

BOARD OF TRUSTEES  
AGENDA

☐

Workshop

☒

Regular

☐

Special

(A)

☐

Report Only

☐

Recognition

Presenter(s):

Briefly describe the subject of the report or recognition presentation.

(B)

☒

Action Item

Presenter(s): Samuel Mijares, Deputy Superintendent for Curriculum & Instruction  
Lana Harper, Staff Development & Parental Involvement

Briefly describe the subject of the report or recognition presentation.

Consider and take appropriate action on the request to approve the 2016-2017 Teacher Appraisal Calendar and list of Teacher Appraisers.

(C) Funding Source: Identify the course of funds if any are required

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



# Eagle Pass Independent School District

## List of Appraisers

### 2016 - 2017

	NAME		NAME
1	Ainslie, Virginia	39	Mendoza, Juan J., Jr.
2	Almaguer, Rogelio	40	Mijares, Samuel
3	Barcena, Rosalinda	41	Molina, Cristina
4	Benavides, Cristina L.	42	Montalvo, Jesse
5	Benavides, Jorge	43	Morales, Dora
6	Byrne, John	44	Morales, Jose
7	Camarrillo, David	45	Moreno, Vale
8	Carreon, Rita B.	46	Morin, Cristina
9	Castillon, Ana Laura	47	Musquiz, Blanca
10	Castillon, Pedro	48	Musquiz, Rodolfo
11	Chacon, Veronica	49	Negrete, Jose
12	Chaires, Timoteo, Jr.	50	Pang-Villa, Aida
13	Chavarria, Sylvia	51	Ramon, Yolanda
14	Costilla, Jesus Arturo	52	Riojas, Amalia
15	Cox, John	53	Rios, Rosanna
16	De la Cruz, Amado	54	Rodriguez, Carlos
17	Diaz-Wever, Jesus	55	Rodriguez, Olivia
18	Escobar, Mario	56	Rodriguez, Veronica
19	Even, Rosella C.	57	Ruiz, Lisa G.
20	Flores, Antonio	58	Salinas, Rolando
21	Garcia, Carmen J.	59	Sanchez, Gilberto
22	Garcia, Maritza Y.	60	Sandoval, Cesar
23	Garcia, Olivia	61	Sandoval, Leticia
24	Garza, Noe	62	Salinas, Patrick
25	Gloria, Jaime	63	Saucedo, Sylvia
26	Gonzalez, Jaime	64	Serna, Norma
27	Guedea, Cynthia	65	Soto-Gonzalez, Veronica
28	Harper, Lana	66	Stanwick, Lydia
29	Hernandez, Jose, Jr.	67	Sumpter, Elvira
30	Huerta, Luis	68	Tapia, Dora
31	Jimenez, Rosalinda	69	Telles, Laura
32	Jimenez-Hernandez, Aide	70	Torres, Elizabeth
33	Koenig, Sandra	71	Trevino, Eduardo
34	Lazarski, Luz Annette	72	Uriegas, Matthew
35	Leija, Juan	73	Villalobos, Jose
36	Lopez, Sandra	74	Villapando, Rudy
37	Martinez, Maribel	75	Villaseñor, Celia
38	Martinez, Rene	76	Wheeler, Clint

Approved list upon completion of T-TESS Certification.

**EAGLE PASS INDEPENDENT SCHOOL DISTRICT**  
**Texas Teacher Evaluation and Support System (T-TESS)**  
**Timeline**  
**2016-2017**

The annual appraisal of District teachers shall be in accordance with the Texas Teacher Evaluation and Support System (T-TESS). Observations during the appraisal period must be conducted during the required days of instruction for students during one school year.

Dates/Deadlines	August 22, 2016 – June 1, 2017
<b>Weeks 1-6</b>	
<b>T-TESS Orientation</b>  <b>Deadline:</b> September 12, 2016	<b>Teacher Orientation/Training</b>  Teacher Orientation/Training for teachers <u>new</u> to T-TESS.  <i>(No later than the first three (3) weeks of school and at least two (2) weeks before the first observation.)</i>  <b>T-TESS Orientation – August 17, 2016</b>
<b>Teacher Self-Assessment</b>	
<b>Goal Setting and Professional Development (GSPD) Plan</b>  <b>Deadline:</b> September 30, 2016	<b>Goal Setting and Professional Development Plan (GSPD)</b>  - Submitted to the appraiser for approval within six (6) weeks from the day of completion of the orientation. Is required to formulate targeted goals using the Teacher Self-Assessment and Goal Setting form.  - A GSPD Conference is required for a teacher in the first year of appraisal under T-TESS and teachers new to the district.
<b>Weeks 6 through End-of-Year Conferences</b>	
<b>Goal Setting and Professional Development (GSPD) Plan for Late Hires</b>  <b>Deadline:</b> (Six weeks from the day of completion of the Orientation/Training.)	<b>Teacher Orientation for Late Hires.</b>  - Submitted to the appraiser within six weeks from the day of the completion of the orientation.

Informal observations and walkthroughs with ongoing feedback to support and develop teachers practices	
September 30 , 2016 - June 1, 2017	Ongoing review of teacher and student data.
September 30 , 2016 - June 1, 2017	<p>Ongoing review of the GSPD Plan to formatively assess progress towards goals, professional development impact, and teacher and student performance.</p> <p>Ongoing collection of evidence to support Domain IV</p> <p>- Teacher and Appraiser</p>
At Least 15 Days Prior to the Last Day of Instruction	
Mid-April, 2017 to May 16, 2017	<p><b>End-of-Year Conferences</b></p> <ul style="list-style-type: none"> <li>- Review summative scores for Domains I, II, III.</li> <li>- Review the data and evidence gathered throughout the appraisal year of Domain IV, including the teacher's evidence for this domain/dimensions.</li> <li>- Review results of the performance of the teachers' students.</li> <li>- Review potential goals and professional development plans for the next school year.</li> </ul> <p><i>Note: Domain 4 is not scored until after the teacher has been afforded an opportunity to present evidence related to each of the four dimensions during the end-of-year conference.</i></p>
	<p><b>Formal observation window established per local policy – Excludes/prohibits observations in the two weeks following the Orientation.</b></p>
SCHOOL YEAR 2017-2018 - WEEKS 1-6	
Deadline: (Pending 2017-2018 School Calendar)	<p>Teacher Orientation for teachers new to T-TESS, the district, and when district policy has changed from the last orientation.</p> <p><i>(No later than the first three weeks of school and at least two weeks before the first observation.)</i></p>

<p><b>Goal Setting and Professional Development (GSPD) Plan</b></p> <p><b><u>Returning Teachers</u></b>  <b>Deadline:</b>  (six weeks after T-TESS Orientation)</p> <p><b><u>New Teachers</u></b>  <b>Deadline:</b>  (six weeks after T-TESS Orientation)</p>	<ul style="list-style-type: none"> <li>- Returning teachers review the goal(s) established at the EOY Conference to determine if changes are needed, and submit within first six (6) weeks of instruction.</li> <li>- New teachers are guided through the GSPD process to self-access, develop goals, and establish a professional development plan, then submit within six weeks of the orientation.</li> </ul>
<p><b>Informal observations and walkthroughs with ongoing feedback to support and develop teachers practices</b></p>	
	<p><b>Formal observation window established per local policy – Excludes/prohibits observations in the two weeks following the Orientation.</b></p>
<p><b>Formal Written Observation</b></p>	<ul style="list-style-type: none"> <li>• No observations will be conducted: <ul style="list-style-type: none"> <li>- during the first three weeks after the day of completion of the T-TESS orientation in the school years when an orientation is required;</li> <li>- during the three weeks after the day of completion of the T-TESS Orientation for teachers new to T-TESS;</li> <li>- during the first three weeks of instruction in the school years when the T-TESS Orientation is not required;</li> <li>- on the day before and the day after a school holiday,</li> <li>- days scheduled for end-of-semester or end-of-year examinations, or</li> <li>- state mandated assessments other than standardized tests, or</li> <li>- during the last week of school.</li> </ul> </li> </ul> <p>Each teacher must be appraised as stipulated in Board Policy.</p>

	<p>The annual teacher appraisal shall include:</p> <ul style="list-style-type: none"> <li>- at least one classroom observation of a minimum of 45 minutes as identified in subsection (g);</li> <li>- a written summary of each formal observation shall be given to teachers within ten (10) working days after the completion of an observation, with pre-post-observation conference conducted at the request of the teacher or appraiser;</li> <li>- the Formal Written Observation must be scheduled Within a ten working day window.</li> </ul>
<p><b>Walkthrough Visits</b></p> <p><b>September 2016 – May 2017</b></p>	<p>Walkthrough Visits:</p> <ul style="list-style-type: none"> <li>- are to be used at the discretion of the appraiser, and</li> <li>- documentation is to be shared with the teacher within ten (10) working days.</li> </ul>
<p><b>Second Appraisal</b></p> <p><b>September 2016 – May 2017</b></p>	<p>The second appraisal must be:</p> <ul style="list-style-type: none"> <li>- scheduled within a one-week window.</li> <li>- requested within ten (10) working days of receiving the classroom observation feedback.</li> </ul>
<p><b>Advance Notice</b></p>	<p>A teacher may be given notice of the date or time of an appraisal, but advance notice is not required.</p>
<p><b>Written End-of-Year Conference</b></p> <p><b>December 1, 2016 – May 8, 2017</b></p> <p><b>Deadline:</b> <b>May 12, 2017</b></p>	<p>The written End-of-Year annual appraisal report shall be shared with the teacher:</p> <ul style="list-style-type: none"> <li>- no later than ten (10) working days before the summative conference, and</li> <li>- no later than fifteen (15) working days before the last day of instruction for students, with the exception of an appraisal by a second appraiser or other extenuating circumstances.</li> </ul>

**Alternate Appraiser:**

The list of qualified appraisers who may appraise a teacher in place of the teacher's supervisor shall be approved by the Board.

**Second Observation Appraiser:**

Upon a teacher's request for a second appraiser, the Executive Director for Human Resources or the Deputy Superintendent for Curriculum and Instruction shall select the second appraiser from a pre-established roster of trained appraisers.

**Attachment: List of Board Approved Appraisers 2016-2017**

The Teacher Appraisal Calendar and List of Appraisers were approved by the Board of Trustees on: **Tuesday, August 9, 2016**

*The 2016-2017 Appraisal Calendar is subject to change by District Administration only.*