

Human Resources Department

Annual Report – Fiscal Year 2014

The responsibilities for the City of Woburn's Human Resources Department are varied and diverse. They include:

- Planning, presenting and obtaining approval for appropriate strategies regarding the City's employees.
- Ensuring that employees are treated fairly and equitably under the rules, regulations, contracts and laws that apply to them.
- Determining, implementing and managing a comprehensive package of benefits for the City employees.
- Overseeing and managing appropriately the City's Workers Compensation benefits and Division of Unemployment Assistance claims.
- Developing and implementing guidelines and procedures for matters that affect employees, such as Safety and Equal Employment Opportunities.
- Providing support and guidance to City management in hiring and supervising employees and helping them to develop employees to their greatest potential to serve the City.
- Overseeing the City's loss control and risk management policies, practices and procedures and supporting structure.
- Communicating information regarding employees to the City management team, the City Council, the media, the citizens of Woburn, other interested parties and the employees themselves.
- Providing administrative support in employee matters.
- Responding to questions and resolving problems related to the City's employees, the human resources functions or other interested parties, such as Woburn citizens.

Fiscal year 2014 continued at the ever high pace of activity for the Human Resources Department, including a major change in the City's retirees' health insurance plans. Some of the highlights are covered on the following pages.

Highlights

Brought in approximately \$281,234 to the City in FY2014:

- \$213,223.56 in Medicare Part D Drug Rebate Subsidies
- Estimated \$60,000.00 in Loss Control Safety Program and related credits for the City's comprehensive Liability, Workers Compensation, Property and Casualty Insurance program.
- \$8,000.00 in grants with a \$5,000 safety grant pending

Supported the hiring of eighteen new City employees (replacements for employees who retired or resigned), including preparation of requisitions, writing and arranging for advertisements in various media, processing applications, screening applicants through paper reviews and/or screening interviews, preparing interview

question sheets for the mayor and other appointing authorities, documenting decisions, communicating with applicants, making job offers, developing required Civil Service documentation, etc.

Acted as the City's contact and provided oversight for three Sole Assessment Centers to determine the qualified candidates for Fire Chief, Police Captain and Police Lieutenant. This included working with the HR Division of Civil Service to ensure the City met all statutory or regulatory requirements for a Sole Assessment Center.

Successfully administered the process for the Civil Service promotion to the Fire Chief position, the appointment of a new Police Captain, two new Police Lieutenants, two new Police Sergeants, four new Permanent Police Officers and six Police Reserve Officers.

Acted as the City's representative in obtaining and administering all Injured on Duty benefits for injured Police and Fire Department employees.

Coordinated with MIIA to provide managerial, safety and technical training for our employees at no cost to the City, saving the City approximately \$20,000.

Continued to administer the City's Wellness Program for City and School employees through the MIIA wellness grant to the City. The program offers various exercise, nutrition and related courses with emphasis on reducing future health insurance costs by improving health outcomes. Based on our strong wellness program in place, MIIA provided the City an additional course called Heart Matters Update outside of the Wellness grant (still with no cost to the City).

Introduced and administered a major change in the City's health insurance plans for retirees, sending educational information to the retirees, scheduling meetings for MIIA representatives to present the changes, answering questions, working with the retirees on any administrative issues, resolving problems with Blue Cross Blue Shield. The change is projected to save the City approximately \$700,000 in FY2015. Worked to determine additional or revised requirements for health insurance under the new Federal and State regulations to ensure the City is in compliance.

Continued to administer 50 separate and complex programs or activities for the City, making enhancements as well as responding to legally mandated new requirements, including the following:

1. Health Insurance, including Medicare coordination.
2. Life Insurance.
3. Dental Insurance.
4. Disability Insurance.
5. Deferred Compensation.
6. Wellness Programs.
7. Employee Assistance Program (EAP).including services in emergency situations.
8. Open Enrollment and Benefits Fair.
9. COBRA (Consolidated Omnibus Reconciliation Act) which allows individuals who lose health insurance due to a change in job status, full-time student status or reaching the age of 26, to continue health insurance coverage by paying 102% of the premium, requiring notification of employees impacted, continuing communication, documentation and processing of payments.
10. Insurance Advisory Committee.

11. Property and Casualty Insurance oversight, including appeal of claims, etc.
12. Drug and Alcohol Policy, including random and follow up testing.
13. Workers Compensation.
14. Overseeing the Return to Work programs.
15. Administration of Nurse Case Manager program for Police Officers and Firefighters who are Injured on Duty.
16. Attendance, including providing totals for continued reconciliation with the payroll system as well as to the Outside Auditors.
17. Longevity Benefits.
18. Vacation Benefits.
19. Holiday Benefits, including notices to the public of holidays and closure of City Hall and other administrative offices.
20. Personal Leave Benefits.
21. Bereavement Leave Benefits.
22. Sick Leave Buyback.
23. Family Medical Leave Act (FMLA).
24. Unpaid Medical Leaves – non-FMLA.
25. Other Unpaid Leaves.
26. Military Leave.
27. Equal Employment Opportunity (EEO) requirements and reporting.
28. Hiring of New Employees, including preparation of requisitions, writing and arranging for advertisements in various media, processing applications, screening applicants through paper reviews and screening interviews, preparing interview question sheets for the mayor and other appointing authorities, documenting decisions, communicating with applicants, making job offers, developing required Civil Service documentation, etc. for:
 - Non-Union, non-Civil Service
 - Police Civil Service
 - Clerical Civil Service
 - Labor Service
 - Official Service
 - DPW/City Hall Summer Employees
 - Temporary Employees
29. Assisting in Hiring Process for:
 - Woburn Public Library
 - School Department Official Service and Labor Service Employees
30. Communicating with public to answer questions about the City's Human Resources, such as hiring processes and opportunities.
31. Pre-Employment Physical Examinations with Drug and Alcohol Testing
32. New Employee Orientation
33. I-9 Documentation Program
34. Personnel Files requirements
35. Summer Employee Orientation
36. OBRA (Omnibus Budget Reconciliation Act) payments in lieu of Social Security payments for employees who are not eligible for the City retirement system. Working with summer employees to obtain return to payments made.
37. Distribution of Legally Required Policies and Procedures, such as the Sexual Harassment Policy.

38. Conducting Annual Safety Training for DPW Employees.
39. Scheduling and providing oversight for CPR Training
40. Researching, determining, scheduling appropriate training for employees, often at no cost or reduced costs to the City.
41. Administration of Labor Relations
 - Writing Contract Language
 - Preparing Memoranda or Side Letters of Agreement after successful negotiations
 - Answering questions from union representatives, union officials and employees.
 - Consulting with Mayor and Department Heads on labor matters.
 - Developing postings of open jobs, accepting any bids, making rewards of the jobs in compliance with the labor contract and communicating to all interested parties.
 - Preparing documentation on disciplinary cases, responses on grievances and other required follow up.
 - Assisting and acting as a witness in legal hearings on arbitrations and unfair labor practices
42. Consulting and assisting on non –union employee disciplinary cases, writing the official letters of notification to ensure they meet the Civil Service or other legal requirements, and working on any appeals made.
43. Chairing City Safety Committee, developing program and related material, scheduling and conducting meetings, documenting programs for credit under the MIIA Loss Control Credits program, following up to ensure action taken.
44. Unemployment Assistance, working with the Division of Unemployment Assistance, providing notices to employees who lose their jobs, responding to DUA requests for information, reviewing and correcting DUA bills, appealing decisions, attending hearings, etc.
45. Analyses of Employee and Insurance Costs
46. Americans with Disabilities Act Compliance
47. Assisting the Commission for Handicapped and Disabled Citizens
48. Overseeing building or other facility changes for ADA compliance, e.g., design and interaction with vendors on automatic door openers, handicapped compliant counters, etc. to ensure design specifications are met; consulting with various employee groups on requirements and conducting on-site inspections.
49. Working with departments to obtain safety grants.
50. Other Staff Work, preparing reports and letters, for the Mayor.

Respectfully submitted,
Jan Robbins Cox, Director

Department of Inspection Services

I submit herewith the Annual Report of the Department of Inspection Services for the period July 1, 2013 thru June 30, 2014. The Inspection Services Department activity (including building, electrical, plumbing & gas fees) has issued 4,415 permits and fees totaled: \$890,005.49.

Personnel

Thomas Quinn, Jr., Building Commissioner
Brian Gingras, Local Building Inspector
Michelle Mase, Local Building Inspector
Dennis M. Stone, Electrical Inspector
Joseph Rozzi, Plumbing & Gas Inspector
Gail M. Swymer, Administrative Assistant
Andrea DiMambro, Head Clerk

Report of Building Commissioner

Total number of building permits.....	1,602
Total number of occupancy permits	197
Total number of certifications	190
Amount collected for building permits	\$703,562.24
Amount collected for occupancy permits.....	\$ 3,000.00
Amount collected for certifications	\$ 19,000.00

Report of Plumbing & Gas Inspector

Total number of plumbing permits	806
Total number of fees collected	\$ 61,441.00
Total number of gas permits	549
Total number of fees collected	\$ 27,375.00

Report of Wiring Inspector

Total number of electrical permits	1,198
Total number of fees collected	\$ 78,627.25
Total amount of fees collected by Inspection Services:	<u>\$ 890,005.49</u>

Respectfully submitted,
Thomas Quinn, Jr., Building Commissioner

Woburn Public Library

I hereby submit the Annual Report for the Woburn Public Library for the year ending June 30, 2014.

Respectfully submitted,
Kathleen O'Doherty
Director, Woburn Public Library

WOBURN PUBLIC LIBRARY
THE MEMBERS OF THE CORPORATION
JULY 1, 2013-JUNE 30, 2014

Mrs. Janet M. Rabbitt, President & Controller
Mr. Richard Mahoney, Vice-President
Mrs. Loretta C. Schuck, Co-Clerk
Mrs. Joanne McNamee, Co-Clerk
Dr. Mary E. Hines
Atty. Judith A. Kelley
Mrs. Carol Seitz
Mr. William Angelo
Mr. William Callahan

Officers and Employees
July 1, 2013-June 30, 2014

Administration

Kathleen O'Doherty, Director
Andrea Bunker, Assistant Director (hired 8/05/2013)

Technical Services

Beverly Thompson, Technical Services Librarian
Assistant Cataloguer (vacant)
Jessica Stitson, Acquisitions Librarian

Reference

Reference Librarian (vacant)
Gregg Bouley, Assistant Reference Librarian

Children's Department

Cynthia Fordham, Children's Librarian
Mary J. Wing, General Assistant
Christine Kitowicz-Anderson, Part-Time General Assistant (hired 7/30/13)

Glennon Archives
Thomas Doyle, Archivist
Sue Ellen Holland, Part-time Assistant

General Assistants
Virginia Brennan
Patricia Daley, Ann Atkins
Tracy Breeden

Part-time general assistants
Victoria Massaro
Denise Creamer
Myles Sullivan (hired 8/13/13, resigned 4/10/14)
Stephanie Nelson (hired 6/9/14)
Vacant (two positions)

Custodians
Lee Rankin, Full-time
Martin LaCarbonara, Part-time
Richard Abreu, Part-time
Kevin McBride, Part-time

LIBRARY SERVICES

Hours open (weekly)	65 (59*)
Days open (weekly).....	6*
Number of adult and YA programs	27**
Number of children's programs	117**
Number of registered borrowers.....	13,430**
Annual number of public internet computer users	14,560**
Total number of hours volunteered	924**
Total attendance in library system.....	130,359**

*required for state certification and state aid eligibility

**increase over FY13

LIBRARY RESOURCES
HOLDINGS INFORMATION

Print Materials

Books

Adult	44,632
Children	35,945
Young adult	3,104

Non-print materials

Audio materials	2,192
Video materials.....	8,340

E-books..... 18,461

Downloadable audio..... 6,071

Databases (purchased by the library) 9

LIBRARY USE
(CIRCULATION)

Adult books	46,428
Young adult books.....	4,314
Children's books.....	63,953
Print periodicals (Adult, YA, Children's)	5,304
Audio (Adult, YA, Children's).....	10,661
Video (Adult, YA, Children's).....	48,287
E-books.....	5,867
Downloadable audio.....	1,458
Downloadable video.....	0
Materials in electronic format	58
Materials in microform.....	0
Miscellaneous	1,394
Total.....	187,724

INTERLIBRARY LOANS

Interlibrary loans RECEIVED FROM other libraries	27,100*
Interlibrary loans PROVIDED TO other libraries	28,536**

*In 1999, the library RECEIVED 2,265 loans from other libraries

**In 1999, the library PROVIDED 1,765 loans to other libraries

Service conditions which caused figures reported here to vary substantially from last year:
Children's Room was closed for 1.5 weeks for repairs, impacting children's circulation.

Woburn License Commission

Members

Paul A. Medeiros	Chairman
David I. Gilgun	Member
Thomas M. Skeffington	Member
Patricia Bergeron George	Clerk of the License Commission

The following licenses were granted by the Commission (Note, the following license periods are from January 1st through December 31st with the exception of Common Victuallers which is May 1st through April 30th):

14	Amusement Licenses @ \$100/machine	\$26,700.00
115	Common Victuallers @100.00/ea	\$11,500.00
18	Entertainment @\$250.0/ea (one exempt)	\$ 4,250.00
11	Innholder's Licenses @ \$100.00/ea	\$ 1,100.00
22	Special one-Day Licenses (9 @ \$50.00/ea)	\$ 450.00

Liquor Licenses:

8 Package Store (All Alcohol)	@ \$1,700.00	\$13,600.00
4 Innholders (All Alcohol) (1-Spec Leg)	@ \$2,500.00	\$10,000.00
29 Restaurants (All Alcohol)	@ \$2,500.00	\$72,500.00
8 Restaurants (Beer/Wine)	@ \$2,500.00	\$20,000.00
9 Clubs (All Alcohol)	@ \$ 100.00	\$ 900.00
2 Veteran's Clubs (All Alcohol) (Quota N/A)	@ \$ 100.00	\$ 200.00

Respectfully submitted,
Paul A. Medeiros, Chairman

Northeast Metropolitan Regional Vocational School District

SCHOOL ADMINISTRATION

SUPERINTENDENT-DIRECTOR

Theodore Nickole

PRINCIPAL-DEPUTY DIRECTOR

David DiBarri

DISTRICT SCHOOL COMMITTEE

SCHOOL COMMITTEE CHAIRMAN

Michael T. Wall - Chelsea

VICE CHAIRMAN

Henry S. Hooton - Melrose

SECRETARY

Peter A. Rossetti, Jr. - Saugus

TREASURER

Larry Means - Stoneham

ASSOCIATE TREASURER

Vincent J. Carisella - Wakefield

COMMITTEE MEMBERS

Jeanne M. Feeley – Malden

Ronald J. Jannino - Revere

Judith M. Dymont - North Reading

John J. Bradley - Winchester

Robert S. McCarthy – Reading

Dawne H. Armitstead - Winthrop

Deborah P. Davis - Woburn

Northeast Metropolitan Regional Vocational School District

100 Hemlock Road - Wakefield, Massachusetts 01880-3597

ANNUAL REPORT 2014

OUTSTANDING STUDENT AWARD

Christina Sicari from Saugus a student in the Culinary 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 March. At the ceremony, 5 seniors and 51 juniors were inducted. These students joined the previously inducted members to bring the Technical Honor Society Chapter to 83 members for the 2013-2014 school year.

NATIONAL HONOR SOCIETY

The Annual Induction Ceremony to the Northeast Chapter of the National Honor Society "Artisans" was held in March. At the ceremony 4 seniors, 16 juniors, and 14 sophomores were inducted for the 2013-2014 school year bringing the total membership to 61.

SCHOLARSHIP COMMITTEE

The Northeast Awards and Scholarship Committee and PAC board presented awards and scholarships to 57 deserving students at the annual Senior Recognition Night. A total of \$29,080 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 20 trained 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.

PROFESSIONAL DEVELOPMENT

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 2013-2014 school year included:

1. Educator Evaluation Training

Administrators and department heads received in-depth instruction in the Educator Evaluation process recently enacted by the DESE. This training included rubric explanation, self-assessment, and conducting observations.

Staff members received training in establishing goals, collecting evidence, formative assessment and summative assessment.

2. Student safety concerns

A Bullying Prevention and intervention was presented to the entire staff by representatives from the Middlesex District Attorney's office.

3. Improving student achievement

A series of workshops were held for mathematics, science and career and technical instructors in focusing on technical literacy skills as a means to increase student achievement in the technical areas of the curriculum.

A program was conducted for moderate special needs instructors who serve as liaisons for students with disabilities. This instruction targeted strategies to support awareness of transitional opportunities for this targeted population of students upon graduation from high school.

2014 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 7 until Friday July, 18th. This program has two components that targets students at each grade level. The enrichment component is designed to assist in the development in MCAS preparedness for students who have yet to achieve a "passing" score on the tests, and for students who have not yet taken the MCAS, but would like help in getting ready. The transition component, which is funded by Title 1, and Perkins grants is designed to assist incoming freshmen transition from middle school to a career technical high school. 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 that are part of the Enrichment Program are divided into four groups to alleviate class sizes. The students stay in the same groups for the two week period. The classes each had two instructors who served as

“Co-Teachers”, this is an important teaching strategy that helped the students learn from two instructors that both have their own unique teaching styles. This allows the instructors to be able to have more of a “hands on” approach to teaching the pupils, and lets the teachers and students get to know each other’s learning and teaching styles respectively. The students have a daily schedule in which they have courses in English language Arts, Biology, Math and Team Building.

The biology course is designed to give the students a more structured focus on biology themes that will familiarize them with the subject. The focus this summer in the biology class was on endangered animals, with a major focus on Panda Bears, and their habitats. The students learned about the ecosystem of these animals, how they survive and adapt to their surroundings, and the dangers that they are facing. The students also learn about the flora and fauna of the habitats for the animals, and why these animals are at risk of extinction. The biology unit concluded with a field trip to the Museum of Science in Boston where the students got to see a documentary on endangered pandas. This documentary and field trip is beneficial because it can help the students who favor auditory and visual aides to help comprehend information.

The math course had a focus on MCAS math content questions. The instructors also tied in the biology lessons by having students estimate and do calculations based on what they learned about Pandas. These lessons dealt with having the students analyze how much vegetation is in the ecosystem of the Pandas based on how many pounds of food they eat. Another sample problem would be to estimate and predict how many pandas would be living in the future unless changes are made to their environment based on findings and casualties from years past.

The ELA component deals with content based reading and writing exercises. The students read samples from summer reading books, and would write critical open responses based on the criteria that they will see on the MCAS Exam. The students would also answer previous open responses that were on the MCAS, and evaluate their responses through paired partner reading and correcting. This will help the students analyze what to look for in a graded response.

The team building component is designed as a physical education block, in which the students are faced with physical activities that test their hand eye coordination, and effective problem solving strategies. The exercises are designed in a way that the students can only achieve success through working together.

Respectfully,

Joseph P. O’Brien, Jr.
Summer Transition and Enrichment Program Coordinator

Funding for this program was provided through Title I, IDEA, 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(s) 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. Interpretation Services in other languages are contracted as needed.

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.

The KICK-OFF Mentoring Program is a freshmen transition program that matches junior and senior mentors with small groups of freshmen students. The KICK-OFF 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 100 peer leaders from 11th and 12th grades.

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 After School Enrichment and Tutoring Program is a program of educational assistance to students having difficulty with one or more academic subjects. Students who have been successful in specific subject areas and who have participated in training, volunteer their time to assist others in the library one afternoon per week. The tutoring program is designed to supplement after school assistance provided by the academic and vocational teachers. The program benefits go beyond the student achievement as the relationships formed by the tutors and students help to break down barriers between different grade and age groups and develop friendships that would not have had a chance to form. Academic and vocational teachers offer support and assistance to the Enrichment Program.

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 harassment and bullying 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 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 2014:

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 the initiation of the Educator Evaluation Program recently adopted by the Massachusetts Department of Elementary and Secondary Education (DESE). In addition, this grant supports the new teacher mentoring program for the district.

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 2013-14 the focus of this funding was to improve the transition process of students with disabilities upon their graduation from high school.

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
Auto Body Collision repair	On-line text books and Workbooks
Automotive Technology	Light weight Tire Changing Technology
Carpentry	Oscillating saw/ aluminum Pump Jack system
Cosmetology	Upgraded work stations
Culinary Arts	Point of Sales ordering stations
Drafting and Design	Large Scale Plotting Technology
Dental Assisting	Autoclave Sterilizing system
Early childhood Education	Washer/Dryer and Apple IPODS for Reading
Electrical Department	Control Units

Graphic Communications Design Visual	Verscamm printer/cutter for signage and large banners, 10 industry compatible computers
Health Assisting	2 industry standard hospital beds
Heating, Ventilation, Air Conditioning and Refrigeration	Electric ductless split system heat pumps for residential and light commercial zone installation
Information Systems	Upgrade of 30 desktop computers
Metal Fabrication	Robotic Mechanical Arm for precision welding
Office Technology	Smart Board technology/ increase of desk top computers to correspond to industry upgrades
Plumbing	Lead free Pro-Press pipe system to connect copper and pipe fittings without using lead as a soldering component
All areas	Skills Plus competency tracking program

Academic Support Services Allocation Grant (Summer), Fund Code: 625

The goal of this state-funded grant program is to enhance academic support services needed to meet the Competency Determination required for high school graduation for students in the Classes of 2003-2015 who have performed in the Level 1: Warning/Failing (Scaled Score = Less than 220) or Level 2: Needs Improvement (Scaled Score = 220-238) categories on their most recent English language arts and/or mathematics MCAS or re-tests. Summer programs may also serve students in the Class of 2015 transitioning into high school that has scored at Levels 1 and/or 2 on their most recent English language arts and/or mathematics MCAS. These services are to supplement currently funded local, state, and federal programs.

Summer Academic Support Enhancement Grant, Fund Code: 625-B

The purpose of this state-funded supplementary summer program is to enhance academic support activities provided by the Academic Support Allocation Grant.(see above)

Literacy Partnerships Grant, Fund Code: 738

The purpose of the state-funded Literacy Partnerships grant program is to enhance the literacy skills of all students in the school. School year 2013-14 was the final opportunity for this two year grant. The district targeted increasing literacy skills in the technical areas of mathematics, science and career and technical studies. Professional development in building successful strategies was provided to instructors in these areas by the Collins Literacy Group.

Competitive Grants

During the 2013-14 school year the district was successful in its application for two competitive grants. The Perkins Competitive Equipment grant yielded \$49,000 to purchase a CNC (computer numerically controlled) router for the Carpentry career pathway.

The state-funded vocational equipment grant secured \$35,000 for a CNC milling machine for use in the newly created STEM academy.

Both of these purchases will provide the Northeast students with state-of-the art experiences in preparation to enter the workforce. These grants supported the district’s commitment to train our students to be industry ready upon successful completion of their career and technical programs.

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.

This year the Northeast Summer School program launched an on-line credit recovery program. 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. During the summer of 2014 continued emphasis was placed on 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.

2014 GRADUATES

The 2013-14 school year represents the Fortieth class to matriculate at Northeast Metropolitan Regional Vocational School. Northeast graduated 287 students in the class of 2014. Breakdown of graduates' status after graduation is as follows:

Attending 4 year college 60
Attending 2 year college 92
Apprentice school 6

Employed 113
Entering Military Service 8
Other 8

SPECIAL NEEDS ENROLLMENT

Special Needs enrollment for the 2013-14 school year continued to represent approximately one third share of the total school enrollment with students. The 317 Special Needs students represent 27% of the school population. Additionally 70 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 9, 2014 the following members were re-elected Officers of the Northeast District School Committee:

Chairman	Michael T. Wall, of Chelsea
Vice Chairman	Henry S. Hooton, of Melrose
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-fourth 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 and 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 which shows 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 2014 were positively placed in relevant post-secondary areas (*Source: MA DESE CVTE Grad Follow-up Survey INTERIM Results, Nov 2014*).

In fact, Northeast currently employs 29 alumni at the school, including the Principal-Deputy Director and Vocational Coordinator. 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 2014 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, Committee Member
Northeast School Committee
Woburn Representative

**Northeast Metropolitan Regional Vocational School
Comparison of Assessments
As of March 2015**

	Budget FY 2014	Budget FY2015	Variance \$	Variance %
Gross Budget	\$21,675,000	\$22,364,999	\$689,999	3.1834%
Less Revenues				
Chapter 70 Aid	\$8,944,100	\$8,609,863	-\$334,237	-3.74%
Transportation	\$499,680	\$599,400	\$99,720	19.96%
Total Revenues	\$9,339,771	\$9,114,494		
Net Assessments	\$11,631,220	\$12,611,800	\$980,580	8.43%
Chelsea	\$642,142	\$721,837	\$79,695	12.41%
Malden	\$1,389,356	\$1,485,922	\$96,566	6.95%
Melrose	\$873,983	\$1,029,947	\$155,964	17.85%
North Reading	\$436,616	\$393,086	-\$43,530	-9.97%
Reading	\$239,830	\$229,908	-\$9,922	-4.14%
Revere	\$1,432,143	\$1,529,360	\$97,217	6.79%
Saugus	\$2,635,346	\$2,773,703	\$138,357	5.25%
Stoneham	\$948,815	\$1,099,192	\$150,377	15.85%
Wakefield	\$962,677	\$1,018,402	\$55,725	5.79%
Winchester	\$189,885	\$156,670	-\$33,215	-17.49%
Winthrop	\$746,228	\$747,349	\$1,121	0.15%
Woburn	\$1,134,199	\$1,426,424	\$292,225	25.76%
Total	\$11,631,220	\$12,611,800	\$980,580	8.43%
Enrollment	Students FY 2014	Students FY 2015	Variance	Variance %
Chelsea	204	199	-5	-2.450980%
Malden	194	189	-5	-2.577320%
Melrose	67	74	7	10.447761%
North Reading	32	27	-5	-15.625000%
Reading	19	17	-2	-10.526316%
Revere	223	224	1	0.448430%
Saugus	200	190	-10	-5.000000%
Stoneham	69	73	4	5.797101%
Wakefield	70	68	-2	-2.857143%
Winchester	14	11	-3	-21.428571%
Winthrop	65	62	-3	-4.615385%
Woburn	83	98	15	18.072289%
Total Enrollment	1240	1232	-8	-30.32%

**Northeast Metropolitan Regional
Vocation School District - Fiduciary Fund -
June 30, 2014**

Fund	Balance
Adult Education	\$53,270
Building Usage	\$75,618
Athletics	-\$431
Cafeteria	-\$301
Medicaid	\$1,615
Grants	\$88,970
School Choice	\$15,226
Auto Body	\$10,339
Auto Technology	\$11,957
Shinning Knights	\$1,914
Day Care	\$35,327
Culinary Arts	\$5,050
Cosmetology	\$2,701
Graphics	\$3,794
Carpentry	\$1,426
Metal Fabrication	\$19,858
Total Fiduciary Fund	\$326,333

Planning Department

Annual Report for FY2014

The following annual report of activities of the Woburn Planning Department in part complies with the requirements of Massachusetts General Laws Chapter 41, Section 81-C for the Planning Board.

Planning Board

During Fiscal Year 2014 the Planning Board consisted of the following members: Chairman James Callahan, Vice-Chairman Carolyn Turner, Claudia Leis-Bolgen, David Edmonds, Michael Ventresca, Robert Doherty, and Kevin Donovan. Two City employees provided staff support to the Board during the year: Initially, Planning Director Edmund Tarallo and Planner/Grant Writer Erin Wortman staffed the Board and by the end of the fiscal year support was provided by Planning Director Tina Cassidy and Planner/Grant Writer Erin Wortman.

Regular Planning Board meetings were held two (2) times per month, typically on the second and fourth Tuesdays. In July and August the Board held only one (1) meeting each month. During the course of the year the Board held a total of twenty (20) regular meetings that included one (1) executive session.

In the course of the above-referenced meetings the Planning Board processed a total of five (5) subdivision and seven (7) Approval Not Required plans. Please see attachment A for a list of applicant names and project locations for each of the plans. In addition the Board approved or provided recommendation letters to the City Council on thirty seven (37) special permit applications.

With respect to other Planning Board activities, the Board met as part of the Zoning Ordinance Review Committee on several occasions toward the end of the fiscal year to address a zoning proposal specific to reuse of former religious buildings. It also held public hearings and made recommendations on seven (7) other zoning map and text amendments.

Redevelopment Authority

Membership of the Woburn Redevelopment Authority consisted of the following members: Chairman Donald Queenin, Vice-Chairman Gary Fuller, Treasurer Arthur Duffy, Secretary Wayne McDaniel, and Assistant Treasurer David Ryan. Two City employees provided staff support to the Board during the year: Initially, Planning Director Edmund Tarallo and Planner/Grant Writer Erin Wortman staffed the Authority and by the end of the fiscal year support was provided by Planning Director Tina Cassidy and Planner/Grant Writer Erin Wortman.

Redevelopment Authority meetings were held monthly during the fiscal year with the exception of the month of July. A total of twelve meetings were held. The Authority administered a sign improvement program which resulted in fifteen (15) new signs for new and existing commercial establishments within a defined area of the downtown. A total of \$35,449.73 in grant funds was expended on this program during the fiscal year.

Subdivision Approval Not Required Plans (SANR's):

Name of Applicant	Address of Property	Number of Lots Created
William McNulty	19 Third Road	2
Barbara Casey, Executrix	9A Kearsage Ave.	4
Melanson Development	Carlson Way	2
Woburn Foreign Motors	Washington Street	2
Benchmark Senior Living	320 Salem Street	2
58 Sunset Road LLC	58-60 Sunset Road	2
Ben-Val Realty Trust	1071 Main Street	1
	TOTAL # ANR LOTS	15

Definitive Subdivision Plans

Name of Applicant	Address of Property	Number of Lots Created
Scott Seaver	Fremont St. Extension	1
Merrimack St. LLC	Off Wood Street	6
George Gately Jr.	89 Wyman St.	4
Robert Murray	Dragon Court	10
George Gately Jr.	30 Wyman Street	33
	TOTAL # SUBDIVISION LOTS	54

Respectfully submitted,
Tina Cassidy, Planning Director

Recreation Commission

Annual Report Fiscal Year 2014

July 1, 2013 – June 30, 2014

Commission:

Eugene Demers
Sandra Niemszyk *Resigned August 2013
Paul Tobin
Michael Martini
Anthony “Bishy” Pandolph
Timothy Lawton *Appointed September 2013

Personnel:

Rory Lindstrom – Director of Recreation
James DeLong – Parks Superintendent
Brian Nagle – Health & Wellness Coordinator

Recreation Commission

In Fiscal year 2014 the Woburn Recreation Commission worked closely with the Recreation Director and Parks Superintendent to help the growing demands for more Recreation programs.

The Woburn Recreation Commission was chaired by Anthony “Bishy” Pandolph from July 2013 to December 2013. In January of 2014 the Commission voted to nominate Paul Tobin as chairperson for the Recreation Commission.

In September of 2014 Sandy Niemszyk was not reappointed by the School Committee. Sandy served for over 30 years on the Recreation Commission as a secretary and then as a commission member. Sandy was replaced by Timothy Lawton who was appointed by the School Committee in September 2014.

Recreation Programs

Woburn Recreation Department continued to offer a variety of safe and quality programs for the youth and adults of Woburn. The summer of 2013 was extremely successful and the Recreation Department offered more of a variety of summer programs for children. The Recreation Department had over 1,000 participants in its summer programs and also offered more programs for the youth of Woburn. Some of the popular programs that the Recreation Department offered in the summer were: Club Rec, Multi-Sport, Adventure Clinics, and Lego & Science Camps. Mayor’s field day and Family night continued to be a success and was enjoyed by all of the residents.

The City's three pools were enjoyed by many in the summer of 2013. The Recreation Department sold over 2,000 wristbands and also had an increased enrollment for our swimming lessons.

The Summer Outdoor Movie Series was offered during the summer of 2013 where the Recreation Department showed 4 outdoor movies to the Families of Woburn at Library Field. These were an extreme success and were enjoyed by all!

This fall and winter we continued to offer our recreation basketball leagues for grades 3 & 4, 5 & 6, 7&8, High school and Challenger Basketball. The Recreation Department also offered a Travel League for Boys & Girls in grades 4 – 8. The Travel league joined the Metrowest Basketball League. In addition to all of the Basketball programs the Recreation Department offered the following fall and winter programs: Kinder Karate, Super Saturday Sports, Pre-school Sports, Dodgeball, Fun-Nastics, Holiday Vacation program, February Vacation Program, and a Babysitting course. In conjunction with the O'Brien ice we offered 20 hours of public skating at the ice rink during school vacations and on Saturdays.

Brian Nagle the Wellness coordinator continued to offer fitness classes for Youth and Adults. The programs that were offered were: Yoga for Kids, PiYo, Total Body Fitness, Zumba, Insanity and Girls volleyball. The Recreation Department also offered a Health and Wellness Fair in October 2013 at the Goodyear.

The Woburn Recreation Department goals are to continue to offer more programs for the citizens of Woburn and also to see an increase in the number of program participants every year.

Parks Department

The Parks Department under the direction of James DeLong maintained the city's ball fields, open space areas, playgrounds, and common areas. Maintaining the fields and playgrounds to make sure that they are safe for the citizens of Woburn is the main goal for the Parks Department. The Parks Department continues to groom and line the fields for many of the sports organizations every day so that they may have a safe place to play.

Respectfully submitted,
Rory P. Lindstrom
Recreation Director