



## Human Resources Department

### 2020-2021 Texas PRINCIPAL Evaluation and Support System (T-PESS)

### Appraisal Calendar

- ✓ *Process and documentation will be housed in Eduphoria*
- ✓ *For a complete reference guide, please refer to [www.tpass.org](http://www.tpass.org)*
- ✓ *Applies to employees evaluated with T-PESS*

| Activity                                             | Due By                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Orientation                                          | <p>Prior to or in conjunction with the pre-evaluation conference when:</p> <ol style="list-style-type: none"> <li>1. The principal is new to the district;</li> <li>2. The principal has never been appraised under the T-PESS; or</li> <li>3. District policy regarding principal appraisal has changed since the last time the principal was provided with an orientation to the T-PESS.</li> </ol> <p>The principal orientation shall include all state and local appraisal policies and the local appraisal calendar.</p> |
| Self-Assessment Goal Setting                         | One Week Prior to Goal Setting Conference                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| (Self-Assessment Form & BOY Goal Setting Form)       | One Week Prior to Goal Setting Conference                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| BOY Goal Setting / Refinement Conference             | September 25, 2020                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| School Site Visits / Informal Assessment             | Ongoing                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Mid-Year Conference                                  | Prior to End of School Year, TBD by Appraiser                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| (Mid-Year Progress Toward Goal Attainment Form)      | One Week Prior to Mid-Year Conference                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Artifacts and Evidence Identification and Collection | June 25, 2021                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| EOY Conference                                       | June 25, 2021                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| (Summary Rating Form & EOY Attainment Form)          | One Week Prior to Conference                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Final Evaluation and Goal Setting                    | June 25, 2021<br>(Once all data has been received and analyzed)                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

### San Benito Schools - A Consolidated Independent School District

*It is the policy of the San Benito CISD not to discriminate on the basis of race, color, national origin, gender or disability in its educational and Career and technology programs, services or activities as required by Title VI of the Civil Rights Act of 1964.*

*Board Approved 09.08.2020*