

| <b>T-TESS CALENDAR<br/>2026 -2027</b>                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                 |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>T-TESS Orientation Training<br/>(Required)</b>                                                                                                                                                                                                                                                                                                                   | <b>Training Date</b>                                                                                                                                                                                                                                                            |
| Initial T-TESS Orientation Training for<br>NEW Teachers (New to the district and<br>profession)                                                                                                                                                                                                                                                                     | July 23, 2026                                                                                                                                                                                                                                                                   |
| Initial T-TESS Orientation Training for<br>Late Hires                                                                                                                                                                                                                                                                                                               | Must receive T-TESS training within three weeks from hire date and at least two<br>weeks before first observation.                                                                                                                                                              |
| T-TESS Refresher Training for<br>Returning Teachers on Campus                                                                                                                                                                                                                                                                                                       | T-TESS training to be completed no later than September 3, 2026                                                                                                                                                                                                                 |
| <b>Goal-Setting and<br/>Professional Development<br/>Plan (GSPD)</b>                                                                                                                                                                                                                                                                                                | <b>Due Date</b>                                                                                                                                                                                                                                                                 |
| A goal setting and professional<br>development plan is required for a<br>teacher in the first year of appraisal<br>under T-TESS and teachers new to the<br>district.                                                                                                                                                                                                | Six weeks from the date of orientation.                                                                                                                                                                                                                                         |
| Returning teachers review the goals<br>established at the EOY Conference to<br>determine if changes are needed.                                                                                                                                                                                                                                                     | September 24, 2026                                                                                                                                                                                                                                                              |
| <b>Observation Pre-Conference<br/>and Observation</b>                                                                                                                                                                                                                                                                                                               | <b>Due Date</b>                                                                                                                                                                                                                                                                 |
| Announced Formal Observations                                                                                                                                                                                                                                                                                                                                       | May begin formal observations two weeks after orientation.                                                                                                                                                                                                                      |
| Observation Post-Conference                                                                                                                                                                                                                                                                                                                                         | Conducted within ten working days of the observation.                                                                                                                                                                                                                           |
| <b>End of Year conference and<br/>Written Summative Annual<br/>Appraisal</b>                                                                                                                                                                                                                                                                                        | <b>Due Date</b>                                                                                                                                                                                                                                                                 |
| An end of year conference shall be held<br>no later than 15 working days before<br>the last day of instruction for students.                                                                                                                                                                                                                                        | April 29, 2026                                                                                                                                                                                                                                                                  |
| Written Summative Annual Appraisal<br>(Final Observation Report)                                                                                                                                                                                                                                                                                                    | The written summative annual appraisal report (Final Observation Report) shall be<br>shared with the teacher within 10 working days following the conclusion of the EOY<br>conference but no later than 15 days before the last day of instruction.                             |
| <b>Instructional Days on which no observations are allowed due to the day before and after<br/>a holiday.</b>                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                 |
| September 3, 2026, September 8, 2026, November 19, 2026, November 30, 2026, December 17, 2026, January 5, 2027,<br>March 4, 2027, March 15, 2027<br>* No observations are allowed on days a teacher is scheduled for STAAR testing<br>* Walkthroughs may be conducted and cumulative data may be obtained on any day and at any time throughout the school<br>year. |                                                                                                                                                                                                                                                                                 |
|                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                 |
|                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                 |
| <b>Orientation</b>                                                                                                                                                                                                                                                                                                                                                  | <ul style="list-style-type: none"> <li>Teachers new to the district will be trained for T-Tess.</li> <li>All individuals appraised with T-Tess will attend T-Tess campus orientation.</li> <li>Teachers hired after August will be trained by campus administration.</li> </ul> |

|                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|----------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Teacher Goal-Setting Plan (GS) and Student Goal (SGG)</b>               | <ul style="list-style-type: none"> <li>• A completed, appraiser-approved GS &amp; SGG must be submitted by ALL teachers and reviewed at the beginning of the year conference.</li> <li>• GS and SGG will be maintained through the course of the school year by the teacher.</li> <li>• Teacher GS &amp; SGG will be reviewed with teachers at the EOY conference.</li> <li>• SGG rating will be shared with teachers at the EOY conference.</li> </ul>                                                                                                                                                                                                                   |
| <b>Pre-Conference</b>                                                      | <ul style="list-style-type: none"> <li>• The teacher will submit pre-conference documents to his/her appraiser either before or during the pre-conference.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Formal Observation</b>                                                  | <ul style="list-style-type: none"> <li>• Advance notice - provide a ten (10) working day window for observation.</li> <li>• Minimum 45 - minute observation which will include a full lesson.</li> <li>• Written summary submitted to the teacher within ten (10) working days of the formal observation.</li> </ul>                                                                                                                                                                                                                                                                                                                                                      |
| <b>Post-Conference</b>                                                     | <ul style="list-style-type: none"> <li>• The post-conference must be held no more than ten (10) working days after the formal observation.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Schedule Limitations - Review &amp; Testing Days</b>                    | <ul style="list-style-type: none"> <li>• Formal observations may NOT be held on days scheduled for end-of-semester or end-of-year examinations, or days scheduled for state-mandated assessments or other standardized tests.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Growth Plans</b>                                                        | <ul style="list-style-type: none"> <li>• T-TESS appraisals do NOT automatically trigger growth plans.</li> <li>• Professional growth plans may be established for teachers at any time throughout the year.</li> <li>• Contact HR for assistance on establishing growth plans.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Documented Walkthroughs</b>                                             | <ul style="list-style-type: none"> <li>• A minimum of two (2) documented T-TESS walkthroughs must be conducted for ALL teachers. These must be completed and inputted into TEEMS on the T-TESS walkthrough document (Minimum: one each semester)</li> <li>• Each walkthrough must be a minimum of fifteen (15) minutes in length.</li> <li>• Documentation must be shared with the teacher in writing within ten (10) days.</li> </ul>                                                                                                                                                                                                                                    |
| <b>Teacher Response/Request for a Second Appraiser</b>                     | <ul style="list-style-type: none"> <li>• A teacher may rebut in writing and/or request 2nd appraisal within 10 working days after receiving the Observation Summary Form or Summative Annual Report.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>End-Of-Year Conference</b>                                              | <ul style="list-style-type: none"> <li>• All teachers must have an End-Of-Year Conference no later than April 29, 2027.</li> <li>• Review of the appraisal data collected throughout the current school year.</li> <li>• Examine and discuss the evidence related to the teacher's performance on the four domains OR domain four of the T-TESS rubric depending on the type of teacher appraisal.</li> <li>• Review Goal-Setting and Professional Development Plan and Plan for following school year.</li> <li>• Review Student Growth Goals, student trackers and SGG rating rubric - add to T-TESS summative report.</li> </ul>                                       |
| <b>Summative Annual Report and Conference</b>                              | <ul style="list-style-type: none"> <li>• Teachers may waive the summative conference IF no new evidence is provided and signatures are obtained at the end-of-year conference.</li> <li>• Any piece of evidence/documentation shared with the teacher in writing within ten (10) days can be used as documentation/evidence.</li> <li>• The summative report shall be shared with the teacher within 10 working days following the conclusion of the EOY conference.</li> <li>• The summative conference must be held no later than 15 working days before the last days of instruction - April 30, 2026.</li> <li>• Printed, signed copies uploaded in TEEMS.</li> </ul> |
| <b>Librarians, Counselors, Nurses, and Other Educational Professionals</b> | <ul style="list-style-type: none"> <li>• Do not use the T-TESS instrument and must be evaluated annually, per Board policy.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |