

PERSONNEL

PDAS APPRAISAL CALENDAR 2009-2010

Coppell Independent School District

DATE	EVENT
August 14, 2009	PDAS Orientation for new teachers
August 24, 2009	First day of instruction
September 4, 2009	Last day to submit Teacher Self-Report (TSR) Section I (no later than 3 wks. after orientation)
September 7, 2009	Labor Day Holiday
September 10, 2009	PDAS Orientation Make-up (Teacher Self-Report (TSR) Section I must be submitted no later than 3 wks. after orientation)
October 5, 2009	Formal observation may begin (no earlier than 3 wks. after orientation)
October 8, 2009	No formal observation permitted
October 12, 2009	School Holiday
October 13, 2009	No formal observation permitted
November 20, 2009	No formal observation permitted
November 23-27, 2009	Thanksgiving Holidays
November 30, 2009	No formal observation permitted
December 18, 2009	No formal observation permitted
December 21, 2009-January 1, 2010	Winter Break
January 4, 2010	Students & staff return/No formal observation
January 18, 2010	Staff Development/Student Holiday
March 12, 2010	No formal observation permitted
March 15-19, 2010	Spring Break
March 22, 2010	No formal observation permitted
April 2, 2010	Weather Day
April 21, 2010	Last day for submitting Sections II & III of Teacher Self-Report (TSR); at least 2 wks. prior to summative conference
April 28, 2010	Last day for formal observations (no later than 20 working days before the last day of instruction)
May 5, 2010	Last day to conduct summative annual conference (no later than 15 working days before the last day of instruction)
May 31, 2010	School Holiday
June 2, 2010	Last day of classes
June 3, 2010	Weather Day
June 18, 2010	All written summative reports submitted to Human Resources Office

Share documentation with employee within 10 working days

For PDAS purposes, the last day of "instruction" is May 27 (exams start May 28).

Board Approval scheduled for 8-31-09