

Texas City Independent School District
2023-2024 T-TESS Appraisal Calendar and Appraisers

Board Approved
Date: 8-22-2023

Texas City Independent School District utilizes the Texas Teacher Evaluation and Support System (T- TESS) to evaluate teachers. According to Board Policy DNA (Legal), the District shall establish an annual appraisal calendar and identify qualified appraisers, both of which shall be approved by the Board of Trustees.

It is recommended that the Board of Trustees consider approving the 2023-2024 T-TESS Appraisal Calendar as presented.

The appraisal period for each teacher shall include all of the days of a teacher's contract.

187 Day Contract:	August 7, 2023 through May 29, 2024
193 Day Contract:	July 31, 2023 through May 30, 2024
198 Day Contract:	July 28, 2023 through June 5, 2024
212 Day Contract	July 17, 2023 through June 12, 2024
226 Day Contract:	July 1, 2023 through June 30, 2024

All teachers shall be provided a **general orientation** to T-TESS no later than the **first three weeks** of school and at least three weeks before the teacher's first observation. .

T-TESS Orientation Training: No later than September 8, 2023

Deadline to complete Goal Setting and Professional Development Plan No later than October 27, 2023

Formal observations shall be conducted during the required days of instruction for students.

<u>Formal Observations</u>	<u>Begin</u>	<u>End</u>
Returning Teachers to TCISD	October 2, 2023	May 3, 2024
New Teachers to TCISD	October 9, 2023	April 26, 2024

Dates excluded from formal observations include:

- the last instructional day before and the day after any official school holiday,
- days scheduled for end-of-semester or end-of-year examinations, and
- days scheduled for state or other standardized tests.

Artifacts will be compiled and submitted to appraiser no later than **10 days** prior to the End of the Year and Goal Setting Conference.

Deadline to submit artifacts for End of Year and Goal Setting Conference
No later than April 18, 2024

NO FORMAL OBSERVATIONS SHOULD TAKE PLACE AFTER MAY 3, 2024. The appraisal process must be completed **15 working days** before the last day of instruction for students. The exception would be a teacher who requested a second observation within ten working days after the post conference, and was entitled to another observation by a different appraiser.

End of Year and Goal Setting Conferences:
End: May 3, 2024

A teacher may request a **second appraisal** by another certified appraiser at the following times:

For Domains I, II, and III, after receiving a written observation summary with which the teacher disagrees; or

For Domain IV and for the performance of teachers' students, as defined in 19 Administrative Code 150.1001(f)(2), after receiving a written summative annual appraisal report with which the teacher disagrees.

The second appraisal must be requested within ten working days of receiving a written observation summary or a written summative annual appraisal report. A teacher may not request a second appraisal by another certified appraiser in response to a written summative annual appraisal report for the ratings of dimensions in Domains I, II, and III if those ratings are based entirely on observation summaries or written documentation already received by the teacher earlier in the appraisal year for which the teacher already had the opportunity to request a second appraisal.

All second appraisals will be performed by T-TESS certified administrative personnel not assigned to the requesting teacher's campus. The second appraiser shall make observations and walk-throughs as necessary to evaluate the dimensions in Domains I-III or shall review the Goal Setting and Professional Development Plan for evidence of goal attainment and professional development activities.

It is further recommended that the following Texas City ISD staff be approved as appraisers for the 2023-2024 school year (Appraisers subject to change during the 2023-2024 school year):

Khrystian Allen	Glenda Hardy	Angela Randall
Michael Alvarez	Marcus Higgs	Matthew Salley
Anne Anderson	Jerrell Hudson	Sherri Simmons
Shona Anderson	Lincoln Hypolite	Bobby Temple
George Bentinck	Nathan Jackson	Jerretta Temple
Kanestra Bland	Donald Jones	Sarah Tumeay
Terri Burchfield	Rachel Kauffman	Rebeca Troconis-Loreto
Carling Caldwell	Ashley Knape	Brittany Walker
Kristina Castaneda	Alexis Kopp	*Lonetta Walker
Barrett Cobb	Andrew Lockhart	Kendia Johnson-Washington
Kristen Davis	Mark Lyon	Adonnica Williams
*Sonia Davis	Jeffrey Mathis	Dottie Williams
Katasha DeRouen	Heath Maxile	Megan Willis
Jonette Douglas	Dewayne McGary	Kristen White
Debbie Fuller	*Jesse Morehead	Deborah Whittington
Anthony Furman	Keli Mullins	Andrea Zepeda
Sarah Furman	Ricky Nicholson	
Felica Garrett	Anita Oliphant	
David Graham	Wendy Patterson	
Kami Hale	Robyn Pesina	
Earl C Hall	Ruben Pesina	

* Pending verification of successful completion of T-TESS appraisal training.

** Pending Board-approval of employment and verification of successful completion of T-TESS appraisal training.