

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 2017-2018 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
Texas Teacher Evaluation and Support System (T-TESS)
Appraisal Calendar
2017-2018

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.

| Teacher Appraisal Period | August 28, 2017 – June 8, 2018 |
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| <p style="text-align: center;">T-TESS Orientation</p> <p style="text-align: center;">Deadline:</p> <p style="text-align: center;">September 15, 2017</p> <p style="text-align: center;"><i>(No later than the first three (3) weeks of school and at least two (2) weeks before the first observation.)</i></p> | <p>Teacher Orientation for teachers new to T-TESS, the District, and when district policy has changed from the last orientation.</p> <p style="text-align: center;">T-TESS Orientation – August 17, 2017</p> <p style="text-align: center;">T-TESS Orientation for New Teachers and Teachers Not New to the District</p> <p>T-TESS Training for <u>new</u> teachers who <u>did not</u> attend the session on August 17, 2017 will be scheduled by the District. Additional trainings will be scheduled throughout the year, as needed.</p> |
| <p>Goal Setting and Professional Development (GSPD) Plan</p> <p style="text-align: center;">Returning Teachers Deadline: October 6, 2017</p> <p style="text-align: center;">New Teachers Deadline: (six weeks after T-TESS Orientation)</p> | <p>Goal-Setting and Professional Development (GSPD) Plan:</p> <ul style="list-style-type: none"> - Returning teachers review the goal(s) established at the EOY Conference to determine if changes are needed, and submit within first six weeks of instruction. - New teachers are guided through the GSPD process To self-access, develop goals, and establish a professional development plan, then submit within six (6) weeks of the orientation. |

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| <p align="center">Teacher Self-Report Section II & III</p> <p align="center">Due: December 8, 2017</p> | <p>Presented to the Principal no later than two weeks before the summative annual conference.</p> |
| <p>Formal Written Observation</p> | <ul style="list-style-type: none"> • No observations will be conducted: <ul style="list-style-type: none"> - during the first three weeks after the day of completion of the PDAS orientation in the school years when an orientation is required; - during the three weeks after the day of completion of the PDAS orientation for teachers new to the PDAS, - during the first three weeks of instruction in the school years when the PDAS orientation is not required; - on the day before and the day after a school holiday, - days scheduled for end-of-semester or end-of-year examinations, or - state mandated assessments other than standardized tests, or - during the last week of school. <p>Each teacher must be appraised each year except as provided in subsection (1) of §150.1003.</p> <p>The annual teacher appraisal shall include:</p> <ul style="list-style-type: none"> - at least one classroom observation of a minimum of 45 minutes as identified in subsection (g); - a written summary of each 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; - the Formal Written Observation must be scheduled within a one-week window. |

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| <p>Walkthrough Visits</p> <p>September 2017 - May 2018</p> | <p>Walkthrough Visits:</p> <ul style="list-style-type: none"> - are to be used at the discretion of the appraiser, and - documentation is to be shared with the teacher within ten (10) working days. |
| <p>Second Appraisal</p> <p>September 2017 - May 2018</p> | <p>The second appraisal must be:</p> <ul style="list-style-type: none"> - scheduled within a one-week window. - requested within ten (10) days of receiving the classroom observation feedback. |
| <p>Advance Notice</p> | <p>A teacher may be given notice of the date or time of an appraisal, but advance notice is not required.</p> |
| <p>Written Summative Annual Appraisal Report</p> <p>December 1, 2017 – May 8, 2018</p> <p>Deadline: May 17, 2018</p> | <p>The written summative annual appraisal report shall be shared with the teacher:</p> <ul style="list-style-type: none"> - no later than five (5) working days before the summative conference, and - 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. |

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 Superintendent or designee shall select the second appraiser from a pre-established roster of trained appraisers.

Attachment: List of Board Approved Appraisers 2017-2018

The Teacher Appraisal Calendar and List of Appraisers were approved by the Board of Trustees on: **Tuesday, August 8, 2017**