



UNITED INDEPENDENT SCHOOL DISTRICT AGENDA ACTION ITEM

TOPIC: Approval of United ISD's Appraisal Calendar for the 2021-2022 School Year

SUBMITTED BY: David Garcia **OF:** Associate Superintendent Human Resources

APPROVED FOR TRANSMITTAL TO SCHOOL BOARD: _____

DATE ASSIGNED FOR BOARD CONSIDERATION: July 28, 2021

RECOMMENDATION: The District is recommending the approval of United ISD's Appraisal Calendar for the 2021-2022 School Year

RATIONALE:

BUDGETARY INFORMATION:

POLICY REFERENCE & COMPLIANCE:



TEACHER APPRAISAL CALENDAR 2021-2022

T-TESS ORIENTATION New Teachers and Returning Teachers	
No later than the first three weeks of school and at least two weeks before the first observation.	
August 2 nd -5 th	New employee orientation for new teachers
August 9 th -12 th	Professional Development- T-TESS training for returning teachers at their campus
TEACHERS HIRED AFTER July 30 th	
<ul style="list-style-type: none"> HR Dept. will schedule the initial T-TESS training 	<ul style="list-style-type: none"> GSPD & SLO training within first two weeks of initial TTESS training by campus appraiser/administrator
TEACHER SELF-ASSESSMENT & GOAL SETTING PERIOD	
*Sept. 27 th - GSPD submitted within 6 weeks from the day of completion of the orientation *Late hires after July 30 th will submit GSPD four weeks from the day of completion of the orientation	
INFORMAL OBSERVATION and WALKTHROUGH PERIOD	
August 16, 2020 to May 27, 2022	Informal observations/walkthroughs shall be conducted during this time-period for teachers hired by July 30 th .
Date of Hire through May 27, 2022	Informal observations/walkthroughs shall be conducted during this time period for teachers hired after July 30 th .
FORMAL OBSERVATION PERIOD	
*Exclude observations in the two weeks following the day of completions of the TTESS orientation *Formal observations begins August 30 th *Late hires two weeks after completion of TTESS, GSPD & SLO training	*Pre-conference will be conducted within 5 days of an announced observation. *45 minutes for a teacher's appraisal will be announced by date and time.
POST-CONFERENCE PERIOD	
Within 10 working days of formal observation	Post-conference is required between appraiser and teacher within 10 days of formal observation being conducted.
END OF YEAR CONFERENCE PERIOD	
May 6, 2022	Last day to conduct all end of year conferences and provide the written summative annual appraisal report to teachers. *Evaluations due at HR Dept. on May 30 th
End of year conference is mandatory and will be held at least 15 days prior to the last day of Instruction.	
NO FORMAL OBSERVATIONS/INFORMAL WALKTHROUGHS FOR DATA COLLECTION	
*On the day before or after a staff/student holiday *On the days of early release for students *On Professional Development days *On days for State mandated assessments or other standardized tests	
No Formal Observations on: Nov. 19, Nov. 29, Dec. 17, 20, 21, Jan. 10, Feb. 21, Mar. 11, Mar. 21, Apr. 14, 19	
No Formal Observations on State assessment days: Dec. 7-10, Apr. 5-7 May 3-6, May 10-12 <i>Refer to testing calendar- Principals will determine which testing days affect their campuses and ensure that staff is advised that evaluations will not be conducted on those specific days.</i>	

Board approval _____, 2021