

**BOARD MEMO**

Date: May 9, 2024

For ACTION \_\_\_\_\_

For INFORMATION X

**FROM:** Matt Smith, Policy Services Consultant

**THROUGH:** Melanie Kay-Wyatt, Ed.D., Superintendent of Schools

**TO:** The Honorable Michelle Rief, Chair, and  
Members of the Alexandria City School Board

**TOPIC:** Proposed Policy Revisions

**ACPS 2025 STRATEGIC PLAN GOAL:**

- Goal 1: Systemic Alignment
- Goal 2: Instructional Excellence
- Goal 3: Student Accessibility and Support
- Goal 4: Strategic Resource Allocation
- Goal 5: Family and Community Engagement

**SY 2023-2024 FOCUS AREA:**

N/A

**FY 2024 BUDGET PRIORITY:**

- Full Implementation of Students with Disabilities Action Plan
- Reduce Class Sizes
- K-4 Literacy
- Target Chronic Absenteeism
- Restorative Practices Supports
- Increase Support for Social and Emotional Learning

**SUMMARY:**

Staff are proposing the revision of several policies and regulations. Summaries of the revision, including links to code changes where appropriate, are presented in the Details section. Red-line changes and comments are included in the draft policies. The policies undergoing a full revision have been reviewed for code alignment and VSBA model policy alignment, audited for equity, edited by a team of staff members, and reviewed by division counsel, the SLT, and the Board Policy Subcommittee. The policies being updated have been revised to reflect changes in code, changes in position titles, changes in facilities titles, and other changes previously approved by the Board. The updated policies have been reviewed by division counsel, the SLT, and the Board Policy Subcommittee.

These revisions are proposed for adoption at the May 23, 2024, School Board Meeting.

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### DETAILS:

The following summarizes the proposed revisions, details are in the track-changes of the draft policies.

### Policies undergoing a full revision

#### **CBB - Appointment and Term of the Superintendent**

- 5-year review
- Standard changes

#### **CBD - Superintendent's Compensation and Benefits**

- 5-year review
- Standard changes
- Minor reorganization

#### **CBE - Superintendent's Severance Benefits**

- 5-year review
- Affirmed other than cross references

#### **GBO - Virginia Retirement System**

- 5-year review
- Standard changes
- VSBA model policy alignment

#### **GCBA - Staff Salary Schedules**

- 5-year review
- Standard changes
- Replaced 'salary schedule' with 'salary scales'

#### **GCBC - Staff Fringe Benefits**

- 5-year review
- Standard Changes
- VSBA Model Policy assignment
- Removed the term 'fringe' as benefits are a core element of staff compensation

#### **GCBEA - Leave Without Pay**

- Meaningful discrepancies between ACPS policy and the VSBA model policy discovered as part of the policy audit
- Code alignment
- Added breadcrumbs to Staff Leaves and Absences
- Removed content redundant with the regulation

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### **IGBH - Alternative School Programs**

#### **IGBH-R - Alternative School Programs Regulations**

- 5-year review
- Standard changes
- VSBA model policy alignment
- Added a definition from the Virginia Administrative Code
- New accompanying regulation
  - Moved proposal process and details from policy
  - Added a monitoring and revisions process to support evaluation plan

### **INDC - Religion in the Schools**

- 5 year review
- Standard changes
- Added that ACPS may provide a comparative religion class (per the code)

### **KC - Community Involvement in Decision Making**

- 5-year review
- Standard changes
- Aligned the content with the code

### **LEA - Student Teaching and Internships**

#### **LEA-R - Student Teaching and Internships Regulations**

- Revision reason: 5-year review
- ACPS Policy (no VSBA model)
- New regulation
- Clarified that HR consults with Student Services and Principals in placements

### **Policies being proposed for update rather than full revision**

No policies proposed for update this session

#### **BACKGROUND:**

The proposed revisions are part of the Board's ongoing work to provide ACPS with high-quality governance. ACPS has over 400 policies and regulations and has established the target of reviewing at least 100 policies and regulations each school year. Candidate policies for revision are drawn from code changes, changes in the VSBA model policies, the code requirement that policies are reviewed every 5 years, and policies and regulations that have been identified by the Board and/or staff for review.

Drafts of proposed revisions are available for public review as part of the Policy Subcommittee, Board Information, and Board Action processes.

#### **RECOMMENDATION:**

The Superintendent recommends that the School Board review the information about the proposed policy revisions.

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### IMPACT:

By auditing policies for equity, code compliance, and appropriate guidance the School Board ensures that ACPS has high-quality governance.

### ATTACHMENTS:

1. 240509\_CBB - Appointment and Term of the Superintendent.pdf
2. 240509\_CBD - Superintendent's Compensation and Benefits.pdf
3. 240509\_CBE - Superintendent's Severance Benefits.pdf
4. 240509\_GBO - Virginia Retirement System.pdf
5. 240509\_GCBA - Staff Salary Schedules.pdf
6. 240509\_GCBC - Staff Fringe Benefits.pdf
7. 240509\_GCBEA - Leave Without Pay.pdf
8. 240509\_IGBH - Alternative School Programs.pdf
9. 240509\_IGBH-R - Alternative School Programs Regulations.pdf
10. 240509\_INDC - Religion in the Schools.pdf
11. 240509\_KC - Community Involvement in Decision Making.pdf
12. 240509\_LEA - Student Teaching and Internships.pdf
13. 240509\_LEA-R - Student Teaching and Internships Regulations.pdf

### REFERENCES:

1. March 14, 2024 SB Policy Subcommittee Meeting
2. April 18, 2024 SB Policy Subcommittee Meeting

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