

## COPPELL INDEPENDENT SCHOOL DISTRICT APPRAISAL CALENDAR 2015-2016

August 24, 2015	First day of instruction
September 7, 2015	Labor Day Holiday
September 8 - October 2, 2015	Goal Setting Conferences with Appraiser
October 5 - November 19, 2015	Suggested Fall 20 Minute Formal Observation
November 20, 2015	No formal observation permitted
November 23 - 27, 2015	Thanksgiving Holidays
November 30, 2015	No formal observation permitted
December 2, 2015 – February 29, 2016	Suggested Winter 20 Minute Formal Observation
December 18, 2015	No formal observation permitted
December 21 - Jan 1, 2016	Winter Break
January 4, 2016	Staff returns/No formal observation
March 1 - May 1, 2016	Suggested Spring 20 Minute Formal Observation
March 11, 2016	No formal observation permitted
March 14 - 18, 2016	Spring Break
March 21, 2016	No formal observation permitted
March 25, 2016	Weather Day
April 22, 2016	Last Day to Submit Summative Reflection to Appraiser
May 3, 2016	Last day for formal observations (no later than 20 working days before the last day of instruction)
May 10, 2016	Last day to conduct summative annual conference (no later than 15 working days before the last day of instruction)
May 30, 2016	School Holiday
June 2, 2016	Last day of classes
June 3, 2016	Weather Day
June 4, 2016	Professional Learning
June 16, 2016	All written summative reports submitted to Human Resources Office

\*Share documentation with teacher within 10 working days

\* Staff hired during the 2015-2016 school year must be trained within 3 weeks of hire

\*For CISD Appraisal purposes, the last day of "instruction" is June 1, 2016

## Coppell ISD

### Second Appraisers for 2015-2016

Angie Applegate  
Cynthia Arterbery  
Kayla Brown  
Rhonda Carr  
Heather Cato  
Linda Cook  
Marilyn Denison  
Shannon Edwards  
Emily Froese  
Debbie Gauntt  
Gema Hall  
Deana Harrell  
Cooper Hilton  
Brad Hunt  
Mike Jasso

Ron-Marie Johnson  
Chantel Kastrounis  
Mary Kemper  
Kristi Mikkelsen  
Pam Mitchell  
Chris Nester  
Laurie O'Neill  
Regina Owens  
Montie Parker  
Andra Penny  
Leanne Shivers  
Laura Springer  
Kristen Streeter  
Penny Tramel  
Amanda Ziaer

An educator may request a second appraisal by another appraiser at the following times:

1. After receiving a written observation summary with which the educator disagrees; and/or
2. After receiving a written summative annual appraisal report with which the educator disagrees.

The second appraisal must be requested within ten working days of receiving a written observation summary or a written summative annual appraisal report. At the discretion of the appraiser, the time period maybe extended to 15 working days.

An educator may be given advance notice of the date or time of a second appraisal, but advance notice is not required.

The second appraiser shall appraise the educator in all domains. The second appraiser shall make observations and walk-throughs as necessary to evaluate Domains I through V. Cumulative data may be used by the second appraiser to evaluate domains.

#### **Chapter 150 issued under the Texas Education Code §150.1006. Appraiser Qualifications.**

An appraiser other than the teacher's supervisor must be approved by the school district Board of Trustees, hold a valid teaching certificate, and have at least three years of pre-kindergarten, elementary, or secondary teaching experience.