public Schools (ACPS) Departments of Financial Services and Teaching, Learning, and Leadership have been working collaboratively with the Department of Human Resources and school principals to address changes in school enrollment and, subsequently, staffing. These necessary changes will require that some encore staff have teaching assignments across two school locations. These changes have no impact on the FY24 budget and there are no changes in school encore allocations. However, there are changes in teaching assignments and teaching locations to ensure that all encore teachers have a full-time teaching assignment.

### **BACKGROUND:**

In reviewing current teaching assignments and being good stewards of ACPS financial resources, we reviewed our instructional resources, instructional equity, enrollment, and staffing. We particularly took a deep dive into our Encore staffing. The analysis revealed that some staff did not have full teaching

## **BOARD BRIEF**

assignments in their area of certification, music instruction was not being offered during the school day for all schools, and all schools were not in compliance with required PE instructional minutes according to School Board Policy JHCF. As a result of the analysis it was revealed that some staff have scheduling availability who can be utilized to meet the programmatic needs by school in the 2023-24 school year. To that end, we want to ensure that all ACPS students are receiving an equitable education and that all ACPS staff are being appropriately assigned. As part of our continuous improvement cycle, we are making some adjustments to Encore teaching assignments.

Changes have been made for the following reasons and impacts some but not all encore staff:

- Some Encore teachers were not given full instructional schedules in their area of certification during the 2022-23 school year based upon current enrollment.
- Music instruction was not offered during the school day at all ACPS elementary schools.
- Some schools were not meeting required Physical Education (PE) instructional minutes according to School Board Policy JHCF.
- Some Encore staff were teaching in areas in which they were not certified to teach (i.e. math/reading intervention) and serving non-instructional purposes within the building, to give them a full instructional schedule and in place of teaching courses in which they are certified.
- Some schools were grossly overstaffed with Encore teaching staff positions while some schools were understaffed.

The Offices of Teaching, Learning, and Leadership and Human Resources will continue to work with school administration to support the development of school based master schedules and plans to meet with staff to support these changes. School leaders will receive master schedule support from instructional specialists. Encore staff will receive support from school leaders in acclimating to new school locations and full instructional schedules. Finally, principals will be encouraged to collaborate with each other during the master scheduling process to ensure that Encore teachers are scheduled within a given school for the full instructional day. In the event that an Encore teacher will need to travel to another school on the same day, the division will provide reimbursement for mileage.

### **RECOMMENDATION:**

The Superintendent recommends that the School Board review the Encore teaching assignment information within this brief.

### **IMPACT:**

Assigning encore staff across schools is an efficient scheduling framework and proper use of personnel. Reviewing school allocations is a practice that takes place yearly and has impacted other contracted staff within ACPS over the years. The positive impact of these changes include:

- No school will lose the benefit of the quality instruction that is currently being provided by existing encore staff. School leaders will work collaboratively to ensure that the master schedule is developed to support positive student outcomes.
- In an attempt to be transparent and forthright regarding scheduling needs for the 2023-2024 school year, encore staff were notified in May 2023. Staff notification regarding schedule

## BOARD BRIEF

changes and teaching assignments would typically occur during the summer upon completion of the master schedule. This current notification is sooner than the typical timeline.

- School leaders will work collaboratively to ensure that Encore staff are scheduled at one school for a full instructional day to avoid traveling between schools when possible.
- All Encore teachers will have a full instructional schedule in alignment with their certification area and teaching contract.
- No Encore teaching positions have been eliminated or reduced to part-time through this process.
- All elementary schools will now offer music instruction during the school day.
- All elementary schools will now be in compliance with required instructional PE minutes.

### ATTACHMENTS:

None

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