

BOARD BRIEF

Date: May 1, 2020

BOARD INFORMATION: X

MEETING PREPARATION:

FROM: Stephen M. Wilkins, Ed.D., Chief Human Resources Officer

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: Information: Division Guidance for Completion of Annual Performance
Evaluations, 2019-2020

ACPS 2020 STRATEGIC PLAN GOAL:

Goal 1: Academic Excellence and Educational Equity

Goal 6: Effective and Efficient Operations

SY 2019-2020 FOCUS AREA:

Focus Area 5: Strategic Plan

FY 2020 BUDGET PRIORITY:

Communications and Customer Service for External/Internal Stakeholders

SUMMARY: This memorandum informs that the Division will complete the annual performance evaluation process for all employees during the school closure period.

BACKGROUND: Pursuant to the Code of Virginia, evaluation of instructional personnel is the responsibility of the local school division. Board Policies GCN (Professional Staff) and GDN (Support Staff) require annual evaluations for all licensed and support staff. Given school closure due to the COVID-19 situation, it is the position of Alexandria City Public Schools to adapt this annual evaluation requirement to the impacts of the public health situation.

In this light, the Division leadership has decided that all employees will receive a single, standard summary assessment of “meets expectations” during this COVID-19 school closure period. This will ensure that all employees are credited for their efforts and support during this period whether one serves as instructional staff providing remote teaching or support staff providing operational services. Moreover, it ensures that no employee is penalized for the lack of opportunity to improve performance in the normal workplace. This mandated standard entry of the evaluation form will ensure that the annual performance assessment reflects the change in work conditions and provides a reasonable, fair and equitable evaluation for all employees.

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The Senior leadership team, school principals, EAA President and central office administrators discussed staff evaluations and the importance of ensuring that all staff are not negatively impacted on their evaluations due to the COVID-19 school closure. Some specific reasons to support the need to modify our annual evaluations include the inability to observe and collect data about teacher and staff performance, the lack of time to conduct evaluations and the need for a simple mechanism to close out the annual evaluation process. Given the impracticalities of completing the normal evaluation process, the leadership concluded that a standard assessment of “meets expectations” would be the best means to provide a fair and consistent evaluation in this remote-work situation.

RECOMMENDATION: The Superintendent recommends the School Board review this memorandum for its understanding.

IMPACT: By making a summary assessment that all employees meet expectations in this time of crisis, allows all employees to receive a fair and equitable annual evaluation during this COVID-19 school closure period.

ATTACHMENTS:

1. None.

REFERENCE:

1. [Policy GCN: Professional Staff Annual Evaluations](#)
2. [Policy GDN: Support Staff Annual Evaluations](#)

CONTACT: Stephen M. Wilkins
Stephen.Wilkins@acps.k12.va.us