

1. Section: HR Recruitment and Retention

a. School Principal and Head of School hiring process. We will have four new instructional leaders in our schools next year. Please see attached chart #1 of the recruiting steps to select our new instructional leaders for Charles Barrett, Douglas MacArthur, Jefferson-Houston and George Mason. To support their transition, HR provides the following support:

1. 90-day Transition Plan. We provide three professional learning resources to assist new leaders with developing their 90-day transition plan. The three literary resources include: 1) *The First 90 Days: Proven Strategies for Getting Up to Speed Faster and Smarter* by Watkins; 2) *Building Equity: Policies and Practices to Empower All Learners* by Smith, Frey, Pumpian, and Fisher; and 3) *Building the Federal Schoolhouse: Localism and the American Education State* by Reed.
2. Onboarding Mentor. Mr. John Porter will provide onboarding support to our new instructional leaders. Mr Porter will inform the background and history of the Alexandria community, the school division, and offer general suggestions on how to manage school operations with respective stakeholders as well as introduce our new instructional leaders to different departments in the central office.

b. Administrator hiring status. Besides four new instructional leaders in our schools, we also have 12 central office administrators to replace this year. Please see attached chart #2 for an update on this recruiting process.

c. Teacher Licensure Status. There are 268 teachers up for renewal this year (licenses expire June 30, 2020). To date, we have processed 265 applications or a completion rate of 98.5%.

d. Teach-for-America (TFA) assignments. There are six TFA teachers for this year. Please see attached chart.

e. List of projected losses/retirements/transfers/long-term absences.

- 248 Resignations
- 37 Retirements
- 64 Transfers
- 8 Leave of Absence (one-year, unpaid leave)

f. Annual Retirement Recognition Ceremony, June 15, 2020. HR is currently planning a virtual-retirement ceremony at 1:30 pm on Monday, June 15, 2020.

g. Summer staff vacancies. HR is currently processing summer staff hires under Continuity of Learning Plan 3.0: Summer Learning through Engagement and Enrichment for All. The HR summer hiring program status is:

- There are 9 summer school administrators and a projected number of 436 licensed staff members for summer 2020. Compared to last year, this is an increase of almost 50% than last year (300 staff in summer 2019).
- The lead summer school learning coordinator is Dr. Kingcade who is currently the Assistant Principal (AP) at the Early Childhood Center located at John Adams Elementary School.
- We have 318 hires to make between June 2 and June 22. The number of teachers hired is dependent on student enrollment. The Curriculum and Instruction department is keeping track of how many students enroll and how many students opt-out.
- Summer Teacher Orientation is on June 23 and 24, 2020 with the exception of the AVID program (June 4) and the Middle School Music Camp (July 10).
- Students will begin their online lessons on July 6 and end on July 31.

2: Section Two: HR Engagement and Relations

- a. Annual evaluations Form and FAQ. HR revised the annual evaluation form to assign a standard rating of “meets expectation” for all employees due to our school building closures and COVID-19 global pandemic. The form will be completed for all employees by June 30, 2020.
- b. Board approval of pre-Labor Day start for August 2021. HR completed the review of a pre-Labor Day start in August 2021 and submitted the calendar for board approval.
- c. EAA Information Meetings. HR supported all EAA meetings per routine. The information exchange between the EAA and division has remained consistent during the school closure period.
- d. Employee Performance Management. We had 18 staff who were not renewed due to lack of performance plan improvement.
- e. HR Customer service - Employment Verifications. Of the many customer service functions that HR provides, one of the most useful and significant supports is the process of employment verification for loans, mortgages, credit checks, and job applications. The total number of verifications from July 1, 2019 to May 2020 is 4,300.

3. Section Three: HR Benefits and Compensation

- a. Premium work pay approved. During the month of June 2020 only, a payment of \$4 per hour will be paid for all non-exempt employees who work-on-site. Non-exempt

employees are those who qualify for overtime pay. The maximum hours allowed for premium pay is 20 hours per week. All principals and supervisors have received an information notice on how to process the payments.

b. HR FAQ posted. The Benefits Office posted frequently-asked-questions about the Families First Coronavirus Response Act (FFCRA) to inform the staff of this new legislation impacting leave benefits.

c. Open enrollment status, May 1 to May 31, 2020. All employees may enroll online via Employee Self Service (ESS). The Benefits staff conducted multiple webex sessions to review plan provisions and respond to employee questions. As of 6/1/2020, a total of 866 benefit enrollments had been entered in Employee Self Service (ESS). Rather than enroll online, 25 employees mailed in a paper enrollment form. Of a total of 2,540 eligible employees, 1,988 have enrolled for health insurance coverage for next year.

d. Supplemental plan enrollment status. Benefit eligible employees scheduled to work 20 hours or more per week are eligible and automatically enrolled in the Supplemental Retirement Plan. There are approximately 2,540 employees enrolled in the ACPS Supplemental Retirement plan.

e. Annual Employment Contracts and Salary Notices. Once the Board approves the final budget on June 5, HR will send each employee a contract and salary notice on-line (via TalentEd) on this schedule:

- Licensed employees: Week of June 8
- Support employees: Week of June 15
- Administrators: Week of June 22

f. Jefferson-Houston Teacher Retention Grant for SY19-20. Per VDOE program guidance, each Jefferson-Houston teacher will receive a \$2500 retention bonus or prorated amount based on hiring date at the completion of the contract year. Of the 93 total employees at Jefferson Houston, 68 (73% of staff) qualify based on guidelines from VDOE for the retention bonus to be issued on the June 30th pay date.

4. Section Four: HR Audit Summary Status. Please see the attached slidedeck. Among the remaining corrective actions, the Finance Department is leading a cross-functional team to deploy a new software to automate position control and employee time and attendance. HR continues to manage its capacity to implement audit corrective actions due to HR staff turnover (i.e. 50% of the office is less than a year in the position). For example, we need to hire two HR administrators: Executive Director of HR and a Director of Employee Engagement & Relations. These are key leaders necessary to lead the office effort.

5. Section Five: HR Support of City Covid-19 Services

- a. City EOC liaisons. There are four ACPS liaisons on the City COVID-19 Task Force:
- Planning Section Liaison: Executive Director of Student Services

- Operations Section Liaison: Chief Operating Officer
- Logistics Section Liaison: Director of Maintenance and Custodial Services
- Finance Section liaisons: Chief Finance Officer
- Alternate to all sections: Chief of Staff

b. School Nurse MOU w/Dept. of Health. The HR Department completed a MOU which outlined school nurse support to the Alexandria Health Department. This MOU is now cancelled given the number of volunteers conducting contact tracing support.

c. VDOE state approval of FY2020 calendar waiver. Given school closure on March 13, 2020, HR processed and received a state waiver of the 180-day/990-hours minimum classroom time requirement.

Chart #1: School Leader search process

Principal Search Process				
Action	Barrett	MacArthur	Jefferson-Houston (Head of School)	George Mason
Job vacancy posted on webpages	November 12, 2019	November 12, 2019	March 12, 2020	May 21, 2020
Leader profile meetings and focus group with staff and parents/community	December 12, 2019; January 9 and 22, 2020	December 16 and 18, 2019; January 14, 2020	April 2, 2020	June 15, 2020
Number of applicants	61	53	48	28 applicants to date
Number selected for first panel interview based on Leader Profile and date of interview	6 March 10, 2020	6 March 12, 2020	5 April 28, 2020	TBD
Percent selection rate	6/61 = 9.8%	6/53 = 11.3%	5/48 = 10.4%	TBD
Number of candidates selected for second panel and date of interview	3 April 16, 2020	3 April 17, 2020	3 May 5, 2020	TBD
Number of staff at school meet-the candidate and date of session	70 April 21, 2020	65 April 23, 2020	46 May 7, 2020	TBD
Number of community attendees at evening community forum meet-the- candidate and date of session	93 April 21, 2020	88 April 23, 2020	76 May 7, 2020	TBD
One-on-one meeting with Chief Academic Officer and Superintendent	April 27 and 28, 2020	April 28, 2020	May 11, 2020	TBD
Number of staff voting at staff preference poll and date administered	93 May 7, 2020	49 May 7, 2020	44 on May 15, 2020; 61 on May 18, 2020	TBD
Background check completed on finalists	Yes	Yes	Yes	TBD

Chart #2: Central Office Administrator search process.

Central Office Administrator Hiring Status for SY20-21		
1.	Chief of School and Community Relations	Filled – Starts July 2, 2020
2.	Director of Safety and Security Services	Filled – Starts July 1, 2020
3.	Director of Social Work	Filled - Starts July 1, 2020
4.	Executive Director of School Improvement	In progress. Panel interviews underway.
5.	Executive Director of Instructional Support	In progress. Panel interviews underway.
6.	Executive Director of School School Leadership	In progress. Panel interviews underway.
7.	Director of Employee Engagement and Relations -HR	Screening applications.
8.	Executive Director of Human Resources	Search extended. Screening application.
9.	Executive Director of Facilities and Operations	Search extended. Screening applications.
10.	Director of Transportation and Fleet Management	Search extended. Screening applications.
11.	Director of Compensation and Benefits - HR	Projected loss due to retirement August 2020. Job vacancy will be posted.
12.	Director of Procurement - Finance	Projected loss due to resignation June 2020. Job vacancy will be posted.

Chart #3. Teach for America (TFA) status

Teach for America Teachers SY19-20			
	NAME	SCHOOL LOCATION	POSITION
1.	Colon, P.	TCW-MH	9 th Grade English teacher
2.	Geronimo, E.	John Adams	Kindergarten teacher
3.	Hall, A.	TCW-MH	9 th Grade English teacher
4.	Islam, S.	Jefferson-Houston	1 st Grade
5.	Raya, L.	TCW	11 th /12 th Grade Earth Science teacher
6.	Stevenson, M.	William Ramsay	5 th Grade Teacher