

TRANSITION PLAN



FUTURE-FOCUSED

DR. MELANIE KAY-WYATT
SUPERINTENDENT OF SCHOOLS
2023-24 SCHOOL YEAR



Alexandria City Public Schools
1340 Braddock Place
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ABOUT DR. MELANIE KAY-WYATT

Dr. Melanie Kay-Wyatt is a proven educational leader whose professional background spans across a wide spectrum of experiences in the teaching and learning field and in a variety of roles and settings throughout the Commonwealth.

On May 4, 2023, the School Board announced that Dr. Melanie Kay-Wyatt will serve as the new permanent superintendent for Alexandria City Public Schools (ACPS), effective July 1, 2023. This followed the Alexandria City School Board's appointment of Kay-Wyatt as the interim superintendent on July 28, 2022 which became effective Sept. 1, 2022. This appointment followed her previous roles at Alexandria City Public Schools.



On July 1, 2021, Kay-Wyatt began her journey at ACPS as the executive director for human resources of Alexandria City Public Schools where she quickly moved up the ranks, in recognition of her hard work and commitment to those she serves, with her appointment as Chief of Human Resources in just one year since starting at ACPS in 2021.

Her excellent organizational, communication and customer service skills have successfully served the ACPS community in its work aligning School Board priorities and ACPS' mission and vision to the [2025 Strategic Plan: Equity for All](#). Kay-Wyatt's interdepartmental collaboration as well as with external stakeholders to support instruction and staffing feasibility for all schools has enabled the school system to ensure our students' continued learning, especially throughout the challenging times presented by the COVID-19 worldwide pandemic.

Kay-Wyatt holds a bachelor's degree in business administration from Mary Washington College, a master's in science in education from Old Dominion University in addition to a Master of Education in Educational Leadership from the University of Mary Washington. Kay-Wyatt's doctorate from Virginia Commonwealth University centered on an evaluation of early literacy groups and she has researched Title I schoolwide and targeted assistance programs' impact on schools.

As an experienced educator and administrator, Kay-Wyatt started her career as a special education teacher in Culpeper Middle School and then went on to Fredericksburg, Va., where she later advanced to serve first as a middle school assistant principal followed by a principalship at Walker-Grant Middle School. She also has experience as a professor at the College of William & Mary and Shenandoah University where she provided instruction on classroom management techniques and human resource leadership with a focus on school improvement.



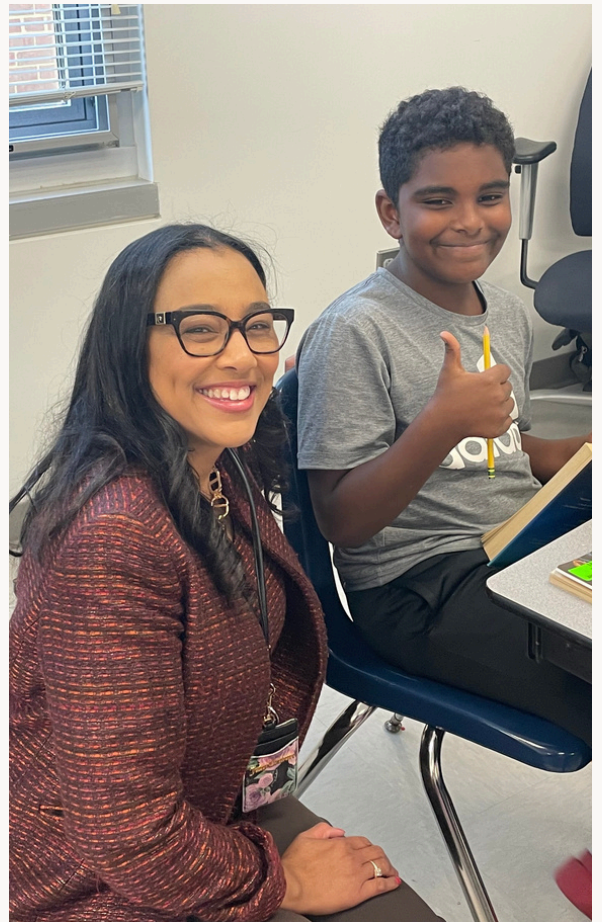
Kay-Wyatt's strong administrative skills were sharply honed during her tenure as the director of human resources for Spotsylvania County Public Schools along with her presidency and as a former Board chair of the international education membership organization, ASCD. In her human resources director role in Spotsylvania, she successfully developed the Plan Implementation of the Future Educators Academy and supported Dual Enrollment programs, in addition to overseeing the recruitment and retention of highly effective licensed and support employees. Kay-Wyatt has also led strategic reorganizations of budget and staffing and demonstrated a working knowledge of financial and business acumen to accomplish strategic priorities at ASCD. In all her years of public education service, Kay-Wyatt has exhibited a deep, clear understanding of student and staff needs as well as an enormous dedication to working closely with internal stakeholders, other school divisions, and outside agencies to promote comprehensive plans and policies that equitably address divisionwide needs. These qualities will undoubtedly have a positive impact on the ACPS community of students, families and staff as she leads the school division in her newly appointed role of permanent superintendent. Kay-Wyatt is also the proud mom of two adult daughters.

PURPOSE

As the incoming permanent superintendent, the Alexandria City School Board has charged me with continuing the legacy of Alexandria City Public Schools (ACPS), ensuring that ALL learners' needs are met and preparing the school division for increased growth and diversity.

During my term as the interim superintendent, I remained focused on the ACPS areas of focus and the continued implementation of the [ACPS Strategic Plan: Equity for All](#). This focus will continue as I transition into the permanent superintendent role while maintaining my commitment to embrace the involvement of a diverse and active community.

The purpose of this Transition Plan is to outline a set of intentional and inclusive steps that will guide my transition into the permanent role of ACPS superintendent. This process is designed to enable me to continue a seamless transition using the information that I have gathered about our community and the division; to continue to establish strong community partnerships and relationships; to launch ideas for sustaining - building on my current work- and strengthening ACPS' work with success. This relates to short-term/long-term visioning and strategic planning; to drive the identified critical issues into action; and to re-engage our staff, community and resources. This plan outlines the specific strategies I have acquired from my interim experience of sustaining the work for the 2022-23 school year and bringing ACPS to the next level of success.



I am committed to continuing and improving the legacy of ACPS and pledge to provide an equitable, high quality education which is accessible and engaging to all. With my current knowledge of the school communities, I can now use this data to begin the necessary work. Given my experience at ACPS, in this permanent role, I will not require additional time to learn the community or study the data, and can immediately begin launching the division to become even greater in the coming years.

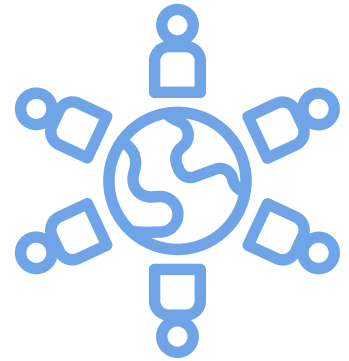
TRANSITION PRIORITIES

While I embark upon this next phase to transition into the permanent superintendent role, I have established **three** specific priorities to fulfill our never ending mission of educating children at Alexandria City Public Schools.

CULTURE AND SCHOOL EXPERIENCE

To fulfill our core values of being welcoming and equity-focused, we must stay committed to identifying innovative ways to create a culture and school experience that provides students, staff and families a sense of belonging when they visit our schools and offices. The aim is to develop programs and initiatives to reignite the love of learning for our students and a renewed enthusiasm to serve our students.

- All Staff
- students
- community partners



ACADEMIC ACHIEVEMENT

Taking greater strides to enhance our academic program is pivotal over these next few years with a keen focus on recovery and learning loss. Using data-based decision-making and instituting effective systems and processes across the school division is paramount to support all students to achieve academic success.

- Students
- Future students



ABSENTEEISM & STUDENT ENGAGEMENT

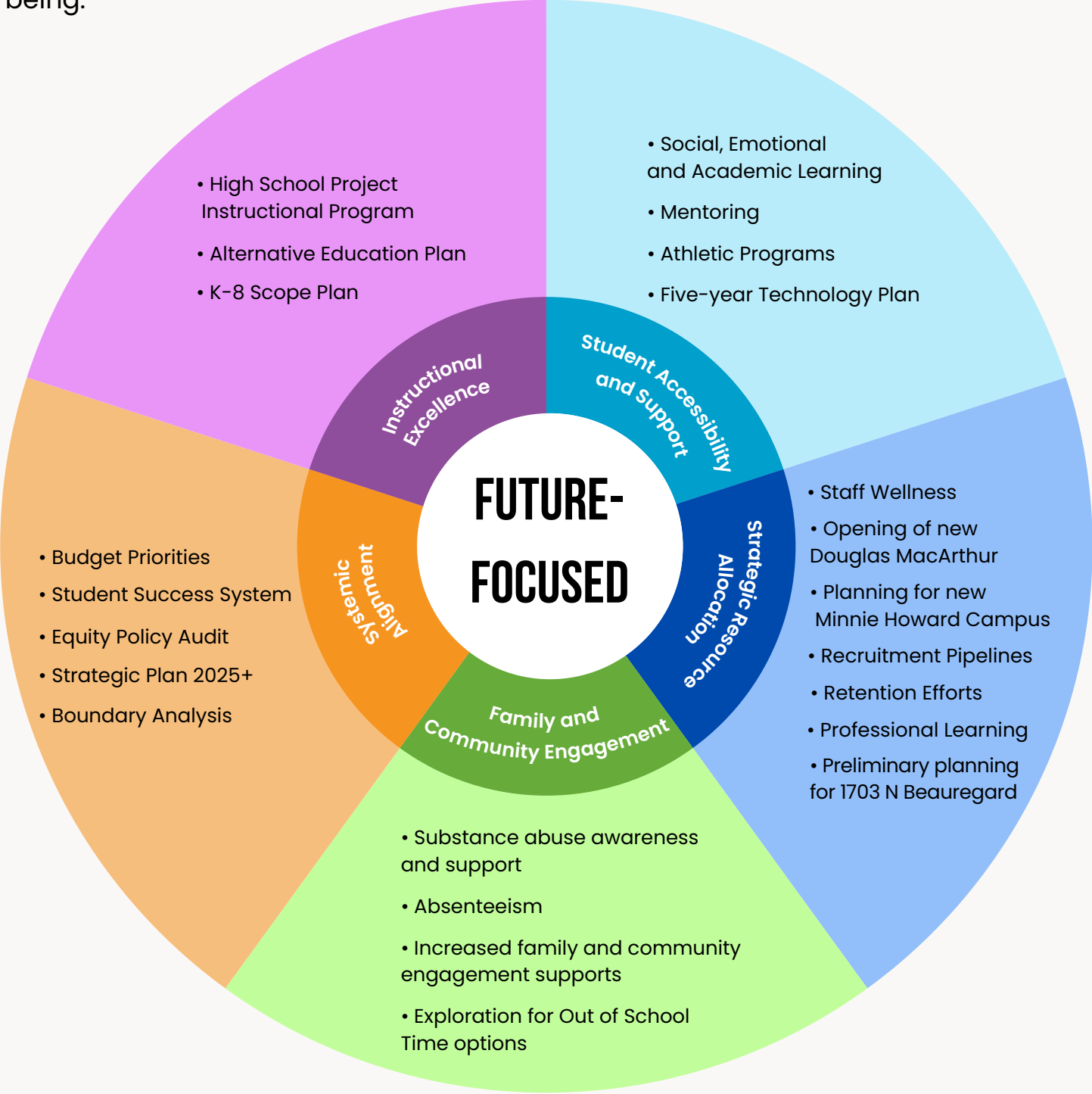
In recent years, divisions across the country have seen an increase in absenteeism and the need for more targeted student engagement efforts and supports to address learning loss and social and emotional well-being. To that end, it will be pivotal to lead additional initiatives to address this critical need for our students.

- Students
- Staff



PROGRAMS OF FOCUS

As I transition into the permanent role, I will remain future-focused beginning with the projects outlined below that directly support the [ACPS Strategic Plan: Equity for All](#). Working with our dynamic team at Alexandria City Public Schools, I will lead the process of completing these projects successfully through listening, learning, leading, relationship building and elevating the division priorities that are critical to fulfill our mission and vision by providing all students the supports they need to be life, college and career ready. This transition period will also afford me the opportunity to assess where we are as a school division to increase academic growth and achievement, support social and emotional learning, health and well-being.



ENGAGEMENT & COMMUNICATION

During this transition period, I will continue to uphold my commitment to our stakeholders to continue to listen and learn from our community. I will remain dedicated to building a culture and climate that strengthens community trust while promoting and embracing diversity, equity, inclusion and belonging. The following individuals and groups will be engaged during the transition process through focused meetings:

Staff	Students	Families	Community
<ul style="list-style-type: none"> • Central Office administrators • Custodial and School & Nutritional Services staff • Departments and special areas • Education Association of Alexandria (EAA) • Related services staff • School committee members • School level administration • School principals and assistant principals • Student Support Teams • Support staff • Teachers (PreK-12) • Teachers Advisory Council (TAC) • Transportation 	<ul style="list-style-type: none"> • Expand Secondary "Slices with the Supe" lunches • Launch "Snacks with the Supe" with elementary schools • Superintendent's Student Advisory Council (SSAC) - high school students 	<ul style="list-style-type: none"> • Alexandria PTAC • Family groups and organizations • Organizations serving underrepresented groups 	<ul style="list-style-type: none"> • Alexandria Police Department • Alexandria Fire Department • Business Community • Civic Associations • Community partners • Faith-based Organizations • City manager • Sheriff's Department • Volunteer Organizations

ACKNOWLEDGEMENTS

I would like to extend my sincerest gratitude to the following people whose work influenced the development of this transition plan and supported me in the role as the interim superintendent of Alexandria City Public Schools:

Alexandria City School Board Members

ACPS Senior Leadership Team (SLT)

Veronica Tellez

ACPS Students and Staff

