

BOARD OF TRUSTEES AGENDA

<input type="checkbox"/>	Workshop	<input checked="" type="checkbox"/>	Regular	<input type="checkbox"/>	Special
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(A) Report Only Recognition

Presenter(s):

Briefly describe the subject of the report or recognition presentation.

(B) Action Item

**Presenter(s): Samuel Mijares, Asst. Superintendent for Curriculum & Instruction
Lana Harper, Staff Development and Parental Involvement Director**

Briefly describe the action required.

Consider and take appropriate action on the request to approve the updated list of 2014-2015 Teacher Appraisers.

(C) **Funding source: Identify the source of funds if any are required.**

(D) **Clarification: Explain any question or issues that might be raised regarding this item.**

EAGLE PASS INDEPENDENT SCHOOL DISTRICT
Professional Development and Appraisal System
Teacher Appraisal Calendar
2014-2015

The annual appraisal of District teachers shall be in accordance with the Professional Development and Appraisal System (PDAS). Observations during the appraisal period must be conducted during the required days of instruction for students during one school year.

Teacher Appraisal Period	August 25, 2014 – June 3, 2015
<p style="text-align: center;">PDAS Orientation</p> <p>Deadline: September 15, 2014</p>	<p>All teachers must be provided a PDAS Orientation no later than the final day of the first three weeks of school and at least three weeks before the first observation.</p> <p style="text-align: center;">New Teacher PDAS Orientation – August 15, 2014</p> <p style="text-align: center;">Orientation for Teachers Not New to the District (Scheduled by Campus)</p> <p>PDAS Training for new teachers who did not attend the session on August 15, 2014 will be scheduled by the District. Additional trainings will be scheduled throughout the year, as needed.</p>
<p style="text-align: center;">Teacher Self-Report, Section I</p> <p>Teachers New to the PDAS Deadline: September 5, 2014</p> <p>Teachers Not New to the PDAS (three weeks after PDAS Orientation by the Campus) Deadline: September 12, 2014</p>	<p>Must be presented to the Principal:</p> <ul style="list-style-type: none"> - within the first three weeks from the day of completion of the PDAS orientation; - within the first three weeks from the day of completion of the PDAS orientation, for teachers new to the PDAS. - revisions, if necessary, shall be presented to the Principal at least two (2) weeks before the summative annual conference. - new teachers who did not attend the training on August 15, 2014 will submit the self-report, Section I, three weeks from the day of completion of the next PDAS Orientation.
<p style="text-align: center;">Teacher Self-Report Section II & III</p> <p>Due: December 12, 2014</p>	<p>Presented to the Principal no later than two weeks before the summative annual conference.</p>

<p>Formal Written Observation</p>	<ul style="list-style-type: none"> • No observations will be conducted: <ul style="list-style-type: none"> - during the first three weeks after the day of completion of the PDAS orientation in the school years when an orientation is required; - during the three weeks after the day of completion of the PDAS orientation for teachers new to the PDAS, - during the first three weeks of instruction in the school years when the PDAS orientation is not required; - on the day before and the day after a school holiday, - days scheduled for end-of-semester or end-of-year examinations, or - state mandated assessments other than standardized tests, or - during the last week of school. <p>Each teacher must be appraised each year except as provided in subsection (1) of §150.1003.</p> <p>The annual teacher appraisal shall include:</p> <ul style="list-style-type: none"> - at least one classroom observation of a minimum of 45 minutes as identified in subsection (g); - a written summary of each observation shall be given to teachers within ten (10) working days after the completion of an observation, with pre-post-observation conference conducted at the request of the teacher or appraiser; - the Formal Written Observation must be scheduled within a one-week window.
<p>Walkthrough Visits September 2014 - May 2015</p>	<p>Walkthrough Visits:</p> <ul style="list-style-type: none"> - are to be used at the discretion of the appraiser, and - documentation is to be shared with the teacher within ten (10) working days.
<p>Second Appraisal September 2014 - May 2015</p>	<p>The second appraisal must be:</p> <ul style="list-style-type: none"> - scheduled within a one-week window. - requested within ten (10) days of receiving the classroom observation feedback.

<p align="center">Advance Notice</p>	<p>A teacher may be given notice of the date or time of an appraisal, but advance notice is not required.</p>
<p align="center">Written Summative Annual Appraisal Report</p> <p align="center">December 1 – May 8, 2015</p> <p align="center">Deadline: May 15, 2015</p>	<p>The written summative annual appraisal report shall be shared with the teacher:</p> <ul style="list-style-type: none"> - no later than five (5) working days before the summative conference, and - no later than fifteen (15) working days before the last day of instruction for students, with the exception of an appraisal by a second appraiser or other extenuating circumstances.

Alternate Appraiser:

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.

Attachment: List of Board Approved Appraisers 2014-2015

The Teacher Appraisal Calendar and List of Appraisers were approved by the Board of Trustees on: **Tuesday, August 12, 2014.**

