



BOARD OF SCHOOL TRUSTEES

KELLER INDEPENDENT SCHOOL DISTRICT

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5C. Report

TO: BOARD OF SCHOOL TRUSTEES

DATE: June 14, 2004

SUBJECT: FOSSIL RIDGE HIGH SCHOOL COUNSELING INFORMATION

On March 31, 2004, it was called to my attention by the Fossil Ridge High School principal, Mr. Todd Tunnell, and lead counselor, Mrs. Brenda Evans, that there were irregularities on transcripts of students of one of the high school's five counselors. Research by Mrs. Evans found that the issues were unique to the one counselor. The problems were a result of state credits awarded through an option called Credit by Exam (CBE). While the use of exams through Texas Tech University is the recommended path, local credit by exams may be utilized. It was found that the counselor had not followed appropriate district procedures in the use of local credit by exams.

On April 1, 2004, the counselor met with a district committee and offered a letter of resignation. It was accepted. On April 6, 2004, a district counseling team met at Central Administration and all senior transcripts of students in the affected alpha group received an additional credit analysis.

Over the next four days, Mr. Tunnell and Mrs. Evans met with students and families to provide options for regaining credit. All concerns were addressed and all affected seniors were provided a graduation plan. No student failed to graduate as a result of the counselor's actions. A committed counseling staff and faculty provided tutoring, study guides, and support.

A review of Keller ISD training procedures found that the counselor had attended CBE trainings on four occasions—September 24, 2003, September 29, 2003, October 15, 2003, with a review on March 22, 2004. Additional steps that have been put in place as of May 27, 2004, are as follows:

- All local credit by exam options have been suspended until quality tests have been purchased and protocols for test security, administration, and scoring have been developed by the KISD Department of Instruction.
- Lead counselors will review randomly selected transcripts and credit analysis each term for quality assurance.
- Random selection for review will be across all grades and alpha ranges.
- Reports will be made to the campus principal and to the Director of Guidance and Counseling following the term review.

Students and families affected by this situation received sincere regrets from Mr. Tunnell and Mrs. Evans. Providing quality service to students is the top priority of Keller ISD.

Respectfully submitted,

Janie Casey
Director of Guidance and Counseling