# Superintendent’s Memo #012-20

[](http://www.doe.virginia.gov/administrators/index.shtml)  
**COMMONWEALTH of VIRGINIA   
Department of Education**

DATE: January 16, 2020

TO: Division Superintendents

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

## SUBJECT: 2020 Secondary Principals Needs Assessment and Virginia Middle and High School Principals Conference & Exposition

The Virginia Association of Secondary School Principals (VASSP), with support from the Virginia Department of Education, annually conducts a statewide needs assessment of all middle level and high school administrators. The ***2020 Secondary Principals Needs Assessment*** is used by both the VASSP and the 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 is available [online](https://docs.google.com/forms/d/e/1FAIpQLSdnL6Vy2COONbgfxGxH2YfnoJoU_CRHcRStywekuoi3H2Z7dw/viewform?vc=0&c=0&w=1) and in [PDF](https://www.vassp.org/VASSP/wp-content/uploads/2020/01/2020_Revised_-Needs-Assessment-Survey_.pdf) format. **Please complete and return the needs assessment no later than March 6, 2020.**

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, 2020, at Hilton Richmond Hotel & Spa/Short Pump, 12042 W. Broad St., Richmond, VA 23233. This statewide event has been held annually since 1927. The state conference is sponsored by the VASSP and Virginia Foundation for Educational Leadership with support from VDOE. 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 ‘21.”** Superintendents and division staff are invited to submit the *2020 Call for Presentations*form to be considered for inclusion in the summer conference program. The Call for Presentations Form is available [online](https://docs.google.com/forms/d/e/1FAIpQLSdzopu7nutcoFAXiGOXNmQNkicGnKt_n3eNBKERCDtJ3zw72w/viewform) and in [PDF](https://www.vassp.org/VASSP/wp-content/uploads/2019/11/2020-Call-for-Presentations.pdf) format. **The presentation form must be returned by March 20, 2020.**

Please mail your forms to VASSP, 4909 Cutshaw Avenue, Richmond, VA 23230. Information about the summer conference including the completed program, registration information, and hotel accommodation is available on the VASSP website. If you have questions about the conference, please contact VASSP at (804) 355-2777 or visit the [VASSP website](http://www.vassp.org/VASSP/meeting-conferences/vassp-annual-conference/).