

BOARD BRIEF

Date: September 2, 2022

BOARD INFORMATION: X
MEETING PREPARATION:

FROM: Mike Routhouska, Principal, William Ramsay Elementary School
Ingrid Bynum, Ed.D., Principal, Patrick Henry K–8 School
Peter Balas, Executive Principal, Alexandria City High School

THROUGH: Pierrette Finney, Ed.D., Executive Director of School Leadership
Wendy Gonzalez, Ed.D., Chief of Teaching, Learning, and Leadership
Melanie Kay-Wyatt, Ed.D., Interim Superintendent

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

TOPIC: Fall 2022 – Parent-Teacher Conferences All ACPS Schools Traditional and Modified
Calendars

ACPS 2025 STRATEGIC PLAN GOAL

Goal 2: Instructional Excellence

SY 2022-2023 FOCUS AREA

Social, Emotional, and Academic Learning Recovery

FY 2023 BUDGET PRIORITY

Implementation of 2025 Strategic Plan
Social and Emotional Supports for Students

SUMMARY

This memo updates the School Board about the schedule for elementary and secondary parent-teacher conferences.

BACKGROUND

All ACPS elementary, K–8, middle and high schools conduct *Parent-Teacher Conferences* twice each calendar school year to provide parents and teachers the opportunities to discuss students’ social, emotional, and academic progress. Though the traditional and modified calendars require different sets of dates for hosting parent-teacher conferences, the framework and schedules parallel one another.

- For the 2022–2023 academic year, the first round of elementary conferences for the modified calendar will take place on *Thursday, October 13 and Friday October 14, 2022*. In order to ensure all staff have equal opportunity to complete additional tasks needed, Friday afternoon will be used as a teacher workday similar to the format utilized by

traditional calendar schools. Adjustments will be made to the modified calendar and placed on the consent agenda for the September 8, 2022 School Board meeting.

- For the traditional calendar schools, the elementary and K-8 schools will have conferences on Thursday, November 3 and morning conferences on Friday, November 4, with a one-half teacher workday on the afternoon of Friday, November 4.
- At the secondary level, the middle schools and high school (all campuses), will host conferences on Thursday, September 29 and morning conferences on Friday, September 30, with a one-half teacher workday on the afternoon of Friday, September 30.
- All of the aforementioned dates will be student holidays and parent-teacher conferences will be held in-person. Virtual options will be made available for families who have extenuating circumstances.

The schedules and details will be communicated to families from each school via Canvas and ParentSquare. Below are some of the highlights:

Elementary School Conferences (Modified Calendar)

- Fall Parent-Teacher conferences at Samuel Tucker will be held from 8:00 a.m. to 4 p.m. on Thursday, October 13 and on Friday, October 14, beginning at 8:00 a.m. and ending at 11:30 a.m. Teachers will break for lunch and resume a teacher work day at 12:15 p.m. Flexible schedules will be offered to accommodate families with limited availability.

Elementary and K-8 School Conferences (Traditional Calendar)

- Conferences will be held on the Thursday conference day beginning at 8:00 a.m. and ending at 4:00 p.m. Flexible schedules will be offered to accommodate families with limited availability.
- Teachers and School Administration will schedule times for lunch, dinner, and breaks throughout the full day of conferences.
- Conferences will be held on the Friday conference day beginning at 8:00 a.m. and ending at 11:30 a.m. Teachers will break for lunch and resume a teacher work day at 12:15 p.m.

Middle and High School Conferences (Traditional Calendar)

- Conferences will be held from 8:00 a.m. - 4:00 p.m. on Thursday.
- Conferences will be held 8:00 a.m. - 11:30 a.m. followed by lunch break and a half-day teacher workday.
- Flexible schedules will be offered to accommodate families with limited availability.

RECOMMENDATION

The Superintendent recommends that the School Board review the information in this memo.

IMPACT

This schedule provides the opportunity for ACPS elementary, K–8, middle, and high schools to maximize time and equity in parent-teacher conferences.

CONTACTS

- Mike Routhouska, michael.routhouska@acps.k12.va.us
- Dr. Ingrid Bynum, ingrid.bynum@acps.k12.va.us
- Peter Balas, peter.balas@acps.k12.va.us