# **Superintendent’s Memo 002-19**


**COMMONWEALTH of VIRGINIA
Department of Education**

DATE: January 11, 2019

TO: Division Superintendents

FROM: James F. Lane, Ed.D., Superintendent of Public Instruction

## SUBJECT: 2019 Secondary Principals Needs Assessment and Virginia Middle and High School Principals Conference & Exposition

Please find attached, the ***2019 Secondary Principals Needs Assessment*** ([Attachment A](http://www.doe.virginia.gov/administrators/superintendents_memos/2019/002-19a.docx)) used by both the Virginia Association of Secondary School Principals (VASSP) and the Virginia Department of Education (VDOE) throughout the year in determining professional programs to best meet the needs of middle level and high school principals and assistant principals. The [needs assessment form](https://www.vassp.org/VASSP/wp-content/uploads/2018/12/2019-Needs-Assessment.pdf) is also available in PDF version online. **Please complete and return the needs assessment no later than March 8, 2019.**

The needs assessment is also used to determine pertinent topics, which will be addressed at the **Virginia Middle and High School Principals Conference & Exposition**. This year's conference will be held June 23-June 26, 2019, at Renaissance Portsmouth-Norfolk Waterfront Hotel, 425 Water Street, Portsmouth, VA 23704. This statewide event has been sponsored by VASSP with support from VDOE every year since 1927. The purpose of this conference is to develop and enhance middle and high school administrators’ leadership skills, increase their understanding of current educational issues, and expand their knowledge base for success.

Conference sessions will focus on statewide educational reforms, innovative instructional leadership, academic accountability, teacher and principal evaluations, best practices, educational policy, teacher quality, school management, school law, and community involvement/partnerships. The theme of this year's summer conference is **"Principal Leadership – Discover '20."** You and your staff are invited to submit the ***2019 Call for Presentations Form*** ([Attachment B](http://www.doe.virginia.gov/administrators/superintendents_memos/2019/002-19b.docx)) to be considered for inclusion in the summer conference program. The [call for presentations form](https://www.vassp.org/VASSP/wp-content/uploads/2018/12/2019-Call-for-Presentations-4.pdf)is also available in PDF version online. **The presentation form must be returned by March 29, 2019.**

Please mail your forms to VASSP, 4909 Cutshaw Avenue, Richmond, Virginia 23230. Information about the summer conference including the completed program, registration information, and hotel accommodation will be mailed directly from VASSP to division superintendents and to all middle level and high school administrators in early April. If you have questions about the conference, please contact VASSP at (804) 355-2777 or visit the [VASSP](http://www.vassp.org/) website.

JFL/lj

### Attachments

1. 2019 Secondary Principals Needs Assessment (Word)
2. 2019 Call for Presentations (Word)