



Weslaco Independent School District

Human Resources Department



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Dr. Priscilla Canales
Superintendent of Schools

Evaluation & Contract Timeline

<u>Event:</u>	<u>Person(s) Responsible:</u>	<u>Deadline:</u>
• Submit Employee Handbook Receipts to Human Resources Office	Principals / Directors	September 28, 2019
• Pre-Conference Employee Concerns due to HR Dept. for review	Principals / Directors	October 25, 2019
• T-TESS Formal Observations	Principal	January 31, 2020
• Submit Professional Personnel Recommendation forms and/or any Non-Renewal request along with supporting documentation to HR for review	Principals / Directors	February 24, 2020
• Schedule appointment with HR to Review documentation for proposed nonrenewal/termination recommendations	Principals / Directors	March 2-6, 2020
• Schedule meeting with HR Adm. and employee(s) recommended for termination At end of probationary contract term or contract	Principal / Directors	March 23-27, 2020
• Voluntary teacher transfer packets will be sent to principals on March 9, 2020	HR Dept.	March 27, 2020
• Voluntary Resignation of contract personnel due to HR Dept. by 5:00 p.m.	Staff / Principals	April 15, 2020
• Contract Renewal/Non-renewal agenda items for board approval	Superintendent	April 20, 2020
• Letters of termination for probationary Contract and proposed nonrenewal of term Contracts delivered to applicable employees	HR Dept.	April. TBD
• New contracts will be sent to principals on April 22-24 th to be signed by employees	Principals / Directors	April 30, 2020
• Submit Para-professional evaluations with Letters of assurance to HR Dept.	Principals / Directors	April 30, 2020
• Submit teacher summative appraisal copies to HR Dept.	Principals / Directors	May. TBD