

# Mineola ISD

## Texas Teacher Evaluation and Support System (T-TESS)

### 2018-2019 Calendar

---

#### Goal Setting Completion Deadlines:

- |  |                             |
|--|-----------------------------|
| ➤ Introduction to T-TESS for NEW Teachers (Review-Other Staff) | August 8, 2018 (Aug. 14—16) |
| ➤ Teachers complete Self-Assessment and Goal Setting Form      | September 7, 2018           |
| ➤ Goal Setting Conferences completed                           | October 12, 2018            |
| ➤ Summative Conferences / Goal Setting for following year      | May 10, 2019                |
- 

#### The Appraisal Calendar:

- Shall exclude the first three weeks of instruction. Teacher will submit their professional growth plan to their appraiser for feedback and final approval during this period
- Shall prohibit formal observations on the last day of instruction BEFORE any official school holiday and on the first day of instruction AFTER a holiday.
- Shall provide that the appraisal process be completed 15 working days before the last day of instruction for students.
- Shall exclude days scheduled for end-of-semester or end-of-year examinations as well as STAAR, EOC, or other test dates.
- T-TESS Evaluation Cycle will be every 2 years. Evaluation schedule will be determined by the following factors:
  - New to district or Probationary Teacher status
  - Reassigned to new grade level/ content area
  - Result of prior year summative evaluation conference
  - Administrator discretion

Based on the 2018-2019 School Calendar and the stipulations stated above, the following dates indicate the days that formal T-TESS observations **shall NOT be conducted**:

August/Sept	First three weeks of instruction	August 16, 2017--September 7, 2018
November	Thanksgiving Holiday	November 16, 2017 or November 26, 2018
Dec/Jan	Christmas Holiday	December 18, 2017 or January 9, 2019
January	Martin Luther King Day	January 18, 2019 or January 22, 2019
March	Spring Break	March 8, 2019 or March 18, 2019
April	Easter Holiday	April 19, 2019 or April 22, 2019
Dec/May	Exam Dates	Set at MS and HS campuses

---

#### Reminders:

- All first year teachers and teachers new to the district shall be evaluated during the first semester of employment.
- All goal setting and summative conferences for evaluated teachers shall be completed by May 10, 2019.
- Goal setting conferences will occur annually with all teachers and shall include 1-2 student-centered goals with at least 1 goal from Domain 2. Meetings will be set in October and May to review goals, look at student growth and set new goals. **NO FORMAL OBSERVATIONS SHOULD TAKE PLACE ON OR AFTER APRIL 19, 2019.** *The exception would be a teacher who requested a second observation within ten working days after the observation post conference, and was entitled to another observation by a different appraiser.*
- **All formal written observation summaries, written summative annual appraisal reports and summative conferences shall be completed by May 10, 2019.** The exception would be a teacher who requested a second observation within ten working days after the observation post conference, and was entitled to another observation by a different appraiser.
- Teacher Summative Annual Appraisal Reports shall be finalized in DMAC by Wednesday, June 7, 2019.
- **Walkthroughs** may be conducted and cumulative data may be obtained on any day and at any time throughout the school year using the DMAC Walkthrough form in the system.
- Any documentation that would affect a teacher's score shall be shared with the teacher within 10 working days. A summative conference shall be conducted to advise the teacher of any change in the final observation score.