



# Canutillo Independent School District

7965 Artcraft Road El Paso, Texas 79932

Mailing Address: P.O. Box 100 Canutillo, Texas 79835

**Martha Carrasco**  
Executive Director, Human Resources

(915) 877-7423  
Fax (915) 877-7407  
mcarrasco@canutillo-isd.org

## MEMORANDUM

**TO:** Personnel/Policy/Instruction/Student Services Committee Members

**FROM:** Martha Carrasco, Executive Director HR *Martha Carrasco*

**DATE:** November 5, 2013

**RE:** **Second Appraisers**

Attached for review, discussion, and recommendation to the Board of Trustees is a list of administrators who will serve as second appraisers, should the need arise. As per Policy DNA (Local) regarding the evaluation of teachers, a list of qualified second appraisers shall be approved by the Board. The following individuals are being recommended as second appraisers:

- Annette Brigham
- Roberto Basurto
- Jan Massie

If you have any questions, please contact my office.

Thank you.

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PERFORMANCE APPRAISAL  
EVALUATION OF TEACHERS

DNA  
(LOCAL)

PDAS	The annual appraisal of District teachers not eligible for less frequent evaluations shall be in accordance with the Professional Development and Appraisal System (PDAS).
LESS-THAN-ANNUAL EVALUATIONS ELIGIBILITY	District teachers shall be appraised annually, except teachers who are eligible for less frequent evaluations in accordance with law and the following local criteria. The eligible teacher shall: <ol style="list-style-type: none"><li>1. Not be new to the campus;</li><li>2. Not be on a probationary contract; and</li><li>3. Not be on a campus that is academically unacceptable or that has failed to make adequate yearly progress.</li></ol>
FREQUENCY	Eligible teachers shall be appraised every third year.  During any school year when a complete PDAS is not scheduled for an eligible teacher, either the teacher or the principal may require that an appraisal be conducted by providing written notice to the other party.
ALTERNATIVE ANNUAL REVIEW PROCESS	In the years that PDAS is not scheduled for an eligible teacher, an annual review process detailed in guidelines developed by the administration in collaboration with the District- and campus-level decision-making committees shall be conducted.  The alternative annual review process shall produce a written document to be presented to the teacher, signed by the teacher and supervisor, and maintained in the personnel file.  The District shall establish an appraisal calendar each year.  Teachers on growth plans shall be appraised using the PDAS while on the plan and for the subsequent year.
SCHEDULE LIMITATIONS	In addition to those days on which observations are prohibited by law [see DNA(LEGAL)], the District shall not schedule observations on the day before or the day after a school holiday, days scheduled for end-of-semester or end-of-year examinations, or days scheduled for state-mandated assessments or other standardized tests.
FIRST OBSERVATION	First classroom observations of teachers shall be unscheduled.
ALTERNATE APPRAISERS	The list of qualified appraisers who may appraise a teacher in place of the teacher's supervisor shall be approved by the Board.
SECOND OBSERVATION APPRAISER	Upon a teacher's request for a second appraiser, the Superintendent or designee shall select the second appraiser from a pre-established roster of trained appraisers.
SCHEDULING	Second appraisals shall be unscheduled.

PERFORMANCE APPRAISAL  
EVALUATION OF TEACHERS

DNA  
(LOCAL)

SCORES	The Board shall ensure that the Superintendent or designee establish procedures regarding how domain scores from first and second appraisals will be used.
PROBATIONARY TEACHERS	Written evaluations and other evaluative information need not be considered prior to a decision to terminate a probationary contract at the end of the contract term. [See DFAB(LEGAL)]
GRIEVANCES	Complaints regarding teacher appraisal shall be addressed in accordance with DGBA(LOCAL).