

BOARD MEMO

Date: January 18, 2024
For ACTION
For INFORMATION

FROM: Pierrette Finney, Ed.D., Chief Academic Officer
Carmen Sanders, Executive Director of Instructional Support
Rene Paschal, Acting Executive Director of School Leadership

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

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

TOPIC: Elementary and Secondary Instructional Analysis Committees

ACPS 2025 STRATEGIC PLAN GOAL:

Goal 1: Systemic Alignment
Goal 2: Instructional Excellence

SY 2023-2024 PRIORITY AREA:

Social Emotional and Academic Learning Recovery
Middle School Educational Experience
Implementation of Student with Disabilities Plan
Continuous Improvement in KPI Disparities

FY 2024 BUDGET PRIORITY:

Full Implementation of Students with Disabilities Action Plan
Reduce Class Sizes
Staff Retention Efforts
Increase Support for Social and Emotional Learning

SUMMARY:

As part of our ongoing commitment to remain in compliance with school board policy while at the same time ensuring that we are fiscally responsible with Alexandria City Public Schools (ACPS) financial resources, an update is being provided on the progress of the implementation of the Elementary and Secondary Instructional Analysis Committees. To accomplish this analysis, the Department of Teaching, Learning, and Leadership will be forming an Instructional Analysis Committee in January 2024 consisting of school-based instructional staff, school principals, and the Departments of Teaching, Learning, and Leadership, Human Resources, and Financial Services. This committee will conduct a comprehensive review of ACPS School Board Policy compliance, student enrollment, capacity by course, and staff resource allocations for Encore, Secondary World Languages, and Physical Education (K-12).

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This committee will also put forth recommendations to the Superintendent regarding next steps in the instructional analysis.

DETAILS:

Beginning in January 2024, monthly Instructional Analysis Committee meetings will be held with Elementary Encore teachers, Principals, and Assistant Principals. Bi-monthly meetings will be held with Secondary World Languages and Health/PE teachers, Principals, and Assistant Principals. The Instructional Analysis Committees are designed to garner feedback from staff to assess the current implementation of teacher assignments at the elementary level and the need for future adjustments at the elementary and secondary levels based on enrollment and school needs.

As a continuum of the cycle of analysis, the Department of Teaching, Learning, and Leadership will also be analyzing data and garnering feedback from staff regarding Secondary World Languages and Health & Physical Education (6-12). The Secondary World Language and Physical Education (K-12) analysis is a **two year process** culminating with recommendations during the 2024-2025 school year to assess staff resource utilization, class sizes, and school based needs.

BACKGROUND:

During the 2022-2023 school year, an analysis of elementary encore enrollment was conducted revealing three areas of adjustment to ensure that all elementary encore staff have full teaching assignments in their area of certification, ensure that instrumental music instruction was being offered during the school day for all schools, and ensure that all schools are in compliance with required PE instructional minutes according to School Board Policy JHCF. The results of the analysis conducted during the 2022-2023 school year required that some encore teaching staff have an adjustment to their schedule and school location to meet the programmatic needs of all schools in the 2023-24 school year.

RECOMMENDATION:

The Superintendent recommends that the ACPS School Board review this board memo and next steps for the Instructional Analysis Committees.

IMPACT:

During the 2023-2024 school year, the Instructional Analysis Committee will put forth recommendations regarding staffing for Elementary Encore Staffing and provide an update on the status of the Secondary World Languages and Physical Education (K-12) analysis. During the 2024-2025 school year, the Instructional Analysis Committee will put forth recommendations regarding staffing for Elementary Encore, Secondary World Languages, and Physical Education (K-12).

ATTACHMENTS:

None

REFERENCES:

6/2/23- Alexandria City Public Schools (ACPS) Encore Teaching Assignment Adjustments

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11/3/23- ACPS Encore, World Languages, and Physical Education Instructional Analysis

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