

Office of Superintendent of Schools
Board of Education Meeting of {date}

Office of Human Resources
Gloria Cavazos, Chief Human Resources Officer

**SUBJECT: APPROVAL OF THE PROPOSED 2016–2017 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:

Deadlines	Activities
August 8, 2016	Goal-Setting Conferences may begin.
August 22, 2016 (ongoing throughout the year)	Informal/Coaching Development Walkthrough period begins
September 16, 2016 Extended Deadline – Oct 10, 2016	Student Performance Measures worksheets submitted to teacher.
September 19, 2016	Formal appraisal period begins
September 19, 2016 Extended Deadline – Oct 17, 2016	Student Performance Measures worksheets are acknowledged by teacher
October 17, 2016	Student Performance Goals worksheets and assessments for first semester (A) courses only are completed and approved
October 31, 2016 Extended Deadline – Nov. 11, 2016	<ul style="list-style-type: none">• Goal Setting Conferences and Individual Professional Development Plans are completed• Student Performance Goals Worksheets and assessments for year-long courses are approved• 2015-2016 annual summative appraisal ratings are completed
Weeks of November 7, 2016 and November 18, 2016	Fall Staff Review sessions conducted
December 9, 2016	Semester A courses only: Results worksheets from pre-approved and appraiser-approved assessments due to appraisers through the online tool
January 6, 2017	Semester A courses only: Appraisers acknowledge Results worksheets and complete Performance Level worksheets through the online tool

January 27, 2017	Final data for Progress Conferences
Weeks February 13, 2017 and February 24, 2017	Spring check-in conducted, if needed
February 3, 2017	Student Performance Goals worksheets and assessments for second semester (B) courses only are completed and approved.
April 10, 2017	Final end-of-year ratings determined and submitted to teachers in the online tool. Teachers have 5 days to review their end of year ratings prior to their end-of-year conference.
April 21, 2017	End-of-year conferences completed in the online tool
May 5, 2017	Final day to request second appraisal
May 25, 2017	<ul style="list-style-type: none"> • Second appraisals completed • Additional end-of-year conferences completed in the online tool, if applicable • Year-long courses and Semester B courses only: Results worksheets from pre-approved and appraiser-approved assessments due to appraisers; submitted through online tool
May 25, 2017	Formal appraisal period ends
May 31, 2017	Year-long courses and Semester B courses only: Appraisers acknowledge Results worksheets