

**WOBURN HOUSING AUTHORITY**

**ANNUAL REPORT**

**JANUARY 26, 2017**

## OUTLINE

- I. FINANCIAL COMPARATIVE
- II. VACANCY ANALYSIS- (CALENDER YEAR)
- III. ORGANIZATION FLOW CHART
- IV. PUBLIC SAFETY
  - A. CALLS FOR SERVICE
- VI. MODERNIZATION

**WOBURN HOUSING AUTHORITY**

**ANNUAL REPORT**

**FINANCIAL COMPARATIVES**

## WOBURN HOUSING AUTHORITY

## COST COMPARATIVE

## FEDERAL MA19-1 PROGRAM

PERIOD JULY 1, 2016 TO DECEMBER 31, 2016

BUDGET LINE ITEMS	TOTAL BUDGET	BUDGET TO DATE	ACTUAL TO DATE	VARIANCE (BAD)	BALANCE TO YEAR END
<b>INCOME</b>					
DWELLING RENTS	716,000	358,000	353,921	(4,079)	362,079
INTEREST UNRESTRICTED	3,100	1,550	1,540	(10)	1,560
MISCELLANEOUS	34,575	17,288	23,127	5,840	11,448
<b>TOTAL INCOME</b>	<b>753,675</b>	<b>376,838</b>	<b>378,588</b>	<b>1,750</b>	<b>375,087</b>
<b>EXPENSES</b>					
<b>ADMINISTRATIVE</b>					
SALARIES	187,096	89,950	78,801	11,149	108,295
LEGAL	7,000	3,500	2,602	898	4,398
TRAVEL	6,000	3,000	1,768	1,232	4,232
ACCOUNTING	9,000	4,500	4,500	0	4,500
AUDIT FEE	3,000	1,500	0	1,500	3,000
SUNDRY ADMIN COSTS	29,000	14,500	7,137	7,363	21,863
<b>TENANT SERVICES</b>					
RESIDENT SERVICES	44,275	22,138	27,767	(5,630)	16,508
<b>UTILITIES</b>					
WATER & SEWER	58,000	29,000	0	29,000	58,000
ELECTRIC	31,676	15,838	8,057	7,781	23,619
GAS	113,000	56,500	29,874	26,626	83,126
ENERGY CONSERVATION	0	0	0	0	0
<b>MAINTENANCE</b>					
LABOR	251,074	120,709	112,992	7,716	138,082
MATERIALS	72,000	36,000	22,928	13,072	49,072
CONTRACT COSTS	49,675	24,838	10,491	14,347	39,184
<b>GENERAL EXPENSES</b>					
INSURANCE	58,541	29,271	25,184	4,087	33,357
PILOT	51,332	25,666	31,599	(5,933)	19,733
EMPLOYEE BENEFITS	165,419	82,710	75,701	7,008	89,718
COLLECTION LOSSES	1,000	500	0	500	1,000
<b>NONROUTINE EXPENSES</b>					
EXTRAORDINARY NOT CAPITALIZED	50,000	25,000	0	25,000	50,000
EQUIPMENT NOT CAPITALIZED	20,500	10,250	1,482	8,768	19,018
<b>CAPITAL EXPENDITURES</b>					
EQUIPMENT CAPITALIZED	95,000	47,500	0	47,500	95,000
BETTERMENTS CAPITALIZED	12,000	6,000	0	6,000	12,000
<b>TOTAL EXPENSES</b>	<b>1,314,588</b>	<b>648,868</b>	<b>440,884</b>	<b>207,984</b>	<b>873,704</b>
<b>SURPLUS (DEFICIT)</b>	<b>(560,913)</b>		<b>(62,296)</b>		
<b>SUBSIDY</b>	<b>400,000</b>		<b>200,000</b>		
<b>NET INCOME(DEFICIT)</b>	<b>(160,913)</b>		<b>137,704</b>		
<b>JUMP START GRANT</b>			<b>\$ 23,127</b>		
<b>JUMP START EXPENSES</b>			<b>\$ 21,016</b>		
<b>REIMBURSEMENT OWED</b>			<b>\$ 2,112</b>		

**WOBURN HOUSING AUTHORITY**  
**SCHEDULE OF EXTRAORDINARY WORK, NON-CAPITALIZED EQUIPMENT,**  
**CAPITALIZED EQUIPMENT AND CAPITALIZED BETTERMENTS & ADDITIONS**  
**FEDERAL 19-1 PROGRAM**  
**PERIOD JULY 1, 2016 TO DECEMBER 31, 2016**

**ACCOUNT NUMBER - 4610 - EXTRAORDINARY NOT CAPITALIZED**

WORK ITEM NUMBER	DESCRIPTION OF EXTRAORDINARY WORK	BUDGET AMOUNT	ACTUAL COST	BALANCE TO SPEND
17-1	SECURITY CAMERAS	\$ 10,000.00	\$ -	\$ 10,000.00
17-2	INSPECTIONAL REPAIRS	\$ 20,000.00	\$ -	\$ 20,000.00
17-3	EXTERMINATING	\$ 20,000.00	\$ -	\$ 20,000.00
		\$ -	\$ -	\$ -
<b>TOTAL EXTRAORDINARY COSTS ACCOUNT 4610</b>		<b>\$ 50,000.00</b>	<b>\$ -</b>	<b>\$ 50,000.00</b>

**ACCOUNT NUMBER - 4611 REPLACEMENT OF EQUIPMENT - NOT CAPITALIZED**

	DESCRIPTION OF EQUIPMENT	BUDGET AMOUNT	ACTUAL COST	BALANCE TO SPEND
	KITCHEN APPLIANCES	\$ 6,000.00	\$ 1,482.00	\$ 4,518.00
	COMPUTER & PRINTER	\$ 1,500.00	\$ -	\$ 1,500.00
	MAINTENANCE TOOLS	\$ 3,000.00	\$ -	\$ 3,000.00
	REC HALL UPGRADES	\$ 3,500.00	\$ -	\$ 3,500.00
	OFFICE UPGRADES	\$ 6,500.00	\$ -	\$ 6,500.00
<b>TOTAL NON-CAPITALIZED EQUIPMENT - ACCOUNT 4611</b>		<b>\$ 20,500.00</b>	<b>\$ 1,482.00</b>	<b>\$ 19,018.00</b>

**ACCOUNT NUMBER - 7520 REPLACEMENT OF EQUIPMENT - CAPITALIZED**

	DESCRIPTION OF EQUIPMENT	BUDGET AMOUNT	ACTUAL COST	BALANCE TO SPEND
	TRUCK WITH PLOW	\$ 45,000.00	\$ -	\$ 45,000.00
	BOBCAT	\$ 50,000.00	\$ -	\$ 50,000.00
<b>TOTAL CAPITALIZED EQUIPMENT - ACCOUNT 7520</b>		<b>\$ 95,000.00</b>	<b>\$ -</b>	<b>\$ 95,000.00</b>

**ACCOUNT NUMBER 7540 CAPITALIZED BETTERMENTS & ADDITIONS**

WORK ITEM NO	DESCRIPTION CAPITALIZED BETTERMENTS	BUDGET AMOUNT	ACTUAL COST	BALANCE TO SPEND
17-50	GENERATOR	\$ 12,000.00	\$ -	\$ 12,000.00
<b>TOTAL BETTERMENTS - ACCOUNT 7540</b>		<b>\$ 12,000.00</b>	<b>\$ -</b>	<b>\$ 12,000.00</b>

## WOBURN HOUSING AUTHORITY

## COST COMPARATIVE

## STATE 400-C PROGRAM

PERIOD JULY 1, 2016 TO DECEMBER 31, 2016

BUDGET LINE ITEMS	TOTAL BUDGET	BUDGET TO DATE	ACTUAL TO DATE	VARIANCE (BAD)	BALANCE TO YEAR END
<b>INCOME</b>					
DWELLING RENTS	2,273,000	1,136,500	1,173,829	37,329	1,099,171
INTEREST UNRESTRICTED	4,000	2,000	2,572	572	1,429
MISCELLANEOUS	11,500	5,750	5,154	(596)	6,346
RETAINED REVENUE	0	0	2,468	2,468	(2,468)
<b>TOTAL INCOME</b>	<b>2,288,500</b>	<b>1,144,250</b>	<b>1,184,022</b>	<b>39,772</b>	<b>1,104,478</b>
<b>EXPENSES</b>					
<b>ADMINISTRATIVE</b>					
SALARIES	388,341	186,702	163,535	23,168	224,806
LEGAL	25,000	12,500	4,994	7,506	20,006
MEMBERS COMP	26,000	13,000	4,686	8,314	21,314
TRAVEL	6,885	3,443	1,331	2,111	5,554
ACCOUNTING	14,700	7,350	7,350	0	7,350
AUDIT FEE	5,200	2,600	0	2,600	5,200
SUNDRY ADMIN COSTS	72,300	36,150	28,096	8,054	44,204
<b>TENANT SERVICES</b>					
RESIDENT SERVICES	1,250	625	0	625	1,250
<b>UTILITIES</b>					
WATER & SEWER	220,000	110,000	0	110,000	220,000
ELECTRIC	362,000	181,000	108,439	72,561	253,561
GAS	164,820	82,410	42,627	39,783	122,193
ENERGY CONSERVATION	0	0	0	0	0
<b>MAINTENANCE</b>					
LABOR	353,476	169,940	159,162	10,779	194,314
MATERIALS	164,475	82,238	40,738	41,500	123,737
CONTRACT COSTS	202,400	101,200	73,347	27,853	129,053
<b>GENERAL EXPENSES</b>					
INSURANCE	87,418	43,709	38,008	5,701	49,410
PILOT	6,336	3,168	3,168	0	3,168
EMPLOYEE BENEFITS	269,697	134,849	123,229	11,620	146,468
COLLECTION LOSSES	20,000	10,000	523	9,477	19,477
<b>NONROUTINE EXPENSES</b>					
EXTRAORDINARY NOT CAPITALIZED	83,000	41,500	7,575	33,925	75,425
EQUIPMENT NOT CAPITALIZED	33,900	16,950	8,904	8,046	24,996
<b>CAPITAL EXPENDITURES</b>					
EQUIPMENT CAPITALIZED	23,000	11,500	0	11,500	23,000
BETTERMENTS CAPITALIZED	18,000	9,000	4,300	4,700	13,700
<b>TOTAL EXPENSES</b>	<b>2,548,198</b>	<b>1,259,833</b>	<b>820,010</b>	<b>439,823</b>	<b>1,728,188</b>
<b>SURPLUS (DEFICIT)</b>	<b>(259,698)</b>		<b>364,012</b>		
SUBSIDY	83,000		0		
<b>NET INCOME(DEFICIT)</b>	<b>(176,698)</b>		<b>364,012</b>		

**WOBURN HOUSING AUTHORITY**  
**SCHEDULE OF EXTRAORDINARY WORK, NON-CAPITALIZED EQUIPMENT,**  
**CAPITALIZED EQUIPMENT AND CAPITALIZED BETTERMENTS & ADDITIONS**  
**STATE 400-C PROGRAM**  
**PERIOD JULY 1, 2016 TO DECEMBER 31, 2016**

**ACCOUNT NUMBER - 4610 - EXTRAORDINARY NOT CAPITALIZED**

WORK ITEM NUMBER	DESCRIPTION OF EXTRAORDINARY WORK	BUDGET AMOUNT	ACTUAL COST	BALANCE TO SPEND
17-1	EXTERMINATION	\$ 30,000.00	\$ 1,925.00	\$ 28,075.00
17-2	SITWORK, SEAL COAT, IRRIGATION, HOT TOP	\$ 29,000.00	\$ 5,200.00	\$ 23,800.00
17-3	SURVEILLANCE CAMERAS	\$ 12,000.00	\$ -	\$ 12,000.00
17-4	PAINT EXTERIOR	\$ 7,500.00	\$ 450.00	\$ 7,050.00
17-5	WATER JET SEWERS	\$ 4,500.00	\$ -	\$ 4,500.00
17-6		\$ -	\$ -	\$ -
17-7		\$ -	\$ -	\$ -
<b>TOTAL EXTRAORDINARY COSTS ACCOUNT 4610</b>		<b>\$ 83,000.00</b>	<b>\$ 7,575.00</b>	<b>\$ 75,425.00</b>

**ACCOUNT NUMBER - 4611 REPLACEMENT OF EQUIPMENT - NOT CAPITALIZED**

	DESCRIPTION OF EQUIPMENT	BUDGET AMOUNT	ACTUAL COST	BALANCE TO SPEND
	KITCHEN APPLIANCES	\$ 18,000.00	\$ 4,830.00	\$ 13,170.00
	COMPUTER & PRINTER	\$ 2,000.00	\$ -	\$ 2,000.00
	EXTERIOR BENCHES	\$ 8,000.00	\$ -	\$ 8,000.00
	LAWN/MAINTENANCE EQUIPMENT	\$ 3,900.00	\$ 4,074.12	\$ (174.12)
	FLOOR MACHINE	\$ 2,000.00	\$ -	\$ 2,000.00
<b>TOTAL NON-CAPITALIZED EQUIPMENT - ACCOUNT 4611</b>		<b>\$ 33,900.00</b>	<b>\$ 8,904.12</b>	<b>\$ 24,995.88</b>

**ACCOUNT NUMBER - 7520 REPLACEMENT OF EQUIPMENT - CAPITALIZED**

	DESCRIPTION OF EQUIPMENT	BUDGET AMOUNT	ACTUAL COST	BALANCE TO SPEND
	BOBCAT SNOWBLOWER	\$ 6,000.00	\$ -	\$ 6,000.00
	WALKER MOWER	\$ 17,000.00	\$ -	\$ 17,000.00
<b>TOTAL CAPITALIZED EQUIPMENT - ACCOUNT 7520</b>		<b>\$ 23,000.00</b>	<b>\$ -</b>	<b>\$ 23,000.00</b>

**ACCOUNT NUMBER 7540 CAPITALIZED BETTERMENTS & ADDITIONS**

WORK ITEM NO	DESCRIPTION CAPITALIZED BETTERMENTS	BUDGET AMOUNT	ACTUAL COST	BALANCE TO SPEND
17-50	SITE IMPROVEMENTS	\$ 18,000.00	\$ 4,300.00	\$ 13,700.00
<b>TOTAL BETTERMENTS - ACCOUNT 7540</b>		<b>\$ 18,000.00</b>	<b>\$ 4,300.00</b>	<b>\$ 13,700.00</b>

**WOBURN HOUSING AUTHORITY**  
**COST COMPARATIVE**  
**SECTION 8 HOUSING CHOICE VOUCHER PROGRAM**  
**PERIOD JULY 1, 2016 TO DECEMBER 31, 2016**

BUDGET LINE ITEMS	TOTAL BUDGET	BUDGET TO DATE	ACTUAL TO DATE	VARIANCE (BAD)	BALANCE TO YEAR END
<b>INCOME</b>					
ADMINISTRATIVE FEE	311,820	155,910	197,188	41,278	114,632
MOBILITY ADMIN FEE	2,300	1,150	866	(284)	1,434
FRAUD RECOVERIES 50%	3,400	1,700	828	(872)	2,572
INTEREST	100	50	70	20	30
<b>TOTAL INCOME</b>	<b>317,620</b>	<b>158,810</b>	<b>198,953</b>	<b>40,143</b>	<b>118,667</b>
<b>EXPENSES</b>					
<b>ADMINISTRATIVE</b>					
SALARIES	167,399	80,480	70,481	9,999	96,918
LEGAL	6,000	3,000	3,215	(215)	2,785
TRAVEL	6,360	3,180	1,539	1,641	4,821
ACCOUNTING	10,200	5,100	5,100	0	5,100
AUDIT	3,000	1,500	0	1,500	3,000
SUNDRY ADMIN COSTS	67,700	33,850	20,929	12,921	46,771
<b>GENERAL EXPENSES</b>					
INSURANCE	8,113	4,057	3,671	386	4,442
EMPLOYEE BENEFITS	67,239	33,620	32,071	1,548	35,168
MOBILITY ISSUED FEES	7,500	3,750	2,129	1,621	5,371
<b>NONROUTINE EXPENSES</b>					
NON CAPITALIZED EQUIP	1,200	600	0	600	1,200
CAPITALIZED EQUIPMENT	0	0	0	0	0
<b>TOTAL EXPENSES</b>	<b>344,711</b>	<b>169,136</b>	<b>139,134</b>	<b>30,002</b>	<b>205,577</b>
<b>EST INCOME ( LOSS )</b>	<b>(27,091)</b>		<b>59,818</b>		

**WOBURN HOUSING AUTHORITY**  
**SCHEDULE OF EXTRAORDINARY WORK, NON-CAPITALIZED EQUIPMENT,**  
**CAPITALIZED EQUIPMENT AND CAPITALIZED BETTERMENTS & ADDITIONS**  
**SECTION 8 HOUSING CHOICE VOUCHER PROGRAM**  
**PERIOD JULY 1, 2016 TO DECEMBER 31, 2016**

**ACCOUNT NUMBER - 4610 - EXTRAORDINARY NOT CAPITALIZED**

WORK ITEM NUMBER	DESCRIPTION OF EXTRAORDINARY WORK	BUDGET AMOUNT	ACTUAL COST	BALANCE TO SPEND
	THIS SECTION NOT APPLICABLE	\$ -	\$ -	\$ -
<b>TOTAL EXTRAORDINARY COSTS ACCOUNT 4610</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**ACCOUNT NUMBER - 4611 REPLACEMENT OF EQUIPMENT - NOT CAPITALIZED**

DESCRIPTION OF EQUIPMENT	BUDGET AMOUNT	ACTUAL COST	BALANCE TO SPEND
<b>COMPUTER &amp; PRINTER</b>	<b>\$ 1,200.00</b>	<b>\$ -</b>	<b>\$ 1,200.00</b>
<b>TOTAL NON-CAPITALIZED EQUIPMENT - ACCOUNT 4611</b>	<b>\$ 1,200.00</b>	<b>\$ -</b>	<b>\$ 1,200.00</b>

**ACCOUNT NUMBER - 7520 REPLACEMENT OF EQUIPMENT - CAPITALIZED**

DESCRIPTION OF EQUIPMENT	BUDGET AMOUNT	ACTUAL COST	BALANCE TO SPEND
	\$ -	\$ -	\$ -
<b>TOTAL CAPITALIZED EQUIPMENT - ACCOUNT 7520</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**ACCOUNT NUMBER 7540 CAPITALIZED BETTERMENTS & ADDITIONS**

WORK ITEM NO	DESCRIPTION CAPITALIZED BETTERMENTS	BUDGET AMOUNT	ACTUAL COST	BALANCE TO SPEND
	THIS SECTION NOT APPLICABLE			
<b>TOTAL BETTERMENTS - ACCOUNT 7540</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## WOBURN HOUSING AUTHORITY

## COST COMPARATIVE

## MANAGEMENT PROGRAM

PERIOD JULY 1, 2016 TO DECEMBER 31, 2016

BUDGET LINE ITEMS	TOTAL BUDGET	BUDGET TO DATE	ACTUAL TO DATE	VARIANCE (BAD)	BALANCE TO YEAR END
<b>INCOME</b>					
RENT	49,440	24,720	24,720	0	24,720
INTEREST	1,800	900	882	(18)	918
MISCELLANEOUS INCOME	16,000	8,000	20,080	12,080	(4,080)
PILOT FUNDS STATE	6,336	3,168	0	(3,168)	6,336
PILOT FUNDS FEDERAL	51,332	25,666	0	(25,666)	51,332
<b>TOTAL INCOME</b>	<b>124,908</b>	<b>62,454</b>	<b>45,682</b>	<b>(16,772)</b>	<b>79,226</b>
<b>EXPENSES</b>					
<b>ADMINISTRATIVE</b>					
SALARIES	18,497	8,893	7,782	1,111	10,715
LEGAL	2,000	1,000	3	997	1,997
TRAVEL	1,635	818	1,044	(226)	591
ACCOUNTING	2,100	1,050	1,050	0	1,050
AUDIT	500	250	0	250	500
SUNDRY ADMIN COSTS	25,100	12,550	7,198	5,352	17,902
<b>TENANT SERVICES</b>					
RESIDENT SERVICES	3,000	1,500	0	1,500	3,000
<b>UTILITIES</b>					
WATER & SEWER	0	0	0	0	0
<b>MAINTENANCE</b>					
LABOR	8,193	3,939	3,666	273	4,527
MATERIALS	3,000	1,500	691	809	2,309
CONTRACT COSTS & CONDO FEES	28,000	14,000	8,554	5,446	19,446
<b>GENERAL EXPENSES</b>					
INSURANCE	2,528	1,264	992	272	1,536
EMPLOYEE BENEFITS	10,278	5,139	4,780	359	5,498
COLLECTION LOSSES	0	0	0	0	0
<b>NONROUTINE EXPENSES</b>					
EXTRAORDINARY NOT CAPITALIZED	20,000	10,000	0	10,000	20,000
EQUIPMENT NOT CAPITALIZED	4,000	2,000	0	2,000	4,000
<b>CAPITAL EXPENDITURES</b>					
EQUIPMENT CAPITALIZED	0	0	0	0	0
BETTERMENTS CAPITALIZED	0	0	0	0	0
<b>TOTAL EXPENSES</b>	<b>128,831</b>	<b>63,902</b>	<b>35,761</b>	<b>28,142</b>	<b>93,070</b>
<b>SURPLUS (DEFICIT)</b>	<b>(3,923)</b>		<b>9,921</b>		
SUBSIDY	0		0		
<b>NET INCOME(DEFICIT)</b>	<b>(3,923)</b>		<b>9,921</b>		

**WOBURN HOUSING AUTHORITY**  
**SCHEDULE OF EXTRAORDINARY WORK, NON-CAPITALIZED EQUIPMENT,**  
**CAPITALIZED EQUIPMENT AND CAPITALIZED BETTERMENTS & ADDITIONS**  
**MANAGEMENT PROGRAM**  
**PERIOD JULY 1, 2016 TO DECEMBER 31, 2016**

**ACCOUNT NUMBER - 4610 - EXTRAORDINARY NOT CAPITALIZED**

WORK ITEM NUMBER	DESCRIPTION OF EXTRAORDINARY WORK	BUDGET AMOUNT	ACTUAL COST	BALANCE TO SPEND
17-1	FENCING	\$ 10,000.00	\$ -	\$ 10,000.00
17-2	SITE WORK	\$ 10,000.00	\$ -	\$ 10,000.00
TOTAL EXTRAORDINARY COSTS ACCOUNT 4610		\$ 20,000.00	\$ -	\$ 20,000.00

**ACCOUNT NUMBER - 4611 REPLACEMENT OF EQUIPMENT - NOT CAPITALIZED**

	DESCRIPTION OF EQUIPMENT	BUDGET AMOUNT	ACTUAL COST	BALANCE TO SPEND
	OFFICE UPGRADE	\$ 4,000.00	\$ -	\$ 4,000.00
TOTAL NON-CAPITALIZED EQUIPMENT - ACCOUNT 4611		\$ 4,000.00	\$ -	\$ 4,000.00

**ACCOUNT NUMBER - 7520 REPLACEMENT OF EQUIPMENT - CAPITALIZED**

	DESCRIPTION OF EQUIPMENT	BUDGET AMOUNT	ACTUAL COST	BALANCE TO SPEND
	NONE	\$ -	\$ -	\$ -
TOTAL CAPITALIZED EQUIPMENT - ACCOUNT 7520		\$ -	\$ -	\$ -

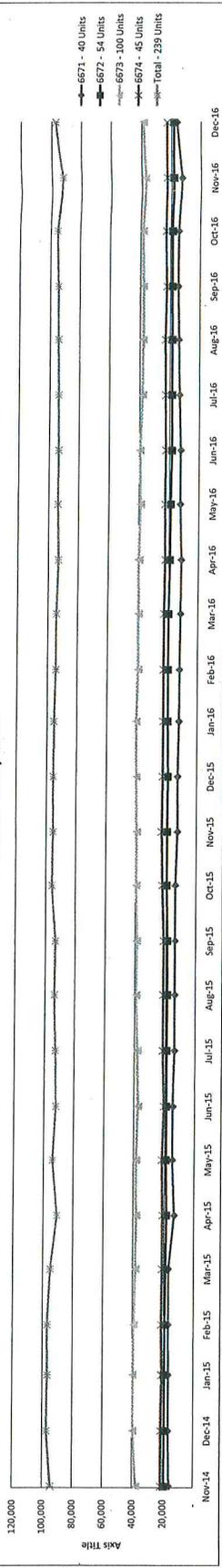
**ACCOUNT NUMBER 7540 CAPITALIZED BETTERMENTS & ADDITIONS**

WORK ITEM NO	DESCRIPTION CAPITALIZED BETTERMENTS	BUDGET AMOUNT	ACTUAL COST	BALANCE TO SPEND
17-50	NONE	\$ -	\$ -	\$ -
TOTAL BETTERMENTS - ACCOUNT 7540		\$ -	\$ -	\$ -



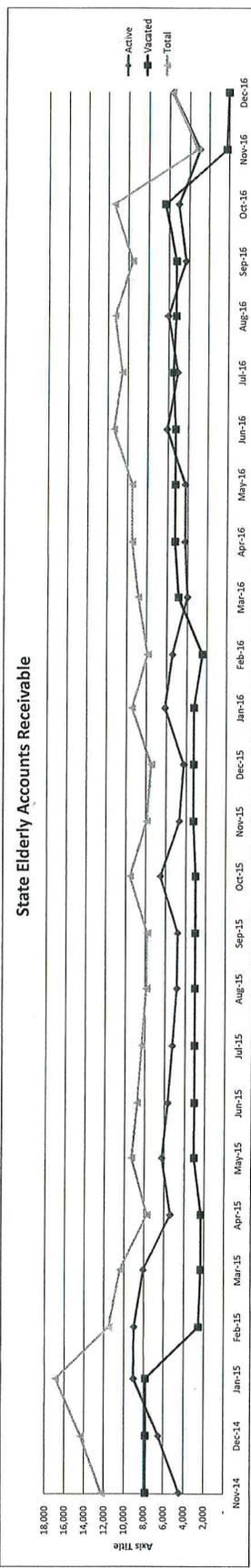


### State Elderly Rents



	Nov-14	Dec-14	Jan-15	Feb-15	Mar-15	Apr-15	May-15	Jun-15	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	
6671 - 40 Units	16,033	16,588	16,606	16,784	16,784	13,190	14,707	14,707	13,774	13,774	13,774	13,830	12,677	12,862	12,485	11,961	11,745	11,543	11,543	12,518	12,536	13,500	14,118	14,784	14,523	12,887	16,387
6672 - 54 Units	19,483	19,483	19,483	19,457	18,894	18,508	19,092	19,092	19,092	18,985	19,038	19,735	19,735	19,853	19,853	19,862	19,843	19,308	19,070	19,070	18,558	18,684	18,606	18,755	18,772	18,666	18,444
6673 - 100 Units	39,653	39,704	39,880	39,880	38,253	38,093	38,479	37,546	38,229	38,229	39,315	38,558	39,592	39,592	40,442	40,460	39,643	39,638	39,795	39,187	39,849	38,551	38,100	38,111	38,659	37,548	39,718
6674 - 45 Units	21,418	21,418	20,998	21,432	21,075	21,075	21,821	20,784	21,715	21,572	22,730	23,325	23,325	23,664	22,946	23,005	23,005	23,005	23,005	23,005	22,776	23,211	23,400	22,743	23,339	23,331	23,331
Total - 239 Units	94,528	97,142	96,791	96,563	95,006	90,866	94,099	92,129	92,810	93,789	93,342	95,887	95,329	95,565	95,444	94,271	94,231	93,261	93,856	93,719	93,946	94,224	94,393	95,293	92,432	97,380	
Average rent /unit	402	413	410	409	408	393	409	399	404	410	404	412	414	419	419	417	423	420	413	411	414	411	416	414	414	398	409

Warren Ave moving for work on units



	Nov-14	Dec-14	Jan-15	Feb-15	Mar-15	Apr-15	May-15	Jun-15	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16
Active	4,624	6,515	9,049	6,989	8,085	5,378	6,289	5,084	5,276	4,840	4,788	6,524	4,654	4,259	6,163	5,446	3,987	4,262	4,262	6,136	5,051	6,057	4,327	5,030	2,959	5,653
Vacated	7,852	7,852	7,852	2,537	2,340	3,052	3,046	3,046	3,046	3,046	3,046	3,262	3,262	3,262	2,444	4,885	5,258	5,258	5,258	5,258	5,517	5,258	5,258	6,371	254	59
Total	12,256	14,347	16,881	11,526	10,425	7,718	9,311	8,730	8,322	7,886	7,814	9,570	7,916	7,521	9,425	7,890	8,863	9,520	9,520	11,394	10,568	11,315	9,585	11,401	3,213	5,712

\* Active - This is the total outstanding balance owed to the Authority from tenants in possession of a unit at the end of the month  
 \*\* Vacated - This is the total outstanding balance owed to the Authority from tenants who have vacated their apartment.

**NORTHEAST METROPOLITAN REGIONAL VOCATIONAL SCHOOL DISTRICT**

**SCHOOL ADMINISTRATION**

SUPERINTENDENT-DIRECTOR

David DiBarri

PRINCIPAL-DEPUTY DIRECTOR

Carla Scuzzarella

**DISTRICT SCHOOL COMMITTEE**

SCHOOL COMMITTEE CHAIRMAN

Deborah P. Davis - Woburn

VICE CHAIRMAN

Judith M. Dymant - North Reading

SECRETARY

Peter A. Rossetti, Jr. - Saugus

TREASURER

Larry Means - Stoneham

ASSOCIATE TREASURER

Vincent J. Carisella - Wakefield

COMMITTEE MEMBERS

Michael T. Wall - Chelsea

Robert S. McCarthy - Reading

Jeanne M. Feeley - Malden

Ronald J. Jannino - Revere

Henry S. Hooton - Melrose

John Bradley - Winchester

Dawne M. Armitstead - Winthrop

# **NORTHEAST METROPOLITAN REGIONAL VOCATIONAL SCHOOL DISTRICT**

**100 Hemlock Road - Wakefield, Massachusetts 01880-3597**

**ANNUAL REPORT 2017**

## **OUTSTANDING STUDENT AWARD**

Joseph DeBenedictis from Wakefield a student in the Carpentry program was chosen as Northeast's nominee at the State Awards Dinner for Outstanding Vocational Technical Students. The event is co-sponsored by the Massachusetts Association of Vocational Administrators and the Massachusetts Vocational Association.

## **\*NATIONAL TECHNICAL HONOR SOCIETY**

The Northeast Chapter of the National Technical Honor Society held its annual Induction Ceremony in April. At the ceremony, 8 Seniors and 38 Juniors were inducted. There are a total of 46 Technical Honor Society members for the 2016-2017 school year.

## **\*NATIONAL HONOR SOCIETY**

The Annual Induction Ceremony to the Northeast Chapter of the National Honor Society "Artisans" was held in April. At the ceremony 1 Senior, 23 Juniors and 7 sophomores were inducted for the 2016-2017 school year bringing the total membership to 31.

## **SCHOLARSHIP COMMITTEE**

The Northeast Awards and Scholarship Committee and PAC board presented awards and scholarships to 56 deserving students at the annual Senior Recognition Night. A total of \$35,510 was presented to Northeast students who will be working in their vocational fields, entering trade apprentice programs, or going on to one, two, or four-year programs at accredited colleges, universities, and trade schools. These awards and scholarships provide the students opportunities to purchase tools and equipment, and assist in offsetting the expense of attending institutions of higher education.

## **\*PEER MEDIATION PROGRAM**

Our Northeast Peer Mediation Center continues to help reduce problems at Northeast. The mediation process is successful in resolving conflicts concerning rumors, threats, name-calling, teasing, harassment, hazing, and physical fights. Northeast has a full-time coordinator and 8 trained sophomore, junior and senior peer mediators. A trained mediator is a neutral person not involved in the dispute and through the mediation process, helps people come to their own agreement about how they want to resolve their conflict.

## **SCHOOL WIDE PROFESSIONAL DEVELOPMENT 16-17**

The goal of professional development is to:

- Ensure that staff members are in compliance with current regulations enacted by the Massachusetts Department of Elementary and Secondary Education (DESE).
- Guarantee that all staff members are knowledgeable of legislation impacting the educational process of the commonwealth.
- Make staff members aware of the most recent trends and strategies in the district's mission of improving student achievement.

The activities that met these goals during the 2016-2017 school year included:

### **First Day Back Professional Development Day (August 29, 2016):**

Included training by Hult Company – school culture and team building. In addition, training was held on Special and General Education Laws, Civil Rights, and Discipline.

### **Educator Evaluation Training Throughout the School Year (November 14, January 23, March 13, April 10 and May 8)**

Teacher training included the utilization of the self-assessment document with highlighted elements, writing SMART goals, creating and implementing District Determined Measures (DDM's), participating in focused peer observations, and building evidence binders.

Administrators and department heads received continued instruction and support in the Educator Evaluation process recently enacted by the DESE. In addition, department heads were trained in conducting and writing observations, formative and summative evaluations and reviewing and using evidence binders in evaluations. Teachers 21 conducted 4 training sessions on evaluations, what to look for and how to write quality evaluations.

### **Student safety concerns (November 16, 2016)**

The school resource officer worked in conjunction with the Deans and the Administration to host Alice training to the entire staff and students.

### **Improving student achievement (November 14-16, 2016)**

A series of workshops were held for all teachers to highlight the connections between the academic course content and the career area content, specifically Strand 3.

The Special Education Department received an extensive training on Special Education Law and best practices. The Career side of the house participated in a training on SKILLS assessment.

### **Curriculum Mapping (November 7, December 5, February 6, March 6, and April 10)**

5 1hr sessions during faculty meetings – how to teach in the long block. ATLAS curriculum mapping – how to use ATLAS and how to input lessons.

## **2017 SUMMER TRANSITION PROGRAM:**

The Summer Transition and Enrichment Program at Northeast Metropolitan Regional Vocational School is a two-week program that ran from Monday July 10th until Friday July, 21st. This program was conducted as a transitional experience for students entering grade 9 in August 2017. This transition opportunity providing mathematics, English language Arts, and career and technical introductory activities is funded by the federal Title 1, and Carl D. Perkins grants. The students are provided with busing to and from school, and a mid morning snack. These services, as well as the program itself are run at no cost for the students or parents/guardians. The students are divided into ten groups of no more than ten students. These groups spend one half of the morning split between mathematics and English Language Arts. The other half of the morning is spent in a career and technical mini exploratory exercise. During the summer of 2017 two laboratory sessions of Biology were introduced. Session 1 dealt with an Introduction to Sickle Cell Anemia, Genetics, and Micro Pipetting Skills. The students were introduced to basic concepts and vocabulary associated with genetics. The second lab exercise introduced the incoming students to Gel Electrophoresis. In summary, the students were introduced to biological concepts in a classroom and laboratory setting. They were taught several important laboratory skills and were asked to form hypotheses, perform experiments, interpret their results and share with peer groups. They experienced the synergy of learning from text/readings then applying their knowledge in the laboratory setting in a fun, safe and informative way.

Summer 2017 saw in excess of 150 incoming freshmen take advantage of this program. These incoming students develop familiarity with the building as well as an orientation to the concept of a career and technical high school. Most importantly these students work with staff members who become a recognizable face when the entire school population reports at the end of August.

Respectfully,

Joseph P. O'Brien, Jr.  
Summer Transition Coordinator

*Funding for this program was provided through Title 1, and the Carl D. Perkins Occupational Education Act Federal grants.*

## **SUPPORT SERVICES**

The Northeast Student Services staff offers support and counseling to all students through individual and group counseling, specialized workshops and presentations, health services, and mediation services. All Northeast counselors are certified as School Adjustment Counselors and are qualified to handle a wide range of student issues. One School Adjustment Counselor is bilingual (Spanish-speaking).

The Career Counselor and Small Business Coordinator provide career awareness and career development services to all students. The Career Counselor and School Adjustment Counselors provide specialized support to students

enrolled in non-traditional vocational areas. Two School Nurses provide health services and a Peer Mediation Coordinator implements a Peer Mediation Program.

Support groups are established each year based on student needs. Support groups for pregnant and parenting teens, social skills groups for freshmen, anger management, anxiety, and non-traditional support groups are examples of groups that have been offered in the past.

The School Adjustment Counselors provide individual counseling support and crisis intervention to all students as needed. They will provide support to homeless students, assessing their special needs and coordinating with the Homeless Liaison (Administrator of Student Services). They also are responsible for developing and monitoring Section 504 Accommodation Plans in conjunction with the Administrator of Student Services. School Adjustment Counselors collaborate with school personnel, family members, doctors, psychiatrists, outside therapists, social workers, police, court personnel, and others.

The School Adjustment Counselor work to connect students and families with community based mental health services as needed. Elliot Community Human Services of Lynn serves as our crisis intervention linkage for emergency mental health services in the community.

The Bilingual School Adjustment Counselor provides native language support (Spanish) as needed to limited English proficient students and families across all grades. She provides specific support to the English Language Education program at Northeast, but supports other Northeast Latino students and families as needed. Translation services (oral and written) and interpreting services are often required for parent communication throughout the building, and as needed, this counselor coordinates with all departments to assist. Referrals are made to a Spanish-speaking Psychologist for testing for Special Education evaluation.

Career counseling and the college application process are emphasized by all school counselors. The Career Center is the focal area for a well-planned four-year career development program that prepares all Northeast students for their individually chosen career paths. The curriculum focuses on career assessment; career information and requirements; employability and entrepreneurial skills; interviewing skills; portfolios; and resume preparation. By providing assessments to evaluate skills, interests, and work values, the Career Counselor works with the School Adjustment Counselors to assist freshmen in their vocational selection process and upper class students with linkages to post-secondary education and employment opportunities.

The Career and Adjustment Counselors provide directed support to those students who are enrolled in career areas that are considered non-traditional for their gender. Students have the opportunity to participate in support groups, specialized presentations, and field trips that prepare them to understand the benefits of non-traditional choices, to manage challenges in each occupation and to understand the required post-secondary linkages to achieve their goals.

The School Nurses have coordinated support services for pregnant and parenting teens with outside providers affiliated with local hospitals. In addition, they provide support to students with chronic medical conditions, coordinating with parents, doctors, nurses, etc. The School Nurses work closely with the School Adjustment Counselors to coordinate assistance when mental health needs arise. They also work closely with the Deans when emergency medical evaluations are required.

The Peer Mediation Coordinator at Northeast operates a Peer Mediation Program where upper class students undergo twelve hours of specialized training in mediation skills and implement a program to work out arising conflicts between students. This is a very positive prevention program that contributes to the development of a positive school climate as students learn to come to their own agreements about how to solve conflict.

In addition to the support provided by the counseling staff, the Special Education Department offers a TEAM meeting process that promotes monitoring of student progress and educational support. Each Special Education student is assigned a Liaison who is a teacher in the Special Education Department who oversees progress in relation to the Individual Education Program, communicating with parents, teachers, and counselors to help all students achieve success.

The Northeast Mentoring Program is a freshmen transition program that matches junior and senior mentors with small groups of freshmen students. The Northeast Mentors present the Freshmen Orientation day for freshmen and then meet with their groups throughout the year to offer support and to deliver positive lessons that promote a positive school climate. The mentors are trained in a leadership climate by the student services staff, developing a core of approximately 90 peer leaders from 11<sup>th</sup> and 12<sup>th</sup> grades.

The After School Help Program is one of educational assistance provided to students having difficulty with one or more academic subjects by academic and vocational teachers. This free assistance is offered every Wednesday in the library from 2:45-3:25. Water and snacks are provided as well as free transportation home.

Special school-wide workshops and presentations are offered through the year for different groups of students. Each year, all freshmen participate in group workshops focusing on identifying the signs of depression and gender equity issues. Large group assemblies and presentations have been offered focusing on goal setting and acts of kindness, substance abuse, teen dating issues, tolerance, character building, and others.

On a larger scale, the student service emphasis is on communication – communication with students and with parents. Mid-term progress reports are sent to parents each quarter and report cards are sent home four times per year. E-mail communication is welcomed and progress update meetings are held as needed. Parents and guardians are asked to be involved with all class scheduling activities.

Post-graduate planning information is shared through career assessment and planning activities. Additionally, the Guidance department held a FASFA night was held in January for parents to offer free support with financial aid specialists. A college planning night was held in April for sophomore and junior parents. Career Plans are sent home annually for parent review. Language development is communicated for Limited-English proficient students through assessment data and parent meetings. It is our goal to service all students equitably while attending specifically to those who have specific life challenges.

## **GRANTS RECEIVED IN FY 2017:**

### **Entitlement and Allocation Grants**

#### **Title II, Part A: Improving Educator Quality, Fund Code: 140**

The purpose of this federal grant program is to increase student achievement through comprehensive district initiatives that focus on the preparation, training, recruitment, and retention of highly qualified educators. These funds were utilized to support professional development in supervision.

**Federal Special Education Entitlement, Fund Code: 240**

The purpose of this federal entitlement grant program is to supplement local and state funds in providing services to students with disabilities. This funding source provides professional development for teachers of students with disabilities in addition to providing extended school day and extended school year (summer) learning opportunities for this targeted population.

**Special Education: Program Improvement Grant Fund Code: 274**

The purpose of this state-funded grant program is to support professional development activities that will improve the quality of the services provided by the special education staff. During school year 2016-17 the focus of this funding was to research the positive placement data for students with disabilities over the past three years. This data will be used to determine best practices in the career pathways to assist our graduates from this targeted population secure high paying, highly skilled positions that are in high demand either after high school or upon completion of post-secondary education.

**Title I, Part A, Fund Code: 305:**

Title I, the Elementary and Secondary Education Act, provides school district with funding to increase student achievement. The district utilizes these funds to support extended school day and extended school year (summer) learning opportunities for all students. The incoming grade 9 summer orientation program is one of the primary programs funded Title 1. Professional development, targeting increasing student achievement, is also funded through Title 1.

**Perkins Act Allocation Grant Program – Secondary, Fund Code: 400**

The Carl D. Perkins Occupational Education Act provides funding to assist school districts in improving secondary career and technical programs. The district utilizes this funding source primarily to secure supplies, technology and equipment to guarantee that state-of-the-art conditions exist in the vocational settings of the school. In school year 2013-14 the following career pathways were enhanced by Perkins funding

Department	Purchase
Automotive Technology	Snap-On Torque Testing System
Business technology	High Capacity Printer/Scanner
Culinary Arts	Industry Standard boiler less Combi Oven
Dental Assisting	Curing Light, Intra Oral Camera, Eagle Software Program
Health Assisting	Electronic Medical Record Software Program compatible with Industry Standards 2 Industry Standard EKG machines
Metal Fabrication	2 Yaskawa Motoman- 7 Axis Robots
All areas	Skills Plus competency tracking program
Career Center	Total Adoption of the revised Kuder Career Planning Program

## **SUMMER PROGRAMS**

Northeast Metro Tech Summer School Program enjoyed another successful campaign since its inception in 1988. The Northeast Summer School serviced high school students, from a number of surrounding communities, in six different academic areas including, Math, Science, English, Social Studies, Language, and Vocational Related. The goals of promoting a positive learning atmosphere, retention, and promotion, as well as providing skills to assist each student at the next grade level are paramount objectives behind the philosophical make-up of our summer school.

Our summer program also continued with its Basic Welding certification program. This program was not only extremely successful, but gives both students and adults, from our surrounding communities, an opportunity to explore and possibly begin new careers.

The Northeast Summer School program launched an on-line credit recovery program in 2014. In 2015, the program doubled in enrollment. This program is designed for students who need to fulfill credit deficits in courses that are not running due to low enrollment. These courses are monitored by a credit recovery specialist instructor, and meet all Massachusetts DESE curriculum frameworks requirements.

## **COMMUNITY EDUCATION PROGRAM**

The Community Education Program is a broad base collaborative community initiative assisting learners of all kinds complete their education and achieve economic self-sufficiency through empowerment skills, health care, support services and meaningful employment.

Our vision is to deliver educational experience in a positive environment that will enable Northeast to reach new heights together with our lifelong learning community. The focus of the Community Education Program is to offer programs that meet the demands of our learning populations. In doing this, we give people the opportunity to improve employment skills, fulfill lifelong goals, or enrich their lives with social activities. With the most qualified instructors, and state of the art labs Northeast strives to maintain the highest standards of education. Emphasis is on our new technology, upgrades such as brochure modification, new state of the art web site construction, and the introduction of new programs in the medical field, new culinary classes, continuing education in all construction related courses, computer and CAD classes, photography and many other enrichment courses.

We are also proud participants of hosting the Wakefield Relay for Life, by doing this, it guarantees a succession plan well into the future for this much needed program.

**2017 GRADUATES**

The 2016-17 school year represents the Forty Seventh class to matriculate at Northeast Metropolitan Regional Vocational School. Northeast graduated 287 students. Breakdown of graduates' status after graduation is as follows:

Attending 4-year college	90	Employed	114
Attending 2-year college	65	Entering Military Service	8
Apprentice school	0	Other	22

**SPECIAL NEEDS ENROLLMENT**

Special Needs enrollment for the 2016-17 school year continued to represent approximately one quarter share of the total school enrollment with students. The 290 Special Needs students represent 23.3% of the school population. Additionally, 75 students were eligible for services under section 504 of the Rehabilitation Act.

**DISTRICT SCHOOL COMMITTEE ELECTION OF OFFICERS**

At the Annual Organizational Meeting of the District School Committee on January 12, 2017 the following members were elected as Officers of the Northeast District School Committee:

Chairman	Deborah P. Davis, of Woburn
Vice Chairman	Judith M. Dymont, of North Reading
Secretary	Peter A. Rossetti, Jr. of Saugus
Treasurer	Larry Means, of Stoneham
Assoc. Treasurer	Vincent J. Carisella, of Wakefield

## CONCLUSION

As Northeast celebrates its forty-seventh year of career/technical excellence with its twelve member communities, the district continues to offer students the finest career technical education with which to build a successful career.

The District supports curriculum in both academic and career technical classrooms with the latest equipment and technology. Evidence of our commitment is reflected in the State's grade 9 – 12 Dropout rate reports which indicates Northeast significantly lower at 0.6% versus the State rate of 2.0%. Recent graduate follow up data indicates that 98% of students from the Class of 2016 were positively placed in relevant post-secondary areas (*Source: MA DESE CVTE Grad Follow-up Survey INTERIM Results, Nov 2017*).

In fact, Northeast currently employs 32 alumni at the school, including the Superintendent-Director. Alumni's stories of success and their readiness and willingness to help their alma mater by recruiting graduates for cooperative education experiences or employment is proof of their dedication to Northeast. Testimonials as to the success of our graduates continue to be received which makes us proud to have contributed in some small way to their accomplishments

The Northeast Class of 2017 achieved a 99.7% pass rate on the MCAS assessments. Northeast continues to offer school day MCAS Enrichment Classes and after school enrichment programs for those students in need of additional preparation for the MCAS. Northeast also offers a well-attended Summer Transition Program for incoming freshmen and as a Summer Enrichment Program for enrolled at risk students preparing for the MCAS state assessments.

The Career Center facilitates student access to technology to further learn business aspects of their industries, develop career plans, resumes, and comprehensive portfolios, and prepare college and other post-secondary documents with the assistance of our faculty including Career and Adjustment Counselors.

Northeast continues to provide students the finest career technical education with which to build a positive and productive post-secondary experience, be it college or career, offering experiences with the latest equipment and technology in both the career technical and academic programs.

Once again, I am proud to have represented Woburn as a member of the Northeast Metropolitan Regional Vocational District School Committee. I will continue to serve as the guardian of funds allocated from the community to this educational institution and assist in and provide counsel to the school in maintaining the highest standards of educational excellence possible.

Respectfully submitted,

Deborah P. Davis, Chairman  
Northeast School Committee  
Woburn Representative

**ENROLLMENT HISTORY**

<b>CITY/TOWN DISTRICT</b>	<b>S.Y. 05-06</b>	<b>S.Y. 06-07</b>	<b>S.Y. 07-08</b>	<b>S.Y. 08-09</b>	<b>S.Y. 09-10</b>	<b>S.Y. 10-11</b>	<b>S.Y. 11-12</b>	<b>S.Y. 12-13</b>	<b>S.Y. 13-14</b>	<b>S.Y. 14-15</b>	<b>S.Y. 15-16</b>	<b>S.Y. 16-17</b>
Chelsea	221	203	198	206	190	195	199	204	199	208	218	220
Malden	215	238	234	22	216	215	198	194	189	170	165	160
Melrose	56	64	64	48	45	62	61	67	74	62	60	45
North Reading	28	40	38	37	37	36	35	32	27	34	37	33
Reading	19	26	26	26	28	23	16	19	17	17	16	16
Revere	241	242	238	244	238	234	225	223	224	216	234	237
Saugus	146	137	138	161	174	191	204	200	190	199	187	205
Stoneham	34	46	44	46	52	54	59	69	73	71	62	66
Wakefield	59	65	61	84	91	98	79	70	68	64	63	63
Winchester	7	9	9	7	11	13	15	14	11	9	13	9
Winthrop	41	45	44	55	65	58	60	65	62	68	60	57
Woburn	99	97	97	70	59	55	65	83	98	115	114	105
<b>TOTALS: NON DISTRICT GRAND TOTAL:</b>	<b>1166</b>	<b>1212</b>	<b>1191</b>	<b>1206</b>	<b>1206</b>	<b>1234</b>	<b>1216</b>	<b>1240</b>	<b>1232</b>	<b>1235</b>	<b>1229</b>	<b>1216</b>
	<b>43</b>	<b>47</b>	<b>53</b>	<b>39</b>	<b>42</b>	<b>31</b>	<b>35</b>	<b>28</b>	<b>29</b>	<b>32</b>	<b>30</b>	<b>31</b>
	<b>1209</b>	<b>1259</b>	<b>1244</b>	<b>1245</b>	<b>1248</b>	<b>1265</b>	<b>1251</b>	<b>1268</b>	<b>1261</b>	<b>1267</b>	<b>1259</b>	<b>1247</b>
SPECIAL NEEDS ENROLLMENT	287	320	342	333	323	330	331	326	313	317	314	299
% SPECIAL NEEDS ENROLLMENT	24%	26%	27%	27%	26%	26%	26%	26%	26%	27%	23%	23%