



UNITED INDEPENDENT SCHOOL DISTRICT AGENDA ACTION ITEM

TOPIC Approval of Appraisal Calendar for the 2016-2017 School Year

SUBMITTED BY: Mr. David Garcia **OF:** Asst. Supt. Human Resources

APPROVED FOR TRANSMITTAL TO SCHOOL BOARD: _____

DATE ASSIGNED FOR BOARD CONSIDERATION: July 20, 2016

RECOMMENDATION:

It is recommended that the United ISD Board of Trustees approve the Appraisal Calendar for the 2016-2017 School Year.

RATIONALE:

BUDGETARY INFORMATION:

BOARD POLICY REFERENCE AND COMPLIANCE:



United ISD Appraisal Calendar

2016-2017

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).

DATES	FALL SEMESTER August 22 nd – December 16 th 2016
August 8 th -12 th	New Teacher Orientation
August 8 th	T-TESS Training- Teachers New to the Profession/Teachers New to the District*
August 15 th – 17 th	Professional Development/T-TESS training (1 day) by Campus Administrator
August 18 th -19 th	Teacher Workday (campus)
August 22 nd	First Day of Classes
August 22 nd to October 7 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)
September 5 th	Professional Development
September 12 th	**Campus Administrators can begin observations and meet with teachers to approve GSPD plan.
October 10 th	Professional Development
October 11 th	T-TESS Pre-conference, Evaluations, and Post-Conferences Begin
November 18 th	Day before a holiday- no observations
November 28 th	Day after a holiday- no observations
December 5 th -8 th	**STAAR/EOC Assessment
December 16 th	Days before a holiday- no observations
DATES	SPRING SEMESTER January 4 th – June 1 st 2017
January 3 rd	Campus Professional Development/Teacher Workday
January 4 th	First day of classes/ no observations
February 16 th	Day before a holiday- no observations
February 20 th	Professional Development
March 10 th	Day before a holiday- no observations
March 20 th	Day after a holiday- no observations

United ISD Appraisal Calendar 2016-2017

March 28 th , 29 th & 30 th	***STAAR Testing (Elementary, Middle & High School)
April 13 th	Day before a holiday- no observations
April 17 th	Professional Development
May 1 st , 3 rd & 4 th	***STAAR Testing High School (EOC Algebra I, U.S. History, Biology)
May 8 th - 11 th	***STAAR Testing (Elementary, Middle & High School)
May 11 th	Appraisal Period Ends (All appraisals must be completed by this date)
June 2 nd	Last Day of Classes/End of 6 th six weeks/End of 4 th nine weeks/Early Release Day
June 3 rd	Teacher Work Day
June 8 th	All Appraisals due in HR

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
- 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.

Board approved _____