

HAYS CONSOLIDATED INDEPENDENT SCHOOL DISTRICT BOARD OF TRUSTEES

Date: August 25, 2025

Agenda Item: L.1

Board Goal: Community Relations

Subject: Hays CISD Appraisal Calendar and Timeline

Administrator Responsible/Position: Christina Courson, Chief Human Resources Officer

A. Purpose of Agenda Item:

☐ Action needed

☒ Information only

☐ Receive input

B. Authority for This Action:

☒ Local Policy:

☐ Law or Rule

DNA – Performance Appraisal: Evaluation of Teachers

C. Goal or Need Addressed: Inform the Board of the annual Appraisal Calendar and Timeline for the 2025-2026 school year

D. Summary:

☐ Previous board action relating to this item: N/A

☐ Future action anticipated: N/A

☒ **Background information:** In accordance with TAC 150.1003(d), a district shall establish a calendar for teacher appraisals and provide that calendar to teachers within three weeks from the first day of instruction. The appraisal period for each teacher must include all of the days of the teacher's contract. Observations during the appraisal period must be conducted during the required days of instruction for students during one school year. The appraisal calendar shall:

1. Exclude observations in the two weeks after the day of completion of the T-TESS orientation in the school years when an orientation is required; and
2. Indicate a period for end-of-year conferences that ends no later than 15 working days before the last day of instruction for students.

E. Comments Received:

☒ Cabinet

☐ DLT

☐ FBOC

☐ Teacher Org. Reps.

☐ Other:

F. Administrative Recommendation: No administrative recommendation is necessary.

Advantages and benefits of this proposal: The calendar will provide for the effective implementation of the teacher appraisal system

Expected results in terms of student benefit/achievement: N/A

Effect of this action on other parts of the system: Failure to adhere to Commissioner rules may results in invalid appraisals

Consequences of not approving this recommendation: N/A

G. Fiscal Impact and Cost: N/A

☐ Budget

☐ Bond

☐ Grant/Special Funds:

☐ Other

☐ Budget Amendment Needed

Prior Year Spending for this item/service:

Reasons for rejecting alternatives:

Future/Ongoing:

H. Monitoring and Reporting Time Line:

Person responsible for evaluating this decision or action: Christina Courson

Evaluation method and timeline: The Appraisal Calendar will help ensure that all required elements of the appraisal system are met in a timely manner

Next report to the Board: Annually presented to the Board for information purposes only

I. Suggested Motion:

No motion is required for this agenda item.