

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.

Consider and take appropriate action on the request to approve the 2024-2025 Texas Teacher Evaluation and Support System (T-TESS) Appraisal Calendar and list of Appraisers subject to change.

(B) Action Item

Presenter(s): John Cox, Deputy Superintendent for Curriculum & Instruction
Rene Martinez, Executive Director for Federal and Student Programs

Briefly describe the subject of the report or recognition presentation.

(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.

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

**Eagle Pass Independent School District
T-TESS APPRAISAL Calendar
2024-2025**

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 (SGG)	<ul style="list-style-type: none"> • A completed, appraiser-approved GS & SSG must be submitted through Eduphoria for 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 and SGG will be reviewed with the Teacher at the EOY Conference. • SGG rating will be shared at the EOY Conference.
Pre-Conference	<ul style="list-style-type: none"> • 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-minutes observation which will include a full lesson. • Written summary submitted to the teacher within ten (10) working days of the formal observation.
Post-Conference	<ul style="list-style-type: none"> • The Post-Conference must be held no more than ten (10) working days after the formal observation.
Schedule Limitations (Review & Testing Days)	<ul style="list-style-type: none"> • Formal observation 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"> • TESS appraisals do not automatically trigger growth plans. • Professional Growth Plan may be established for teachers any time throughout the year.
Documented Walk-throughs	At the discretion of the Campus Administrator
Teacher Response/Request for a Second Appraiser	<ul style="list-style-type: none"> • A teacher may rebut in writing and/or request 2nd Appraisal within ten (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 2, 2025. • Review appraisal data collected throughout the current school year. • Examine and discuss evidence related to the teacher's performance on the four domains or on Domain four of the T-TESS Rubric depending on the type of teacher appraisal.

	<ul style="list-style-type: none"> • 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.
T-TESS Orientation Training (Required)	Training Date
Initial T-TESS Orientation Training for New Teachers (new to the District & Profession)	July 30, 2024
Initial T-TESS Orientation Training for Late Hires	<ul style="list-style-type: none"> • Must receive T-TESS Training within three (3) weeks from hire date and at least two (2) weeks before the first observation.
T-TESS Refresher Training for Returning Teachers on Campus	<ul style="list-style-type: none"> • T-TESS Training to be completed no later than thirty (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.	<ul style="list-style-type: none"> • Six weeks from the date of Orientation
Returning Teachers review the goals and establish at the EOY Conference to determine if changes are needed. Changes will be made on a GSPD Plan in Eduphoria.	September 20, 2024
Observation Pre-Conference and Observation	Due Date
Announced Formal Observations	<ul style="list-style-type: none"> • May begin formal observations two (2) weeks after Orientation.
Observation Post-Conference	<ul style="list-style-type: none"> • Conducted within ten (10) working days from the Observation.
End of Year Conference and Written Summative Annual Appraisal	Due Date
An End- of-Year Conference shall be held not later than fifteen (15) working days before the last day of instruction for students.	May 2, 2025
Written Summative Annual Appraisal (Final Observation Report)	<ul style="list-style-type: none"> • Written Summative Annual Appraisal Report (Final Observation Report) shall be shared with the teacher within ten (10) working days following the conclusion of the EOY Conference, but no later than fifteen (15) working days before the last day of instruction. (By May 2, 2025)

Instructional Days on which no observations are allowed due to day before or day after a Holiday.	
<ul style="list-style-type: none"> • No observations are allowed on days a teacher is scheduled for STARR testing. • Walkthroughs may be conducted and cumulative data may be obtained on any day at any time throughout the school year. 	
Summative Annual Report and Conference	<ul style="list-style-type: none"> • Teachers may waive the summative Conference if no new evidence is provided and signature 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 ten (10) working days following the conclusion of the EOY Conference. • The Summative Conference must be held no later than fifteen (15) working days before the last day of instruction – May 2, 2025. • Printed, signed copies are uploaded and submitted to Human Resources.
Librarians, Counselors, Nurses, and other Educational Professionals	<ul style="list-style-type: none"> • Do not use the T-TESS instrument and must be evaluated annually, per Board Policy.