



To: Coppell ISD Board of Trustees
From: Cooper Hilton, Assistant Superintendent of Leadership & Administrative Services
Date: July 27, 2026

cc: Dr. Leanne Shivers

Re: 2026-2027 Appraisal Calendar and Second Appraisers

Appraisal Calendar: The calendar outlines days that may and may not be used to conduct formal observations. The purpose of the Coppell Independent School District Appraisal Calendar is to formalize what highly effective teachers do, to develop habits of self-assessment, reflection, and adjustment, and to build a collaborative, supportive culture.

Second Appraisers: An educator may request a second appraisal by another appraiser at the following times:

1. After receiving a written observation summary with which the educator disagrees; and/or
2. After receiving a written summative annual appraisal report with which the educator disagrees.

The second appraisal must be requested within ten business days of receiving a written observation summary or a written summative annual appraisal report. At the discretion of the appraiser, the time period may be extended to 15 working days.

Chapter 150 issued under the Texas Education Code §150.1006. Appraiser Qualifications states, “An appraiser other than the teacher’s supervisor must be approved by the school district Board of Trustees, hold a valid teaching certificate, and have at least three years of pre-kindergarten, elementary, or secondary teaching experience.”

Recommendation: The Board of Trustees approve the recommended Appraisal Calendar and list of Second Appraisers as presented.