Brownwood ISD Appraisal Calendar
2023-2024

STRIVE tutorial for Administrators

T-TESS (teachfortexas.org)

Best Practice Timeline

Month	Timeline	Action	Person(s) Responsible	Due Date	Required Documentation
August T-TESS TRAINING	1st 3 weeks of school	Initial TTESS Teacher Orientation Training for New Teachers: (New to the district and New to the profession)	Responsive Learning monitored by District and Campus Administration	9/5/2023	Certificate of Completion from Responsive Learning TTESS Orientation
	1st 3 weeks of school	TTESS Refresher Training for Returning Teachers (Previously TTESS training in Brownwood ISD)	Responsive Learning monitored by District and Campus Administration	9/5/2023	Certificate of Completion from Responsive Learning TTESS Refresher
September **Self-Assessment** **Goal Setting**	Following training until end of September	A Self- Assessment and Goal Setting Professional Development (GSPD) plan is required for all **new** teachers.	Teachers complete, Campus Admin reviews	9/29/2023	Completed in Eduphoria/Strive Eduphoria! Login (schoolobjects.com)
	Following training until end of September	**Returning** teachers review the goals established at the DOY conference to determine if changes are needed. Submit Self-Assessment and GSPD plan.	Teachers complete, Campus Admin reviews	9/29/2023	Completed in Eduphoria/Strive Eduphoria! Login (schoolobjects.com)

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September-March **Pre-Observation Conferences**	According to Observation Calendar	Preconference A preconference must be conducted within seven days prior to the formal observation	Campus Administration	ongoing	Optional Preconference Form TTESS - Google Drive
September-March **Artifacts**	ongoing	Artifacts or evidence for Domain 4 should be collected throughout the year in preparation for end of year conferences that will be held in April and May.	Teachers collect their own artifacts, Admin reviews and documents	ongoing	Optional Artifact Collection Form TTESS - Google Drive
September-March **Walkthroughs**	See IFV walk through section	**Walkthroughs** Classroom Instructional Focus Visits	Campus Administration	See IFV walk through section	At least 6 Walkthroughs (3 per semester) per Teacher (TIA) according to Walkthrough schedule documented in Eduphoria/Strive Eduphoria! Login (schoolobjects.com) Walkthrough Look Fors TTESS - Google Drive
September-March **Formal Observations**	May begin two weeks after TTESS	**Observation** At least one 45-minute observation per teacher (TIA) per year	Campus Administration	Must be completed prior to end of year conferences	Documented in Euphoria/Strive Eduphoria! Login (schoolobjects.com) Observation Look Fors TTESS - Google Drive

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September-March **Post Observation Conferences**	According to Observation Calendar	**Post conference** An in-person post conference must be conducted within 10 days of the observation	Campus Administration with Teacher	Within ten days of observation	Post Conference Plan Template TTESS - Google Drive
March **Artifacts**	Due 10 days prior to End of Year Summative Conference	Artifacts or evidence for Domain 4 should be organized and submitted to help score Domains, especially Domain 4.	Teachers	3/28/2024	Optional Artifact Collection Form TTESS - Google Drive
Self Assessment Part 2	Due 10 days prior to End of Year Summative Conference	Complete the Teacher Self-Assessment, Goal Setting (Part 2) and Professional Development Plan	Teacher completes, Admin makes sure it is complete before conducting Summative Conference	3/28/2024	Eduphoria! Login (schoolobjects.com)
April **EOY Conference**	10 days prior to summative deadline	End of Year Conference Window (review goals, student performance data, and other teacher performance outcomes)- DOMAIN IV	Admin creates schedule of conferences based on teacher submissions of evidence, self-assessment and GSPD plan. Teacher and Admin responsible for meeting.	4/26/2024	End of Year Conference Overview for Appraisers TTESS - Google Drive

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May **Summative Report**	15 days prior to the last day of instruction	Written Summative Annual Appraisal Report. The written summative annual appraisal document (teacher evaluation and Domain IV) shall be shared with the teacher	Campus Administration is responsible for completing the Summative Report in Eduphoria. **The observation form is not the summative report.**	5/10/2024	Summative Conference Form Eduphoria! Login (schoolobjects.com)
June **Submission**	End of Year	Check all Summative Reports for Campus- email adrienne.horton@brownwoodisd.org when they are ready to be entered for Teacher Incentive Allotment Submission	Campus Administration	6/7/2024	Email adrienne.horton@brownwoodisd.org

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Best Practice Timeline

Instructional Focus Visits (Walkthroughs) Guidance

Why are Walkthroughs Important?

They are a key practice of continuous school improvement. The walkthrough process provides formative assessment data that answers the question, "How are we doing?" Walkthroughs should be non-threatening tool to stimulate professional conversations, as you raise expectations for all within a collaborative environment. Consistent and appropriate use of IFVs will facilitate your journey to extraordinary performance.

Step 1: Develop and use a common language for quality instruction. (What are you looking for?)

Step 2: Establish clean and consistent expectations for the administrators' presence in classrooms and communicate these to your staff members and school community. Ex: Teachers continue teaching, do not try to have a conversation with the admin

Step 3: Schedule walkthroughs on your calendar. Establish at least a 30-minute daily commitment to being a visible presence in classrooms either formal or informal walkthroughs. Ex: 10-minute walk throughs= being present in 15 classrooms per week,

Step 4: Give feedback to teachers from walkthrough whether formal or informal.

Step 5: Use IFV data to guide campus decisions.

In the best-case scenario, teachers (especially new teachers, TIA teachers, struggling teachers) should have 6 formal walkthroughs per year with 3 in the first semester and 3 in the second semester.

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[STRIVE tutorial for Administrators](#)

[T-TESS (teachfortexas.org)](#)

Best Practice Timeline

Suggested Schedule

Month	IFV Focus	Formal or Informal Documentation
August	TTESS DOMAIN 1	Formal: Eduphoria! Login (schoolobjects.com) Walkthrough Forms (Informal): TTESS - Google Drive
September	TTESS DOMAIN 2	Formal: Eduphoria! Login (schoolobjects.com) Walkthrough Forms (Informal): TTESS - Google Drive
October	TTESS DOMAIN 3	Formal: Eduphoria! Login (schoolobjects.com) Walkthrough Forms (Informal): TTESS - Google Drive
November	TTESS DOMAIN 1	Formal: Eduphoria! Login (schoolobjects.com) Walkthrough Forms (Informal): TTESS - Google Drive
December	TTESS DOMAIN 2	Formal: Eduphoria! Login (schoolobjects.com) Walkthrough Forms (Informal): TTESS - Google Drive
January	TTESS DOMAIN 3	Formal: Eduphoria! Login (schoolobjects.com) Walkthrough Forms (Informal): TTESS - Google Drive
February	TTESS DOMAIN 1	Formal: Eduphoria! Login (schoolobjects.com) Walkthrough Forms (Informal): TTESS - Google Drive
March	TTESS DOMAIN 2	Formal: Eduphoria! Login (schoolobjects.com) Walkthrough Forms (Informal): TTESS - Google Drive
April	TTESS DOMAIN 3	Formal: Eduphoria! Login (schoolobjects.com) Walkthrough Forms (Informal): TTESS - Google Drive

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Best Practice Timeline

AUGUST 2023
M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

SEPTEMBER 2023
M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

OCTOBER 2023
M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

NOVEMBER 2023
M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

DECEMBER 2023
M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JANUARY 2024
M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FEBRUARY 2024
M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

MARCH 2024
M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

APRIL 2024
M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MAY 2024
M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JUNE 2024
M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

JULY 2024
M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

T-TESS EVENT	DATE
T-TESS Orientation Training for New Teachers to District/Profession	By 9/5/2023
T-TESS Refresher Training for Returning Teachers	By 9/5/2023
Professional Goals (2 Required)	By 9/29/2023
Student Goal (1 Required)	By 9/29/2023
Pre-Observation Conference (Held Prior to Observation). Observations (45 minutes), Post Observation Conference (within 10 days of formal Eval)	
Artifacts and evidence must be shared with appraiser at least 10 prior to End of Year Summative Conference	
Walkthroughs as needed (Data Driven)	
EOY Summative Conferences	By 5/10/2023

Legend:
- Staff Inservice/Student Holiday
- Staff/Student Holiday
- Early Release
- NON T-TESS Appraisal Days
- Weekend (Saturday, Sunday)
- First Day of School