



EVERGREEN SOLUTIONS, LLC

**HWRSD OPERATIONAL AUDIT
PROGRESS REPORT #1**

OCTOBER 1, 2010

This will serve as our first progress report for the contract. This report will cover the tasks completed since the initiation of the contract.

A. MAJOR ACCOMPLISHMENTS:

- Finalized contract, work plan, and time line.
- Conducted kick-off meeting on September 21, 2010.
- Prepared and submitted data request list.
- Drafted correspondence for the HWRSD Superintendent to send to all employees announcing the audit.
- Determined the dates of the diagnostic review (week of October 11).
- Created and tailored surveys (central office administrators, principals/assistant principals, and teachers).
- Hamilton Town Manager and Committee members worked with Evergreen to select peer school districts for Hamilton-Wenham Regional School District. The selected peer districts are:
 - Groton-Dunstable
 - Manchester-Essex
 - Mendon-Upton
 - Nashoba
 - Pentucket

B. OBJECTIVES FOR NEXT TWO WEEKS:

- Disseminate employee surveys next week.
 - Conduct diagnostic review – Week of October 11.
 - Develop preliminary profile of HWRSD.
 - Begin to collect peer school district data.
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