



BOARD OF SCHOOL TRUSTEES

## KELLER INDEPENDENT SCHOOL DISTRICT

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**4D. Report**

**Date: December 13, 2004**

**SUBJECT: CURRICULUM AUDIT UPDATE**

**BOARD GOAL: Academic Excellence**

**FISCAL NOTES: None**

### **Background Information:**

- Board of Trustees-curriculum audit approved
- Curriculum Audit Team-Phi Delta Kappa International
- Date of Visit-February 6<sup>th</sup>-February 11th

### **Administrative Considerations:**

- Superintendent's Cabinet, Instructional Staff, Principals, and other district departments have been notified about the dates and expectations for the visit.
- A timeline for collection of documents under Standard 1, 2, 3, 4 and 5 have been discussed and distributed to staff members.
- The deadline for the collection of all documents from the district and campuses is today, December 13, 2004.
- The district will make copies of all collected documents for each member of the Curriculum Audit Team and mail to them by January 7, 2004. In addition, a master copy of all documents will be available in their work room during the audit.
- Schedules are being finalized for the Board of Trustees, administrators, both in the Education Center and on campuses, auxiliary staff, teachers, parents, and business/community groups.
- The audit team will visit each campus during the audit week.
- A list of all collected documents will be available in January.

Respectfully submitted,

Donna Rawlings  
Assistant Superintendent of Instruction