Alexandria City Academy

Session 7

October 24, 2013

The Judicial System

James Banks, Jr., City Attorney, City of Alexandria

Lisa Kemler, Chief Judge, Alexandria Circuit Court

Ron Lemley, Director, Alexandria Court Service Unit

Randy Sengel, Commonwealth's Attorney, City of Alexandria

Sean P. Schmergel, President, Alexandria Bar Association

Questions?

Human Rights

Jean Kelleher, Director

Local Code Provisions & Federal Laws

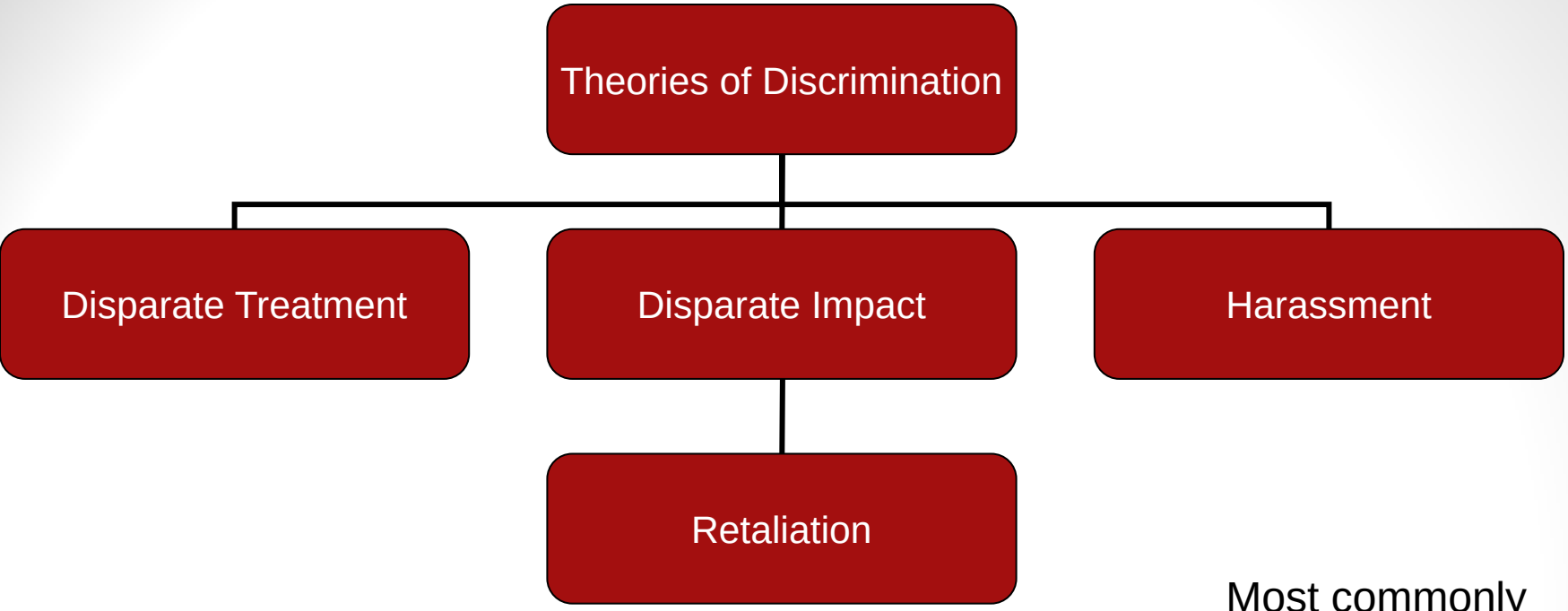
- **The Alexandria Human Rights Code** (§12-4) of 1975, as amended, prohibits discrimination against any person in housing, employment, city contracts, health and social services, public accommodations, credit and education based on race, color, sex, religion, ancestry, national origin, marital status, familial status, age, disability or sexual orientation.
- **Title VII of the Civil Rights Act** of 1964, as amended, prohibits discrimination based on race, color, sex, religion, or national origin.
- **The Americans with Disabilities Act** (ADA), enacted in 1990, and amended in 2009 (ADAAA), protects qualified individuals with disabilities from discrimination.
- **The Age Discrimination in Employment Act** (ADEA), enacted in 1967, protects individuals over the age of forty from employment discrimination.

Department Programs

- ENFORCEMENT & COMPLIANCE
  - COMPLAINT RESOLUTION
  - DISABILITY RIGHTS
  - CIVIL RIGHTS COMPLIANCE
  - TRAINING

- STRATEGIC INITIATIVES
  - COMMISSIONS (ALEXANDRIA HUMAN RIGHTS COMMISSION & ALEXANDRIA COMMISSION ON PERSONS WITH DISABILITIES)
  - OUTREACH & COLLABORATION

WHAT IS DISCRIMINATION?



Occurs when an employee is treated differently based on his/her membership in a particular class of people.

Occurs when an employer's neutral employment policies or practices affect members of a certain group differently.

Usually a series of acts directed toward an individual based on his/her protected class, leading to a "hostile work environment."

Most commonly occurs after an employee complains about discrimination, and the employer begins treating the employee differently because of his/her complaint.

Making a *Prima Facie* Case for

DISPARATE TREATMENT

1	Member of a Protected Class
2	Qualified for Position
3	Suffered Adverse Employment Action (Despite Qualifications)
4	Treated Differently than Similarly-Situated Employees not Members of Protected Class

Making a *Prima Facie* Case for

DISPARATE IMPACT

1	Establish that Particular Employment Practice Disproportionately Excludes Members of a Protected Group
2	Complainant Belongs to Protected Group that is Affected by Policy or Procedure
3	Qualified for Position
4	Suffered Adverse Employment Action (Despite Qualifications)

Making a *Prima Facie* Case for HARASSMENT

"Title VII also requires a showing … that the alleged … harassment unreasonably interfered with her work performance or created an intimidating, hostile or offensive working environment. The requirement that the harassment be unreasonable assures that Title VII does not serve as a vehicle for vindicating the petty slights suffered by the hypersensitive."

Zabkowicz v. West Bend Co., 589 F. Supp. 780, 784 (E.D. Wis. 1984).

- Harassment must be severe and pervasive, so as to constitute a hostile work environment, which actually changes the terms and conditions of employment.

- Harassment should not be confused with poor management practices or perceived workplace slights.

Making a *Prima Facie* Case for RETALIATION

1	Complainant Engaged in Protected Activity
2	Suffered Adverse Employment Action
3	There is a Nexus Between the Protected Activity and the Adverse Employment Action Ross v. Communications Satellite Corp. 759 F. 2d 355 (4th Cir. 1985).
	Title VII and the Alexandria Human Rights Code prohibit retaliation by an employer if an employee has complained about discrimination or assisted someone else in the exercise of his/her rights.

The Complaint Process

- Intake Questionnaire
- Interview with Investigator
- Complainant's Affidavit/Possible Mediation
- Respondent's Position Statement
- Investigation
- Complainant's Rebuttal
- Determination based on Preponderance of the Evidence
- If Cause -- Conciliation, Litigation or Public Hearing before Human Rights Commission
- If No Cause -- Case Closed (EEOC Review, if Jurisdiction)

OFFICE OF HUMAN RIGHTS
421 King Street, Suite 400
Alexandria, Virginia 22314

alexandriava.gov

Phone 703.746.3140
Virginia Relay 711

INTAKE QUESTIONNAIRE FORM

THIS IS NOT A FORMAL COMPLAINT. YOUR COMPLETION OF THIS QUESTIONNAIRE DOES NOT SIGNIFY THAT YOU HAVE FILED A FORMAL COMPLAINT WITH THE ALEXANDRIA OFFICE OF HUMAN RIGHTS. THIS QUESTIONNAIRE IS INFORMATION ONLY.

COMPLAINANT INFORMATION		
NAME	DOB	EMAIL:
ADDRESS		
CITY	STATE	ZIP
PHONE H ( ) W ( )	**CONTACT PERSON PHONE # (IF YOU CANNOT BE REACHED)**	
I BELIEVE I HAVE BEEN DISCRIMINATED AGAINST IN THE AREA OF (CHECK ONE) ( ) EMPLOYMENT ( ) HOUSING ( ) PUBLIC ACCOMMODATIONS ( ) OTHER		
I BELIEVE I HAVE BEEN DISCRIMINATED AGAINST ON THE BASIS OF MY		
WHEN DID THE ALLEGED DISCRIMINATORY ACT OCCUR? *(MUST BE WITHIN 300 DAYS IF FILING UNDER TITLE VII, 180 DAYS IF FILING UNDER AGE DISCRIMINATION IN EMPLOYMENT ACT, 365 DAYS IF FILING UNDER HOUSING)*		
RESPONDENT INFORMATION		
NAME/ADDRESS OF COMPANY *(MUST BE WITHIN CITY LIMITS OF ALEXANDRIA)*		
PRESIDENT/CONTACT PERSON/PHONE ( )		
DATE OF HIRE *(IF APPLICABLE)*	POSITION *(IF APPLICABLE)*	

Questions?

Office of Human Rights
421 King St., Suite 400
Alexandria, VA 22314
703.746.3140
Virginia Relay 711

www.alexandriava.gov/HumanRights

Alexandria City Public Schools

Dr. Alvin L. Crawley, Interim Superintendent

Alexandria City Public Schools (ACPS)

- Vision Statement: Alexandria City Public Schools will set the international standard for educational excellence, where all students achieve their potential and actively contribute to our local and global communities.

- Mission Statement: Alexandria City Public Schools will provide the environment, resources, and commitment to ensure that each and every student succeeds — academically, emotionally, physically, and socially.

- Enrollment as of October 1, 2012: 13,114/ Current enrollment approximately 13, 500

- Number of Schools
  - 12 Elementary
  - 1 Pre K-8
  - 5 Middle
  - 1 High School (4 campuses)
  - 19 Total

Alexandria City Public Schools (ACPS)

- Average Class Size
  - 18 Elementary
  - 20 Middle
  - 22 Secondary

- Student Demographics as of October 1, 2012
  - Black: 32.5%
  - Hispanic: 32.4%
  - White: 27.2%
  - Asian: 4.6%
  - Pacific Islander: 0.3%
  - Native American: 0.6%
  - Hawaiian: 0.3%
  - Multi-racial: 2.3%
  - Countries of birth: 128
  - Native languages: 80

ACPS Communications and Public Relations

- Communicating with the ACPS
  - **General Information:** 703-824-6600 TTY 711 (Virginia Relay)
  - **School Board Office:** 703-824-6614
  - **Communications & Public Relations:** 703-824-6635
  - **Employment:** 703-824-6665
  - **Attendance Zones:** 703-824-6710
  - **Volunteer Opportunities/FACE:** 703-824-6865

- ACPS-TV Comcast Channel 71
  - Online streaming: http://www.acps.k12.va.us/acpstv.php

- Web and E-Mail
  - www.acps.k12.va.us
  - news@acps.k12.va.us
  - superintendent@acps.k12.va.us

- Social Media
  - Facebook: acpsk12/Facebook
  - Twitter: @ACPSk12

Alexandria City Public Schools (ACPS)

- Top Five Languages at ACPS
  - Spanish (2,232 ELL students 68% of ELL)
  - Amharic (257 ELL students, 8 % of ELL)
  - Arabic (201 ELL students, 6.2% of ELL)
  - Krio (80 ELL students, 2.5 % of ELL)
  - Twi (63 ELL students, 1.9% of ELL)

ALEXANDRIA CITY PUBLIC SCHOOLS

2012 MAGNA AWARD WINNER

Select Language

Search ACPS SEARCH

Welcome Back to School!

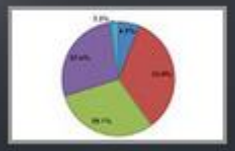
Our Back-to-School Guide includes links to help families prepare for the new year.

Read More

Middle Schools Workgroup

Jefferson-Houston Project

Patrick Henry Project



Budget Information

T.C. Williams Transformation

LATEST NEWS

August 29, 2013 | Press Release

School Board Releases Superintendent from Contract - Action Follows Dr. Sherman's Request for Early Retirement

ACPS IN THE NEWS

Dr. Walsh First Day of School Interview on WTTG FOX 5

Watch the video at myFOXdc.com.

Stay Connected

ACPS DAILY DIGEST

Keeping you informed about happenings around Alexandria City Public Schools (ACPS)

Tuesday, Sept. 3, 2013

DID YOU KNOW that you can view photos from the first day of school online? Visit the ACPS Flickr page to see the latest additions, taken this morning at Cora Kelly School for Math, Science and Technology.. Share your own pictures by emailing JPEG images, preferably horizontal, to Mary Jane Solomon any time this week.

IMPORTANT SCHOOL MENU ALERT: PBJAMWICH CONTAINS PEANUTS

To ensure that students with food allergies - and their parents - are aware, the PBJamwich listed on the ACPS K-8 menu does contain peanuts. The symbol was inadvertently left off the menu.

Parents should note that several precautions help prevent food allergy reactions in school. School Nutrition Services maintains a file that lists ingredients and nutrition information of every food item served or sold. Manufacturers sometimes change ingredients and are not obligated to inform ACPS. School Nutrition staff members make every effort to have accurate information available. When a student has a food allergy documented by a licensed medical authority, the school nurse works with the school nutrition manager at the school and a pop-up note appears when the student enters the PIN number or is looked up by last name. This alerts the cashier who reviews the trays. If possible, bring your student with a food allergy and introduce him or her to the school nutrition manager and staff. For

Did You Know
the **ACPS Department of Communications & Public Relations**
has many ways to spread the good news about our schools?
Let's keep in touch!

ACPS on the Web

www.acps.k12.va.us

Follow Us on Twitter!

@ACPSK12

See reverse side for our Twitter Contest!

ACPS Daily Digest

Sign up to receive our daily e-newsletter today!
www.acps.k12.va.us/lists

ACPS-TV

www.acps.k12.va.us/acpstv.php

www.youtube.com/user/acpstv

Monthly Column

Read the Superintendent's column every fourth Thursday of the month in the *Alexandria Gazette Packet*.

Dr. Sherman's Blog

www.acpsk12.org/superintendent

Got Something You Want to Share?

(p) 703-824-6635
(e) news@acps.k12.va.us

Emergency Closings & Delays

Occasionally, schools must open late or close early because of severe weather or other emergencies. Up-to-date information is just a phone call or a click away.

ACPS Information Line

703-866-5300

Emergency Announcements Page

http://www.acps.k12.va.us/emergency

ACPS E-News

http://www.acps.k12.va.us/lists

ACPS-TV

Channel 71

Know Before You Go

The ACPS Office of Communications and Public Relations coordinates all emergency communication. During an emergency situation, the department serves as the liaison between the schools, community and the media.

When ACPS closes or opens late because of inclement weather, Communications usually receives notification by 4:30 a.m.

- First, we update the ACPS Information Line (703-866-5300). Information is available in English and Spanish.
- Next, we send an email to people who subscribe to our E-news/emergency information list.
- Then, we post the information on our website and ACPS-TV (Channel 71). We take these steps so that parents and ACPS employees will have a number of different ways to obtain reliable information directly from ACPS sources.
- Finally, we call local radio and television stations.

For other emergencies, we announce information as early as possible. Parents should make arrangements for the care of their children. When schools close early or for the entire day, all after-school activities and athletic events are canceled.

The opening or closing of the federal or City of Alexandria government does not impact the opening or closing of schools.

Office of Communications and Public Relations
2000 N. Beauregard Street
Alexandria, VA 22311
phone | 703-824-6635
email | news@acps.k12.va.us
http://www.acps.k12.va.us/news
@ACPSk12

Learning to Live • Loving to Learn
ACPS
Alexandria City Public Schools

Questions?

Alexandria City Public Schools
2000 N. Beauregard St.
Alexandria, VA 22311
703.824.6600 / 6601

www.acps.k12.va.us

Department of General Services

Jeremy McPike, Director

What does General Services do?

General Services provides logistical support to other City departments and agencies. In short, we operate so they can operate.

Vision Statement

"General Services is leadership committed to excellence in customer service, quality management, innovative solutions, and effective teamwork."

Mission Statement

The Department of General Services provides exceptional management for the City's Real Estate, Property, Fleet and Support Services.

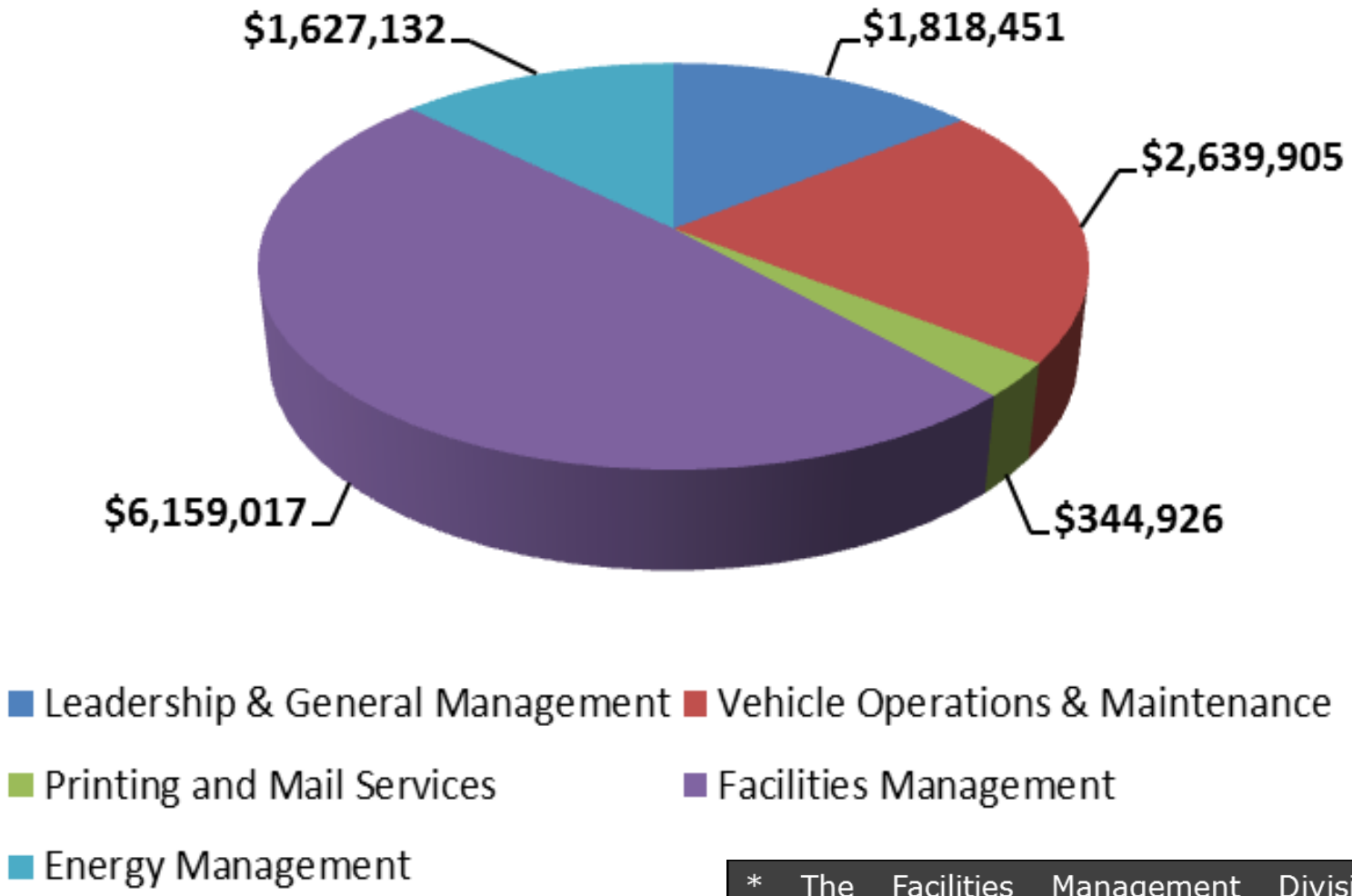
General Services: We are…

- A facilities manager
- A fleet manager
- An energy manager
- A post office
- A construction manager
- A copy shop
- A landlord

Department Strategic Plan

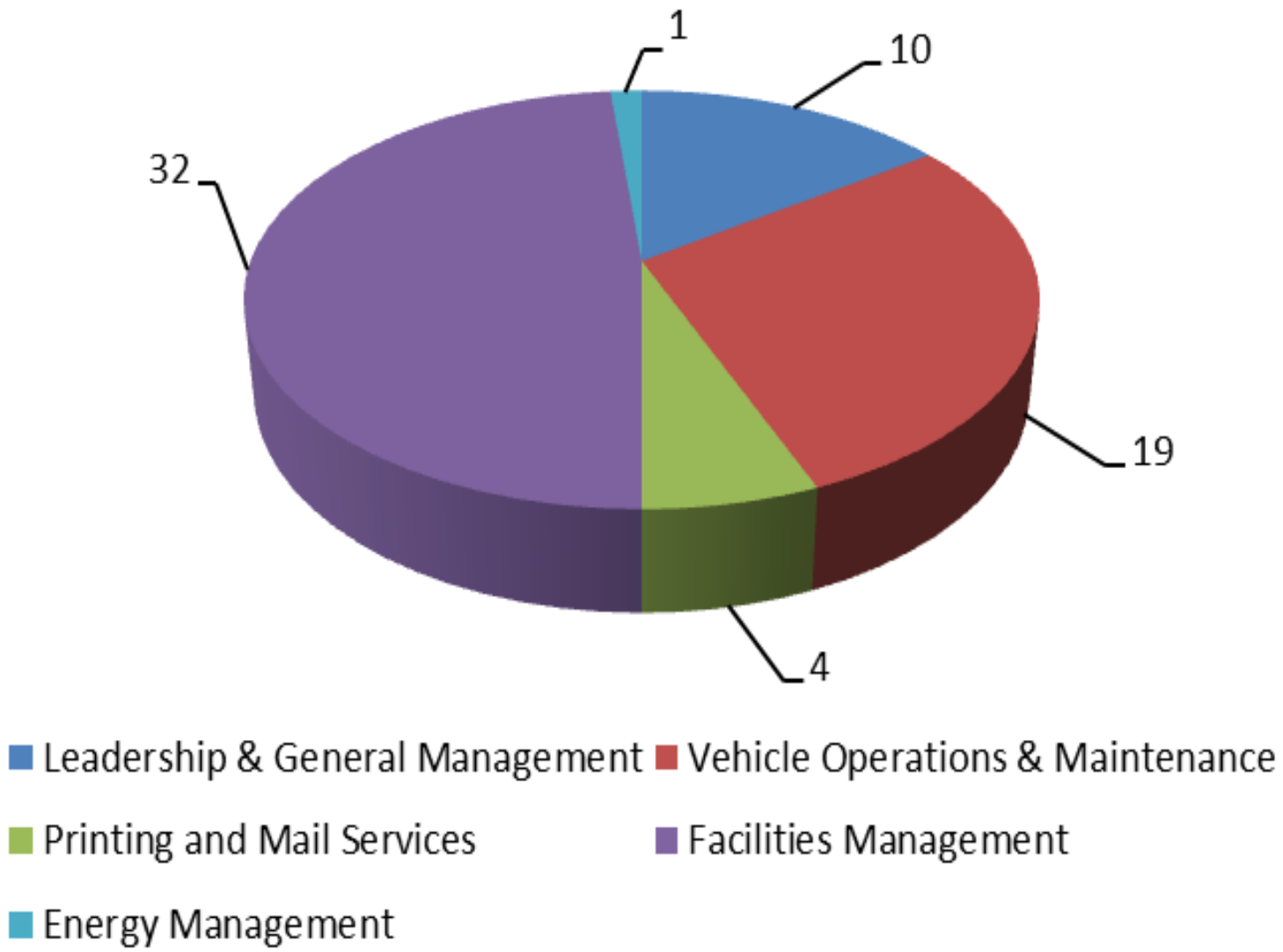
- The new General Services strategic plan was approved in FY 2012 that will guide department decision making for the next four years.
- Supports the City Council adopted Strategic Plan and all seven goal areas.
- The new strategic plan focuses on improving:
  - Communication;
  - Performance Management;
  - Employee Engagement; and
  - Employee Development (Capacity Building)

Department Operating Budget: $12.6 million



* The Facilities Management Division manages the Public Buildings portion of the Capital Improvement Program (CIP)

Department Staffing: 66



Facilities: Types of Buildings Maintained

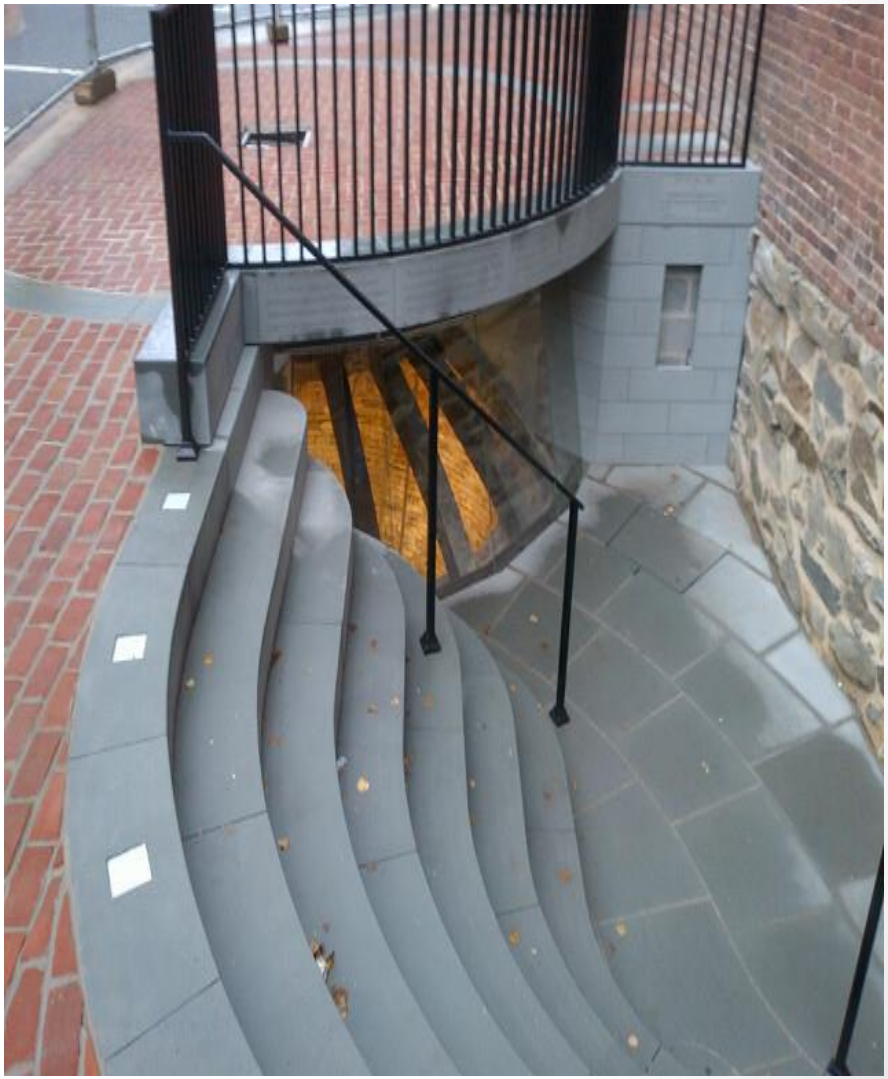
- The Department manages 2.3 million sq. ft. of City-owned space, including:
  - Libraries
  - Public Health, Social Services Facilities
  - Recreation Centers
  - Historical, Cultural Facilities
  - General Use Facilities
  - Public Safety, Judicial Facilities

City Fleet: A Glance

- The Department maintains a fleet of 870 vehicles, including:
  - Sedans (including hybrids);
  - Public Safety Vehicles;
  - Pick-ups and SUV's (including hybrids);
  - Vans;
  - Large Trucks and Buses;
  - Motorcycles; and
  - Refuse and Recycling Trucks and Other Public Works Equipment.

Major Capital Improvement Projects Undertaken

Completed: Ice Well Restoration at Gadsby's Tavern



Completed: Alexandria Police Department

Completed: Replacement *DASH* Facility

Completed: Charles Houston Recreation Center

Completed: Potomac Yard Station

In Construction Phase: Fire Station 210 (renderings)

Project Budget: approx. $15 million

Energy Management: Projects and Programs

On-going: Energy Management Program

- Goals:
  - Reduce City's energy costs and green house gas emissions
  - Educate and train City staff on reducing energy use in facilities and vehicles
  - Provide outreach and resources to Alexandria community to reduce energy costs and green house gas emissions
- Initiatives in Progress:
  - Facility lighting-system retrofits
  - HVAC control upgrades
  - Facility advanced metering capabilities (utilities)

Completed: City Hall Green Roof

- The City received ARRA (federal stimulus) funds to install a vegetative, green roof at City Hall.
- Completed in November 2011
- The project was both unique and challenging:
  - Provides energy savings and reduces stormwater runoff
  - Typically green roofing installed on more modern facilities

Questions?

Department of General Services
110 N. Royal St., Suite 300
Alexandria, VA 22314
703.746.4770

www.alexandriava.gov/GeneralServices