



RTSD26

To: River Trails Middle School ELA Team; School Admin; Coaches

From: Kristy Seifert

Date: October 11, 2024

Subject: 2024-25 Curriculum Audit Timeline and Key Dates

Dear RTMS ELA Team,

I would like to outline the timeline and key activities for our 2024-25 curriculum audit. This process is essential to ensuring we have the most effective literacy materials in place for our students. Please review the following schedule and mark your calendars for important upcoming dates:

- **October 2024:** Survey individual teachers on current literacy materials and instructional practices. [OUTCOMES](#)
- **November 2024:** Meet as a team to review survey results and develop priorities for the audit.
- **November 2024:** Develop an audit rubric and begin auditing current materials while researching potential pilot programs.
- **December 2024:** Paper evaluation of pilot options to narrow the field to 2 or 3 choices.
- **January 6, 2025:** Meet with representatives from 2-3 pilot programs.
- **January/February 2025:** Experiment with selected pilot materials in classrooms.
- **March 2025:** Evaluate the pilot materials using our audit rubric and make a recommendation.
- **April 2025:** Present our recommendation to the Board of Education (BOE) for informational purposes.
- **May 2025:** Include our recommendation on the BOE Consent Agenda for approval.
- **June 2025:** Submit purchase orders for selected materials to ensure readiness for the 2025-26 school year.

Your involvement and feedback throughout this process will be critical to its success. I look forward to working with each of you as we move forward in selecting the best resources for our students.

Please reach out if you have any questions or need further clarification on any part of the process.

Thank you for your dedication and collaboration.

Best regards,
Kristy