

## Board Agenda

### Mesquite ISD Appraisal Calendar 2013-2014

August 27	Teachers instructed to complete <u>TSR I</u> and submit completed instrument to assigned appraiser
September 13	Final date to submit completed <u>TSR I</u> to the assigned appraiser
September 16	<u>Appraisal observations may begin</u>
September 20	Exempt from appraisal observations
October 4	Exempt from appraisal observations
October 25	Exempt from appraisal observations
November 26	Exempt from appraisal observations
December 19 and 20	Exempt from appraisal observations
January 7	Exempt from appraisal observations
January 17	Exempt from appraisal observations
February 14	Exempt from appraisal observations
March 7	Exempt from appraisal observations
April 4	<u>Teachers instructed to complete and submit TSR II and III to the assigned appraiser</u>
April 17	<u>Last date to submit TSR II and III to the assigned appraiser</u>
April 25	<u>Final day for appraisal observations</u>
May 1	Teachers must be provided with <u>a copy of the summative by this date</u> , or 5 days prior to the summative conference
May 9	Last day summative conferences may be conducted

- The district prohibits observations on the last day of instruction before a holiday or any day other day deemed inappropriate by the school district board of trustees.
- The district also prohibits observations on days scheduled for STATE standardized tests. These observation exemption dates apply to teachers administering tests. (Testing calendar will be provided at the campus level.)
- Reminder...TSR II and III must be completed and returned to the teacher supervisor at least 2 weeks prior to the annual summative conference. (April 17th)
- Teachers MUST have received a copy of their summative report 5 days prior to the summative conference
- All summative conferences must be completed by May 9.
- A teacher hired after the beginning of the school year must be provided PDAS orientation within the 1<sup>st</sup> three weeks of that teacher beginning instruction. Appraisers must wait three weeks after orientation before appraising the teacher.