



COMMONWEALTH of VIRGINIA
Department of Education

May 17, 2013

TO: Division Superintendents

FROM: Patricia I. Wright, Superintendent of Public Instruction

SUBJECT: Principal Evaluation Institutes

The Virginia Department of Education (VDOE) is pleased to announce the Principal Evaluation Institutes to be held at The Hotel Roanoke and Conference Center on July 24, 2013, and at the Fredericksburg Hospitality House on September 25, 2013. These one-day Institutes will provide targeted technical assistance and professional development opportunities to school divisions in the implementation of the Board of Education's recommended model principal evaluation system.

The Principal Evaluation Institutes will provide support to superintendents, central office supervisory personnel, and principals in the implementation of the *Guidelines for Uniform Performance Standards and Evaluation Criteria for Principals* and present specific training in the evaluation of Standard 7 - Academic Progress. A train-the-trainer model will be used as Institute content is delivered to participants. The same information will be shared at both Institutes. Participant capacity for the Institutes is limited. School divisions will be guaranteed a space for a total of two participants. (The two participants may attend the same location, or one participant may attend one location and the other participant the second location.) Depending on the availability of space it may be possible for additional participants to attend. Please have your designated guaranteed participants register online for the Institutes they will be attending. They will also be able to enter the names of participants to be placed on a waiting list to attend if space is available (e-mail addresses and phone numbers will be required). Registration for available additional participants will be provided on a first-come, first-served basis until all participant spaces are filled.

Registration – The Office of Continuing and Professional Education at Virginia Tech will manage registration. The registration process can be completed online at <http://www.cpe.vt.edu/reg/eval>. Online registration will close on June 21, 2013, for the July 24, 2013, Institute and on September 6, 2013, for the September 25, 2013, Institute.

Institute Sites

July 24 The Hotel Roanoke and Conference Center
 110 Shenandoah Avenue
 Roanoke, Virginia 24016

September Fredericksburg Hospitality House and Conference Center
25 2801 Plank Road

Central Park
Fredericksburg, Virginia 22401

Time – A light continental breakfast will be served from 8 a.m. until 8:30 p.m. Institutes will begin at 8:30 a.m. and end by 3:30 p.m.

Institute Materials – Training materials and an agenda will be provided on the first day of the Institute.

Meals – A light continental breakfast and lunch will be provided on each day of the Institutes.

Lodging – School divisions are encouraged to cover lodging and travel expenses for division participants for the training Institutes, as the cost is not assumed by the VDOE.

Directions – Site directions may be found as follows:

- The Hotel Roanoke and Conference Center - <http://www.hotelroanoke.com/contact/index.php>
- Fredericksburg Hospitality House and Conference Center
<http://www.fredericksburghospitalityhouse.com/directions/>

Questions regarding registration should be directed to Nancy Rakes, project registrar, Office of Continuing and Professional Education at Virginia Tech, by e-mail at nancyr@vt.edu or by telephone at (540) 231-2922.

Questions regarding the Principal Evaluation Institutes should be directed to Mark Allan, director, Licensure and School Leadership, by e-mail at Mark.Allan@doe.virginia.gov or by telephone at (804) 371-2471.

PIW/mra