

Date: November 14, 2019  
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 Procedures

**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. Additional meetings were held and are summarized below:

- July 22, 2019—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—Finalized additional committee developed goals and obtained staff feedback of the draft evaluation template.
- August 12, 2019—Reviewed the Superintendent Evaluation Potential Indicators document, incorporating and expanding feedback from committee comments.
- September 4, 2019—Reviewed and integrated Board Member comments; finalized the Superintendent Evaluation Criteria document for review at the September 12, 2019 School Board Facilitation Retreat; and confirmed the next steps and timeline for this document.
- September 23, 2019—Reviewed additional feedback from Board Members received at the September 12, 2019 School Board Facilitation Retreat for incorporation into the document.
- October 28, 2019—Reviewed the Draft Superintendent Evaluation Criteria document and attachment, received feedback from HR and Accountability leaders, proposed additional changes and updates for the final presentation at the November 4, 2019 School Board Facilitation Retreat.

Having obtained School Board and staff feedback on the Superintendent Evaluation Criteria document, the committee has created a rubric in order to determine the rating of each performance standard in the superintendent's evaluation. The Board will use this document to evaluate Dr. Hutchings by December 19, 2019.

**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 adopt the Superintendent Evaluation Procedures document.

**ATTACHMENTS:**

1. Superintendent Evaluation Procedures

**CONTACT:**

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