

Brownsville Independent School District
Certified Personnel
2013—2014 Professional Development and Appraisal System (PDAS)
Calendar/PDAS Waivers

The Appraisal Calendar:

- A. Shall exclude the first three weeks of instruction.
- B. Shall prohibit observations on the last day of instruction **before** any official school holiday and on the first day of instruction **after** a holiday.
- C. Shall provide that all observations be completed 15 working days before the last day of instruction for students.
- D. Shall exclude days scheduled for end-of-semester or end-of-year examinations.
- E. Shall exclude days scheduled for STAAR or other standardized tests.
- F. Teacher Self Report, Part I: No later than 3 weeks after PDAS orientation.

Based on the 2013—2014 BISD School Calendar, the following dates indicate the days that formal PDAS observations **shall not be conducted:**

Aug/Sept	August 26-Sept. 13, 2013	First three weeks of instruction
Nov/Dec	November 22 & Dec. 2	Thanksgiving Holiday
Dec/Jan	Dec. 19, 2013 & Jan. 6, 2014	Christmas Holiday
Feb/Mar	February 27 & Mar 3	Charro Days
March	March 7 & 17	Spring Break
April	April 17 & 21	Easter Holiday
May	May 23 & May 27	Memorial Day

Reminders:

May	15	Last day to complete the entire appraisal process
May/June	May 16- June 5	Last 15 days of instruction to be utilized for requested second appraisals <u>ONLY</u>

- All first year teachers and teachers new to the district shall be evaluated during the fall semester of 2013.
- All formal written observation summaries, written summative annual appraisal reports and summative conferences shall be completed by May 15, 2014. The exception would be a teacher who requested and was entitled to another observation by another appraiser.
- Teacher Summative Annual Appraisal Reports, including intervention plans for teachers in need of assistance, shall be submitted to the Certified Personnel Department by Thursday, June 12, 2014.
- **Walkthroughs** may be conducted and cumulative data obtained **on any day and at any time** throughout the school year. Any documentation that would affect a teacher’s score shall be shared with the teacher within 10 working days. A summative conference shall be conducted to advise the teacher of any change in the final observation score.
- **An intervention plan may be developed at any time**, but *shall be* developed for any “teacher in need of assistance” who is evaluated as **unsatisfactory** in one or more domains or **below expectations** in two or more domains. The plan shall include the following (19 TAC Chapter 150. Commissioner’s Rules Concerning Educator Appraisal Subchapter AA. Teacher Appraisal):
 - (1) domain(s) that designate a teacher as a teacher in need of assistance
 - (2) directives or recommendations for professional improvement activities
 - (3) evidence that is used to determine successful completion of professional improvement activities
 - (4) directives for changes in teacher behavior
 - (5) evidence that is used to determine if teacher behavior has changed
 - (6) specific time line for successful completion.

PDAS Waiver

September 13, 2013	Last day for the PDAS Waiver Form to be signed by the Appraiser and the teacher at the Pre-conference Meeting.
June 5, 2014	Last day for the PDAS Waiver End-of-the-Year Conference.

Note: If the PDAS Waiver is revoked by the appraiser, training must occur within three (3) weeks prior to PDAS Observation.

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