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**WEST ORANGE-COVE  
C.I.S.D.**

*a culture of excellence ...*

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**DATE:** July 20, 2009  
**TO:** School Board  
**FROM:** MARGARET DUCHAMP  
**SUBJECT:** PDAS Calendar and Appraisers

The 2009-10 Professional Development Appraisal System Calendar and Certified Appraisers are presented for your review and approval.

Recommendation for approval of the 2009-10 PDAS Calendar and Certified Appraisers is requested to be finalized at the July 27, 2009 Board meeting.

  

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Dr. O. Taylor Collins

  

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Margaret Duchamp

**WEST ORANGE-COVE CONSOLIDATED INDEPENDENT SCHOOL DISTRICT**  
**APPRAISAL CALENDAR 2009-10**

Teachers new to the PDAS format are provided with an orientation to PDAS no later than fifteen days after the start of school and no observations are conducted during this time. The campus principal or designee will conduct training for teachers hired during the school year. Documentation of this training will be submitted to the Executive Director of Human Resource.

**APPRAISAL PROCESS TIMELINES**

August 5, 2009	PDAS Training for new teachers -Orientation
August 24 -September 11, 2009	Classroom observation prohibited. (First 3 weeks of school – Orientation is required-new teachers)
September 11, 2009	Teacher Self-Report, Section I must be completed and presented to the Principal
September 15 – May 6, 2010	Conduct appraisals and summative conferences <b>Conduct Summative Conferences between January 4, 2010 – May 6, 2010</b>
October 12, 2009	Excluded Parent/Teacher Conference-Student Holiday
October 20-23, 2009	Excluded Observation Days – Test Dates
November 23, 2009	Excluded Observation Day- Bad Weather Day
December 18, 2009	Excluded Observation Day (Pre-Holiday)
January 15, 2010	Excluded Observation Day (Pre-Holiday)
February 5, 2010	Excluded Early Release Day
March 1-5, 2010	Excluded Observation Days – Test Dates
March 8, 2010	Excluded Observation Day – Bad Weather Day
April 1, 2010	Excluded Observation Day (Pre-Holiday)
April 6 -7, 2010	Excluded Observation Day – Test Dates
April 20, 2010	Teacher Self-Report Teachers must submit a revision of Section I (if necessary and complete Sections II and III of the Teacher Self-Report and present them to the principal at least two weeks prior to the summative conference, but no later than April 20, 2010)
April 26-30, 2010	Excluded Observation Days – Test Dates
May 5, 2010	All formal observations must be completed, unless a second appraisal is requested by the teacher or unless there are extenuating circumstances.
<b>May 6, 2010</b>	<b>LAST DAY FOR SUMMATIVE CONFERENCE</b> <b>A written summative annual appraiser report shall be shared with the teacher no later than five working days before the summative conference and no later than 15 working days before the last day of the instruction for students.</b>
<b>May 13, 2010</b>	<b>Appraisal reports for each employee are due in the Human Resource office.</b>

**WEST ORANGE-COVE CONSOLIDATED INDEPENDENT SCHOOL DISTRICT**

**ROSTER OF APPROVED PDAS TEACHER APPRAISERS FOR 2009-2010**

Benny Smith	Principal	Anderson Elementary
Theresa Beauchamp	Asst. Principal	Anderson Elementary
Patricia Lee	Asst. Principal	Anderson Elementary
Bill Conway	Principal	Oates Elementary
Kathleen Rogers	Asst. Principal	Oates Elementary
Helen Dansby	Principal	North Early Learning Center
Travis McKelvain	Principal	WOS Middle School
Aimee Hebert	Asst. Principal	WOS Middle School
Rod Anderson	Asst. Principal	WOS Middle School
Robert Reid	Asst. Principal	WOS Middle School
Paul Hardin	Principal	WOS High School
James Acker	Asst. Principal	WOS High School
Araina Daniels	Asst. Principal	WOS High School
John Williams	Asst. Principal	WOS High School
Jane Stephenson	Executive Director of Educational Services	Curriculum & Instruction
Anitrea Goodwin	Executive Director of Federal Programs	Federal Programs