

Office of Superintendent of Schools  
Board of Education Meeting of May 14, 2015

Office of Academic Services  
Andrew Houlihan, Chief Academic Officer

**SUBJECT: APPROVAL OF THE PROPOSED 2015–2016 LOCAL CALENDAR  
FOR THE TEACHER APPRAISAL AND DEVELOPMENT SYSTEM**

Teachers in the Houston Independent School District (HISD) shall participate in the teacher appraisal and development process on an annual basis and follow the local calendar adopted annually by the Board as follows:

**Appraisal Period:**

The **formal** appraisal period is **September 21, 2015–May 25, 2016**.

**Appraisal Training:**

Appraisal update training for all returning teachers must be held no later than the final day of the first three weeks of school.

Each new teacher shall complete initial teacher appraisal training as part of the **on-boarding process at the beginning of the school year**.

Late hires (teachers hired too late to participate in the district onboarding process) and/or returning teachers who take a protected leave as defined by DECA(REGULATION) and DECB(LEGAL) during the **first semester** shall complete appraisal training and other requirements as described at **Late Hires and Protected Leaves: First Semester** (below).

**Informal/Coaching Development Walkthroughs:**

Informal/Coaching Development Walkthroughs can be conducted at any time during the appraisal year from **August 24, 2015–May 25, 2016**.

**Formal Walkthroughs:**

Formal Walkthroughs can be conducted beginning **September 21, 2015**. Formal Walkthroughs for late hires may be conducted **15 working days** after the teacher completes the appraisal training.

**NOTE:** Both Formal and Informal/Coaching Development Walkthroughs are unscheduled and unannounced. (*Working days are defined as any day of the duty schedule that is not a Board-approved holiday. This includes teacher service days and teacher preparation days.*)

**Observations:**

Observations can be conducted beginning **September 21, 2015**. Observations for late hires may be conducted **15 working days** after the teacher completes the appraisal training. Observations are unscheduled and unannounced.

**Goal Setting Conferences:**

The Goal Setting Conference and the Individual Professional Development Plan (IPDP) can begin on **August 10, 2015**, and shall be completed by **October 30, 2015**.

**Annual Summative Ratings Information:**

Annual summative ratings can be given to teachers as early as **August 10, 2015**, if applicable. Teachers who receive a Student Performance rating for the 2014–2015 appraisal year shall receive their annual summative ratings when they become available through the designated district process.

**Student Performance Measures Worksheets:**

Student Performance Measures Worksheets must be completed by the appraiser and submitted to the teacher no later than **September 18, 2015**, and acknowledged by the teacher no later than **October 5, 2015**.

**Student Performance Goals Worksheets and Assessments:**

Student Performance Goals Worksheets and end-of-year assessments for the **2015–2016** school year shall be finalized and approved no later than **October 30, 2015**, for courses that are year-long (semesters A and B).

Student Performance Goals Worksheets and end-of-course assessments shall be finalized and approved no later than **October 19, 2015**, for first semester courses that are one semester (semester A) only.

Student Performance Goals Worksheets and end-of-year assessments shall be finalized and approved no later than **February 5, 2016**, for second semester courses that are one semester (semester B) only.

**Student Performance Assessment Results Worksheets—Semester A courses:**

Results worksheets from pre-approved and appraiser-approved assessments shall be submitted to the appraiser no later than **December 18, 2015**.

Appraisers shall acknowledge Results Worksheets and complete the Performance Level Worksheets by **January 8, 2016**.

**Student Performance Assessment Results Worksheets—Year-long courses and Semester B courses:** Results worksheets from pre-approved and appraiser-approved assessments shall be submitted to the appraiser no later than **May 25, 2016**.

Appraisers shall acknowledge Results Worksheets by **May 25, 2016**.

**Fall Staff Review and Spring Check-In:**

Staff Review meetings with principals shall occur once in the fall semester during the **weeks of November 9 and November 16, 2015**. At least **one required** observation must be completed prior to the staff review meeting.

Check-in meetings shall occur in the spring semester during the **weeks of February 15 and February 26, 2016**, as needed.

**Progress Conferences:**

Progress Conferences may start immediately after an individual campus completes Fall Staff Review and must be held no later than **January 29, 2016**.

Teachers starting work or returning from a full first-semester protected leave on or after **January 5, 2016**, shall not participate in a progress conference.

**End-of-Year Conferences:**

All required Observations (2) and Formal Walkthroughs (2) shall be completed prior to giving teachers their final Instructional Practice and Professional Expectations rating. The last date to give teachers their End-of-Year forms with their final Instructional Practice and Professional Expectations ratings for review is **April 11, 2016**. The End-of-Year Conference shall be conducted and completed in the Feedback and Development tool by **April 22, 2016**.

Any documentation collected after the End-of-Year Conference but before the end of the contract term during one year may be considered as part of the appraisal of a teacher. If the documentation affects the teachers' final instructional practice or professional expectations ratings, the end-of-year ratings may be changed and another End-of-Year Conference shall be held to inform the teacher of the changes. Documentation from an additional End-of-Year Conference shall be completed in the Feedback and Development tool by **May 25, 2016**.

**Late Hires and Protected Leaves: First Semester**

Late hires and/or returning teachers who take a protected leave as defined by DECA(REGULATION) and DECB(Legal) during the **first semester** shall:

- Complete appraisal training within **10 working days** from the start or return to duty date

- Complete the following within **15 working days** from the start or return to duty date:
  - IPDP
  - Participate in a goal-setting conference
  - Acknowledge the student performance measures worksheet
  - Complete and submit the student performance goals worksheets and finalized assessments, if applicable

**Late Hires and Protected Leaves: Second Semester**

Teachers starting work on or after **February 5, 2016** shall:

- Complete appraisal training within **10 working days** from the start or return to duty date;
- Complete the following within **15 working days** from the start or return to duty date:
  - IPDP
  - Participate in a goal-setting conference

Teachers starting work on or after **February 5, 2016** shall not:

- Receive formal observations and walkthroughs
- Receive an annual appraisal rating

**NOTE:** Teachers starting work on or after **February 5, 2016**, are **NOT** exempt from the entire appraisal system. Development plans (e.g.; IPDPs and Prescriptive Plans for Assistance [PPAs]) will continue and be used for support.

**Interrupted Appraisal Process:**

In cases where completion of the required appraisal activities may be impacted by a teacher's absences or other extenuating circumstances, the process for completing the appraisal activities shall follow the Interrupted Appraisal Process as referred to in DNA(REGULATION).

**Second Appraisals:**

The final day to request a second appraisal review is **May 6, 2016**.

All second appraisals and the subsequent conferences based on end-of-year ratings for Instructional Practice and Professional Expectations shall be completed by **May 25, 2016**, in the Feedback and Development appraisal tool.

**Restrictions:**

Formal 30-minute Observations or Formal ten-minute Walkthroughs shall not be conducted on the following:

- 1) **Any day outside the appraisal period:** The formal appraisal period is September 21, 2015–May 25, 2016.
- 2) **The instructional day prior to or on the day of administration of the following standardized tests that are used for appraisal purposes: State of Texas Assessments of Academic Readiness (STAAR), Iowa/Logramos, Texas English Language Proficiency Assessment System (TELPAS—Reading), End of Course, and International Baccalaureate (IB)/ Advanced Placement (AP) Exams.** This applies only to those teachers directly involved in the specific testing; however, teachers are expected to resume classroom instruction once testing has ended for the day.
- 3) **The last instructional day before or immediately after the Thanksgiving Break, Winter Break, or Spring Break:** The dates that are excluded are November 24, 2015; November 30, 2015; December 18, 2015; January 5, 2016; March 11, 2016; and March 21, 2016.

Summary of deadlines for all appraisal activities:

<b>Deadlines</b>	<b>Activities</b>
August 10, 2015	Goal-Setting Conferences and IPDP Conferences may begin.
August 24, 2015	Informal/Coaching Development Walkthrough period begins.
September 18, 2015	Student Performance Measures Worksheets submitted to teacher by appraiser.
September 21, 2015	Formal appraisal period begins.
October 5, 2015	Student Performance Measures Worksheets are acknowledged by teacher.
October 19, 2015	Student Performance Goals Worksheets and assessments for first semester (A) courses only are completed and approved.
October 30, 2015	<ul style="list-style-type: none"> <li>• Goal Setting Conferences are completed.</li> <li>• Student Performance Goals Worksheets and assessments for year-long courses are approved.</li> </ul>

	<ul style="list-style-type: none"> <li>2014–2015 annual summative appraisal ratings are completed.</li> </ul>
Weeks of November 9, 2015, and November 16, 2015	Fall Staff Review sessions conducted.
December 18, 2015	Semester A courses only: Results worksheets from pre-approved and appraiser-approved assessments due to appraisers through the online tool
January 8, 2016	Semester A courses only: Appraisers acknowledge Results worksheets and complete Performance Level worksheets through the online tool.
January 29, 2016	Final data for Progress Conferences
Weeks February 15, 2016, and February 26, 2016	Spring check-in conducted, if needed
February 5, 2016	Student Performance Goals worksheets and assessments for second semester (B) courses only are completed and approved.
April 11, 2016	Final end-of-year ratings determined and submitted to teachers in the online tool
April 22, 2016	End-of-year conferences completed in the online tool
May 6, 2016	Final day to request second appraisal
May 25, 2016	<ul style="list-style-type: none"> <li>Second appraisals completed</li> <li>Additional end-of-year conferences completed in the online tool, if applicable</li> <li>Year-long courses and Semester B courses only: Results worksheets from pre-approved and appraiser-approved assessments due to appraisers; submitted through online tool</li> </ul>
May 25, 2016	Formal appraisal period ends
May 25, 2016	Year-long courses and Semester B courses only: Appraisers acknowledge Results worksheets

COST/FUNDING SOURCE: None

STAFFING IMPLICATIONS: None

ORGANIZATIONAL GOALS/IMPACT: This agenda item supports HISD Goal 1: Increase Student Achievement and is aligned to Core Initiative 3: Rigorous Instructional Standards and Supports.

THIS ITEM DOES NOT REQUIRE CONSULTATION.

THIS ITEM DOES NOT ESTABLISH, MODIFY, OR DELETE BOARD POLICY.

RECOMMENDED: That the Board of Education approve the proposed 2015–2016 Local Calendar for the Teacher Appraisal and Development System, effective May 15, 2015.