

BOARD BRIEF

August 12, 2022

BOARD INFORMATION: X

MEETING PREPARATION:

FROM: Melanie Kay-Wyatt, Ed.D., Chief of Human Resources

THROUGH: Gregory C. Hutchings, Jr., Ed.D., Superintendent of Schools

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

TOPIC: Planning Period Pay for School Staff

ACPS 2025 STRATEGIC PLAN GOAL:

Goal 2: Instructional Excellence

SY 2022-2023 FOCUS AREA:

N/A

FY 2023 BUDGET PRIORITY:

Implementation of 2025 Strategic Plan

SUMMARY: The Alexandria City Public Schools (ACPS) community continues to be grateful for the staff's commitment to our schools to ensure our students are supported. During the 2021-2022 school leadership observed staff members serving to meet the needs of our students by providing coverage in classrooms.

During the 2022-2023 school year, we will continue a compensation structure for staff members who voluntarily give up their planning time in order to provide classroom coverage due to a staff shortage or teacher absence. The compensation structure is tiered based on school level/planning times:

Elementary and K-8 Schools: \$35.00 per planning period coverage.

Secondary Schools: \$50.00 per planning period coverage.

- Partial planning period coverage will not be considered.

When an ACPS licensed staff member provides classroom coverage for a block/class period, the following process must be followed: The ACPS employee will be provided a timesheet to be completed, indicating date and time served for the coverage. The employee will turn in the timesheet to the school principal. The principal (or designee) will sign off on each timesheet

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edifying that the reporting of time/date is correct. The administrative team (or designee) will collect and send all timesheets to payroll.

The provision of compensation for block/ period coverage will continue through June 15, 2023.

BACKGROUND: N/A

RECOMMENDATION: The Superintendent recommends that the School Board review the compensation for staff planning period coverage as described above.

IMPACT: N/A

ATTACHMENTS: N/A

REFERENCES: N/A

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