

SAN FELIPE DEL RIO

Consolidated Independent School District



P.O. DRAWER 428002

DEL RIO, TEXAS 78842

July 24, 2023

To: Board of Trustees

Fr: Carlos Rios, Ed.D. Aidee G. Garcia
Superintendent of Schools Chief Human Resource Officer

RE: 2023-2024 Appraisal Calendar

Board Policy DNA (Legal) states "... A district shall establish a calendar for teacher appraisals and provide that calendar to teachers within three weeks from the first day of instruction. The appraisal period for each teacher must include all of the days of the teacher's contract."

The Administration recommends the following Appraisal Calendar for the 2023-2024 school year:

Beginning date: September 6, 2023

Ending date: April 26, 2024

SUMMATIVE CONFERENCES

Summative conferences must be completed by April 26, 2024. The administration also recommends that the following requirements apply in the implementation (per DNA Legal) of the Appraisal Calendar for 2023 – 2024 school year:

1. Exclude observations in the three weeks after the day of completion of the Texas Teacher Evaluation Support System(T-TESS) orientation for teachers new to T-TESS;
2. Prohibit observations on the last day of instruction before any official school holiday or on any other day deemed inappropriate by the Board such as days scheduled for end-of-course examinations, end-of-year examinations, six-weeks examinations, or days scheduled for STAAR or other standardized tests.
3. Indicate a period for summative annual conferences that ends no later than 15 working days before the last day of instruction.

Copies of complete appraisals must be submitted to the Department of Human Resources not later than **June 3, 2024**.

If you have any questions prior to the board meeting, please contact Aidee G. Garcia EXT 4045.

Recommendation:

It is the recommendation of the administration that the Board of Trustees approve the 2023-2024 Appraisal Calendar as discussed.

Respectfully submitted,

Carlos Rios

Carlos Rios, Ed.D.
Superintendent of Schools

Aidee G. Garcia

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Chief Human Resources Officer