



**Brownsville Independent School District  
Human Resource Department  
2014-2015 Professional Development and Appraisal System (PDAS) Calendar  
and  
PDAS Waivers**

**The Appraisal Calendar:**

- ✓ Shall exclude the first three weeks of instruction.
- ✓ Shall prohibit observations on the last day of instruction **before** any official school holiday and on the first day of instruction **after** a holiday.
- ✓ Shall provide that all observations be completed 15 working days before the last day of instruction for students.
- ✓ Shall exclude days scheduled for end-of-semester or end-of-year examinations.
- ✓ Shall exclude days scheduled for STAAR or other standardized tests.

Based on the 2014-2015 BISD School Calendar, the following dates indicate the days that formal PDAS observations **shall not be conducted:**

Aug/Sept	August 25-Sept. 12, 2014	First three weeks of instruction
October	October 2-6, 2014	Early dismissal
November	November 10-12, 2014	Veterans Day/ Make-up
November	November 21 - Dec.1, 2014	Thanksgiving Holiday
Dec/Jan	Dec. 18 - Jan. 5, 2015	Christmas Holiday
Feb/Mar	February 25 - Mar 2	Early dismissal/Charro Days
March	March 6 - 16	Spring Break
April	April 2 - 6	Easter Holiday
May	May 22-26	Memorial Day

**Reminders:**

May	<b>14</b>	<b>Last day to complete the entire appraisal process</b>
May/June	May 13- June 5	Last 15 days of instruction to be utilized for requested second appraisals <b>ONLY</b>

- ✓ All first year teachers and teachers new to the district shall be evaluated during the Fall semester of 2014.
- ✓ **All formal written observation summaries, written summative annual appraisal reports and summative conferences shall be completed by May 15, 2015.** 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 Wednesday, June 11, 2015.
- ✓ **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 12, 2014	Last day for the PDAS Waiver Form signature by Appraiser and teacher at the Pre-conference Meeting.
June 5, 2015	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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