



UNITED INDEPENDENT SCHOOL DISTRICT AGENDA ACTION ITEM

TOPIC: Approval of United ISD Appraisal Calendar for the 2018-2019 School Year

SUBMITTED BY: David Garcia, Assistant Superintendent **OF:** Human Resources

APPROVED FOR TRANSMITTAL TO SCHOOL BOARD: _____

DATE ASSIGNED FOR BOARD CONSIDERATION: August 22, 2018

RECOMMENDATION: The District is recommending the approval of United ISD Appraisal Calendar for the 2018-2019 School Year

RATIONALE:

BUDGETARY INFORMATION:

POLICY REFERENCE & COMPLIANCE:



United ISD Appraisal Calendar

2018-2019

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). **Revised 7/16/2018**

DATES	FALL SEMESTER August 15 th – December 21 st 2018
August 1 st -3 rd	New Teacher Orientation
August 6 th -9 th	Professional Development/T-TESS training (1 day) by Campus Administrator
August 10 th	Teacher Workday (campus)
August 13 th	Professional Development
August 14 th	Teacher Workday
August 15 th	First Day of Class
Aug. 15 th to Sept. 28 th (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)
August 24 th	T-TESS Training for New teachers to the District (HR Dept)
September 3 rd	Staff/Student Holiday
September 17 th	**Campus Administrators can begin walk-through observations and meet with teachers to approve GSPD plan.
October 9 th	T-TESS Pre-conference, Evaluations, and Post-Conferences Begin
October 8 th	Staff/Student Holiday
November 16 th	Day before a long holiday- no observations
November 26 th	Day after a long holiday- no observations
December 3 rd -6 th	***STAAR Secondary/High School Modified Schedule
December 20 th	Day before a long holiday- no observations
DATES	SPRING SEMESTER January 9 th – May 30 th 2019
January 8 th	Professional Development
January 9 th	Start of Second Semester/No observations
January 21 st	Professional Development

United ISD Appraisal Calendar

2018-2019

February 4 th	Staff/Student Holiday/Bad Weather Make Up Day
February 22 nd	Staff/Student Holiday
February 25 th	Professional Development
March 8 th	Day before a long holiday- no observations
March 18 th	Day after a long holiday- no observations
April 9 th , 10 th , & 11 th	***STAAR Testing (Elementary & Middle School)
April 19 th	Staff/Student Holiday
April 22 nd	Staff/Student Holiday/Bad Weather Make Up Day
May 6 th , 8 th , 9 th	***STAAR Testing (Secondary/ High School Modified Schedule)
May 10 th	Appraisal Period Ends (All appraisals must be completed and signed by this date)
May 13 th - 16 th	***STAAR Testing (Elementary & Middle)
May 27 th	Professional Development
May 30 th	All Appraisals due at HR Dept. Appraisals must be signed by teacher and administrator before or by <u>May 10th</u>
May 30 th	Last Day of Classes/End of 6 th six weeks/End of 4 th nine weeks/Early Release Day
May 31 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 (by May 10th)
- 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.