



Brownwood ISD Appraisal Calendar 2025-2026

[STRIVE tutorial for Administrators](#)

[T-TESS \(teachfortexas.org\)](https://teachfortexas.org)

Best Practice Timeline

Month	Timeline	Action	Person(s) Responsible	Due Date	Required Documentation
August T-TESS TRAINING	1 st 3 weeks of school	Initial TTESS Teacher Orientation Training for New Teachers: (New to the district and New to the profession)	Responsive Learning monitored by District and Campus Administration	8/29/2025	Certificate of Completion from Responsive Learning TTESS Orientation
	1 st 3 weeks of school	TTESS Refresher Training for Returning Teachers (Previously TTESS training in Brownwood ISD)	Responsive Learning monitored by District and Campus Administration	8/29/2025	Certificate of Completion from Responsive Learning TTESS Refresher
September Self-Assessment Goal Setting	Following training until end of September	A Self- Assessment and Goal Setting Professional Development (GSPD) plan is required for all new teachers.	Teachers complete, Campus Admin reviews	9/30/2025	Completed in Eduphoria/Strive Eduphoria! Login (schoolobjects.com)
	Following training until end of September	Returning teachers review the goals established at the DOY conference to determine if changes are needed. Submit Self-Assessment and GSPD plan.	Teachers complete, Campus Admin reviews	9/30/2025	Completed in Eduphoria/Strive Eduphoria! Login (schoolobjects.com)



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September-March Pre-Observation Conferences	According to Observation Calendar	Preconference A preconference must be conducted within seven days prior to the formal observation	Campus Administration	ongoing	Optional Preconference Form TTESS - Google Drive
September-March Artifacts	ongoing	Artifacts or evidence for Domain 4 should be collected throughout the year in preparation for end of year conferences that will be held in April and May.	Teachers collect their own artifacts, Admin reviews and documents	ongoing	Optional Artifact Collection Form TTESS - Google Drive
September-March Walkthroughs	See IFV walk through section	Walkthroughs Classroom Instructional Focus Visits	Campus Administration	See IFV walk through section	At least 6 Walkthroughs (3 per semester) per Teacher (TIA) according to Walkthrough schedule documented in Eduphoria/Strive Eduphoria! Login (schoolobjects.com) Walkthrough Look Fors TTESS - Google Drive
September-March Formal Observations	May begin two weeks after TTESS Training and Goal Setting Completed	Observation At least one 45-minute observation per teacher (TIA) per year	Campus Administration	9/15/2025-3/6/2026	Documented in Euphoria/Strive Eduphoria! Login (schoolobjects.com) Observation Look Fors TTESS - Google Drive



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September-March Post Observation Conferences	According to Observation Calendar	Post conference An in-person post conference must be conducted within 10 days of the observation	Campus Administration with Teacher	Within ten days of observation	Post Conference Plan Template TTESS - Google Drive
March Artifacts	Due 10 days prior to End of Year Summative Conference	Artifacts or evidence for Domain 4 should be organized and submitted to help score Domains, especially Domain 4.	Teachers	3/31/2026	Optional Artifact Collection Form TTESS - Google Drive
Self Assessment Part 2	Due 10 days prior to End of Year Summative Conference	Complete the Teacher Self-Assessment, Goal Setting (Part 2) and Professional Development Plan	Teacher completes, Admin makes sure it is complete before conducting Summative Conference	3/31/2026	Eduphoria! Login (schoolobjects.com)
April EOY Conference	10 days prior to summative deadline	End of Year Conference Window (review goals, student performance data, and other teacher performance outcomes)- DOMAIN IV	Admin creates schedule of conferences based on teacher submissions of evidence, self-assessment and GSPD plan. Teacher and Admin responsible for meeting.	4/23/2026	End of Year Conference Overview for Appraisers TTESS - Google Drive



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May Summative Report	15 days prior to the last day of instruction	Written Summative Annual Appraisal Report. The written summative annual appraisal document (teacher evaluation and Domain IV) shall be shared with the teacher	Campus Administration is responsible for completing the Summative Report in Eduphoria. The observation form is not the summative report.	5/7/2026	Summative Conference Form Eduphoria! Login (schoolobjects.com)
June Submission	End of Year	Check all Summative Reports for Campus- email adrienne.horton@brownwoodisd.org when they are ready to be entered for Teacher Incentive Allotment Submission	Campus Administration	6/4/2026	Email adrienne.horton@brownwoodisd.org



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Best Practice Timeline

Instructional Focus Visits (Walkthroughs) Guidance

Why are Walkthroughs Important?

They are a key practice of continuous school improvement. The walkthrough process provides formative assessment data that answers the question, “How are we doing?” Walkthroughs should be non-threatening tool to stimulate professional conversations, as you raise expectations for all within a collaborative environment. Consistent and appropriate use of IFVs will facilitate your journey to extraordinary performance.

Step 1: Develop and use a common language for quality instruction. (What are you looking for?)

Step 2: Establish clean and consistent expectations for the administrators’ presence in classrooms and communicate these to your staff members and school community. Ex: Teachers continue teaching, do not try to have a conversation with the admin

Step 3: Schedule walkthroughs on your calendar. Establish at least a 30-minute daily commitment to being a visible presence in classrooms either formal or informal walkthroughs. Ex: 10-minute walk throughs= being present in 15 classrooms per week,

Step 4: Give feedback to teachers from walkthrough whether formal or informal.

Step 5: Use IFV data to guide campus decisions.

In the best-case scenario, teachers (especially new teachers, TIA teachers, struggling teachers) should have 6 formal walkthroughs per year with 3 in the first semester and 3 in the second semester.



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Suggested Schedule

Month	IFV Focus	Formal or Informal Documentation
August	TTESS DOMAIN 1	Formal: Eduphoria! Login (schoolobjects.com) Walkthrough Forms (Informal): TTESS - Google Drive
September	TTESS DOMAIN 2	Formal: Eduphoria! Login (schoolobjects.com) Walkthrough Forms (Informal): TTESS - Google Drive
October	TTESS DOMAIN 3	Formal: Eduphoria! Login (schoolobjects.com) Walkthrough Forms (Informal): TTESS - Google Drive
November	TTESS DOMAIN 1	Formal: Eduphoria! Login (schoolobjects.com) Walkthrough Forms (Informal): TTESS - Google Drive
December	TTESS DOMAIN 2	Formal: Eduphoria! Login (schoolobjects.com) Walkthrough Forms (Informal): TTESS - Google Drive
January	TTESS DOMAIN 3	Formal: Eduphoria! Login (schoolobjects.com) Walkthrough Forms (Informal): TTESS - Google Drive
February	TTESS DOMAIN 1	Formal: Eduphoria! Login (schoolobjects.com) Walkthrough Forms (Informal): TTESS - Google Drive
March	TTESS DOMAIN 2	Formal: Eduphoria! Login (schoolobjects.com) Walkthrough Forms (Informal): TTESS - Google Drive
April	TTESS DOMAIN 3	Formal: Eduphoria! Login (schoolobjects.com) Walkthrough Forms (Informal): TTESS - Google Drive

Staff Inservice/Student Holiday
Staff/Student Holiday
Early Release
Weekend (Saturday, Sunday)
First Day of School
NON-Full Observation DAYS



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District Policy

[Brownwood ISD DNA- Performance Evaluation](#)