

SUBJECT: PDAS Teacher Appraisal Calendar for 2009-2010 and Local Procedures

BACKGROUND: The teacher appraisal calendar and local procedures have been revised to include the dates for school year 2009-2010.

PROFESSIONAL DEVELOPMENT AND APPRAISAL SYSTEM (PDAS)

**2009-2010
LOCAL PROCEDURES FOR APPROVED
APPRAISERS,
TEACHER RESPONSES/REBUTTALS, REQUESTS
FOR
SECOND APPRAISALS, AND OTHER LOCAL
ISSUES**

APPROVED APPRAISERS

All campus principals and assistant principals who have received both Instructional Leadership Training (ILT) and Professional Development and Appraisal System (PDAS) training are approved to serve as PDAS appraisers. In addition, second appraisals may be performed by central office instructional support personnel who have received the PDAS training. These persons include associate superintendents, executive directors, directors, assistant directors, specialists, and supervisors. Classroom teachers who participated in PDAS training will be used for campus staff development and as resource persons for other teachers, but will not be used as appraisers.

WRITTEN RESPONSES/REBUTTALS

A teacher may submit a written response or rebuttal:

- after receiving a written observation summary;
- after receiving any written documentation associated with the teacher's appraisal;
- after a written summative annual appraisal report.

Any written response or rebuttal must be submitted by the

teacher to the appraiser within ten (10) working days of receiving it and such written response shall become a part of the appraisal record.

REQUESTS FOR SECOND APPRAISALS

A teacher is entitled to and may request a second appraisal by another appraiser from outside the teacher's campus. This request must be made within ten (10) working days after receiving a written observation summary and/or written summative annual appraisal report with which the teacher disagrees.

A teacher who requests a second observation must submit a form (see attached) that must be signed by the teacher, the teacher's PDAS "teacher supervisor," and the campus principal (if different from the PDAS "teacher supervisor"). This form is to be sent to the appropriate Associate Superintendent for Curriculum and Instruction, who will then select the second appraiser from a pool of certified appraisers not located at the campus of the requesting teacher. In the extended absence of the Associate Superintendent for Curriculum and Instruction, the Associate Superintendents for Campus Development may assign second appraisers.

The second appraiser shall conduct a pre-observation conference with the teacher before conducting the 45-minute observation. Observations must be scheduled at least two (2) working days in advance. The second appraiser shall have full access to the Teacher Self-Report Form and any documentation that has been collected in conjunction with the teacher's appraisal. In addition, second appraisers may (but are not required to) conduct unscheduled walk-throughs. The second appraiser will complete all domains of the evaluation document. A post-observation conference may be held at the request of either the teacher or the second appraiser. The findings of the second appraiser shall be considered equally (50%) with those of the first appraiser when calculating the teacher's summative score. The final report must then be submitted to the District Certified Human Resources to be placed in the teacher's permanent file.

All timelines applicable to PDAS primary appraisals shall apply to second appraisals. Teachers may not request additional appraisals beyond the second appraisal

guaranteed by law.

APPRAISAL PROCESS GRIEVANCES

The Pasadena Independent School District has provided a written policy establishing a procedure for teachers to present grievances regarding the evaluation process. The purpose of this policy is to provide employees an orderly process for the prompt and equitable resolution of complaints. The Board of Education intends that, whenever feasible, complaints can be resolved at the lowest possible administrative level. The Board has the authority to review the educational judgment of an appraiser regarding denial of credit and may award credit only if the appraiser's educational judgment was clearly erroneous or an abuse of discretion. Teachers may refer to Board policies DGBA (LEGAL) and DGBA (LOCAL) concerning employee complaints to address grievances related to the appraisal process.

OTHER LOCAL IMPLEMENTATION PROCEDURES

Campus and district-level teacher orientation sessions

Each campus is required to discuss PDAS implementation procedures with all teachers prior to beginning the evaluation process. In addition, new teachers must have a six-hour PDAS Training. These training sessions may be provided by central office or campus administrators. A teacher new to the district who has had the PDAS Training (must have documentation such as certificate or letter from previous campus) does not have to attend the new teacher PDAS Training but must participate in the Campus PDAS Orientation. New teachers must receive the PDAS Training within three weeks of their start date. No appraisals shall be conducted for teachers until they have completed their PDAS training.

Pre- and post-observation conferences

The required PDAS teacher orientation may serve as a general pre-conference. A formal pre- or post-conference will be conducted at the request of either the teacher or the appraiser, but is not required. A pre-conference will be conducted in the case of a second appraiser assigned from

outside the teacher's campus.

Formal classroom observations

Formal classroom observations must be at least 45-minutes in duration. This 45-minute period may be divided into shorter segments only with the mutual consent of both the teacher and the teacher's supervisor. Notice of at least two (2) working days will be given before any formal observations. Informal walk-throughs require no advance notice.

Documentation collected after the summative conference

Any documentation collected after the summative conference that will affect the teacher's appraisal must be shared in writing with the teacher within seven (7) days of the occurrence or, in unusual circumstances, the teacher's supervisor's knowledge of the occurrence.

Campus Performance Rating (Domain VIII, Criterion 10)

The campus performance rating is included as a part of the teacher's appraisal score in the section of the PDAS entitled "Improvement of Academic Performance of All Students on the Campus". However, this criterion will be used only for teachers who were on the campus during the previous school year. Teachers new to the campus but who taught at another Pasadena ISD campus during the 2008-2009 school year will have their former campus's performance rating recorded and scored. Teachers new to Pasadena ISD, whether new teachers or teachers who have transferred from other districts, will not have this criterion either recorded or scored in the 2009-2010 school year.

**2009-2010 APPRAISAL CALENDAR
PROFESSIONAL DEVELOPMENT AND APPRAISAL
SYSTEM (PDAS)
PASADENA INDEPENDENT SCHOOL DISTRICT**

September 15, 2009 Deadline for required campus one-hour PDAS update orientation

sessions. If a teacher has a later start date the one-hour orientation must be

held within three weeks of their start date. Teachers experienced in PDAS have up to three weeks after the campus orientation to submit Section I of the Teacher Self-Report Form (TSRF).

Teachers new to PDAS must complete a six-hour orientation training and one hour update) within the first three weeks after their start date. Then they have up to three weeks to complete the TSRF. No formal observations of any teacher may be conducted until the Section I of the TSRF has been submitted.

September 29, 2009 Formal classroom observations may begin for teachers who have submitted Section I of the Teacher Self-Report Form.

September 29, 2009 District teachers who are eligible for less frequent evaluations in accordance with the law and with policy DNA (LOCAL) must submit a written request to waive the annual appraisal evaluation for the 2009-2010 school year by September 29, 2009. (It is the responsibility of the eligible teacher to provide required PDAS evaluation forms with the submission of the written request to waive annual appraisal evaluations.)

October 20, 2009 The Principal will notify each teacher who submitted a written request to waive the annual appraisal evaluation for the 2009-2010 school year if their documentation meets the criteria for the waiver. This notification will be in writing.

Walk-throughs and other documentation possibly

impacting any teacher's appraisal may be conducted at any time during the school year.

Observations may not be conducted on the days immediately before or after holidays.

(August 25, September 4, September 8, October 23, October 27, November 20, November 30, December 18, January 4, January 14, January 19, March 12, March 22, April 1, April 5, May 28, June 1, June 3)

A written summary of each observation shall be given to the teacher within 10 working days after the completion of an observation, with a pre- and post-observation conference conducted at the request of the teacher or appraiser.

A teacher may request a second appraisal by another appraiser within 10 working days of receiving a written observation summary with which the teacher disagrees.

Teachers present revisions to Section I (if necessary) and completed Sections II and III of the Teacher Self-Report Form to the principal at least two weeks prior to the scheduled summative annual conference.

May 6, 2010 A written summative annual report shall be shared with the teacher by this date. *The written summative annual report shall be placed in the teacher's personnel file by the end of the appraisal period.*

May 13, 2010 Deadline for summative annual conferences (Conference must be held unless waived in writing by the teacher.)

A teacher may request a second appraisal by another appraiser within 10 working days of receiving a written summative annual appraisal report with which the teacher disagrees.

Any documentation collected after the summative conference but before the end of the contract term during one school year may be considered as part of the appraisal of the teacher. If the documentation affects the teacher's evaluation in any domain, another summative report shall be developed and another summative conference shall be held to inform the teacher of the change(s).

May 13, 2010 Latest possible date for teachers to request second appraisal (but must be within 10 days of receiving written observation summary and/or written summative annual appraisal report)

May 28, 2010 Deadline for summative conferences reflecting changes caused by documentation collected after initial summative conference

FINANCIAL IMPLICATIONS: N/A

RECOMMENDATION: We recommend approval of the PDAS Teacher Appraisal Local Procedures and Calendar for the 2009-2010 school year.

CONTACT PERSON: Karen Hickman

DATE: June 23, 2009

