

**BOARD MEMO**

Date: March 21, 2024  
For ACTION   
For INFORMATION

**FROM:** The Honorable Meagan L. Alderton, School Board Member

**THROUGH:** Clinton Page, Ed.D, Chief of Accountability  
Melanie Kay-Wyatt, Ed.D., Superintendent of Schools

**TO:** The Honorable Michelle Rief, 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 2023-2024 PRIORITY AREA:**

N/A

**FY 2024 BUDGET PRIORITY:**

N/A

**SUMMARY:**

The Superintendent is evaluated annually using the Virginia Department of Education’s *Guidelines for Uniform Performance Standards and Evaluation Criteria for Superintendents*. School Boards may adapt these guidelines to develop an evaluation instrument with mutually agreed upon goals and evidence of goal attainment.

**DETAILS:**

The Superintendent Evaluation Criteria Development Committee met on December 11, 2023, January 4 and January 17, 2024 to review and revise the evaluation instrument. The Board reviewed the evaluation document and process at a retreat held on February 29, 2024.

**BACKGROUND:**

On January 6, 2022, the School Board appointed members Meagan Alderton, Willie Bailey and Tammy Ignacio to serve on the Superintendent’s Evaluation Criteria Development Committee. The purpose of this committee is to review and develop the Superintendent’s Evaluation instrument in accordance with Policy BCE: School Board Committees. In January 2024, the Chair recommended that Kelly Carmichael Booz be appointed to serve on the Superintendent’s

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Evaluation Criteria Development Committee in place of former Board Member Willie Bailey.

### **RECOMMENDATION:**

The Board Chair recommends the School Board approve the revised Superintendent Evaluation Criteria metrics for use during the 2023-24 school year.

### **IMPACT:**

Changes to the Superintendent Evaluation Criteria will allow the School Board to evaluate the Superintendent's work on standards and metrics as appropriate for the 2023-24 school year.

### **ATTACHMENTS:**

1. Superintendent Evaluation Criteria for 2023-2024 School Year

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