

WATERFORD UNION HIGH SCHOOL

DISTRICT ADMINISTRATOR (DA) ANNUAL PERFORMANCE EVALUATION: PROCEDURES AND TIME-LINE SUMMARY 2025-26

- 1. DA/Board Work Session – June 2025 – Did not occur**
 - a. Review previous goals
 - b. Discuss future goals
- 2. DA/Board Work Session – July 2026 – rescheduled to Oct. 27, 2025 after regular meeting**
 - a. Identify 4 goals for DA
 - b. DA to build action plan for each goal
 - i Detailed
 - ii Frequency of action steps
 - iii Evidence of attainment identified
 - c. DA to compose reflections
 - i Narrative included for each action
 - 1 Rationale
 - 2 Level of effectiveness
 - 3 Status of actions
 - d. DA to secure artifacts
 - i Documents that serve as evidence of progress or attainment for each goal
 - e. Identify goals of School Board
 - f. Mutual expectations
- 3. Preparation for Annual Performance Review and Check in – Nov. 17, 2025 after regular meeting**
 - a. Board members receive DA Performance Assessment Tool (PAT) and the Colleague Assessment Questionnaire (CAQ) for review.
 - b. The Board will review and approve DA goals.
 - c. The DA and the Board will review the evaluation process/timeline and answer questions.
 - d. The DA will begin collecting artifacts and materials to share as evidence of meeting goals and standards.
 - e. DA will provide an informal update on progress.
 - f. The Board will ask questions for clarification and provide feedback on the process.
- 4. The Colleague Assessment Questionnaire (CAQ) is administered – Jan. 5-30, 2024**
 - a. The CAQ will be administered in a confidential manner.
 - b. “Strengths and Opportunities” themes will be identified.

5. DA Presentation to the Board – March 9, 2026

- a. Progress on goals: DA reflections and artifacts; will share reflections and evidence of progress or attainment.
- b. Performance relative to PAT Standards: DA will share reflections and evidence of progress or attainment.
- c. “Strengths and Opportunities” themes from the CAQ shared with the Board and the DA will share reflections from them.
- d. Board members may ask questions, however, this meeting is not intended for a Board response to the information presented and no individual evaluative comments are permitted.

6. Board Meeting without DA – March - TBD, 2026

- a. Board members will have discussion of the DA’s performance.
- b. Board members will use the PAT along with the information previously provided from the DA to inform discussion
- c. Board members will reach consensus on whether expectations have been met.
- d. Board members will draft a written evaluation on whether expectations have been met by performance category, including narrative descriptions of the Board’s judgment in each area.

7. Summative Evaluation Meeting – April 2024

- a. The Board will meet with the DA and share a written evaluation and the Board’s perspective regarding performance.
- a. Evaluation signed by all parties.
- b. Evaluation filed in DA’s personnel file.