Office of Superintendent of Schools
Board of Education Meeting of August 11, 2011

Office of Human Resources
Ann Best, Chief Human Resources Officer

SUBJECT: APPROVAL OF THE PROPOSED 2011-2012 TRADITIONAL CALENDAR FOR THE NEW TEACHER APPRAISAL AND DEVELOPMENT SYSTEM

Beginning August 2011, teachers in the Houston Independent School District shall participate in the new teacher appraisal and development process on an annual basis and follow the local calendar adopted by the Board annually as follows:

Appraisal Training:
Appraisal training for all teachers shall be held no later than the final day of the first three weeks of the school year, or by September 13, 2011.

Late hires shall receive appraisal training within 15 instructional days from the date of hire.

Observations:
There shall be a period of 15 instructional days, following the orientation training date before formal classroom observations can be conducted. Observations are unscheduled and unannounced.

Walkthroughs:
Walkthroughs can be conducted at any time during the instructional calendar. Walkthroughs are unscheduled and unannounced.

Goal Setting Conference:
Goal setting conferences and individual professional development plans shall be completed no later than October 7, 2011.

Late hires shall complete an individual development plan within 15 instructional days from the date of hire.

Staff Review:
Staff Review shall occur two times (2x) throughout the year: Fall and Spring. At least one (1) required observation shall be completed and the Fall Staff Review conducted by November 11, 2011. Spring Staff Review shall be completed by February 10, 2012.
Progress Conference:
Progress conferences shall be held no later than January 17, 2012.

End of Year Conference:
All required observations and walkthroughs shall be completed by the End of Year conference. The last date to give teachers their final Instructional Practice (IP) and Professional Expectations (PE) ratings for review is April 25, 2012. The End of Year conference shall be conducted by May 2, 2012.

Second Appraisals:
All second appraisals and conferences shall be completed before the last day of instruction.

Formal 30-minute observations shall not be conducted on the following days:

1) Any date outside the appraisal period.

2) The last instructional day before an official school holiday, or the day immediately following Thanksgiving holiday, winter holiday, or spring break:

   September 28, 2011  day before Fall Holiday
   November 22, 2011   day before Thanksgiving Holiday
   November 28, 2011   day after Thanksgiving Holiday
   December 16, 2011   day before Winter Holiday
   January 3, 2012     day after Winter Holiday
   January 13, 2012    day before Martin Luther King Holiday
   March 09, 2012      day before Spring Break
   March 19, 2012      day after Spring Break
   April 05, 2012      day before Spring Holiday

3) The instructional day prior to or during the administration of standardized tests (i.e. Stanford/Aprendá; TAKS/STAAR). (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.)
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 Procedures as referred to in DNA(REGULATION). Summary of deadlines for all appraisal activities:

<table>
<thead>
<tr>
<th>Deadlines</th>
<th>Activities</th>
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<tbody>
<tr>
<td>September 13, 2011</td>
<td>Appraisal training for all teachers</td>
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<tr>
<td>October 7, 2011</td>
<td>Goal Setting Conference and development plans completed</td>
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<tr>
<td>November 11, 2011</td>
<td>Fall Staff Review completed (one required observation)</td>
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<tr>
<td>January 17, 2012</td>
<td>Progress Conference completed (one required observation and walkthrough)</td>
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<tr>
<td>February 10, 2012</td>
<td>Spring Staff Review completed</td>
</tr>
<tr>
<td>April 25, 2012</td>
<td>Final ratings determined and submitted to teachers</td>
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<tr>
<td>May 2, 2012</td>
<td>End of Year Conference completed</td>
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COST/FUNDING SOURCE(S): None

STAFFING IMPLICATIONS: None

ORGANIZATIONAL GOALS/IMPACT: This agenda item supports HISD Goal 1: Increase Student Achievement and is aligned with core initiative 1: Effective Teacher in Every Classroom

THIS ITEM REQUIRES CONSULTATION.

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