



COMMONWEALTH of VIRGINIA
Department of Education

January 29, 2016

TO: Division Superintendents

FROM: Steven R. Staples, Superintendent of Public Instruction

SUBJECT: 2016 Secondary Principals Needs Assessment and Virginia Middle and High School Principals Conference & Exposition

Enclosed is the *2016 Secondary Principals Needs Assessment* ([Attachment A](#)) used by the Virginia Department of Education (VDOE) and the Virginia Association of Secondary School Principals (VASSP) throughout the year in determining professional programs to best meet the needs of middle level and high school principals and assistant principals. **Please complete and return the needs assessment no later than March 11, 2016.** This form may also be completed online at www.vassp.org/VASSP/meeting-conferences/vassp-annual-conference/.

We also use the annual principals' needs assessment to determine pertinent topics to be addressed at the **Virginia Middle and High School Principals Conference & Exposition**. This year's conference will be held June 27 - June 29, 2016, at the Williamsburg DoubleTree by Hilton Hotel, 50 Kingsmill Road, Williamsburg, Virginia. The annual statewide event has been sponsored jointly by VDOE and VASSP every year since 1927. The purpose of the state 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.

The theme of this year's summer conference is "**Principal Leadership – Discover '17.**" Conference sessions will focus on instructional leadership, academic accountability, teacher and principal evaluations, best practices, educational policy, teacher quality, school management, school law, and community involvement/partnerships. You and your staff are invited to submit the *2016 Call for Presentations Form* ([Attachment B](#)) to be considered for inclusion in the summer conference program. This form may also be completed online at www.vassp.org/VASSP/meeting-conferences/vassp-annual-conference/. **The presentation form must be returned by April 1, 2016.**

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 call VASSP at 804-355-2777.

SRS/JWH/oml

Attachments:

- A. [2016 Principals Needs Assessment Form](#) (Word)
- B. [2016 Call for Presentations Form](#) (Word)

