

PERSONNEL

APPRAISAL CALENDAR 2007-2008

Coppell Independent School District-Appraisal Calendar 2007-2008 Professional Development and Appraisal System (PDAS)

| DATE | EVENT |
|-----------------------------------|---|
| August 17, 2007 | PDAS Orientation for new teachers |
| August 27, 2007 | First day of instruction |
| September 3, 2007 | Labor Day Holiday |
| September 10, 2007 | Last day to submit Teacher Self-Report (TSR) Section I (no later than 3 wks. after orientation) |
| September 13, 2007 | PDAS Orientation Make-up; submit Teacher Self-Report (TSR) Section I (no later than 3 wks. after orientation) |
| October 5, 2007 | No formal observation permitted |
| October 8, 2007 | School Holiday |
| October 9, 2007 | No formal observation permitted |
| October 10, 2007 | Formal observation may begin (no earlier than 3 wks. after orientation) |
| November 16, 2007 | No formal observation permitted |
| November 19-23, 2007 | Thanksgiving Holidays |
| November 26, 2007 | No formal observation permitted |
| December 21, 2007 | No formal observation permitted |
| December 24, 2007-January 4, 2008 | Winter Break |
| January 7, 2008 | Students & staff return/No formal observation |
| January 21, 2008 | Staff Development/Student Holiday |
| January 22, 2008 | Begin personnel recommendation discussion |
| March 7, 2007 | Finalized professional recommendations due to HR |
| March 14, 2008 | No formal observation permitted |
| March 17-21, 2008 | Spring Break |
| March 24, 2008 | If school, no formal observation permitted |
| April 14, 2008 | Bad Weather Day |
| April 30, 2008 | Last day for submitting Sections II & III of Teacher Self-Report (TSR); at least 2 wks. prior to summative conference |
| May 7, 2008 | Last day for formal observations (no later than 20 days before the last day of instruction) |
| May 14, 2008 | Last day to conduct summative annual conference for staff with renewed contracts (no later than 15 days before the last day of instruction) |
| May 26, 2008 | School Holiday |
| June 5, 2008 | Last day of instruction |
| June 20, 2008 | All written summative reports submitted to Human Resources Office |

Formal observations may be conducted three weeks following the completion date of
PDAS Orientation