

AGENDA ITEM

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 Items

Presenters(s): John Cox, Deputy Superintendent for Curriculum & Instruction
 Norma Serna, Federal Programs Director
 Lana Harper, Staff Development/Parental Involvement Officer

Briefly describe the action required.

Consider and take appropriate action on the request to approve the 2023-2024 Texas Teacher Evaluation and Support System (T-TESS) Appraisal Calendar and list of Appraisers subject to change.

- (C) **Funding source: Identify the source of funds if any are required.**

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

All Teacher Appraisers on the attached list have completed certification requirements. The Appraisal Calendar may be submitted to adjustments due to unforeseeable contingencies.



EAGLE PASS INDEPENDENT SCHOOL DISTRICT

Staff Development & Parent & Family Engagement Department

MEMORANDUM

Date: Tuesday, July 18, 2023
To: Samuel Mijares, Superintendent of Schools
From: Lana Harper, Staff Development/Parent Engagement Director
Subject: T-TESS Appraisal Calendar and List of Appraisers, 2023-2024 

Attached for EPISD Board approval is a copy of the Eagle Pass ISD Texas Teacher Evaluation and Support System (T-TESS) Appraisal Calendar and list of Appraisers for the 2023-2024 school year. All Teachers Appraisers listed have completed Certification Requirements. The Appraisal Calendar may be subject to adjustments.

If additional information is required, please let me know.

Attachments: (2)

Approved:  7/19/23
Norma Serna, Federal Programs Director

Approved:  JUL 19 2023
John Cox, Deputy Superintendent for Curriculum & Instruction

Eagle Pass Independent School District
T-TESS APPRAISAL CALENDAR
2023-2024

T-TESS Orientation Training (Required)	Training Date		
Initial T-TESS Orientation Training for New Teachers (new to the District & Profession)	August 1, 2023		
Initial T-TESS Orientation Training for Late Hires	Must receive T-TESS training within three weeks from hire date and at least two weeks before first observation.		
T-TESS Refresher Training for Returning Teachers on Campus	T-TESS training to be completed no later than 30 days after employment.		
Goal-Setting and Professional Development Plan (GSPD)	Due Date		
A goal setting and professional development plan is required for a teacher in the first year of appraisal under T-TESS and teachers new to the district.	Six weeks from the date of orientation.		
Returning teachers review the goals established at the EOY Conference to determine if changes are needed. Changes will be made on the GSPD Plan in Eduphoria.	September 22, 2023		
Observation Pre-Conference and Observation	Due Date		
Announced Formal Observations	May begin formal observations two weeks after orientation.		
Observation Post-Conference	Conducted within ten working days of the observation.		
End of Year Conference and Written Summative Annual Appraisal	Due Date		
An end of year conference shall be held no later than fifteen (15) working days before the last day of instruction for students.	May 6, 2024		
Written Summative Annual Appraisal (Final Observation Report)	The written summative annual appraisal report (Final Observation Report) shall be shared with the teacher within 10 working days following the conclusion of the EOY conference but no later than 15 working days before the last day of instruction.		
Instructional Days on which no observations are allowed due to day before or day after a Holiday.			
November 17, 2023	January 9, 2024	March 8, 2024	April 2, 2024
November 27, 2023	January 18, 2024	March 18, 2024	April 5, 2024
December 22, 2023	January 22, 2024	March 28, 2024	April 9, 2024
<ul style="list-style-type: none"> No Observations are allowed on days a teacher is scheduled for STAAR testing. Walkthroughs may be conducted and cumulative data may be obtained on any day and at any time throughout the school year. 			

**Eagle Pass Independent School District
T-TESS APPRAISAL CALENDAR
2023-2024**

Orientation	<ul style="list-style-type: none"> -Teachers new to the District will be trained for T-TESS. -All individuals appraised with T-TESS will attend T-Tess Campus orientation. - Teachers hired after August will be trained by Campus Administration.
Teacher Goal-Setting Plan (GS) and Student Goal (SGG)	<ul style="list-style-type: none"> - A completed, appraiser-approved GS & SGG must be submitted through Eduphoria al ALL teachers and reviewed at the beginning of the year conference. - GS and SGG will be maintained through the course of the school year by the teacher. - Teacher GS & SGG will be reviewed with the teacher at the EOY Conference. - SGG rating will be shared at the EOY Conference.
Pre-Conference	The teacher will submit pre-conference documents to his/her appraiser either before or during the pre-conference.
Formal Observation	<ul style="list-style-type: none"> -Advance notice – provide a ten (10) working day window for observation. -Minimum 45-minute observation which will include a full lesson. -Written summary submitted to the teacher within ten (10) working days of the formal observation.
Post Conference	The Post-conference must be held no more than ten (10) working days after the formal observation.
Schedule Limitations (Review & Testing Days)	-Formal observations may NOT be held on days scheduled for end of semester or end-of-year examinations, or days scheduled for state-mandated assessments or other standardized tests.
Growth Plans	<ul style="list-style-type: none"> -T-TESS appraisals do not automatically trigger growth plans. - Professional Growth plans may be established for teachers at any time throughout the year.
Documented Walkthroughs	Six weeks from the date of Orientation.
Teacher Response/Request for a Second Appraiser	-A teacher may rebut in writing and /or request 2 nd appraisal within 10 working days after receiving the Observation Summary Form or Summative Annual report.
End- of-Year Conference	<ul style="list-style-type: none"> • All teachers must have an End-of-Year Conference no later than May 3, 2024. • Review of the appraisal data collected throughout the current school year. • Examine and discuss the evidence related to the teacher’s performance on the four domains or domain four of the T-TESS rubric depending on the type of teacher appraisal. • Review Goal-Setting and Professional Development Plan and Plan for the following school year. • Review Student Growth Goals, student trackers and Student Growth Goals rating rubric - add to T-TESS summative report.

**Eagle Pass Independent School District
T-TESS APPRAISAL CALENDAR
2023-2024**

<p style="text-align: center;">Summative Annual Report and Conference</p>	<ul style="list-style-type: none">• Teachers may waive the summative conference IF no new evidence is provided and signatures are obtained at the end-of-year-conference.• Any piece of evidence/documentation shared with the teacher in writing within ten (10) days can be used as documentation/evidence.• The summative report shall be shared with the teacher within 10 working days following the conclusion of the EOY conference.• The Summative Conference must be held no later than 15 working days before the last day of instruction – May 6, 2024.• Printed, signed copies are uploaded and submitted to Human Resources.
<p style="text-align: center;">Librarians, Counselors, Nurses, and other Educational Professionals</p>	<ul style="list-style-type: none">• Do not use the T-TESS instrument and must be evaluated annually, per Board Policy.

