

Date: August 22, 2019  
For ACTION \_\_\_\_\_  
For INFORMATION \_\_\_\_\_  
Board Agenda: Yes \_\_\_\_\_  
No   x  

**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 Development Committee Draft Evaluation  
Instrument

**SUMMARY:** The Superintendent Evaluation Criteria Development Committee initially met on May 29, 2019 to develop a work plan for evaluating and updating the Superintendent evaluation instrument. Three additional meetings were held and are summarized below:

- July 22, 2019—The Committee reviewed high priority Key Performance Indicators (KPIs) from the current ACPS 2020 Strategic Plan and sorted to align with state-mandated evaluation categories. The committee also reviewed the development of evaluation instruments from other jurisdictions and created a draft evaluation tool.
- July 29, 2019—The Committee finalized any additional committee developed goals and obtained staff feedback of the draft evaluation template.
- August 12, 2019—The Committee reviewed the Superintendent Evaluation Potential Indicators document, incorporating and expanding feedback from committee comments.

After obtaining School Board feedback the Superintendent Evaluation Criteria Development Committee will establish a rubric to determine the rating of each performance standard in the superintendent’s evaluation instrument.

**BACKGROUND:**

The current Superintendent’s Evaluation Instrument was last adopted by the School Board in June 2016. The current Board has determined that it will revisit and develop updated performance criteria for the Superintendent’s evaluation. On April 23, 2019, in accordance with Policy BCE, the School Board voted to appoint Board Members Veronica Nolan, Meagan L. Alderton, and Christopher A. Suarez to the Superintendent Evaluation Criteria Development Committee to accomplish this.

In accordance with Virginia Department of Education (VDOE) Policy CBG-1, local school boards must evaluate the Division Superintendent annually. The Alexandria City School Board has elected to use the *Guide for Uniform Performance Standards and Evaluation Criteria for Superintendents*, created by the VDOE which allows local school boards to adopt the evaluation system “as is” or make adjustments tailored to a specific school division’s needs.

**RECOMMENDATION:**

The Superintendent Evaluation Criteria Development Committee recommends that the School Board review and provide feedback on the attached Draft Superintendent Evaluation Instrument.

**ATTACHMENTS:**

1. Draft Superintendent Evaluation Instrument

**CONTACT:**

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