

BOARD OF TRUSTEES
AGENDA

<input type="checkbox"/> Workshop	<input checked="" type="checkbox"/> Regular	<input type="checkbox"/> Special
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(A) Report Only Recognition

Presenter(s):

Briefly describe the subject of the report or recognition presentation.

(B) Action Item

Presenter(s): Samuel Mijares, Deputy Superintendent for Curriculum & Instruction
Lana Harper, Staff Development & Parental Involvement

Briefly describe the subject of the report or recognition presentation.

Consider and take appropriate action on the request to approve the 2018-2019 Teacher Appraisal Calendar and list of Teacher Appraisers.

(C) Funding Source: Identify the course of funds if any are required

(D) Clarification: Explain any question or issues that might be raised regarding this item.

EAGLE PASS INDEPENDENT SCHOOL DISTRICT
Texas Teacher Evaluation and Support System (T-TESS)
Appraisal Calendar
2018 – 2019

The annual appraisal of District teachers shall be in accordance with the Texas Teacher Evaluation and Support System (T-TESS). Observations during the appraisal period must be conducted during the required days of instruction for students during one school year.

Teacher Appraisal Period	August 27, 2018 – June 7, 2019
<p style="text-align: center;">T-TESS Orientation Deadline: September 14, 2018</p> <p>(No later than the first three (3) weeks of school and at least two (2) weeks before the first observation.)</p>	<p>Teacher Orientation for teachers new to T-TESS, the District, and when district policy has changed from the last orientation.</p> <p>T-TESS Orientation – August 16, 2018</p> <p>T-TESS Orientation for New Teachers and Teachers Not New to the District</p> <p>T-TESS Training for new teachers who did not attend the session on August 16, 2018 will be scheduled throughout the year, as needed.</p>
<p style="text-align: center;">Goal Setting and Professional Development (GSPD) Plan</p> <p style="text-align: center;">Returning Teachers Deadline: October 5, 2018</p> <p style="text-align: center;">New Teachers Deadline:</p> <p style="text-align: center;">(Six weeks after T-TESS Orientation)</p>	<p>Goal-Setting and Professional Development (GSPD) Plan:</p> <ul style="list-style-type: none"> - Returning teachers review the goal(s) established at the EOY Conference to determine if changes are needed, and submit within the first six weeks of instruction. - New Teachers are guided through the GSPD process to self-access, develop goals and establish a professional development plan, then submit within six (6) weeks of orientation.

Formal Written Observation

No observations will be conducted:

- During the first three (3) weeks after the day of completion of the T-TESS Orientation in the school years when an Orientation is required;
- During the three (3) weeks after the day of completion of the T-TESS Orientation for teachers new to T-TESS,
- During the first three (3) weeks of instruction in the school years when the Orientation is not required.
- On the day before and the day after a school holiday,
- Days scheduled for end-of-semester or end-of-year examinations, or
- During the last week of school.

Each teacher must be appraised each year except as provided in subsection (1) of § 150.1003.

The annual teacher appraisal shall include:

- At least one classroom observation of a minimum of forty-five (45) minutes as identified in subsection (g);
- A written summary of each observation shall be given to teachers within ten (10) working days after the completion of an observation, with pre-post-observation conference conducted at the request of the teacher or appraiser;
- The Formal Written Observation must be scheduled within a one (1) week window.

<p style="text-align: center;">Walkthrough Visits</p> <p style="text-align: center;">September 7, 2018 – May 2019</p>	<p>Walkthrough Visits:</p> <ul style="list-style-type: none"> - Are to be used at the discretion of the appraiser, and - Documentation is to be shared with the teacher within ten (10) working days.
<p style="text-align: center;">Second Appraisal</p> <p style="text-align: center;">September 2018 – May 2019</p>	<p>The second appraisal must be:</p> <ul style="list-style-type: none"> - Scheduled within a one (1) week window. - Requested within ten (10) working days of receiving the classroom observations feedback.
<p style="text-align: center;">Advance Notice</p>	<p>A teacher may be given notice of the date or time of an appraisal, but advance notice is not required.</p>
<p style="text-align: center;">Written Summative Annual Appraisal Report</p> <p style="text-align: center;">December 3, 2018 – May 8, 2019</p> <p style="text-align: center;">Deadline: May 17, 2019</p>	<p>The written summative annual appraisal report shall be shared with the teacher:</p> <ul style="list-style-type: none"> - No later than five (5) working days before the summative conference, and - No later than fifteen (15) working days before the last day of instruction for students, with the exception of an appraisal by a second appraiser or other extenuating circumstances.

Alternate Appraiser:

The list of qualified appraisers who may appraise a teacher in place of the teacher’s supervisor shall be approved by the Board.

Second Observation Appraiser:

Within ten (10) days of receiving an observation summary, a teacher may request a second appraiser. The Superintendent or designee shall select the second appraiser from a pre-established roster of trained appraisers.