



Brownsville Independent School District Human
Resources Department
**2016-2017 Texas Teacher Evaluation and Support System (T-TESS)
Calendar**

The Appraisal Calendar:

- ✓ Shall exclude the first three weeks of instruction. Teachers will submit their professional growth plan to their appraiser for feedback and final approval during this period.
- ✓ Shall prohibit formal observations on the last day of instruction **before** any official school holiday and on the first day of instruction **after** a holiday.
- ✓ Shall provide that the appraisal process be completed 15 working days before the last day of instruction for students.
- ✓ Shall exclude days scheduled for end-of-semester or end-of-year examinations.
- ✓ Shall exclude days scheduled for STAAR, EOC, or other standardized tests.
- ✓ **NO FORMAL T-TESS OBSERVATIONS SHOULD TAKE PLACE AFTER MAY 10, 2017.**

Based on the 2016-2017 BISD School Calendar, the following dates indicate the days that formal T-TESS observations **shall not be conducted**:

Aug/Sept	August 22 - Sept. 9, 2016	First three weeks of instruction
October	October 6 - 11, 2016	Columbus Day
November	November 10 – 14, 2016	Veterans Day
November	November 18 – 28, 2016	Thanksgiving Holiday
Dec/Jan	December 20 - Jan. 5, 2017	Christmas Holiday
February	February 22 – 27, 2017	Early dismissal/Charro Days
March	March 10 – 20, 2017	Spring Break
April	April 13 – 19, 2017	Easter Holiday
May	May 25 - 30, 2017	Memorial Day

Reminders:

May 12, 2017 May 15 - June 6, 2017	Last day to complete the entire appraisal process Last 15 days of instruction to be utilized for requested second appraisals ONLY
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- ✓ All first year teachers and teachers new to the district shall be evaluated during the first semester of employment.
- ✓ **All pre-conferences, formal observations and post-conferences for all teachers shall be completed by May 10, 2017. NO FORMAL T-TESS OBSERVATIONS SHOULD TAKE PLACE AFTER MAY 10, 2017.**
The exception would be a teacher who requested a second observation within ten working days after the observation post conference, and was entitled to another observation by a different appraiser.
- ✓ **All formal written observation summaries, written summative annual appraisal reports and summative conferences shall be completed by May 12, 2017.** *The exception would be a teacher who requested a second observation within ten working days after the observation post conference, and was entitled to another observation by a different appraiser.*
- ✓ Teacher Summative Annual Appraisal Reports shall be submitted to the Human Resources Department by Thursday, **June 8, 2017.**
- ✓ **Walkthroughs** may be conducted and cumulative data may be obtained **on any day and at any time** throughout the school year.
- ✓ Any documentation that would affect a teacher’s score shall be shared with the teacher within 10 working days. A summative conference shall be conducted to advise the teacher of any change in the final observation score.
- ✓ *The implementation of T-TESS represents a commitment to continuous improvement. As a result, a professional growth plan shall be developed for all teachers.*