Texas City Independent School District

Board Approved
6-12-2012

2012-2013 PDAS Appraisal Calendar and Appraisers

Texas City Independent School District utilizes the Professional Development and Appraisal System (PDAS) to evaluate teachers. According to Board Policy DNA(Legal), the District shall establish an annual appraisal calendar and identify qualified appraisers, both of which shall be approved by the Board of Trustees.

It is recommended that the Board of Trustees consider approving the 2012-2013 PDAS Appraisal Calendar as presented.

The **appraisal period** for each teacher shall include all of the days of a teacher's contract.

187 Day Contract:	August 20, 2012 through June 7, 2013
193 Day Contract:	August 13, 2012 through June 10, 2013
198 Day Contract:	August 10, 2012 through June 14, 2013
202 Day Contract:	August 6, 2012 through June 14, 2013
207 Day Contract:	July 30, 2012 through June 14, 2013
212 Day Contract:	July 30, 2012 through June 21, 2013
217 Day Contract:	July 30, 2012 through June 28, 2013
220 Day Contract:	July 25, 2012 through June 28, 2013
226 Day Contract:	July 2, 2012 through June 28, 2013

All teachers shall be provided a **general orientation** to PDAS no later than the first three weeks of school and at least three weeks before the teacher's first observation. A teacher new to the District shall be provided with a **new teacher orientation** to PDAS at least three weeks before the teacher's first observation.

General PDAS Orientation: No later than September 17, 2012
New Teacher PDAS Orientation: Complete online training no later than September 28, 2012

Section I of the **Teacher Self-Report Form** shall be completed and presented to the principal within the first three weeks from the day the PDAS Orientation is completed.

Teacher Self-Report: Section I	Due No Later Than
Returning Teachers to TCISD	October 8, 2012
New Teachers to TCISD	October 19, 2012

Formal observations shall be conducted during the required days of instruction for students.

Formal Observations	Begin	End
Returning Teachers to TCISD	October 9, 2012	May 8, 2013
New Teachers to TCISD	October 22, 2012	May 1, 2013

Dates excluded from formal observations include:

- the last instructional day before and the day after any official school holiday,
- days scheduled for end-of-semester or end-of-year examinations, and
- days scheduled for state or other standardized tests.

Revisions to Section I (if necessary) and completion of Sections II and III of the **Teacher Self-Report Form** shall be presented to the principal at least two weeks prior to the annual conference.

Teacher Self-Report: Sections II and III and Revisions to Section I:
Due No Later Than March 1, 2013

A **written summative 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 instruction for students. Unless waived in writing by the teacher, a **summative conference** shall be held no later than 15 working days before the last day of instruction for students.

Summative Report:
No later than five working days before the summative conference and no later than 15 working days before the last day of instruction.

Summative Conferences:

Begin:	March 25, 2013
End:	May 15, 2013

A teacher may request a **second appraisal** by another certified appraiser at one or both of the following times: after receiving a written observation summary with which the teacher disagrees; or after receiving a written summative annual appraisal report with which the teacher 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 certified appraiser, the time period may be extended to 15 working days.

It is further recommended that the following Texas City ISD staff be approved as appraisers for the 2012-2013 school year (Appraisers subject to change during the 2012-2013 school year):

Anne Anderson
Randy Baker
Terri Burchfield
Richard Chapa
Mark Chatham
Jana Ferguson
Anthony Furman
Joseph Figarelli
Billye Giamalva
Marcus Higgs
Jeff High
Nathan Jackson
Holly La Roe
Diane Martin
Bobby Martinez
Susan Myers
Wendy Patterson
Cynthia Peltier
Donna Peterson
Colina Poullard
Caye Powada
Courtney Ramirez
Wayne Sanders
Julie Southworth
Thomas Spears
Kendra Strange-Shaffer
Terri Watkins
Michael Williams
Susan Wilson

* Pending verification of successful completion of PDAS and ILD training.

** Pending Board-approval of employment and verification of successful completion of PDAS and ILD training.