

**Ector County Independent School District
Odessa, Texas**

Memorandum

TO: Board of Trustees
FROM: Hector Mendez, Superintendent of Schools
**SUBJECT: REQUEST FOR APPROVAL OF 2011-2012 PDAS APPRAISAL CALENDAR
AND TIMELINES**
DATE: August 16, 2011

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 the 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.

It is recommended that the Board of Trustees approve the Teacher Appraisal Calendar for the 2011-2012 school year as presented.

Respectfully submitted,

Hector Mendez
Superintendent of Schools

Brian J. Moersch
Assistant Superintendent for
Human Resources