

BOARD MEMO

Date: June 20, 2024

For ACTION

For INFORMATION

FROM: Amanda Ou, Director of Maintenance and Custodial Services

THROUGH: Dustin Davis, Executive Director of Facilities
Dr. Alicia Hart, Chief Operating Officer
Melanie Kay-Wyatt, Ed.D., Superintendent of Schools

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

TOPIC: ACPS Custodial Attrition Plan Recommendation

ACPS 2025 STRATEGIC PLAN GOAL:

Goal 4: Strategic Resource Allocation

SY 2023-2024 PRIORITY AREA:

Strategic Plan Implementation

FY 2024 BUDGET PRIORITY:

N/A

SUMMARY:

This memo provides an update regarding the Custodial Attrition Plan. We have reached the attrition threshold at one school and thus request this school's custodial services be contracted out. The last update was given in April 2023, where John Adams Elementary School/Early Childhood Center were approved to contract out their custodial services. In addition, the School Board approved the transition of Francis C. Hammond Middle School to contracted cleaning services through the approved FY25 budget.

At this time, staff requests board approval to contract out custodial services at James Polk Elementary School effective July 1, 2024. This school meets the requirements for outsourcing as outlined in the Custodial Attrition Plan.

Any remaining full-time ACPS staff currently serving at this school will be reassigned to Charles Barrett Elementary School or Samuel Tucker Elementary School. No full-time employees will be terminated based on this approach. Casual employees across all schools will be relieved of their current assignments. As part of this adjustment, Maintenance and Custodial Services leadership would negotiate contract terms with its custodial services contractor to offer positions to casual employees. Using full-time custodians instead of casual also provides 18 more work hours per week which are needed at other schools.

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BACKGROUND:

The Custodial Attrition Plan outlines the effort to systematically contract out the custodial staff at all Alexandria City Public Schools over time, as employees retire and/or resign. ACPS contracted out George Washington Middle School and the Minnie Howard campus on July 1, 2019. ACPS also contracted out John Adams Elementary School/Early Childhood Center on July 1, 2023. ACPS custodians who worked at those schools were reassigned to other ACPS schools (“in-house schools”) that hadn’t been contracted out yet.

As custodians leave their tenure with ACPS, their respective in-house schools are supplemented with casual custodians to provide coverage until the required attrition threshold is met. Currently, the Custodial Attrition Plan can only move forward when there are less than 50% ACPS custodial employees at a given school. As the custodial attrition plan continues to progress, reassignment of ACPS custodial employees will continue to occur. The following order was recommended and approved by the School Board on June 10, 2019.

1. George Washington Middle School – July 1, 2019
2. Minnie Howard Campus – July 1, 2019
3. Francis Hammond Middle School – July 1, 2024
4. James Polk Elementary School – July 1, 2024 (proposed)
5. John Adams Elementary School/Early Childhood Center – July 1, 2023
6. Charles Barrett Elementary School – TBD
7. Samuel Tucker Elementary School – TBD

RECOMMENDATION: The Superintendent recommends that the School Board review the information and approve the recommendation to contract custodial services at James K. Polk per the Custodial Attrition Plan.

IMPACT: If the recommendation is accepted and approved, James Polk Elementary School will move to contracted cleaning and enable Maintenance & Custodial Services to strategically allocate resources more effectively.

ATTACHMENTS:

1. Custodial Attrition Plan Reassignments

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