

## BOARD BRIEF

Date: March 4, 2022

**BOARD INFORMATION:**   X  

**MEETING PREPARATION:**       

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

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

**TO:** The Honorable Meagan L. 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 2021-2022 FOCUS AREA:**

N/A

**FY 2022 BUDGET PRIORITY:**

Implementation of 2025 Strategic Plan

**SUMMARY:**

The Alexandria City Public Schools (ACPS) community is grateful for the staff's commitment to our schools to ensure our students are supported. In all of our schools, we have observed staff members serving to meet the needs of our students by providing coverage during these challenging times.

We have designed 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 verifying that the reporting of

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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 begin March 7, 2022. Retroactive payments will not be provided for any block/coverage prior to March 7, 2022.

### **BACKGROUND:**

N/A

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

### **IMPACT:**

Compensation for voluntary coverage during staff planning periods will help support classrooms and students during times of staff shortages.

### **ATTACHMENTS:**

None

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