



To: Coppell ISD Board of Trustees
From: Karen Duke
Date: July 28, 2025

cc: Doug Williams, Kristen Eichel, Dr. Angie Brooks

Re: 2025-2026 Appraisal Calendar and Second Appraisers

Appraisal Calendar: The purpose of the Coppell Independent School District Appraisal Calendar is to formalize what highly effective teachers do, to develop habits of self-assessment, reflection, and adjustment and to build a collaborative, supportive culture. The calendar outlines days that may and may not be used to conduct formal observations.

Second Appraisers: An educator may request a second appraisal by another appraiser at the following times:

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

The second appraisal must be requested within ten business 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.

According to Chapter 150 issued under the Texas Education Code §150.1006. Appraiser Qualifications state, “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.”

Recommendation: The Board of Trustees approve the recommended Appraisal Calendar and list of Second Appraisers as presented.