Midlothian ISD
T-TESS Appraisal Handbook
2023-2024

MISD T-TESS Certified Campus Appraisers – 2023-2024

BAXTER ELEMENTARY SCHOOL
Trina Silmon, Principal
Shana Malone, Assistant Principal

COLEMAN ELEMENTARY SCHOOL
Kara Wendel, Principal
Hank Pendley, Assistant Principal

IRVIN ELEMENTARY SCHOOL
Khourie Jones, Principal
Christy Shelton, Assistant Principal

LONGBRANCH ELEMENTARY SCHOOL
Hollye Walker, Principal
Jonathon Pollard, Assistant Principal

McCLATCHEY ELEMENTARY SCHOOL
Alisha Cunningham, Principal
Bradley Pennington, Assistant Principal

MILLER ELEMENTARY SCHOOL
Katie Bergvall, Principal
Candace Burke, Assistant Principal

MT. PEAK ELEMENTARY SCHOOL
Adam Henke, Principal
Tiffany Peterman, Assistant Principal

VITOVSKY ELEMENTARY SCHOOL
Napoleon Levia, Principal
Amber Hollins-Johnson, Assistant Principal

DIETERICH MIDDLE SCHOOL
Cassandra Ricks, Principal
Sherise Webster, Assistant Principal
Joseph Kelly, Assistant Principal

FRANK SEALE MIDDLE SCHOOL
Alanna Lewellen, Principal
Megan Pearson, Assistant Principal
Cesar Qunitero, Assistant Principal

WALNUT GROVE MIDDLE SCHOOL
Carly Woolery, Principal
David Fontenot, Assistant Principal
Natalie Dennington, Assistant Principal

THE MILE - LEAP/DAEP
Dr. Shannon Blake, Principal

HERITAGE HIGH SCHOOL
Ketura Madison, Principal
Amanda Brown, Assoc. Principal - Instruction
Jimmy Spradley, Assoc. Principal - Operations
Kecia Wright, Assistant Principal
Jeremy Dearborn, Assistant Principal

MIDLOTHIAN HIGH SCHOOL
Dr. Amanda Rodgers, Principal
Caty Dearing, Assoc. Principal - Instruction
Chris Cravey, Assoc. Principal - Operations
Brett Ratzlaff, Assistant Principal
Christopher Foster, Assistant Principal
Jennifer Yeaney, Assistant Principal

MISD T-TESS Certified Central Office Appraisers – 2023-2024

Shelle Blaylock, Chief Academic Officer
Dr. Aaron Williams, Chief Human Capital Officer
Tamela Crawford, Executive Director of Human Resources
Becki Krsnak, Executive Director of Curriculum and Instruction
Krista Tipton, Executive Director of Administration and Student Services
Ray Borden, Executive Director of Leadership Development
Shannon Thompson, Executive Director of Specialized Learning
Kris Vernon, Director of CTE
Holly Thomas, Director of Fine Arts
Suzanne Wyatt, Director of Specialized Learning
Shelle Hubbard, Coordinator of Science grades k-12
Lauren Benner, Coordinator of Elementary ELAR
Alli Neff, Coordinator of Secondary Math
Jennifer Reed, Coordinator of Elementary Math
Yanesha Yusuf, Coordinator of ELAR/LMS/Mentoring

Appraisal Schedule - MISD Administrative Regulations – 2023-2024

ANNUAL APPRAISAL

District teachers, including those who are eligible for a local designation under the Teacher Incentive Allotment shall be appraised annually.

Teachers who have received a designation as recognized, exemplary, or master under the Teacher Incentive Allotment shall be eligible for data-capture annually for the purpose of increasing their local designation level and shall continue to be appraised annually. The teachers in the following areas will be evaluated annually as a TIA data-capture group:

- Kindergarten – 1ˢᵗ Grade Reading
- 2ⁿᵈ – 8ᵗʰ Grade Reading, Math, Science
- English I
- English II
- Algebra I
- Geometry
- Biology

Teachers who are eligible for less frequent evaluations in accordance with law [see DNA(LEGAL)] and the local criteria established in this policy shall be appraised in accordance with the provisions below.

EXCEPTION - LESS THAN ANNUAL APPRAISALS (CYCLE B/C)

In addition to meeting the eligibility requirements in state rules (including written consent), to be eligible for less-than-annual evaluations under the T-TESS, a teacher shall:

1. Be employed on an educator term contract;
2. Hold SBEC Certification;
3. Have served at the current campus for at least one year;
4. Received summative ratings of at least Proficient on nine of the sixteen dimensions and did not identify any areas of deficiency, defined as rating of Improvement Needed or its equivalent, on any of the sixteen dimensions identified in 19 Administrative Code 150.1002(a) or the performance of teachers' students, as defined in 19 Administrative Code 150.1001(f)(2);
5. Not be in an eligible data-capture group to be evaluated for local designation under the Teacher Incentive Allotment; and
6. Not employed on a DOI local certification.

A teacher who receives a local designation of recognized, exemplary, or master under the Teacher Incentive Allotment may opt out of annual appraisals for a period of time as described in DNA(LEGAL). Until such time, the teacher shall be required to participate in another data-capture group.

FREQUENCY OF LESS-THAN-ANNUAL APPRAISALS

Eligible teachers shall be appraised every three years.

During any school year when a complete appraisal is not scheduled for an eligible teacher, either the teacher or the principal may require that an appraisal be conducted *(no matter what cycle the teacher is on)* by providing written notice to the other party.

A teacher's supervisor shall have the authority to return a teacher to the traditional appraisal cycle as a result of performance deficiencies documented in accordance with state rule.

ANNUAL REVIEW PROCESS OF LESS-THAN-ANNUAL APPRAISALS
19 TAC 150.1003(l)

In the years in which a T-TESS appraisal is not scheduled for an eligible teacher, the teacher shall participate in an annual review process that includes:

1. The Goal-Setting and Professional Development Plan (GSPD) process;
2. The performance of teachers' students (SLO), as defined in 19 Administrative Code 150.1001(f)(2); and
3. A modified end of year conference that addresses:
   a. The progress of the Goal-Setting and Professional Development Plan (GSPD);

   b. The performance of teachers' students (SLO), as defined in 19 Administrative Code 150.1001(f)(2); and

   c. The following year's Goal-Setting and Professional Development Plan.

The EOY summative shall produce a written document to be presented to the teacher, signed by the teacher and supervisor, and maintained in the personnel file.

REQUEST FOR SECOND APPRAISAL - See DNA (LEGAL)

TEACHER RESPONSE AND REBUTTAL - See DNA (LEGAL)

T-TESS Appraisal Calendar - Probationary & Term Contract Employees

T-TESS Appraisal for Probationary Contract Employees:
First year (new to profession) teachers on a probationary contract must be evaluated by the campus principal or associate principal of instruction. New to district/campus probationary contract teachers with two or more years of experience can be appraised by the campus assistant principal or principal. Once on a term contract, an employee is eligible to join the 3-year T-TESS cycle according to the last digit of birth year. If an assistant principal is evaluating any teacher at any time and has a concern, it is expected that the campus principal will conduct at least 1 walkthrough on that teacher, no matter who the assigned appraiser is for that year.

T-TESS Appraisal for Term Contract Employees for Eligible Teachers:

	Cycle A - *Term contract teacher with a birth year ending in 0, 1, 2*	**Cycle B -** *Term contract teacher with a birth year ending in 3, 4, 5*	**Cycle C-** *Term contract teacher w/ a birth year ending in 6, 7, 8, 9*
2023-2024	**Formal Appraisal for birth year ending:** **0, 1, 2** Formal Appraisal includes: - PreConf; Observation Cycle; PostConf - GSPD Plan; - Documented Walk-throughs (3 total; one each quarter and summative in last quarter) - Student Growth Measure - SLO - EOY Conf for Summative & SLO	**No formal appraisal, but process does include:** - GSPD Plan; - Documented Walk-throughs (3 total; one each quarter and summative in last quarter) - Student Growth Measure - SLO - Modified EOY Conf/Conversation for SLO	**No formal appraisal, but process does include:** - GSPD Plan; - Documented Walk-throughs (3 total; one each quarter and summative in last quarter) - Student Growth Measure - SLO - Modified EOY Conf/Conversation for SLO
2024-2025	**No formal appraisal, but process does include:** - GSPD Plan; - Documented Walk-throughs (3 total; one each quarter and summative in last quarter) - Student Growth Measure - SLO - Modified EOY Conf/Conversation for SLO	**Formal Appraisal for birth year ending: 3, 4, 5** Formal Appraisal includes: - PreConf; Observation Cycle; PostConf - GSPD Plan; - Documented Walk-throughs (3 total; one per quarter, summative-last quarter) - Stu. Growth Measure-SLO - EOY Conf for Summative & SLO	**No formal appraisal, but process does include:** - GSPD Plan; - Documented Walk-throughs (3 total; one each quarter and summative in last quarter) - Student Growth Measure - SLO - Modified EOY Conf/Conversation for SLO
2025-2026	**No formal appraisal, but process does include:** - GSPD Plan; - Documented Walk-throughs (3 total; one each quarter and summative in last quarter) - Student Growth Measure - SLO - Modified EOY Conf/Conversation for SLO	**No formal appraisal, but process does include:** - GSPD Plan; - Documented Walk-throughs (3 total; one each quarter and summative in last quarter) - Student Growth Measure - SLO - Modified EOY Conf/Conversation for SLO	**Formal Appraisal for birth year ending: 6, 7, 8, 9** Formal Appraisal includes: - PreConf; Observation Cycle; PostConf - GSPD Plan; - Documented Walk-throughs (3 total; one each quarter and summative in last quarter) - Student Growth Measure - SLO - EOY Conf for Summative & SLO

NOTE: Cycles rotate on a three-year basis+

2023-2024 Appraisal Calendar
Texas Teacher Evaluation Support System (T-TESS)

Month	Action	Person(s) Responsible	Required Document
June - August	Returning administrators must successfully complete TTESS Recertification prior to school starting Go to https://www.teachfortexas.org/Default > Appraisers > Certification Test (then login)	District and Campus Administration	T-TESS Recertification Certificate Email cert to Tamela.crawford@misd.gs
August	**New to District - Teacher Training for T-TESS** - Provided by District and conducted at NTO on **8/3/23** 1-3pm at LBES (elementary teachers) and MHS (secondary teachers).	Assistant Principals	T-TESS Training Materials Sign-in and document in Eduphoria Strive for credit
	TTESS refresher training (1 hr) - Not later than the first three weeks of school and at least two weeks before the first observation - Training materials on TTESS - Login > Appraiser > Orientation Materials > Teacher Refresher ● Provided to all new hires already have full TTESS training and returning teachers. ○ Campus may allow those teachers that received initial TTESS on 8/3/23 to work in classrooms during this refresher.	Campus Administrators	Sign-In and document in Eduphoria Strive for credit
	Pre-Observation Conferences for full T-TESS Cycles **(Beginning 8/28/2023)** A pre-conference must be held prior to a formal observation	Appraiser schedules conference	Observation form on Eduphoria Strive.
September	For Term Teachers on Cycle B and C and non-TIA eligible, T-TESS cycle waiver submission due by **9/11/2023**.	Campus Administrators & Teacher	T-TESS Cycle Waiver
	Returning Teachers submit new goal & complete GSPD plan by **9/21/2023** (w/in first 6 weeks) New Teachers have goal setting meeting with appraiser by **9/21/2023** (w/in first 6 weeks)	Appraiser Teacher	T-TESS Goal Setting form on Eduphoria Strive.
	"Late hires" complete training/procedure review within 3 weeks of their start date. "Late hires" Goal setting conference with appraiser conducted within 6wks after TTESS training. "Late hires" observation cycle may begin 2 weeks after their TTESS orientation.	District Admin/APs Teachers needing TTESS training	T-TESS Training Materials
October	SLO submission in Eduphoria Strive by **10/12/2023** (end of first 9 weeks)	Appraiser Teacher	SLO in Eduphoria Strive

Month	Action	Person(s) Responsible	Required Document
September – March	Artifacts of evidence for Domain 4 should be collected throughout the year in preparation for end of year conferences that will be held in April and May (**Ongoing**)	Teacher collects and completes evidence	Teacher artifacts
	One (!) Formal Observation for full T-TESS Cycle (45 min. **minimum**) will be conducted - complete a lesson cycle. (**Observation window 2 weeks after T-TESS training-4/25/2024**). Three (3) Informal Observations / Walkthroughs - 1 each quarter (15 min. minimum) (**Walk-through window 8/16/2023-5/23/2024**) M.O.Y. SLO process check-in conference with teachers (January/February)	Appraiser conducts observation and completes form. Teacher signs form	T-TESS Observation Rubric (Domains 1-3) in Eduphoria Strive
March - May	Teacher shares artifacts and evidence with the appraiser at least **5 days prior** to the End of Year Conference.	Teacher	Options: Upload artifacts in Eduphoria Strive as attachments or share in Google Drive to appraiser
	Teacher completes the Teacher Self-Assessment and Goal Setting Part 2 and Professional Development Plan prior to End of Year conference. Identify potential goals and professional development activities for the next school year. E.O.Y. SLO conference within summative.	Teacher	Teacher Self-Assessment and Goal Setting Form in Eduphoria Strive
April & Early May	**TEC §150.1003. Appraisals, Data Sources, and Conferences.** ● *End of Year/Summative Conferences must occur no later than 15 working days before the last day of instruction for students (**no later than 5/2/24**) ● Written summative annual appraisal report to be provided to the teacher within 10 working days of the conclusion of the End of Year conference and no later than 15 working days before the last day of instruction for students (**if you do a summative ON the deadline date of 5/2/24, the written report is ALSO due that same day to meet the rule requirement**). * Note: Per DNA(Legal), any documentation collected after the end-of-year/summative conference but before the end of the contract term during one school year may be considered as part of the appraisal of a teacher. If the documentation affects the teacher's evaluation in any dimension, another summative report shall be developed to inform the teacher of the changes.	Appraiser schedules conference and completes form. Teacher signs form	T-Tess Summative Form (Domains 1-4) in Eduphoria Strive
June	Campus principal ensures all summatives/evaluations are completed and entered in Eduphoria Strive by **6/2/24.**		

It is the teacher's responsibility to electronically sign required forms in Eduphoria Strive within specified timelines.

Teacher Appraisal Timeline

IMPORTANT DATES
- **8/15/23 to 5/23/24** - Walkthrough Window for All Teachers
- **9/11/23** - Deadline to turn in T-TESS Cycle Waiver for term teachers on Cycle B and C and non-TIA eligible
- **8/28/23 -** Deadline to train new hires on T-TESS (either refresher or full training)
  - *If late hire, must receive T-TESS training within 3 weeks from hire date & at least 2 weeks before formal observation.
- **8/28/23 to 4/25/24 -** Observation cycle window
- **9/21/23**- Deadline for **ALL** teachers to submit new goal and GSPD plan in Eduphoria Strive
- **10/12/23** - SLO Submission Deadline
- **4/25/24** - Formal Observation Window ENDS
- **April and Early May** - Timeframe for Summative Conferences and Written Reports
  - Teachers shall share artifacts & evidence to the Appraiser at least 5 days before EOY Conf/Summative
- **5/2/24 -** Last eligible day for End of Year Conference **AND** Written Summative Report
  - End of Year/Summative Conferences must occur no later than 15 working days before the last day of instruction for students
  - Written summative annual appraisal report to be provided to the teacher within 10 working days of the conclusion of the End of Year conference **AND** no later than 15 working days before the last day of instruction for students **(if you do a summative ON the deadline date of 5/2/24, the written report is ALSO due that same day to meet the rule requirement).**
- **5/23/24** - Walkthrough Window ENDS - All staff required to have a MINIMUM of 3 Walkthroughs
- **6/3/24** - Campus principal ensures all summatives/evaluations are entered in Eduphoria Strive.

OBSERVATION EXCLUSION DATES

No formal observations to take place on any of the following days that fall within the observation window:

● September 5 ● October 17 ● November 16 ● December 21	● January 9 ● January 16 ● February 21 ● March 7

No observations are allowed on days a teacher is scheduled for STAAR testing.

Walkthroughs may be conducted and cumulative data may be obtained on any day and any time throughout the school year.

Sample **Cycle A Teacher: T-TESS Teacher with T-TESS Framework**

FORMAL OBSERVATION YEAR

I. Goal Setting & Professional Development Plan completed by teacher and put into Eduphoria Strive by date set by district (late September)

II. SLO forms completed in Edugence by date in mid-October set by district (within first 6-9 weeks of school)

III. **Documented Walkthroughs:**
   A. A minimum of **three (3)** documented walkthroughs must be conducted on **ALL** teachers.
   B. Each walkthrough must be a minimum of **fifteen (15) minutes** in length.
   C. Documentation should be shared with the teacher within ten (10) days.

IV. **Pre-Conference:** The teacher will turn in a pre-conference document to his/her appraiser within 3-5 days prior to the observation window.

V. **Formal Observation:**
   A. Minimum **45 minutes** - needs to be a full lesson cycle
   B. Written summary within **ten (10)** working days
   C. Advance notice - provide a window for the teacher to pick a date and time.

VI. **Post-Conference:** The Post conference must be held no more than **ten (10)** working days after the formal observation.

VII. **Summative Annual Report and EOY Conference**
   A. The summative annual report in Eduphoria Strive should not be scored prior to the EOY conference - Teacher will provide artifacts and evidence for Domain IV at this time.
   B. The EOY conference must be held no later than **15 working days** before the last day of instruction.
   C. The summative annual report is scored in Eduphoria Strive after the EOY conference and teacher signature is obtained within **10 working days** from the EOY conference.

Sample Cycle B & C Teacher: Waiver-year T-TESS Teacher - T-TESS Framework

Steps with Their Tasks	Details
Submit Waiver	Due by district date set
Goals for the Year: ● Goal Setting & Professional Development Plan in Eduphoria Strive ● **1** goal	Submission of goals is due by September date district sets
Student Performance Monitoring ● **1** SLO (Student Learning Objective) Process in Eduphoria Strive	Submission of the SLO is due by October date district sets (within first 6-9 weeks)
Walkthroughs ● At least **3** Walkthroughs (at least one each quarter)	Walkthrough templates in Eduphoria Strive Any walkthrough combinations of appraisers count
End of Year Conference ● End of Year conference to discuss goal setting (refinement/reinforcement from previous full observation) ● End of Year conference to discuss SLO ● Development of new goals and PD plan for following year	End of Year conference is due **15 days** before last day of school Summative report is due to teacher **10 days** after Year-end review

MIDLOTHIAN ISD
T-TESS Waiver of Formal Appraisal

As permitted by state law and within the criteria established by Board policy DNA(LEGAL & LOCAL), I agree to be appraised on a less-than-annual basis.

I understand that I will be appraised at least once within each 3-year period in accordance with Board policy.

I understand that during any school year in which I am not scheduled for an appraisal under the Teacher Evaluation and Support System (T-TESS), either my principal or I may require that an appraisal be conducted by providing written notice to the other party.

I understand that during my waiver process, I will continue to participate in Goal-Setting & Professional Development Plan, Walkthroughs, student growth process (SLO), and end of year conference.

Campus: _____

Teacher's name (print):   _____

Teacher's signature: _____   Date: _____

Principal's name (print):_____

Principal's signature: _____   Date: _____

****
Requirements for Cycle Waiver
> In addition to meeting the eligibility requirements in state rules (including written consent), to be eligible for less-than-annual evaluations under the T-TESS, a teacher shall:

1. Be employed on an educator term contract;
2. Have served at the current campus for at least one year; and
3. Received summative ratings of at least Proficient on nine of the sixteen dimensions and did not identify any areas of deficiency, defined as rating of Improvement Needed or its equivalent, on any of the sixteen dimensions identified in 19 Administrative Code 150.1002(a) or the performance of teachers' students, as defined in 19 Administrative Code 150.1001(f)(2).

4. Not be in an eligible data-capture group to be evaluated for local designation under the Teacher Incentive Allotment.

    A teacher who receives a local designation of master under the Teacher Incentive Allotment may opt out of annual appraisals for a period of time as described in DNA(LEGAL) not to exceed three (3) years.

Eligible teachers shall be formally appraised every three years.

During any school year when a complete appraisal is not scheduled for an eligible teacher, either the teacher or the principal may require that an appraisal be conducted by providing written notice to the other party.

A teacher's supervisor shall have the authority to return a teacher to the traditional appraisal cycle as a result of performance deficiencies documented in accordance with state rules.

Goal Setting Tidbits

T-TESS is intended to promote continuous, professional improvement and you can see that in the Goal Setting and Professional Development Plan.

The first step in T-TESS is a goal setting meeting with your appraiser. The conference is intended to review student data and professional goals of the teachers. Actions to accomplish this goal should be discussed.

After the goal setting conference, the teacher should develop their own Goal Setting and Professional Plan. This plan must be approved by your appraiser and has to be completed and turned in no later than the sixth week after a teacher receives T-TESS orientation training.

The Goal Setting and Professional Development Plan should be updated by the teacher throughout the year. Sometimes, goals need to be adjusted and that is allowable. It is best to keep the appraiser informed of what is occurring with the plan throughout the year.

Here is a resource for the Goal-Setting and Professional Development Plan including examples:
https://teachfortexas.org/Resource_Files/Evaluation_Process/GSPD_Sample_Document.pdf

T-TESS Goal-Setting Tip #1: Be realistic in your goal setting. It is great to have those "reach" goals but make sure what you develop is workable. Remember, not all "professional development" activities need to be the "sit and get" kind. It could include working with colleagues or other district professionals in a more informal setting.

Teacher Appraisal Calendar for Staff 2023-2024

8/15/23-5/23/24 - Walkthrough Window for All Teachers

9/11/23 - Deadline to turn in T-TESS Cycle Waiver for term teachers on Cycle B and C and non-TIA eligible

8/28/23 - Deadline to train new hires on TTESS (either refresher or full training)
> *If late hire, must receive T-TESS training within 3 weeks from hire date & at least 2 weeks before formal observation.*

8/28/23 to 4/25/24 - All current employees - Observation cycle window

9/21/23- Deadline for All teachers to submit new goal pertaining to Capturing Kids' Heart and GSPD plan in Eduphoria Strive
- When entering a goal, type the current school year **BEFORE** the goal statement.
  - EX: **23-24** Utilize the social contract to reinforce and redirect student behaviors as needed during each school day.

10/12/23 - SLO Submission Deadline
- When entering a goal, type the school year, grade level, and content area **BEFORE** the goal statement.
  - EX: **23-24 6th grade math** 90% of student group will generate equivalent forms of fractions, decimals, and percents using real-world problems, including problems that involve money (TEK 6.4 G)

April and Early May - Timeframe for Summative Conferences and Written Reports

5/2/24 - Last eligible day for End of Year Conference AND Written Summative Report
- End of Year/Summative Conferences must occur no later than 15 working days before the last day of instruction for students (no later than 5/2/23)
- Written summative annual appraisal report to be provided to the teacher within 10 working days of the conclusion of the End of Year conference and no later than 15 working days before the last day of instruction for students (if you do a summative ON the deadline date of 5/2/23, the written report is ALSO due that same day to meet the rule requirement).

6/3/24 - Campus principal ensures all summatives/evaluations are in Eduphoria Strive.

Formal Observation Exclusion Dates:
- September 5
- October 17
- November 16
- December 21
- January 9
- January 16
- February 21
- March 7

No observations are allowed on days a teacher is scheduled for STAAR testing.

Walkthroughs may be conducted and cumulative data may be obtained on any day and any time throughout the school year.

T-TESS Resources

Need help with Eduphoria Strive?

- [Lifecycle of a Goal](#)
- [Create and Submit a Professional Goal](#)
- [Create and Submit a SLO](#)
- [Using Strive & Aware for Tracking SLO Goals](#)
- [Upload Document Evidence](#)
- [Add Evidence of Growth to a Goal](#)
- [Attach a Student Portfolio to a SLO Goal](#)
- [Approving Staff Goals](#)
- [Archiving Old Goals](#)
- [Signing Strive Documents Electronically](#)
- [CKH & TTESS Alignment Chart](#)

Student Learning Objective Resources
- [SLO Process Overview](#) - TEA Resource
- [SLO Resources from TEA](#)
- [SLO Writing for DAEP Teachers](#)