

PDAS APPRAISAL CALENDAR 2013-2014

Coppell Independent School District

August 26, 2013	First day of instruction
September 2, 2013	Labor Day Holiday
September 9, 2013	PDAS Orientation for new teachers
September 27, 2013	Last day to submit Teacher Self-Report (TSR) Section I (no later than 3 wks. after orientation)
September 30, 2013	Formal observation may begin (no earlier than 3 wks. after orientation)
November 22, 2013	No formal observation permitted
November 25-29, 2013	Thanksgiving Holidays
December 2, 2013	No formal observation permitted
December 20, 2013	No formal observation permitted
December 23-Jan 3, 2014	Winter Break
January 6, 2014	Staff returns/No formal observation
January 17, 2014	No formal observation permitted
January 20, 2014	Holiday
January 21, 2014	No formal observation permitted
March 7, 2014	No formal observation permitted
March 10-14, 2014	Spring Break
March 17, 2014	No formal observation permitted
April 18, 2014	Weather Day
April 24, 2014	Last day for submitting Sections II & III of Teacher
May 1, 2014	Last day for formal observations (no later than 20
May 8, 2014	Last day to conduct summative annual conference (no later than 15 working days before the last day of instruction)
May 26, 2014	School Holiday
June 4, 2014	Last day of classes
June 6, 2014	Staff Development
June 20, 2014	All written summative reports submitted to Human Resources Office

Share documentation with teacher within 10 working days

Board Approval scheduled for 8-5-13

For PDAS purposes, the last day of "instruction" is May 30, 2014



Coppell ISD Second Appraisers for 2013-2014

Mechelle Bryson
Debbie Gauntt
Kristen Brown
Marilyn Denison
Tracey Wallace
Cynthia Arterbery
Leanne Shivers
Tabitha Branum
Emily Froese
Deana Harrell
Brad Hunt
Amanda Ziaer
Montie Parker
Heather Cato
Angela Maden

Angie Applegate
Ron-Marie Johnson
Laurie O'Neill
Gema Hall
Shannon Edwards
Kristi Mikkelsen
Michelle Kellen
Pam Mitchell
Andra Penny
Laura Springer
Penny Tramel
Chris Nester
Rhonda Carr
Linda Cook
Sherri Hankins

A teacher may request a second appraisal by another appraiser at the following times:

1. After receiving a written observation summary with which the teacher disagrees; and/or
2. After receiving a written summative annual appraisal report with which the teacher disagrees.

The second appraisal must be requested within ten working days of receiving a written observation summary or a written summative annual appraisal report. At the discretion of the appraiser, the time period may be extended to 15 working days.

A teacher may be given advance notice of the date or time of a second appraisal, but advance notice is not required.

The second appraiser shall appraise the teacher in all domains. The second appraiser shall make observations and walk-throughs as necessary to evaluate Domains I through V. The second appraiser shall use the Teacher Self-Report Form and cumulative data from the first appraisal to evaluate Domains VI through VIII. Cumulative data may also be used by the second appraiser to evaluate other domains.

Chapter 150 issued under the Texas Education Code §150.1006. Appraiser Qualifications.

An appraiser other than the teacher's supervisor must be approved by the school district Board of Trustees, hold a valid teaching certificate, and have at least three years of pre-kindergarten, elementary, or secondary teaching experience.

Board approval scheduled for the August 5, 2013 Board meeting.

PERFORMANCE APPRAISAL
EVALUATION OF TEACHERS

DNA
(LOCAL)

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:

1. Be on a one-year educator term contract;
2. Not be new to the campus; and
3. Be employed by the District for three years.

FREQUENCY

Eligible teachers shall be appraised every third year.

During any school year when a complete Professional Development and Appraisal System (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 returned to the personnel office.

The regular PDAS procedures and requirements shall not apply to the alternative annual review process except for the creation of the teacher's professional goals, the teacher's self-report, and walk-throughs.

PDAS WITH CAMPUS
OPTION

The annual appraisal of District teachers not eligible for less frequent evaluations shall be in accordance with the PDAS, except that the appraisal of teachers assigned to certain campuses shall follow a campus teacher appraisal plan written in compliance with statutory provisions and Commissioner's rules.

The District shall establish an appraisal calendar each 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 examinations or other standardized tests.

FIRST OBSERVATION

First classroom observations of teachers shall be scheduled within a two-week window.

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.

PERFORMANCE APPRAISAL
EVALUATION OF TEACHERS

DNA
(LOCAL)

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 scheduled within a two-week window.

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)]

EMPLOYMENT
DECISIONS

When relevant to decisions regarding term contracts, written evaluations of a teacher's performance, as documented to date, and any other information the administration deems appropriate, shall be considered in decisions affecting contract status.

GRIEVANCES

Complaints regarding teacher appraisal shall be addressed in accordance with DGBA(LOCAL).