



UNITED INDEPENDENT SCHOOL DISTRICT AGENDA ACTION ITEM

TOPIC: Approval of United ISD Appraisal Calendar for the 2019-2020 School Year

SUBMITTED BY: David Garcia, Associate Superintendent **OF:** Human Resources

APPROVED FOR TRANSMITTAL TO SCHOOL BOARD: _____

DATE ASSIGNED FOR BOARD CONSIDERATION: July 17, 2019

RECOMMENDATION: The District is recommending the approval of United ISD Appraisal Calendar for the 2019-2020 School Year

RATIONALE:

BUDGETARY INFORMATION:

POLICY REFERENCE & COMPLIANCE:



**UNITED INDEPENDENT SCHOOL DISTRICT
2019-2020 TEXAS TEACHER EVALUATION & SUPPORT SYSTEM
(T-TESS) APPRAISAL CALENDAR**

T-TESS ORIENTATION	
No later than the first three weeks of school and at least two weeks before the first observation.	
July 31 st , August 1 st & 5 th	New employee orientation for new teachers
August 7 th - 13 th	Professional Development- T-TESS training for returning teachers at their campus
Within three weeks of hire date	Initial T-TESS training for new teachers hired after August 1 st will be scheduled by HR Dept.
TEACHER SELF-ASSESSMENT & GOAL SETTING PERIOD	
*Sept. 27 th - GSPD submitted to teacher's appraiser within 6 weeks from the day of completion of the orientation *Late hires six weeks after orientation	
INFORMAL OBSERVATION and WALKTHROUGH PERIOD	
August 14, 2019 to May 28, 2020	Informal observations/walkthroughs shall be conducted during this time period for teachers hired by August 1 st .
Date of Hire through May 28, 2020	Informal observations/walkthroughs shall be conducted during this time period for teachers hired after August 1 st .
FORMAL OBSERVATION PERIOD	
*Exclude observations in the two weeks following the day of completions of the TTESS orientation *Formal observations begins Sept. 4 th *Late hires two weeks after orientation	*Pre-conference will be conducted within 5 days of an announced observation. *45 minutes for a teacher's appraisal will be announced by date and time.
POST-CONFERENCE PERIOD	
Within 10 working days of formal observation	Post-conference is required between appraiser and teacher within 10 days of formal observation being conducted.
END OF YEAR CONFERENCE PERIOD	
May 7, 2020 End of year conference is mandatory and will be held at least 15 days prior to the last day of Instruction.	Last day to conduct all end of year conferences and provide the written summative annual appraisal report to teachers. *Evaluations due at HR Dept. on May 29 th
NO FORMAL OBSERVATIONS/INFORMAL WALKTHROUGHS FOR DATA COLLECTION	
*On the day before or after a staff/student holiday *On the days of early release for students *On Professional Development days *On days for state mandated assessments or other standardized tests	
No Formal Observations on: Nov. 22, Dec. 2, Dec. 19, Jan. 8, Mar. 13, Mar. 23, Apr. 9, Apr. 14	
No Formal Observations on State assessment days: Dec. 9-12, Apr. 7-8 May 4-7, May 11-14 <i>Refer to testing calendar- Principals will determine which testing days affect their campuses and ensure that staff is advised that evaluations <u>will not</u> be conducted on those specific days.</i>	

Revised 5/16/2019