

BOARD BRIEF

Date: October 30, 2020

BOARD INFORMATION: x

MEETING PREPARATION:

FROM: Dr. Alicia Hart, PMP, Acting Executive Director of Facilities and Operations

THROUGH: Stephen M. Wilkins, Ed.D., Chief of Staff
Gregory C. Hutchings, Jr., Ed.D., Superintendent of Schools

TO: The Honorable Cindy Anderson, Chair, and
Members of the Alexandria City School Board

TOPIC: Facilities Audit Update

ACPS 2025 STRATEGIC PLAN GOAL:

Goal 1: Systemic Alignment
Goal 4: Strategic Resource Allocation

SY 2020-2021 FOCUS AREA:

Focus Area 3: Strategic Plan Implementation

FY 2021 BUDGET PRIORITY:

Facilities Audit Implementation

SUMMARY:

Since the December 16, 2018 presentation on this subject, progress has been made on all of the recommendations. Of the ten recommendations listed in the audit, nine will result in significant improvements to the Department of Facilities and Operations, most specifically in the areas of capital investments, maintenance and custodial operations. A status update is noted below:

Two (2) recommendations are “Completed”

Seven (7) recommendations are “In Progress”

One (1) recommendation will not be implemented and thus “Not Applicable”

Of the seven recommendations that are in progress, five recommendations are anticipated to be completed by July 2021.

BACKGROUND:

Following the results of a Risk Assessment of ACPS, the School Board approved funding in the FY 2016 Combined Funds Budget for an internal audit program in the following areas: Procurement, Facilities and Payroll. The School Board awarded a contract to Gibson Consulting Group in spring 2016. The Facilities audit was conducted from April 2017 through August 2017 with substantial completion of the Final Audit Report in October 2017. From an operations

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perspective, the audit focused on four major sections: Facilities Planning and Management, Facilities Maintenance, Custodial Services, and Grounds Management. Findings and recommendations were based on analysis of data and interviews with school division leadership, Educational Facilities Staff, school principals, custodial and maintenance workers and through site visits. Site visits included George Mason Elementary School, Samuel Tucker Elementary School, George Washington Middle School, T.C. Williams High School, and the ACPS Maintenance Shop. As recommendations are implemented, the Department of Facilities and Operations will require organizational and programmatic changes that may require additional investment in staff/service support to improve conditions, management of assets, and customer focus.

RECOMMENDATION: The Superintendent recommends that the School Board review this Board Brief and related attachments pertaining to the Facilities Audit Update.

IMPACT:

Advances the 2019-2020 Facilities and Operations Department Improvement Plan

ATTACHMENTS:

Facilities Audit Status Update Spreadsheet, October 2020

CONTACT:

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