



**Brownsville Independent School District  
Human Resources Department  
2018-2019 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 3, 2019.**

Based on the 2018-2019 BISD School Calendar, the following dates indicate the days that formal T-TESS observations **shall not be conducted**:

Aug/Sept	August 20 - Sept. 7, 2018	First three weeks of instruction
October	October 5 - 9, 2018	Columbus Day
November	November 16 – 26, 2018	Thanksgiving
Dec/Jan	December 20 - Jan. 7, 2019	Christmas Holiday
February	February 27 – Mar. 4, 2019	Early dismissal/Charro Days
March	March 8 – 18, 2019	Spring Break
April	April 18-22, 2019	Easter Holiday
May	May 24 - 28, 2019	Memorial Day

**Teacher Goal-Setting and Professional Development (GSPD) Plan/SLO's**

All teachers, including teachers on a waiver, shall submit a GSPD plan to campus administrators by September 7, 2018 for feedback and approval. Student Learning Objectives (SLO's) should be submitted to campus administrators for approval by September 28, 2018.

*GSPD Mid-Year conference January 7-February 1, 2019      GSPD End-of-Year conference April 22-May 31, 2019  
Projected GSPD/SLO's for next school year due May 31, 2019*

**Waivers**

For teachers on a Waiver, a Waiver Form must be signed no later than September 7, 2018. An End-of-Year Conference/Performance Report should be completed by May 31, 2019. A Waiver may be rescinded by the teacher's appraiser at any time.

**Reminders**

**May 3, 2019 Last day to complete the entire appraisal process**

May 6 – May 29, 2019 Last 15 days of instruction to be utilized for requested second appraisals **ONLY**

- ✓ 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 3, 2019. NO FORMAL T-TESS OBSERVATIONS SHOULD TAKE PLACE AFTER MAY 3, 2019.** *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 3, 2019.** *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 Wednesday, **June 5, 2019.**
- ✓ **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.*

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