

**ROBSTOWN INDEPENDENT SCHOOL DISTRICT
AGENDA ACTION SHEET**

Date: July 19, 2021

Subject: Discuss and Consider Approval of the 2021-2022 Robstown ISD Appraisal Calendar

Administrator Responsible: Diana L. Silvas

Position: Deputy Superintendent

A. Purpose of Agenda Item:

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Information Only

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Action Needed

B. Authority for this Action:

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Local Policy

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Law or Rule

C. Strategic Objective, Goal, or Need Addressed:

To set timelines for teacher appraisals and required documentation

D. Summary:

All administrators are required to follow observation calendar, when observing teachers. Also, listed are when administrators cannot observe teachers.

E. Alternatives Considered:

F. Comments Received:

G. Administrative Recommendation:

That the board approve the 2021-2022 Appraisal Calendar as presented.

H. Fiscal Impact and Cost:

I. Monitoring and Reporting Time Line: 2021-2022 Calendar

Appraisal Calendar

Timeline (19 TAC 150)

- The appraisal period for each teacher includes all of the days of a teacher's contract.
- Observations during the appraisal period shall be conducted during the required days of instruction for students during one school year.

T-TESS Orientation

Teachers who are new to the district, in their first year of appraisal under T-TESS, or when policy regarding appraisal has changed since the last time the teacher was provided with an orientation must complete the T-TESS Orientation no later than the final day of the first three weeks of instruction (September 1, 2021).

Goal Setting and Professional Development Plan

- For teachers who are new to the district or are in their first year of appraisal under T-TESS:
 - Goal Setting and Professional Development Plan Conference with appraiser must take place prior to submitting plan to appraiser;
 - Plan must be submitted to appraiser within the first six weeks from the date of completion of the T-TESS Orientation.
- For teachers who are not new to the district or who are not in their first year of appraisal under T-TESS
 - Initially drafted in conjunction with the previous year's End-of-Year Conference;
 - Revised as needed;
 - Submitted to appraiser within the first six weeks of instruction (September 24, 2021).
- Maintained by teacher throughout the school year.
- Submitted to appraiser prior to End-of-Year Conference.

Pre-Conference

- After a teacher's first year of appraisal under T-TESS within the district, a pre-conference must be conducted with the appraiser prior to the observation.

Non-Observation Days

- Observations are excluded during the two weeks following the date of completion of the T-TESS Orientation in school years when an orientation is required. On the day before or after a student holiday. On the days of early release for students. On days of end of semester or end of year examinations. On days for state mandated assessments or other standardized tests.

Post-Conference

Post-Conference must be conducted within 10 working days after the completion of an observation.

Written Summary

A written summary of the observation is provided to the teacher within 10 working days.

End-of-Year Conference

The End-of-Year Conference Period ends no later than 15 working days before the last day of instruction for students (May 5, 2022).

Summative Annual Report

A copy of the Summative Annual Report must be provided to the teacher within 10 working days of the conclusion of the End-of-Year Conference, and at least 15 working days before the last day of instruction for students (May 5, 2022)

AUGUST 2021	SEPTEMBER 2021	OCTOBER 2021
S M T W T F 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	S M T W T F 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	S M T W T F 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 2021	DECEMBER 2021	JANUARY 2022
S M T W T F 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	S M T W T F 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	S M T W T F 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 2022	MARCH 2022	APRIL 2022
S M T W T F 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	S M T W T F 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	S M T W T F 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 2022	JUNE 2022	JULY 2022
S M T W T F 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 Graduation May 27	S M T W T F 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	S M T W T F 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

Important Dates

September 1, 2021: Deadline for completion of T-TESS Orientation for teachers who require orientation and who were hired prior to the first day of instruction for students

September 24, 2021: Deadline to submit initial Goal Setting and Professional Development Plan to appraiser

May 5, 2022: Last day for all End-of-Year Conferences to be completed

May 5, 2022: Last day for all Summative Annual Reports to be provided to teachers

Holidays

Intersession

Teacher Workday

Staff Development

Early Release-Students only

Early Dismissal-All Staff

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