



UNITED INDEPENDENT SCHOOL DISTRICT INFORMATIONAL ITEM

TOPIC: Curriculum and Instruction Audits

SUBMITTED BY: Cynthia L. Rodriguez, Executive Director of Elementary Education, David R. Canales, Executive Director of Middle School Education, and Dolores W. Barrera, Executive Director of High School Education

OF: Curriculum & Instruction Department

APPROVED FOR TRANSMITTAL TO SCHOOL BOARD: _____

DATE ASSIGNED FOR BOARD CONSIDERATION: December 9, 2014

INFORMATIONAL REPORT:

Campus visits to audit special populations programs and the instructional program at the campuses. Bilingual folder reviews were also conducted.



UNITED INDEPENDENT SCHOOL DISTRICT

Roberto J. Santos
Superintendent

Summary Report for Elementary Curriculum Instruction Audits 2014-2015

- I. As of Monday, December 8, 2014, twelve elementary schools have been visited by two four member teams. Seven schools are still pending the audits. Visits began on October 27, 2014, and the final visits are scheduled for February 2, 2015.

TEAM #1 Members

1. Cynthia Rodriguez—Executive Director of Elementary Education
2. Melissa Cruz—Executive Director for School Improvement
3. Lydia Hinojosa—Instructional Coordinator
4. Ofilia Esquivel—Instructional Coordinator
5. Basilia Vela—Instructional Coordinator

TEAM #2 Members

1. Elouisa Diaz—Director of Elementary Education
2. Carmen Pompa—Director of Bilingual Education
3. Frank Gutierrez—Special Education Coordinator
4. Dr. Thelma Soliz—Instructional Coordinator
5. Gilda Martinez—Instructional Coordinator

ACTIVITY

The Principal met with the team at the start of the day to review the purpose for the audit and the procedures that would be followed. Every classroom was visited by the team including special education. At the end of the classroom visits, a feedback session was conducted with the principal. A written summary and all notes taken during the visit were provided for the principal and campus.

II. Audit Results

1. Principals and their staff were prepared for the curriculum audit.
2. Beside classrooms, data room and individualized plans of interventions for special education students were reviewed.
3. Samples of exemplary IPI forms were provided for the principal.
4. Bilingual and Special Education information was integrated during the visits.
5. Teams provided recommendations to the principals at the feedback session.
6. Each principal was given the opportunity to ask questions and/or address his/her concerns.

The visits have allowed us to witness firsthand how our elementary school leadership has addressed our district initiatives and the means by which our ELL and Special Education populations are monitored and aligned to be academically successful.

Curriculum and Instruction Department
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UNITED INDEPENDENT SCHOOL DISTRICT

Roberto J. Santos
Superintendent

Summary Report for Middle School Curriculum Instruction Audits December 5, 2014

- I. All nine middle schools were visited by a four member team from November 3rd to November 10th.

MEMBERS

1. Middle School Executive Director- David R. Canales
2. Director of Bilingual Education-Carmen Pompa
3. Special Education Coordinator-Monica Holguin
4. Bilingual Education Coordinator-Julissa Liendo, Ph.D.

ACTIVITY

The Principal, LPAC Administrator, and Special Education Administrator met with the team individually to answer a series of 10-15 questions related to PBMAS deficiencies (ELL & SPED).

II. Results

1. Principals were prepared for the curriculum audit.
2. Most administrators had evidentiary support for the series of questions.
3. Four member team provided recommendations to the principals for the follow-up visit to be held in the spring.
4. Each principal was asked to bring their best practices to a scheduled principal's meeting on November 18th.

- III. Bilingual and Special Education **Folder Review** was conducted separately from the face to face visits.

1. Bilingual Review Results: all nine middle schools garnered satisfactory ratings.
2. Special Education Review Results: Pending

In my judgment, the visits were a success and provided a good gauge how our middle school leadership is addressing the ELL and Special Pops deficiencies. In addition, the team looks forward visiting in the spring to review the implementation of recommendations and new evidentiary practices.

Respectfully,

David R. Canales

Curriculum and Instruction Department
David R. Canales, Executive Director for Middle High School Education
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UNITED INDEPENDENT SCHOOL DISTRICT

Roberto J. Santos
Superintendent

Summary Report for High School Curriculum Instruction Audits 2014-2015

- I. United High School was visited by a seven member team.

TEAM Members

1. Dolores Barrera—Executive Director of High School Education
2. Dr. Alicia Carrillo—Director of Career & Technology
3. Mario Rosales—Director of Advanced Academics
4. Diedra Gutierrez—Special Ed Coordinator
5. Estela De La Garza—Instructional Coordinator
6. Maria Dominguez—Instructional Coordinator
7. Lupita Aguillar—Instructional Coordinator

ACTIVITY

The Principal, LPAC Administrator, and Special Education Administrator met with the team individually to answer a series of 20 questions related to PBMAS deficiencies (ELL & SPED).

II. **Results**

1. Principals were prepared for the curriculum audit.
2. Most administrators had evidentiary support for the series of questions.

The visits have provided a good gauge how our high school leadership has addressed our district initiatives and the monitoring of our ELL and Special Education populations.