

**ECTOR COUNTY INDEPENDENT SCHOOL DISTRICT  
Odessa, Texas**

**Memorandum**

**TO:** Board of Trustees

**FROM:** Hector Mendez, Superintendent of Schools

**SUBJECT: REQUEST FOR APPROVAL OF 2009-2010 PDAS  
APPRAISAL CALENDAR AND TIMELINES [BG-B]**

**DATE:** August 18, 2009

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Each year the Board is to review and accept an appraisal calendar for the current year. The Professional Development Appraisal System requires that the appraisal period for each teacher must include all the days of the teacher's contract. (COMMISSIONER'S RULE 150.1003)

The appraisal period shall have the following stipulations: (1) shall exclude the first three weeks of instruction; (2) shall prohibit observations on the last day of instruction before any official holiday or on any other day deemed inappropriate by the school district Board of Trustees; and (3) shall indicate a period of summative annual conferences which ends no later than 15 working days before the last day of instructions for students.

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It is recommended that the Board of Trustees approve the Teacher Appraisal Calendar for the 2009-2010 school year as presented.

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**Respectfully Submitted,**

***Hector Mendez,***  
Superintendent of Schools

***Gilbert Vasquez,***  
Assistant Superintendent  
for Human Resources