

# Killeen ISD 2018-2019 T-TESS Calendar

## Legend

- Exchange Day..... ◆
- Reporting Period Begins/Ends ..... +
- Staff and Student Holiday ..... ■
- Professional Learning or  
Workday / Student Holiday..... ▼
- Student Early Release Day ..... ◐
- Non-observation Days..... X
- T-TESS Orientation ..... ★

The 2018-2019 appraisal year begins on August 7, 2018, and ends on May 31, 2019. The first contract day for teachers is August 7, 2018.

Observations should be excluded for one day prior to and one day following any campus-specific EOC testing. This applies only to those teachers whose students are being tested.

In addition to holidays, the following days are also excluded from observations:

- |                          |                |
|--------------------------|----------------|
| August 27 - September 10 | January 18     |
| October 5                | February 15    |
| November 9               | March 8        |
| November 16              | April 18       |
| December 21              | May 9 - May 30 |

Per TEC§150.1007(a), **ALL** teachers hired after August 24, 2018, must attend District T-TESS orientation no later than 3 weeks after their first day on contract AND at least 2 weeks prior to their first formal observation. Principals are responsible for assuring that all teachers new to their campus attend the first available orientation. Unless otherwise noted, orientation will be on the 1st Tuesday of each month. **See star (★) on calendar.**

Appraisals for teachers recommended for contract nonrenewal must be completed and turned in to Human Resources prior to the Board meeting in March.

End-of-year conferences will be held in April, with April 24, 2019, being the last day. Second observations may be done after April 24, if necessitated by teacher action or special circumstances. Second end-of-year conferences, if necessary, may be held after April 24, 2019, as needed. The last contract day for all teachers (except those with extended contracts) is May 31, 2019. The appraisal period for all teachers covers all days of their contract.

AUGUST '18						
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SEPTEMBER '18						
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OCTOBER '18						
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NOVEMBER '18						
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DECEMBER '18						
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JANUARY '19						
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FEBRUARY '19						
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MARCH '19						
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APRIL '19						
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MAY '19						
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JUNE '19						
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JULY '19						
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# T~TESS Scope and Sequence

Appraisers shall provide teachers with access to the T-TESS Appraisal Calendar and KISD Local Guidelines at the beginning of the school year or within the first 3 weeks of employment

Collection of documentation begins the first day of a teacher's contract

Teachers hired before April 2 will attend T-TESS Orientation no later than 3 weeks after their first day on contract (see T-TESS Calendar) and at least 2 weeks before the teacher's first formal observation.

**TEC §150.1003, KISD Local Guidelines II.**

For teachers in their first year of appraisal under T-TESS (to include work agreement teachers from the previous school year), Goal Setting and Professional Development documents (GSPD - Professional Goal *and* Student Growth Goal) shall be discussed in a one-on-one conference and submitted to the appraiser for approval within the first eight (8) weeks from the day of completion of T-TESS Orientation. GSPD shall be maintained by the teacher throughout the year to track progress.

For KISD teachers appraised with *all* components of T-TESS in the previous school year, the Goal Setting and Professional Development documents (GSPD - Professional Goal *and* Student Growth Goal) should be revised as needed and submitted to the appraiser within the first eight (8) weeks of instruction. GSPD shall be maintained by the teacher throughout the year to track progress.

The performance of teachers' students is how the individual teacher's students progress academically in response to the teacher's pedagogical practice is measured at the individual teacher level by one or more student growth measures (§150.1001 issued under the Texas Education Code §21.351 and §21.352).

**TEC §150.1003, KISD Local Guidelines III.**

Pre-observation conferences conducted for all appraised teachers

Two walkthroughs conducted for all teachers each nine weeks

Classroom observations scheduled by date and time

Observation post conferences conducted for all appraised teachers within 10 working days after the observation

Written observation summary report shared with teachers *only* AFTER a discussion of area(s) for reinforcement and area(s) for refinement and within 10 working days after the completion of an observation

Written summative annual report shared with teachers within 10 working days of the conclusion of the end-of-year conference, but no later than fifteen (15) working days before last day of instruction for students

All other teachers complete end of year goal reflection and discuss in end-of-year conferences conducted by April 24  
**TEC §150.1003, KISD Local Guidelines III.**

Requests for second appraisals submitted, following procedures  
**TEC §150.1005, KISD Local Guidelines V.**

★ **Note:** Intervention plans may be developed at any time at the discretion of the certified appraiser when the certified appraiser has documentation that would potentially produce an evaluation rating of "below expectations" or "improvement needed".  
**KISD Local Guidelines VI.**