



VIRGINIA ASSOCIATION
OF SECONDARY SCHOOL
PRINCIPALS

804.355.2777
(fax) 804.355.4262
www.vassp.org

The Professional Association of Middle and High School Administrators

MEMORANDUM

Five Vacancies on the VASSP Board of Directors

February 10, 2026

TO: VASSP Members
FROM: Randy D. Barrack, Chief Executive Officer
Carolyn F. Bernard, Board Development Chair
RE: Nominations for Board Positions and Candidate Application Forms

The VASSP Board of Directors will hold the election of officer and board members in June during the annual business meeting held during the Virginia Middle and High School Principals Conference & Exposition. We hope you regularly visit your professional association's website at www.vassp.org as well as website for the Virginia Foundation for Educational Leadership at www.edleader.org.

Board position vacancies are as follows:

- President-elect for a ONE year term, 2026-2027
- Three Board Directors for THREE year term, 2026-2029
- One Board Director for ONE (unexpired) year term, 2026-2027

If you are interested in serving VASSP on its board of directors, please carefully read the bylaws, complete the VASSP Board Member Application and the appropriate form for the position you are seeking. All candidates must answer the questions in Part 2 of the VASSP Board Member Application and attach their curriculum vitae.

Completed forms of all candidates and the completed questionnaire and curriculum vitae for all candidates are due back in the VASSP office by 5:00 p.m. on March 15, 2026. Information also may be faxed to VASSP at 804-355-4262.

NASSP AFFILIATE
4909 Cutshaw Avenue • Richmond, VA 23230



VASSP BOARD OF DIRECTORS

CANDIDATE PROFILE

The VASSP Board of Directors has created this board candidate profile to assist association members seeking board positions to familiarize themselves with the criteria for candidate selection. **Candidates for the VASSP board do not need to meet all criteria.**

Experience with VASSP

- Proven interest in the mission of VASSP.
- Knowledge and understanding of the work of VASSP.

Professional Attributes and Experience

- Experience as a strategic leader.
- Extensive professional network of educators, business leaders, and policymakers.
- Experience with public policy advocacy (at the local, state, or federal levels).

Governance Experience and Attributes

- Experienced board and/or governance member.
- Experience with financial management oversight (budget responsibility and fiscal accountability).
- Willingness to act in the best interest of the organization as a whole, rather than the interests of a particular constituency, region, or special-interest group.
- Ability to participate consistently in the board's work.
- Fundraising experience and willingness to solicit contributions from contacts.
- Willingness to make a financial contribution.

Personal Attributes

- Experience working with people from diverse backgrounds.
- Strong interpersonal skills and ability to communicate effectively.
- Sense of humor, positive presence.
- Demonstrated entrepreneurial vision.

Other experience desired by the VASSP Board.

VASSP BOARD MEMBER APPLICATION

2026

Part 1 - Information

POSITION: President-Elect and Board Directors

TERM OF OFFICE:

- President-elect for a ONE year term, 2026-2027
- Three Board Directors for THREE year term, 2026-2029
- One Board Director for ONE (unexpired) year term, 2026-2027

TIME REQUIREMENTS: The VASSP Board of Directors holds four regular meetings a year, one of which is the organizational meeting. All current Board members are expected to attend the annual conference and the Board meeting held prior to the opening of the conference. In addition, Board members are expected to be present at their respective regional meetings held in either the spring or fall, which are usually day meetings. Added to this is a variety of other meetings, conferences, conventions, programs, etc., at which a Board member may be asked to represent VASSP. These obligations comprise all or parts of approximately seven (7) school/work days per year. Responsibilities of Board members to their employing school divisions understandably carry the highest priority. However, one cannot in good conscience, remain a member of the Board without regular attendance.

EXPENSES: VASSP covers all reasonable expenses incurred in the performance of Board responsibilities. Some individual personal costs are unavoidable, but the school division will not be liable for any expenses. Please note that VASSP does not cover summer conference costs of Board members.

PERSONAL AND SCHOOL DIVISION COMMITMENT: It should be clear that a prime requisite for VASSP Board service is a strong commitment of support from the candidate's superintendent, board of education, other building administrators, faculty, and family through the term of office. To this must be added a strong personal commitment to serve. It is strongly recommended that the candidate secure complete approval from his or her appropriate supervisor(s) and the board of education. The term of office may transcend changes in boards of education and top level division administrators. It is further advised that a written "memorandum of understanding" be executed between the candidate, the local school division, and VASSP.



VASSP BOARD MEMBER APPLICATION

Part 2 - Questionnaire

Applications submitted by principals or assistant principals from a middle level or high school for Board vacancies will be reviewed by the Board Development Committee of the Virginia Association of Secondary School Principals. The Board Development Committee will select a slate of nominees and notify the VASSP membership. The election will be held at the VASSP business meeting during the annual conference in June. This application will serve as the primary instrument to judge the qualifications of the candidate applying for the opportunity to serve the VASSP. Please complete this questionnaire and **attach your curriculum vitae or resume**.

The candidate's name and the written responses made on this application will be held in strict confidence by members of the VASSP Board Development Committee.

Please answer each question, using additional paper, restating each question before providing an answer. Print or type each answer.

1. How do you perceive the role of a state association's board member?
2. What particular contribution will you bring to the governance of VASSP?
3. How would you communicate board activities and your personal and professional actions to the membership?
4. How would you encourage your colleagues to become involved in VASSP?
5. Which aspect of VASSP programs and services is of most interest to you? Why?
6. Is there a program or service not presently being offered by VASSP that you would recommend?
7. If the provision of the above program or service required the elimination of a current program or service, what would you recommend?
8. Being an effective board member may sometimes require taking an unpopular position (playing a minority role). Would you feel comfortable doing this? Please comment briefly.
9. Of the new directors who take office, it is probable that one of them will become president-elect and serve as state president. Would you have an interest in being a candidate for this position in the future? If so, please understand that if you are successful in winning the office, your three-year commitment now becomes a six-year commitment on your behalf - three years on the board, one-year as president-elect, one-year as president, and one-year as immediate past president. The time requirement will become greater in the fourth year and much more so in the fifth year.
10. VASSP is a membership-based professional association. What is its primary obligation to those members?
11. Any additional comments or information?

****Please attach your curriculum vitae or resume and answers to all questions.**





**VIRGINIA ASSOCIATION OF SECONDARY
SCHOOL PRINCIPALS, INC.
BOARD OF DIRECTORS**

July 1, 2025 – June 30, 2026
www.vassp.org

Board Member Name	Region	Term
President: Dr. Melanie M. Patterson , Principal Lake Taylor School, Norfolk	2	2025-2026
Chief Executive Officer: Dr. Randy D. Barrack Virginia Association of Secondary School Principals, Inc.	1	-
President-Elect: Dr. Brian Fellows , Principal Deep Run High School, Henrico	1	2025-2026
Immediate Past President: Mr. Shawn DeRose , Principal Annandale High School, Fairfax	4	2025-2026
State Coordinator: Dr. Tim Healey , Principal Colgan High School, Prince William	4	2023-2026
Superintendent of Public Instruction: Ms. Jenna Conway Virginia Department of Education	1	-
VACANT	1	2023-2026
Dr. Donna Weingand , Principal Hickory High School, Chesapeake	2	2025-2028
VACANT	3	2024-2027
Dr. Herman Mizell , Principal Langston Hughes Middle School, Fairfax	4	2024-2027
Mr. Timothy Beatty , Principal Heritage High School, Lynchburg	5	2023-2026
Ms. Debbie Harris , Principal Read Mountain Middle School, Botetourt	6	2025-2028
Ms. Jennifer Bolling , Principal Pulaski County High School, Pulaski	7	2024-2027
INTERIM - Dr. John P. Ringstaff , Director of Instruction Buckingham	8	2023-2026
Ex Officio: Donald D. Vale , Comptroller	5	-

Updated 01.20.2026

VIRGINIA ASSOCIATION OF SECONDARY SCHOOL PRINCIPALS

4909 Cutshaw Avenue • Richmond, VA 23230

CANDIDATE FOR VASSP PRESIDENT-ELECT

Complete this required form in addition to submitting your answers to the questions and your curriculum vitae or resume. Candidates for this position must have had previous experience serving on the VASSP Board of Directors. Use additional paper if necessary.

Candidate's Name: _____

Present Position: _____ School Division _____

School Name: _____

School Address: _____

School Phone: _____ FAX Phone: _____

E-Mail Address: _____ Cell Phone: _____

(a) Education background (institutions & degrees by year):

(b) Professional experience (by years):

(c) Major educational activities, committee appointments, offices held in associations, etc. (by years):

(d) Membership in VASSP since _____ (year).

Signature of Candidate: _____ Date: _____

Return by 5:00 p.m. March 15, 2026 to: Dr. Randy D. Barrack, CEO

Please attach:
✓ Curriculum Vitae or Resume
✓ Questionnaire Answers

VASSP
4909 Cutshaw Avenue
Richmond, VA 23230
FAX 804.355.4262
administrator@vassp.org



**BOARD DIRECTOR
CANDIDATE APPLICATION**

VIRGINIA ASSOCIATION OF SECONDARY SCHOOL PRINCIPALS

4909 Cutshaw Avenue • Richmond, VA 23230

CANDIDATE FOR BOARD DIRECTOR

Complete this required form in addition to submitting your answers to the questions and your curriculum vitae or resume. Use additional paper if necessary.

Candidate's Name: _____

Present Position: _____ School Division _____

School Name: _____

School Address: _____

School Phone: _____ FAX Phone: _____

E-Mail Address: _____ Cell Phone: _____

(a) Education background (institutions & degrees by year):

(b) Professional experience (by years):

(c) Major educational activities, committee appointments, offices held in associations, etc. (by years):

(d) Membership in VASSP since _____ (year).

Signature of Candidate: _____ Date: _____

Return by 5:00 p.m. March 15, 2026 to: Dr. Randy D. Barrack, CEO

Please attach:
✓ Curriculum Vitae or Resume
✓ Questionnaire Answers

VASSP
4909 Cutshaw Avenue
Richmond, VA 23230
FAX 804.355.4262
administrator@vassp.org

