



UNITED INDEPENDENT SCHOOL DISTRICT AGENDA ACTION ITEM

TOPIC: Approval of United ISD Appraisal Calendar for 2017-2018 School Year

SUBMITTED BY: David Garcia **OF:** Asst. Superintendent for Human Resources

APPROVED FOR TRANSMITTAL TO SCHOOL BOARD: _____

DATE ASSIGNED FOR BOARD CONSIDERATION: August 16, 2017

RECOMMENDATION:

It is recommended that the Board of Trustees approve the United ISD Appraisal Calendar for 2017-2018 School Year

RATIONALE:

BUDGETARY INFORMATION:

POLICY REFERENCE & COMPLIANCE:



United ISD Appraisal Calendar 2017-2018

The dates listed below represent the timelines for compliance with the Commissioner's Rules and specific days deemed inappropriate for conducting teacher observations when using the Texas Teacher Evaluation and Support System (T-TESS). Observations must be scheduled (by date and time) in accordance with *UISD Board Policy DNA (Regulation).

DATES	FALL SEMESTER August 21st - December 21st 2017
August 7th-11th	New Teacher Orientation
August 8th	T-TESS Training: Teachers New to the Profession/Teachers New to the District*
August 14th - 16th	Professional Development/T-TESS training (1 day) by Campus Administrator
August 17th-18th	Teacher Workday (campus)
August 21st	First Day of Classes
August 21st to October 6th (Six week period)	**Teacher Goal Setting and Professional Development Plan (GSPD)- Submit to appraiser <u>within 6 weeks</u> from the day of the completion of the orientation (schedule an in-person goal-setting conference with his or her appraiser)
September 11th	**Campus Administrators can begin observations and meet with teachers to approve GSPD plan.
October 9th	Professional Development
October 10th	T-TESS Pre-conference, Evaluations, and Post-Conferences Begin
November 17th	Day before a holiday- no observations (end of second 6 weeks)
November 27th	Day after a holiday- no observations (beginning of third 6 weeks)
December 4th-7th	***STAAR/EOC Assessment
December 22nd	Teacher Workday (campus)
DATES	SPRING SEMESTER January 8th - May 31st 2018
January 8th	Start of Second Semester/ Day after a holiday- no observations
February 2nd	Day before a holiday- no observations
February 6th	Day after a holiday- no observations
February 15th	Day before a holiday- no observations
February 19th	Professional Development
March 9th	Day before a holiday- no observations
March 19th	Day after a holiday- no observations

United ISD Appraisal Calendar 2017-2018

March 29 th	Professional Development/Teacher Work-day
April 2 nd	Day after a holiday- no observations
April 10 th , 11 th , & 12 th	***STAAR Testing (Elementary, Middle & High School)
April 30 th	Professional Development/Teacher Work-day
May 7 th – 10 th	***STAAR Testing (Elementary, Middle & High School)
May 10 th	Appraisal Period Ends (All appraisals must be completed by this date)
May 14 th – 17 th	***STAAR Testing (Elementary & Middle)
May 15 th	All Appraisals due at HR Dept. (must be signed by teacher and administrator before or by May 10 th)
May 28 th	Professional Development
May 31 st	Last Day of Classes/End of 6 th six weeks/End of 4 th nine weeks/Early Release Day
June 1 st	Professional Development/Teacher Work Day

REMINDERS:

***POLICY DNA (REGULATION)**

- Pre-conference will be conducted within 5 days of an announced observation
- Formal observation (45 minutes) for a teacher's appraisal will be announced by date and time.
- Post-conference in-person within ten working days of observation
- End-of-year Conference is mandatory and will be held at least 15 days prior to the last day of instruction
- Summative Annual Appraisal Report is a written report to be provided to the teacher within ten working days of the conclusion of the end-of-year conference.

** Campus Administrators will meet with all teachers to approve GSPD Plan.

*** Refer to testing calendar- Principals will determine which testing days affect their campuses and ensure that staff is advised that evaluations will not be conducted on those specific days.