

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

**Memorandum**

**TO:** Board of Trustees

**FROM:** Wendell Sollis, Interim Superintendent

**SUBJECT: REQUEST FOR APPROVAL OF 2004-2005  
APPRAISAL CALENDAR [BG-B]**

**DATE:** August 17, 2004

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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 a 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 instruction for students.

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It is recommended that the Board of Trustees approve the Teacher Appraisal Calendar for the 2004-2005 school year at the regular August board meeting.

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**Respectfully Submitted,**

***Wendell Sollis***  
**Interim Superintendent**

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