

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): John Cox, Deputy Superintendent for Curriculum & Instruction
Norma Serna, Federal Programs Director
Lana Harper, Staff Development & Parent Engagement Director

Briefly describe the subject of the report or recognition presentation.

Consider and take appropriate action on the request to approve the 2022-2023 Texas Teacher Evaluation and Support System (T-TESS) Appraisal Calendar and list of Appraisers subject to change.

(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
Staff Development & Parent & Family Engagement Department

MEMORANDUM

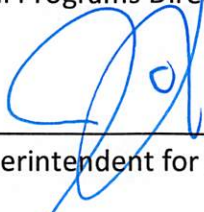
Date: Tuesday, July 26, 2022
To: Samuel Mijares, Superintendent of Schools
From: Lana Harper, Staff Development/Parent Engagement Director ~~_____~~
Subject: T-TESS Appraisal Calendar and List of Appraisers, 2022-2023

Attached for EPISD Board approval is a copy of the Eagle Pass ISD Texas Teacher Evaluation and Support System (T-TESS) Appraisal Calendar and list of Appraisers for the 2022-2023 school year. All Teachers Appraisers listed have completed Certification Requirements. The Appraisal Calendar may be subject to adjustments if necessary.

If additional information is required, please let me know.

Attachments: (2)

Approved:  7/26/22
Norma Serna, Federal Programs Director

Approved:  JUL 26 2022
John Cox, Deputy Superintendent for Curriculum & Instruction

EAGLE PASS INDEPENDENT SCHOOL DISTRICT
Texas Teacher Evaluation and Support System (T-TESS)
Appraisal Calendar
2022 – 2023

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 1, 2022 – May 26, 2023
<p style="text-align: center;">T-TESS Orientation Deadline: September 5, 2022</p> <p>(No later than the first three (3) weeks of school and at least two (2) weeks before the first observation.)</p>	<p>Teacher Orientation for teachers new to T-TESS, the District, and when district policy has changed from the last orientation.</p> <p>T-TESS Orientation – August 3, 2022</p> <p>T-TESS Orientation for New Teachers and Teachers Not New to the District.</p> <p>T-TESS Training for new teachers who did not attend the session on August 3, 2022 will be scheduled throughout the year, as needed.</p>
<p style="text-align: center;">Goal Setting and Professional Development (GSPD) Plan</p> <p style="text-align: center;">Returning Teachers Deadline: September 23, 2022</p> <p style="text-align: center;">New Teachers Deadline:</p> <p style="text-align: center;">(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 the 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 orientation.

Formal Written Observation

No observations will be conducted:

- During the first three (3) weeks after the day of completion of the T-TESS Orientation in the school years when an Orientation is required;
- During the three (3) weeks after the day of completion of the T-TESS Orientation for teachers new to T-TESS,
- During the first three (3) weeks of instruction in the school years when the 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
- During the last week of school.

Each teacher must be appraised each year except as provided in subsection (1) of § 150.1003.

The annual teacher appraisal shall include:

- At least one classroom observation of a minimum of forty-five (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 (1) week window.

<p style="text-align: center;">Walkthrough Visits</p> <p style="text-align: center;">August 22, 2022 – May 25, 2023</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 style="text-align: center;">Second Appraisal</p> <p style="text-align: center;">September 2022 – May 2023</p>	<p>The second appraisal must be:</p> <ul style="list-style-type: none"> - Scheduled within a one (1) week window. - Requested within ten (10) working days of receiving the classroom observations feedback.
<p style="text-align: center;">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 style="text-align: center;">Written Summative Annual Appraisal Report</p> <p style="text-align: center;">November 28, 2022– May 4, 2023</p> <p style="text-align: center;">Deadline: May 4, 2023</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:

Within ten (10) days of receiving an observation summary, a teacher may request a second appraiser. The Superintendent or designee shall select the second appraiser from a pre-established roster of trained appraisers.

