



**HOPKINTON SCHOOL DISTRICT
HAROLD MARTIN SCHOOL**

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William V. Carozza
Principal

To: Steve Chamberlin and the Hopkinton School Board
From: Bill Carozza
Date: March 30, 2011
Re: Principal's Report for meeting of April 5, 2011

There's a whole genre of comedy dedicated to committees:

- "A camel is a horse designed by a committee"
- "To get something done, a committee should consist of no more than three people, two of whom are absent."
- "How many committee members does it take to change a lightbulb? This topic was resumed from last week's discussion, but is incomplete pending resolution of some action items. It will be continued next week. Meanwhile ..."

Despite the reputation of this institution called a committee, the school and district committees drive much of the change that occurs in our district. I'll describe below the Assessment Committee's progress as well as some of the important committees that exist at Harold Martin School.

The District Assessment Committee (AC)

The overall Mission of the Committee (derived from the work of Hopkinton 2.0) is *To develop an assessment system that accurately and efficiently informs families, teachers, and administrators about all major aspects of student learning. [How will we know when each student has learned?]*

Below are the goals of the group with notes on progress:

We will develop a Positive Personal Profile system for the school district.

- The working title of this project is Kid Grid, and it is at the heart of our mission for the AC. Thanks in large part to the work of Matt Stone in conjunction with the entire committee, we now have this Fall's MAP assessment data rolled into X2 and easily available for faculty and administrators to access. Of course, this is only the beginning as NECAP scores, common assessment data, and more will be part of the Kid Grid.

We will monitor the development of common and formative assessments as well as district power standards throughout the district and encourage professional development in this area.

- This will be an area we'll tackle more in our last few meetings of the year. Common assessments are at the core of what the schools are doing around Professional Learning Communities.

We will evaluate the status of digital portfolios in the district by forming a subcommittee to study this issue and recommend changes to the Leadership Team.

- We are undergoing a significant revision in how we approach digital portfolios throughout the district and the AC is leading the change to a P-12 solution that we hope to have in place next year. Every student is mandated by the State to have a digital portfolio in place by 8th grade that shows adherence to technology standards.

We will develop a virtual informational program on assessment for the community utilizing technology to communicate.

- We are utilizing Web 2.0 technology to produce screencasts on major assessment topics such as NECAP, MAP testing, and formative and common assessments. In fact, during the March AC meeting, the group was trained on how to produce a five minute screencast which is essentially a video combining one's voice with whatever is recorded on the computer screen. These screencasts will be available on our web sites for all parents to view.

We will work toward integration with the Student Support Task Force and Curriculum Council.

- I have regular conversations with members of both committees, including the chairs. We still have a ways to go to truly collaborate between groups but that is certainly the goal.

We will support the competency work at the High School.

- Chris Kelley has been leading the Competency Committee at Hopkinton High School and with AC member Mark Dickson, they have informed the AC of the work of their group. The AC will continue to provide support to this effort.

HMS Committees

PLC (Professional Learning Communities) Steering Group

- This Committee is essentially our school-wide leadership group akin to the High School's Leadership Council. Made up of diverse staff members representing the major faculty elements of our school, these nine members,

including myself, chart the course for PLCs. Last week we met off site at the Hopkinton Town Library for a half-day. Our purpose was to plan our work for next year, which included scheduling, and planning our student intervention time.

3B's Committee

- This group directs the work around our 3B's to Be Safe, Be Respectful, and Be Responsible. The Committee has planned assemblies and school wide activities to support positive behavior and school culture.

Digital Portfolio Committee

- While the Assessment Committee directs the work of digital portfolios district wide, the HMS DP Committee does the same locally at HMS.

Playground Committee

- The Playground Committee was resurrected when the enormous gift came in from our donor. This group directed the work stages from planning to execution. Even now, we are meeting occasionally to plan the final touches.

Progress Reports Committee

- This Committee meets on an "as needed" basis when revisions to our progress reports are introduced. For example, we met last month with Matt Stone to discuss ways we could improve our efficiency with our electronic progress reports. We discovered some new strategies that have really made a difference for our teachers.

There are other committees that meet regularly, such as our Red, White, and Blue Committee to plan patriotic events as well as some P-6 groups that have met around literacy. As stated in our Hopkinton Teaching Standards, teachers have particular professional responsibilities and one aspect of that is committee work.

If you ever have questions regarding these committees, feel free to ask anytime.

See you Tuesday night.

Best,

Bill