

**BOARD MEMO**

Date: October 29, 2020  
For ACTION \_\_\_\_\_  
For INFORMATION \_\_\_\_\_  
Board Agenda: Yes \_\_\_\_\_  
No \_\_\_\_\_

**FROM:** The Honorable Veronica R. Nolan, Vice Chair  
The Honorable Meagan L. Alderton, Board Member  
The Honorable Christopher A. Suarez, Board Member

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

**TO:** The Honorable Cindy Anderson, Chair, and  
Members of the Alexandria City School Board

**TOPIC:** Superintendent Evaluation Criteria Document Revision

**ACPS 2025 STRATEGIC PLAN GOAL:**

- Goal 1: Systemic Alignment
- Goal 2: Instructional Excellence
- Goal 3: Student Accessibility and Support
- Goal 4: Strategic Resource Allocation
- Goal 5: Family and Community Engagement

**SY 2020-2021 FOCUS AREA:**

- Focus Area 1: Reopening of School
- Focus Area 2: Policy Equity Audit
- Focus Area 3: Strategic Plan Implementation
- Focus Area 4: Renaming of Schools
- Focus Area 5: Academic Disparities

**FY 2021 BUDGET PRIORITY:**

- ALICE Training
- K-2 Literacy Programming
- Specialized Instruction Audit Implementation
- MTSS including Restorative Practices and PBIS
- Chronic Absenteeism among Hispanic Students
- Increased Staff Retention
- Human Resources Audit Implementation
- Facilities Audit Implementation
- Cultural Competence for All Staff
- Outreach to Hispanic Families to Improve Attendance and Graduation
- Outreach to Underserved Communities to Increase Engagement
- Improving Customer Relationship Services and Management

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### **SUMMARY:**

The Superintendent is evaluated annually and the evaluation process includes a goal setting conference to be completed in the fall of each school year. The outcome of the goal-setting conference is mutually agreed upon goals and what evidence of goal attainment is acceptable to the Board and Superintendent.

Since the shutdown due to the COVID-19 pandemic in March 2020, many of the metrics for evaluating the Superintendent were unavailable. During the 2020-2021 school year, a hybrid version of the Superintendent Evaluation Criteria has been developed to reflect a combination of pre- and post-COVID-19 evaluation metrics.

### **BACKGROUND:**

The Superintendent Evaluation Criteria Development Advisory Committee initially met on May 29, 2019 to develop a work plan for evaluating and updating the Superintendent Evaluation Criteria document. The School Board adopted the revised evaluation document at the Special Called School Board Meeting held on November 14, 2019. The Board further revised the evaluation document on May 22, 2020 to reflect changes to the Measurement/Evaluation/Artifacts/Key Performance Indicators which were no longer available for evaluating the Superintendent during the COVID-19 shutdown.

### **RECOMMENDATION:**

The Superintendent recommends the School Board review the revised Superintendent Evaluation Criteria metrics for use during the 2020-2021 Goal Setting Conference.

### **IMPACT:**

Changes to the Superintendent Evaluation Criteria will allow the School Board to judge the Superintendent's work on metrics that would be more appropriate at this time.

### **ATTACHMENTS:**

1. 2020-2021 Superintendent Evaluation Procedures Document Revisions

### **REFERENCES:**

[May 22, 2020—Superintendent Evaluation Criteria during COVID-19 Shutdown](#)  
[November 14, 2019—Superintendent Evaluation Criteria](#)

### **CONTACT:**

Veronica Nolan, Vice Chair, Alexandria City School Board  
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### **RECOMMENDATION:**

The Superintendent recommends that the School Board review the draft