

**ROBSTOWN INDEPENDENT SCHOOL DISTRICT
AGENDA ACTION SHEET**

Date: July 15, 2024

Subject: Discuss and Consider Approval of the 2024-2025 Robstown ISD Appraisal Calendar

Administrator Responsible: Diana L. Silvas

Position: Deputy Superintendent

A. Purpose of Agenda Item:

Information Only

Action Needed

B. Authority for this Action:

Local Policy _____

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 the appraisal calendar when observing teachers.

E. Alternatives Considered:

F. Comments Received:

G. Administrative Recommendation:

That the board approve the 2024-2025 Appraisal Calendar as presented.

H. Fiscal Impact and Cost:

I. Monitoring and Reporting Time Line:

**Robstown Independent School District
T-TESS (Texas Teacher Evaluation and Support System) CALENDAR
2024-2025 SCHOOL YEAR**

APPRAISAL PERIOD

Wednesday, August 14, 2024 through Thursday, May 22, 2025

WALK-THROUGH VISITS

Walk-through visits may be conducted at any time during the appraisal period.

**T-TESS ORIENTATION FOR NEW TEACHERS OR TEACHERS WHO HAVE NOT PREVIOUSLY
ATTENDED THE INITIAL COMPREHENSIVE T-TESS ORIENTATION**

No later than September 4, 2024

GOAL SETTING & PROFESSIONAL DEVELOPMENT PLAN

August 19, 2024 – September 19, 2024

August 21st – Deadline to submit draft goals to appraiser

September 13th – Deadline for a conference with appraiser

September 18th – Deadline to submit final goals to appraiser

FORMAL OBSERVATIONS

Wednesday, September 5, 2024, through April 4, 2025

(A pre-conference and post-conference will be conducted within 10 working days of a formal observation.)

Formal observations shall be conducted on and between the dates indicated below. Each campus must exclude dates that include the day before or after a student holiday, early release days for students, end of semester or end of year examinations and state-mandated assessments or other standardized tests scheduled for that campus.

OBSERVATION PERIOD BEGINNING	-	OBSERVATION PERIOD ENDING
Thursday, September 5, 2024	-	Thursday, September 19, 2024
Tuesday, September 24, 2024	-	Friday, November 1, 2024
Monday, November 4, 2024	-	Wednesday, December 18, 2024
Monday, January 8, 2025	-	Friday, February 14, 2025
Wednesday, February 19, 2025	-	Friday, April 14, 2025

LAST DAY TO COMPLETE END-OF-YEAR CONFERENCES

Tuesday, May 6, 2025

LAST DAY FOR APPRAISER TO PROVIDE SUMMATIVE ANNUAL APPRAISAL REPORT TO TEACHER

Monday April 28, 2025

(Due within 10 working days of the conclusion of the end-of-year conference and no later than 15 working days before the last day of instruction)