



Virginia Association of Elementary School Principals

POLICIES OF THE BOARD OF DIRECTORS

**B = Board Policies
F = Financial Policies
G = Governance Policies
P = Program Policies
R = Recognitions
S = Staff Policies**

Revised: January 2018

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B-1 POLLING BOARD MEMBERS

When occasions arise in which the Executive Director or President must have the consensus of the Board of Directors on matters of procedure, he/she is empowered to obtain such consensus by contacting each Board member. Two-thirds of the Board must agree to the matter before any procedure can be implemented.

If an individual Board member has strong feelings, which he/she wishes to express to the Board as a whole, he/she will express those feelings to the VAESP office via a written statement communicated via fax, e-mail, or other recognized delivery services. Simultaneously, a copy must be supplied to the Association for official record and communicated to each Board member. The issue will then be placed on the agenda for the next Board of Directors meeting.

Adopted January 23, 1990
Reaffirmed August 03, 1990
Amended July 15, 2003

B-2 EXECUTIVE SESSIONS OF THE BOARD OF DIRECTORS

Meetings of the Board of Directors are open to all members of the Association unless the presiding officer declared the Board to be in executive session. Any member of the Board may request an executive session. If this request, or a motion to that effect, is supported by a simple majority of those present, the presiding officer shall declare an executive session. Official action of the Board may take place only at official Board meetings and executive sessions.

A majority vote of the Board of Directors can call an executive session. Only members of the Board and person(s) invited by the Board to attend the executive session can remain in the executive session. All of those participating in an executive session will be honor bound to maintain confidentiality of all proceedings of the executive session unless it is agreed by those present that the matter be made public. (Ref.: Robert's Rules of Order, newly revised; p.p. 81,544,551, adopted December 7, 1976, p3).

Adopted January 23, 1992
Reaffirmed August 03, 1990
Amended July 15, 2003

B-3 MOTIONS OF THE BOARD OF DIRECTORS

A motion to receive shall be interpreted to mean receipt of a matter or report only for purposes of information to the Board. A motion to accept or to approve a matter or report shall be to make it the stand or practice of the Board of Directors.

Adopted January 23, 1982
Reaffirmed August 03, 1990
Amended July 15, 2003

B-4 EXPENSE REIMBURSEMENT

Expenses for official VAESP travel are only reimbursable when submitted within 30 days of actual expenditure and when submitted on official VAESP expenditure vouchers. Travel not directly associated with a VAESP Board Meeting must be pre-approved by the Executive Director prior to travel. Those expenses shall be reimbursed as follows:

1. Mileage reimbursement for use of personal automobile shall be at the current per mile rate allowable by the IRS for business miles driven.
2. Lodging, meals, and incidental expenses shall be reimbursed at the current per diem rate allowable by the IRS and will be limited to the lesser of the actual expenses or the per diem amount. The per diem amount may only be claimed for a given day if the amount of actual M&IE for that day at least equals the per diem amount. Any lesser amount actually spent that day is the maximum that may be claimed on the expense report. These per diem rates are allowed whether paid by VAESP or by the individual board members. (All receipts are required for reimbursement.) (For Board Members who are sharing costs of meals, lodging, etc., individual receipts for each Board Member are required that detail the actual expenditure.)
3. Only one night lodging per board meeting will be allowed without prior approval of Executive Director.
4. Expense reimbursements for the Executive Director shall be submitted on the Expense Reimbursement form and funds will be paid by check or director deposit. The reimbursement check shall be signed by the VAESP Associate Executive Director for Finance and Membership and the VAESP Officer with check signature authorization. A copy of the Expense Reimbursement form shall be provided to the VAESP Officer with check signing authorization for review.

The Executive Director shall approve all expense reimbursement vouchers prior to payment.

Adopted August 03, 1990

Amended August 1992

Amended May 7, 1994

Amended June 19, 1998

Amended April 1, 2000

Amended July 15, 2003

Amended July 2007

Amended January 2018

B-5 VAESP SUPPORT FOR CANDIDATES FOR NATIONAL OFFICE

When Virginia has a candidate for an elected office (Zone Director or President-elect) of NAESP, the fiscal responsibility of VAESP for the candidate to attend the NAESP Convention shall be equal to that of the VAESP Zone Director's allotment at the NAESP Convention.

Adopted August 04, 1990

Amended May 7, 1994

Amended June 19, 1998

Amended July 15, 2003

B-6 NAESP CONVENTION

The decision to have or not to have a hospitality function should be decided annually based upon the response from those principals attending the NAESP convention and based upon the expense of the location of the convention.

1. The reasonable expenses reimbursed to those members of the Board, who, as a result of their office, attend the NAESP convention will be travel, lodging, and meals. Convention registration is not considered to be a reimbursable expenditure.
2. The President shall be reimbursed for actual, reasonable VAESP related expenses required for attending the NAESP convention. Receipts are required for all requested reimbursements or stipends.
3. The President-elect, Past President, and NAESP State Representative will be reimbursed for half of their actual, reasonable VAESP related expenses required as defined in Policy B-4 for attending the NAESP convention. Receipts are required for all requested reimbursements or stipends.
4. Board members who attend the NAESP convention will be provided a travel stipend determined on a yearly basis not to exceed the IRS per diem amounts for the location of the convention. Such determination should be made in light of costs associated with attendance, location, etc. Receipts are required for the total of the stipend upon return. If receipts are under the total amount, then a refund is due to VAESP from the Board member.

Adopted August 04, 1990

Amended June 19, 1998

Amended July 15, 2003

Amended January 2018

B-7 DIRECTOR EMERITUS

It shall be the policy of the Board of Directors that any principal from the Commonwealth who is serving in an elected or appointed position as a member of the NAESP Board of Directors may be appointed as Director Emeritus on the VAESP Board of Directors. This appointment shall only be during the appointee's tenure as a member of the NAESP Board of Directors. The Director shall be a non-voting member of the Board of Directors.

Adopted August 2, 1991

Amended June 19, 1998

Amended July 15, 2003

B-8 VAESP ANNUAL CONFERENCE

The conference chairperson (VAESP Member at Large) and the Executive Director are encouraged to develop conference content and presentations that further the professional development of the VAESP membership and/or conference participants.

When a VAESP Board meeting is held in conjunction with the annual conference, Board members attending the conference are not eligible for reimbursement of conference registration fees, lodging costs, or travel expenses from VAESP. Board Members shall also pay conference registration fees at a rate determined by the Board of Directors. An Assistant Principal

Representative attending the Board of Directors meeting held in conjunction with the annual conference will be reimbursed for one night of lodging and mileage.

Adopted June 19, 1998
Amended July 15, 2003
Amended July 2007
Amended November 30, 2013
Amended January 2018

B-9 BOARD MEETING ATTENDANCE

Any Board member missing more than fifty (50) percent of meetings, whether in person meeting or electronic, within one membership year shall have their attendance history evaluated by the Executive Committee. Should the Executive Committee feel that extenuating circumstances have not been the cause of the Board member's frequent absence, the Executive Committee may present the issue to the Board of Directors for further action. The Board member's status on the Board of Directors may be recalled based on a simple majority vote of those Board members present at the Board meeting where the attendance issue is presented to the Board.

Adopted July 15, 2003
Amended July 2007
Amended January 2018

B-10 NAESP National Leaders Conference

The VAESP Board President shall be reimbursed for lodging, travel and incidentals associated with attendance for the National Leaders Conference and Delegate Assembly. Additionally, the Board members selected by the President to attend the Delegate Assembly shall receive reimbursement for travel and incidentals. Receipts are required for all requested reimbursements or stipends. Effective for the 2016 NLC

Adopted October 5, 2014
Amended June 2015

F-1 REFUND OF DUES

There shall be no refund for membership dues owed except in case of extreme circumstances to be determined by the Executive Director. Programs of the Association are based on a yearly budget. Upon joining, a person is obligated to support the program of the Association, and should honor that obligation.

Adopted January 23, 1982
Reaffirmed August 03, 1990
Amended June 19, 1998
Amended July 15, 2003

F-2 PRORATED DUES

VAESP/NAESP membership dues may be prorated beginning October 1 for prospective members who were not VAESP/NAESP members during the previous membership year. Dues for these non-members will be prorated as determined by the Board of Directors in conjunction with NAESP.

Adopted August 6, 1988
Reaffirmed August 03, 1990

Amended June 19, 1998
Amended July 15, 2003
Amended July 2007
Amended November 30, 2013
Amended January 2018

F-3 DELINQUENT MEMBERSHIP DUES

When a VAESP member's dues become three (3) months in arrears, and the member has not responded to notification by the VAESP office, the member shall forfeit all rights and privileges of membership. Discontinued membership results in the loss of PALS and LAPS benefits.

Adopted June 19, 1998
Amended July 15, 2003

F-4 AUDIT

An annual audit of all financial records and resources of the Virginia Association of Elementary School Principals will be performed by a Certified Public Accountant. The final audit report shall be provided to the Board of Directors in a timely manner after the end of each fiscal year.

Adopted January 23, 1982
Reaffirmed August 03, 1990
Amended June 19, 1998
Amended July 15, 2003

F-5 ANNUAL BUDGET

Prior to July 1, the Executive Director shall present a proposed budget to the Board of Directors who shall take action on behalf of the general membership.

Adopted July 15, 2003
Amended June 2015

F-6 FINANCIAL RECORDS

Financial records and accounts shall be maintained at the VAESP office by a qualified, professionally trained individual.

Adopted May 19, 1995
Amended June 19, 1998
Amended July 15, 2003

F-7 INVESTMENT OF ASSOCIATION FUNDS

The Executive Director of the Association shall be permitted to deposit Association funds into selected interest-bearing accounts. No one-account balance is to exceed the amount of FDIC insurance. The savings institutions must be federally insured to protect the deposits.

Adopted August 03, 1990
Amended July 15, 2003

F-8 FINANCIAL REPORTING

The Executive Director shall provide monthly bank statements to the president and a quarterly financial report to the Board of Directors via the Financial Oversight Committee. Reports shall include:

Profit and Loss Summary
Annual Budget Summary
Executive Director Leave Usage
Bank Statements

Adopted August 03, 1990
Amended June 19, 1998
Amended July 15, 2003
Amended November 30, 2013

F-9 CHECK SIGNATURES

All association checks shall be required to bear two signatures. Authorized signatures shall be those of the Executive Director and Associate Executive Director of Finance and Membership. If the Executive Director or the Associate Executive Director of Finance and Membership is unavailable to sign required checks, then the VAESP Officer whose signature is currently on file with the bank becomes the second authorized signer of checks. Disbursements made to the Executive Director shall be in accordance with section B-4.4.

Adopted August 03, 1990
Amended July 15, 2003
Amended November 30, 2013
Amended January 2018

F-10 NDP EXPENSES

The National Distinguished Principal from Virginia shall be entitled to reimbursement for actual expenses to the national meeting honoring the National Distinguished Principal not to exceed \$500.00. Additionally, the NDP shall be the guest of VAESP at its annual conference. Expenses related to registration and accommodations shall be borne by VAESP. When the NDP is recognized by the Virginia Board of Education, cost of travel to Richmond will be reimbursed. One night's accommodations shall be arranged for to the NDP by VAESP if required.

Adopted May 11, 1986
Reaffirmed August 03, 1990
Amended June 19, 1998
Amended July 15, 2003
Amended November 30, 2013
Amended January 2018

F-11 ZONE EXPENSE ALLOTMENTS

All Zone funds, if available and budgeted, should be used for expenses related to actual zone business. Examples of appropriate methods of using Zone funds include, but are not limited to the following:

- Newsletters
- Postage
- Reducing cost of VAESP members' meals at zone meetings. However, directors are encouraged to have vendors or sponsors reduce members' costs.

- Travel within zones to visit principals or to attend local Association meetings.

The Executive Director in collaboration with the Zone Director will identify corporate sponsorship of events for necessary refreshments, speakers and other requirements. Any funds not used by the end of the fiscal year, will remain in the control of VAESP. No monies will be carried over from year to year.

Adopted August 03, 1990
Amended June 19, 1998
Amended July 15, 2003
Amended October 15, 2011
Amended January 2018

F-12 ZONE REPRESENTATION OF VAESP BOARD OF DIRECTORS

When membership of any single zone exceeds 20% of the total VAESP membership for two consecutive years, the Board of Directors may initiate a study to ensure equitable representation of that zone at the policy decision-making level of VAESP. The Board of Directors shall determine the scope and the sequence of the study. However, the study should consider alternatives as to whether it would be desirable to form a new zone or whether a second zone director should be assigned to the present zone. In addition, considerations should be given to criteria which meets the unique needs of the reorganization of the zone.

Should the zone membership of the redesigned zone drop below 20% of the total VAESP membership for two consecutive years, within a three-year period subsequent to the reorganization of the zone, the definition of that zone's geographical boundaries shall revert to those boundaries, which existed prior to redefinition.

Adopted June 19, 1998
Amended July 15, 2003

F-13 ACCIDENTAL DEATH and DISMEMBERMENT BENEFIT

There is currently no benefit until such time as a new insurer is identified.

Adopted August 16, 1996
Amended June 19, 1998
Amended April 7, 2000
Amended July 15, 2003
Amended July 2007
Amended October 15, 2011
Amended June 2015
Amended January 2018

F-14 CONFERENCE REGISTRATION

In the event a conference registrant is unable to attend a conference due to an emergency, upon written request, the registrant is entitled to conference registration reimbursement at a pro-rated amount determined by the VAESP Board.

Adopted June 19, 1998
Amended July 15, 2003
Amended January 2018

F-15 PRESENTER CONFERENCE REGISTRATION

VAESP members attending state conferences or those members/non-members, whose proposals are accepted for presentation, are expected to pay all conference related expenses, including conference registration.

Adopted June 19, 1998
Amended July 15, 2003

F-16 PRINCIPALS ASSISTANCE FOR LEGAL SERVICE (PALS) FUND

VAESP shall budget a maximum of \$5000 to provide reimbursement of deductible fee under the NAESP legal assistance program for members in good. Payments for such deductible reimbursement fees shall not exceed \$500 per year per member.

Adopted June 19, 1998
Amended April 7, 2000
Amended July 15, 2003
Amended July 2007
Amended January 2018

F-17 RETURNED CHECKS

Returned Check fee shall be assessed to any individual or financial entity when a check is returned. The amount of the fee will be determined by actual bank returned check fee and a \$25.00 administrative charge.

Adopted June 19, 1998
Amended July 15, 2003
Amended January 2018

G-1 USE OF NAMES IN GRIEVANCE CASES

In matters pertaining to litigation affecting members, officers, and/or staff of VAESP, the Association will use utmost discretion in discussing cases and in handling material regarding those cases. All cases will be handled in a confidential manner.

Adopted January 23, 1982
Reaffirmed August 3, 1990
Amended July 15, 2003

G-2 CONFIDENTIALITY OF PRIVILEGED INFORMATION

Confidential material provided for Board members shall be held by the Executive Director and issued only to Board members. Privileged material dealing with dismissals, grievances, etc., shall not be made public.

Adopted June 19, 1998
Amended July 15, 2003

G-3 MEMBERSHIP LISTS

It shall be the practice of the Association not to release membership lists to any agency, association, or person for purposes not directly related to the business of this Association.

The Executive Director of the Association and all members of the VAESP Board of Directors shall be held directly responsible for ensuring compliance with this regulation.

Adopted January 23, 1982
Reaffirmed August 3, 1990
Amended July 15, 2003
Amended January 2018

G-4 COALITION WITH OTHER ORGANIZATIONS

1. The Association will form coalitions with other organizations on an informal, issue-by-issue, ad hoc basis.
2. The Executive Director and President shall direct the Association's coalition activities.

Adopted August 03, 1985
Reaffirmed August 03, 1990
Amended July 15, 2003

G-5 ELECTIONS PROCESS

The process by which candidates are nominated for election to office in VAESP shall assure VAESP members of three essential elements: nomination of the best qualified candidates, representation of minorities among the officers of the Association, and a fair and open nomination process. These assurances are guaranteed through: (a) a full review of data submitted by candidates to assure that a criterion for election has been met, (b) committee procedures, and (c) solicitation of minority members. Chief consideration at all times shall be given to the qualifications of each individual.

In order to assure representation of ethnic minorities in the office of President-elect, the following process is established.

- A. If a minority candidate for President-Elect has not served within a five-year period, a special category election year shall be held the following year. In the special category year, only ethnic minority candidates will run for President-Elect of VAESP.
- B. If by January 15 of the year preceding the special category year, no candidate or only one candidate has submitted a prospective candidate form for that special category, then the year will be declared open.
- C. If any special category year becomes open, VAESP Board Members will be so notified and urged to seek potential candidates to submit their data forms.
- D. All candidates shall submit prospective candidate forms to the office of the VAESP no later than March 15th annually.
- E. If a minority is not elected during the special category year, then each consecutive year will begin as a special category year until the minority criteria is obtained.

The Board will actively pursue diversity in the organization to assure representations of race, gender, ethnicity, and geographical location on the Board and on committee assignments.

The deadline for submitting nominations for any of the Board of Directors positions that will become vacant in the upcoming fiscal year is March 15th prior to the election held in the spring of that year. Any current VAESP Board of Directors member who wishes to run for another term after their current term expires must submit a letter of intent to the VAESP office.

Adopted August 03, 1990
Revision January 22, 1996

Amended June 19, 1998
Amended July 15, 2003

P-1 CONFLICT OF INTEREST AMONG VAESP MEMBERS

If a case should arise which places the legitimate interest of two or more members of the VAESP at odds, the Association will not assume an advocate stance but will, rather, assist all members (upon appeal for assistance) in their attempts to protect and/or clarify their rights.

Adopted November 13, 1985
Amended June 19, 1998
Reaffirmed July 15, 2003

P-2 PRINCIPALS ASSISTANCE FOR LEGAL SERVICE (PALS)

A. Preamble

The primary aims of PALS are (1) to provide assistance to members involved in job-related legal actions or proceedings in which they are a party in interest, (2) to provide assistance in resolving conflicts among administrative personnel, and (3) to provide assistance to officers, staff, and members involved in legal actions or proceedings related to their work with the Association.

B. General Policies

1. The granting of assistance does not mean VAESP endorses or supports the recipient's claim.
2. Policies and guidelines for PALS shall be established and revised, as needed, by the VAESP Board of Directors.
3. Confidentiality of members' records shall be assured.

C. Criteria for Assistance

Including the above General Policies, eligibility for assistance will be determined by the following criteria:

1. The individual requesting assistance must be an Active, Institutional/Active, or Emeritus member, officer, or staff member of VAESP in good standing.
2. Assistance shall be available under NAESP PALS without regard to race, creed, color, sex, marital status, age, or handicap.
3. If the member has access to other legal assistance, such assistance shall be termed a primary source of legal assistance, and NAESP will not contribute legal assistance until such assistance has been exhausted.
4. Legal assistance may be extended beyond the above if approved by NAESP.
5. A factor to be considered is whether the claim is duplicative, repetitive, and/or already responded to in another case in that school division.
6. Excluded from PALS shall be cases of:
 - a. Bargaining unit negotiations.
 - b. Criminal suits
 - c. Management decisions whose defense is properly the legal responsibility of the school division.
 - d. Any occurrence, action, or proceeding prior to 12:01 a.m., June 19, 1998.
7. Refer to NAESP's legal assistance policy for clarification or additional information.

D. Procedures

1. The aggrieved member requests legal assistance through the VAESP Executive Director. The Executive Director may counsel the member on further action or advise the member to apply for the NAESP Legal Assistance Program
2. The Executive Director shall be responsible for providing the member with the most current guidance on how best to proceed in seeking assistance under the NAESP Legal Assistance Program.

Adopted June 19, 1998
Amended July 15, 2003
Amended July 2007

P-3 RECOGNIZING LOCAL ASSOCIATIONS

The VAESP shall encourage the establishment of local elementary and middle administrator associations. The Executive Director shall maintain the names and addresses of the existing presidents of local associations. It is the duty of VAESP's Board of Directors to notify NAESP of changes in the status of local associations, including the changing of authority within the local association.

Adopted November 17, 1986
Reaffirmed August 03, 1990
Amended June 19, 1998
Amended July 15, 2003

Recognitions Section: *The deadline to submit all VAESP awards is **December 1st** of each year. Award forms must be postmarked no later than this deadline to be accepted for consideration by the VAESP Board members. Award winners will be selected at the next meeting of the VAESP Board of Directors.*

Amended June 2015

R-1 NATIONAL DISTINGUISHED PRINCIPAL AWARD

The Association shall introduce and recognize the Virginia National Distinguished Principal (NDP) at the annual VAESP awards ceremony. The VAESP Annual Conference registration fee and hotel accommodations for the year in which the candidate is selected, will be complimentary. Criteria for the NDP award will be synonymous with the NAESP Guidelines for selection. The Association shall maintain a perpetual plaque, which shall be presented to the newest NDP until such time as a personalized award can be presented at the Annual Awards Program. The Executive Director will be responsible to insure the new recipient's name is added to the perpetual plaque.

The purpose of the NDP Award, sponsored by the National Association of Elementary School Principals, is to recognize individuals who have brought about positive change in their respective elementary or middle schools.

Criteria for selection indicate that applicants must be active elementary or middle school principals of schools in which a commitment to excellence is clearly evident. They must have been a principal for at least five years and must also plan to continue in the principalship during their year of recognition. Through an extensive written application form and required references, the candidate must present evidence of his or her role in providing leadership to

teachers, students, the school community, and the profession at large.

The guidelines and timelines promulgated by NAESP for the selection process will be followed.

The VAESP Board of Directors shall follow these procedures for selection of the NDP candidate:

- 1) Candidates may be nominated by themselves, by a colleague, a supervisor, or a community member.
- 2) Candidates must submit the completed nomination packet, including letters of reference to the VAESP office, on or before December 31st of the current school year. Nomination packets received after this date shall be removed from consideration.
- 3) At the January meeting of the Board of Directors, members of the Board of Directors shall review all applications. The Board, meeting in executive session, will examine the merits of each NDP candidate package, discuss openly all candidates, and by a simple majority vote (defined as half the voting members plus one) determine which candidates to invite before the Board for a final interview. The Board reserves the right to determine whether or not a NDP candidate package merits an interview. Should the Board determine that no candidate merits an interview, the Board shall notify the NAESP that it does not have a representative at this time.
- 4) A subcommittee of the Board of Directors selected by the president and/or the Executive Director will conduct a site visit of the school where each NDP finalist candidate is employed. A written report of the site visits will be shared with the entire membership of the Board of Directors.
- 5) Using a set of structured questions, the Board of Directors will interview each NDP candidate and score each candidate's responses against a rubric as described below.

1	Did not answer the question or give an appropriate response. <u>Poor quality response.</u>
2	Answered the question/addressed the issue. <u>Fair response</u>
3	Answered the question as an average, well-informed candidate is expected to. Gave some examples. <u>Good response.</u>
4	Answered question/addressed issue as expected by an above average candidate. Gave specific details and examples, related past professional practices. <u>Above average response.</u>
5	Completely answered the question, thoroughly addressed the issues. Gave highly specific details and examples, related specific examples from professional practice, has clearly thought about the issues and has processed before today. <u>Excellent response.</u>

- 6) The NDP will be selected by a simple majority vote of the board and the candidate's name will be forwarded to the National Association of Elementary School Principals.
- 7) The Executive Director will notify non Selectees of the results.

R1.1 DISTINGUISHED PRINCIPAL Finalists

NDP Candidates, who had school visits and were not selected as NDP, shall be recognized during the VAESP Annual Conference with an appropriate plaque.

Adopted August 03, 1990
Amended June 19, 1998
Amended August 09, 1999
Amended July 15, 2003
Amended July 2007
Amended October 14, 2009
Amended October 15, 2011
Amended November 30, 2013

R-2 DISTINGUISHED SERVICE TO VAESP AWARD

The Distinguished Service to VAESP Award was initiated in 1977 to provide recognition to school-based principals that are members of VAESP who have, by their deeds, assisted the Association in achieving its goals.

Only VAESP members may nominate award recipients, and only members of VAESP may receive the award. The Board of Directors will screen nominees and will select the award recipient. The award recipient will be recognized at the Annual VAESP Conference.

Adopted August 03, 1990
Amended August 1992
Amended April 7, 2000
Amended January 28, 2003
Amended July 15, 2003

R-3 DON LACEY AWARD FOR EXCELLENCE

This award was established by VAESP to honor Donald Lacey, past Executive Director of the Virginia Association of Elementary School Principals. Nominees must be school-based principals and VAESP members. They must show strong commitment to the principalship and must demonstrate exemplary educational leadership.

Nomination requirements include citation of three or four specific achievements most noteworthy in operating the nominee's school. Support documentation must include specific results such as the following: student achievement, innovative programs, instructional leadership, school and community relations, and technology initiatives.

Only VAESP members may nominate award recipients, and only practicing principals who are members of VAESP may receive the award. The Board of Directors will screen nominees and will select the award recipient. The award recipient will be recognized at the Annual VAESP Conference, and the school of the recipient will receive an engraved plaque. Only one award is presented annually.

Adopted January 28, 2003
Amended July 15, 2003
Amended October 14, 2009

R-4 NATIONAL OUTSTANDING ASSISTANT PRINCIPAL AWARD PROGRAM (NOAP)

The National Outstanding Assistant Principal Award Program is a demonstration of VAESP and NAESP **commitment** to preparing assistant principals to step into the principal role. This program promotes educational excellence for pre-kindergarten through eighth grade (PreK-8) schooling and calls attention to the fundamental importance of the assistant principal. The purpose of the NOAP Award is to recognize outstanding school-based, elementary, and middle school assistant principals who have brought about positive change in their respective elementary or middle schools.

Eligibility

1. Candidate must be a member of VAESP/NAESP, an active assistant principal, has been an active assistant principal for at least two years, and will be an active assistant principal at time of award.
2. Demonstrates exceptional leadership in a particular school program; is respected by students, colleagues, parents, and the community at large; and sets high expectations for school staff and students.

Process

1. VAESP will screen all nominations received.
2. At the January meeting of the Board of Directors, members of the Board shall conduct a final review of all applications. The Board, meeting in executive session, will examine the merits of each candidate package, discuss openly all candidates, and by a simple majority vote (defined as half the voting members plus one) determine which candidates to invite before the Board for an interview. The Board reserves the right to determine whether or not a candidate package merits an interview.
3. Using a set of structured NOAP questions, the Board of Directors will interview each candidate and score each candidate's responses against the same rubric used for NDP interviews.
4. Following the interviews, Virginia's NOAP will be selected by a simple majority vote of the Board members participating in the interviews. The selectee's name will be forwarded to the National Association of Elementary School Principals. Should the Board determine that no candidate merits selection, the Board shall notify NAESP that it does not have a suitable candidate for the current year.
5. The Selectee's name along with photo will be submitted to the NAESP Foundation.
6. The Executive Director will notify non Selectees of the results.

The NOAP will be the guest of VAESP Board for registration and attendance at the VAESP Annual Conference for the year in which the candidate is selected. The Association shall introduce and recognize the **Virginia National Outstanding Assistant Principal Award** recipient at the annual VAESP awards ceremony. The Association shall maintain a perpetual plaque, presented to the newest NOAP until such time as a personalized award can be presented at the Annual Awards Program. The Executive Director will be responsible to insure the new recipient's name is added to the perpetual plaque.

VAESP will provide and NAESP will showcase their best practices in a document to be disseminated to all NAESP members.

Nominees who were selected as finalists will be recognized as Honored Nominees during the VAESP Annual Conference.

Calendar

1. The program will begin on July 1st and be completed June 30th of the following year.

2. The application will be available on the VAESP Web sites and must be completed and returned to the VAESP by **December 1st**.

3. A final list of NAESP assistant principals will be compiled by NAESP.

Only VAESP members may nominate award recipients.

Adopted January 28, 2003
Amended July 15, 2003
Amended October 15, 2011
Amended November 30, 2013
Amended June 2015
Amended January 2018

R-5 ROBERT LYNN CANADY LIFETIME OF SERVICE AWARD

The Robert Lynn Canady Lifetime of Service Award, presented in honor of long-time Virginia educator and researcher Dr. Lynn Canady, provides recognition to those persons in Virginia who are members or non-members of VAESP, and who have, by their deeds, enhanced the quality of elementary education.

Only VAESP members may nominate award recipients, and members and non-members of VAESP may receive the award. The Board of Directors will screen nominees and will select the award recipient. The award recipient will be recognized at the Annual VAESP Conference.

Adopted January 28, 2003
Amended July 15, 2003
Amended October 14, 2009

R-6 PATHFINDER AWARD

VAESP's Pathfinder Award provides recognition to those persons in Virginia who are members or non-members of VAESP who have provided educational leadership or significant contributions to VAESP in educational reform in elementary and middle school education and/or who have, by their deeds, enhanced the quality of elementary and middle school education. Only one award will be given each year.

Only VAESP members may nominate award recipients. The Board of Directors will screen nominees and will select the award recipient. The award recipient will be recognized at the Annual VAESP Conference.

Adopted August 03, 1990
Amended June 19, 1998
Amended January 28, 2003
Amended July 15, 2003
Amended October 14, 2009
Amended November 30, 2013

R- 7 PROFESSIONAL DEVELOPMENT AWARD

The Professional Development Award provides recognition to educators who have enhanced professional development opportunities for elementary and middle school principals.

Only VAESP members may nominate award recipients; however, any educator may receive the

award. The Board of Directors will screen nominees and will select the award recipient. The award recipient will be recognized at the Annual VAESP Conference.

Adopted January 28, 2003
 Amended July 15, 2003
 Amended November 30, 2013

R- 8 SCHOOL BELL AWARD

The School Bell Award(s) will be presented to school-based administrators , who are members of VAESP. The nominees are to have made significant contributions to their schools, school systems, state association, national association, and/or other educational organization. The recipient(s) will be selected based on the nominee’s specific contributions and career summary including any awards/honors, articles published, civic and/or political activities, organizations, and association participation. A subordinate may not nominate nominees, and nominees may receive this award only once. The following selection criteria will be followed:

- a. The signature of the nominator is required on the nomination form
- b. The signature and date of the chair of the Recognitions committee is required, indicating that nomination packet is complete
- c. Nominees will be evaluated by a rubric; recipients must earn a minimum of 18 points to receive the award.

- 1 – No evidence/Unable to evaluate
- 2 – Some evidence
- 3 – Meets expectations
- 4 – Exceeds expectations

CRITERIA	RUBRIC SCORE
Active participation in VAESP	
The nominee plans, implements, supports and assesses instructional programs that enhance teaching and student achievement of the <i>Standards of Learning</i> .	
The nominee communicates a clear vision of excellence and continuous improvement.	
The nominee provides staff development programs consistent with program evaluation results.	
The nominee works in a collegial and collaborative manner with other school personnel and the community to promote and support the mission and goals of the school/school division.	
The nominee takes responsibility for and participates in a meaningful and continuous process of professional development that results in the enhancement of student learning.	

Only VAESP members may nominate award recipients; and only VAESP members may receive the award. The Board of Directors will screen nominees and will select the award recipient(s). More than one person may receive the School Bell Award. The award recipient(s) will be recognized at the Annual VAESP Conference.

Adopted May 7, 1994
 Amended January 28, 2003

Amended July 15, 2003
November 4, 2009
Amended November 30, 2013

R- 9 MEMBERSHIP AWARDS

The Executive Committee may recognize Zone Directors for maintaining or increasing membership in their respective zones. Recognition will be given at the annual VAESP Conference.

Adopted June 19, 1998
Amended July 15, 2003
October 15, 2011
Amended November 30, 2013

S-1 HIRING OF THE VAESP EXECUTIVE DIRECTOR

As specified in VAESP By-Laws, Article V, The Board of Directors shall employ the Executive Director. The Board shall contract with the Executive Director for a period of not more than two years per contract. The Executive Director may be reemployed at the end of each contract period by extending the contract for a two year period.

S-1a RENEWAL OF THE EXECUTIVE DIRECTOR'S CONTRACT

If it is the decision of the Board to renew the contract of the current Executive Director, the following guidelines shall apply:

- By **February 1st** of the final contract year, the VAESP President, on behalf of the Board, shall communicate in writing to the Executive Director its intent to renew the Executive Director employment contract following the term of the current contract.
- If the Executive Director is interested in continuing in the role, the Executive Director shall by **March 1st** of the final contract year, communicate in writing to the VAESP President acceptance of the offer and submit a proposed compensation package for the contract renewal.
- The President and the Executive Director shall meet as needed to discuss the proposal. Such discussions and the expressions of intent described therein shall be made in good faith but shall be nonbinding.
- The VAESP President shall submit the proposed Executive Director Compensation package to the Executive Committee for review and comment. The Executive Committee shall provide guidance to the President for further discussion with the Executive Director.
- The President shall negotiate the pay and benefits package with the Executive Director as agreed to by the Executive Committee. When agreement has been reached through the negotiations, the President shall present the final Contract and compensation package to the Executive Committee for approval.
- The Executive Committee shall approve the final contract which is signed by the President.

- The President, on behalf of the Board of Directors presents the final contract offer to the Executive Director and obtains necessary signatures by **June 1st**.

S-1b NON-RENEWAL OF THE EXECUTIVE DIRECTOR'S CONTRACT

If it is the decision of the Board to **not** renew the contract of the current Executive Director, the following guidelines shall apply:

- By February 1st of the final contract year, , the VAESP President, on behalf of the Board, shall communicate in writing to the Executive Director its intent to not renew the Executive Director employment contract following the term of the current contract.
- The Executive Director will have the right to request a meeting with the full VAESP Board of Directors to review reasons for non-renewal or request reconsideration.
- If so requested by the Executive Director, the VAESP Board of Directors shall convene by March 1st to review the contract non-renewal with the Executive Director. Following the discussion, the VAESP Board of Directors will meet in closed session and issue its decision. The decision of the Board is final.

S-1c VACANCY IN THE POSITION OF THE EXECUTIVE DIRECTOR

If a vacancy should occur in the position of the Executive Director by reason of non renewal of contract, death, resignation, or other disqualifications, the process of the Board fulfilling its responsibility of hiring the Executive Director will be in accordance with the following-guidelines:

- a. The President shall, with the assistance of the Executive Officers, identify and recommend a candidate to serve as Interim Executive Director for the unexpired term of the Executive Director's contract if needed. The President shall submit the name of the Interim Executive Director to the Board of Directors who shall approve the recommendation by a simple majority vote of the Board.
- b. The salary and benefits of the Interim Executive Director shall be as established by the Executive Officers with the approval of the Board. Inherent in the contract of the Interim Executive Director shall be a clause stipulating a specific contract end date, notification timelines, and re-employment options.
- c. The Board of Directors retains the authority to directly appoint the Interim Executive Director to the position of the Executive Director with a simple majority vote of the Board. The Executive Officers through the President hold the responsibility to negotiate a salary and benefits package for the Executive Director to be approved by the Board. If so appointed, the Interim Executive Director shall assume the duties of the Executive Director at the completion of the Interim Executive Director contract or as agreed upon by all parties.
- d. Should the Board of Directors be required to seek a new Executive Director other than the Interim Executive Director, at a minimum of one year prior to the termination date of the current Director's contract, or immediately with the appointment of an Interim Executive Director, the President or an appointed subcommittee shall do the following:
 - Review and update the current Executive Director Position Description for public posting.
 - Prepare a position posting.
 - Develop or review a plan for accepting applications in various formats.
 - Develop/revise prospective interview questions.
 - Advertise the position for a period of one to four weeks.

- Ensure that the posting occurs within two months of the Board's decision to seek a new Executive Director
 - Advertise through various formats to include the NAESP online network if available.
 - Include open, closing, interview and proposed start dates.
- The Executive Officers shall review all applications within four weeks of position closing and select candidates for interview.
- The Executive Officers shall develop a preliminary pay and benefits package to be discussed and offered to the final selectee.
- The President, with the assistance of the Executive Committee, shall schedule interviews within two months of position closing.
- The Board of Directors shall conduct interviews of selected candidates with the Executive Officers retaining the option of recalling candidates for a subsequent interview if needed.
- The Board of Directors shall select the new Executive Director by a simple majority vote of the Board.
- The President shall negotiate the pay and benefits package as agreed to by the Executive Officers and present the final pay package to the Executive Officers for approval.
- The Executive Officers draw up the final contract for the selected candidate which is signed by the President.
- The President, on behalf of the Board of Directors makes the position offer to the selectee and obtains the candidate's signature on the Executive Director contract.
- Once the selectee has accepted and signed the Executive Director's contract, the President notifies and thanks candidates who were not selected for the position.
- In the event that a suitable candidate is not found, the position will remain open until filled and the process will begin over again.

The Executive Committee is responsible for reviewing and revising as needed all correspondence for the hiring process.

S-1d TRANSITION OF EXECUTIVE DIRECTOR

As there can only be one Executive Director for the Association, it is necessary to provide for a transition period between the outgoing and incoming Executive Director if needed. The Executive Committee may at its discretion and with the approval of the Board, retain the outgoing Executive Director as a consultant to the newly appointed/hired Executive Director for a period of no more than ten (10) days for the purpose of training and preparation.

It may also be to the benefit of all parties to have the newly appointed/hired Executive Director begin training prior to the departure of the current Executive Director. In this case the same guidelines apply as previously described for the transition. The Executive Committee has the authority to establish a transition plan that incorporates both scenarios if needed as long as the total transition period does not exceed the ten (10) day maximum.

The title of the incoming or outgoing director will be TRANSITION EXECUTIVE DIRECTOR and the salary of the individual will be at the established per diem rate established in the respective contract. Budget funding for the per diem pay will be through the contingency funds in the annual budget.

Adopted 8/16/11
Revised 10/14
Amended June 2015
Amended January 2018

S-2 EVALUATION OF THE EXECUTIVE DIRECTOR

A committee composed of the Board of Directors acting as a whole shall evaluate the efforts and effectiveness of the Executive Director. The evaluation shall be based on the goals and objectives of the association. This evaluation shall be completed on or before April 15 of each year during the first two (2) years of employment of the Executive Director. After the second year, evaluations shall take place every two years prior to the contract renewal of the Executive Director. The report shall be shared with the Executive Director in an executive session of the Board. The Immediate Past-president serves as the chairman of the committee for the evaluation of the Executive Director.

Adopted August 03, 1990
Amended July 15, 2003
Revised 8/16/11
Amended June 2015