



Hitchcock Independent School District

Dr. Darryl J. Henson
Interim Superintendent
409-316-6545 ext 1501
dhenson@hitchcockisd.org

2025-2026

Hitchcock ISD Qualified T-TESS Appraiser List

Suzette Neeley

Donette Line

Jon Reese

Elena Trevino

Holly Chester

Dr. Tamikia Greene-Chavis

Rodolfo Martinez

Kirsten Westbrook

Corie Jamison

Lynelle Rutledge

Dr. Keri Launius

Patrick Faour

APPENDIX IV

Hitchcock Independent School District

2025-2026 Hitchcock ISD Appraisal Calendar

ACTIVITY	TASK	TIME FRAME
<p>Teacher Orientation</p>	<p>A school district shall ensure that a teacher is provided with an orientation of the Texas Teacher Evaluation & Support System no later than the final day of the first 3 weeks of school.</p>	<p>July 29, 2025 – August 30, 2025</p>
<p>Professional Growth Plans</p>	<p>Review (if applicable) professional growth plans from the 2024-2025 school year</p>	<p>September 5, 2025</p>
<p>Observations</p>	<ul style="list-style-type: none"> • One (1) classroom observation of a minimum of 45 minutes • Written summary shall be shared within 10 days of the observation and entered into Eduphoria - Strive. • Certified appraiser will schedule appraisal with a one (1) day window. • By written mutual consent from the teacher and appraiser, the required minimum 45-minute observation may be conducted in shorter time segments. Time must aggregate to at least 45 minutes. 	<p>September 16, 2025 - April 30, 2026</p>
<p>No Appraisal Dates</p>	<p>In accordance with the District calendar, no appraisal shall be conducted the day before, on, or after STAAR testing or holidays. EXCEPTION: Appraisal or walk-throughs may be held before or after STAAR if campus does NOT administer STAAR or recognizes Early Release Day.</p>	<p>August 13, through September 15, 2025. October 13 & 17, 2025 STAAR Test Administration days Dec. 2 – 12 (HHS Only) Nov. 21, & Dec. 1, 2025 Dec. 19, 2025</p>

<p>No Appraisal Dates</p>		<p>January 6, 2026 January 16 & 20, 2026 March 6 & 17, 2026 STAAR Test Administration days during (STAAR RLA & ELA) April 8, 9, 14, 2026 (STAAR 5&8 SCI & SS Bio & US Hist) April 14 – 15, 2026 (STAAR 3-8 Math, Alg. 1 EOC) April 21-23, 2026</p>
<p>Professional Learning Visits</p>	<ul style="list-style-type: none"> • PL Visits (5-10 minutes) are unannounced. • Teacher are required to have a minimum of four walkthroughs a year. • Walk-through data and documentation shall be shared with the teacher within ten (10) days. • PL Visits will be entered into Eduphoria - Strive 	<p>August 13, 2025 - May 21, 2026</p>
<p>Observation Post Conference</p>	<ul style="list-style-type: none"> • Shall be conducted within ten (10) working days after the observation • Is diagnostic and prescriptive in nature • Includes a written report of the rating of each dimension observed • Can allow for, at the discretion of the appraiser, a revision to an area of reinforcement or refinement 	<p>TBA</p>
<p>Cumulative Data</p>	<ul style="list-style-type: none"> • Written documentation collected regarding job-related teacher performance in addition to formal teacher observation • The certified appraiser is responsible for documentation of the cumulative data • Third party cumulative data shall be verified and documented by the certified appraiser • Cumulative data that will influence the teacher's summative annual appraisal report MUST be shared with the teacher in writing, within ten (10) working days. • Principal shall be notified in writing of cumulative data when the appraiser is not the teacher's principal. 	

<p>Appraisals, Data Sources & Conference</p>	<ul style="list-style-type: none"> • Goal-Setting & Professional Development Plan • GSPD Conference - Required for a teacher in the first year of appraisal under T-TESS or teachers new to the district. Entered into Eduphoria – Strive After a teacher's 1st year under T-TESS, an observation pre-conference is <u>conducted prior to announced observations</u> 	<p>September 9, 2025</p>
<p>PRINCIPALS</p>	<ul style="list-style-type: none"> • Notification of <i>possible</i> contractual difficulty personnel to Superintendent and HR Coordinator. 	<p>November 12, 2025</p>
<p>All Probationary Contract Employees</p>	<p>Probationary contract employees will have their formal observation completed.</p> <p>Initiate Professional Growth Plan if needed.</p>	<p>December 12, 2025</p>
<p>PRINCIPALS</p>	<p>Professional Growth Plan</p> <ul style="list-style-type: none"> • Conferences conducted and plan signed by appraiser and teacher. 	<p>December 18, 2025</p>
<p>PRINCIPALS</p>	<p>Meetings of appraisers with Superintendent to review all documentation for individuals on <i>possible</i> contractual difficulty status.</p> <p>PROFESSIONAL GROWTH PLANS MUST BE IN PLACE NO LATER THAN DECEMBER 13, 2025</p>	<p>January 6-16, 2026</p>

PRINCIPALS & COORDINATORS	MID-YEAR CONFERENCES Meet to discuss professional development activities, PL Visits, & cumulative data.	February 6, 2026
HUMAN RESOURCES	Assignment Change Requests (Employee Transfers) Sign-up Time Period	March 2, 2026 - March 27, 2026
Probationary Professional Growth Plans	Growth Plans for probationary contract employees. Completed	March 6, 2026
Probationary Employee Post Conferences	Last day to hold a Post Conference for PI-P3 probationary employees that you anticipate recommending for non-renewal.	March 6, 2026
HUMAN RESOURCES	Administrator Contracts taken to the Board	March 2026
PRINCIPALS	Assignment Change Requests (ACRs) Time Period	March 30, 2026 – April 7, 2026
PRINCIPALS	Principals submit recommendations to non-renew the probationary and term contracts of professional employees.	April 2, 2026
HUMANRESOURCES & PRINCIPALS	Annual Secondary Campus Staffing	March 3, 2026 - April 7, 2026
HUMAN RESOURCES	Meetings with Superintendent to review all documentation of individuals in contractual difficulty.	April 7, 2026 - April 17, 2026

Employees on Professional Growth Plans	Employees who are not probationary contract employees but on a growth plan will be monitored and evaluated through-out the school year by their certified appraiser. Growth Plans for the current school year will need to be completed by this date	April 2, 2026
Growth Plan Employees Post Conference	List of Employees on a growth plan whose documentation shows little to no growth and we anticipate recommending for non-renewal status	April 2, 2026
HUMAN RESOURCES	DEADLINE for Assignment Change Request	April 2, 2026
HUMAN RESOURCES	Official written notification to professionals of proposed nonrenewal of continuing contract or termination of probationary contract. Meeting with Human Resources for probationary contract professionals recommended for termination and continuing contract professionals recommended for nonrenewal. Superintendent formulates recommendations to the Board of Trustees.	April 2026
HUMAN RESOURCES	Teacher Contracts taken to the Board	April 2026
BOARD OF TRUSTEES	Board of Trustees acts on Superintendent's recommendation. • (DFBB legal: Not later than the tenth day before the last day of instruction in a school year, the Board shall notify in writing each employee whose contract is about to expire whether the Board proposes to renew or not renew the contract.)	May 2026
PRINCIPALS	T-TESS End of Year Conference Deadline	May 1, 2026
PRINCIPALS & OTHER STAFF	Coordinators, Directors, Specialists, office staff and ALL other evaluations Deadline	June 5, 2026