

## LIBRARY DIRECTOR AND BOARD OF TRUSTEES

### **Mission**

The Robbins Library is a vital community center that connects people with traditional and technological resources for life-long learning, intellectual pursuits, and leisure. The Library responds to citizens' needs with services and activities in a welcoming setting built on a history of free and equal access to information for all Arlington residents.

### **Usage**

The Library continued the pattern of previous years with increases in circulation of library materials and again experienced the highest circulation in its history. (Fiscal Year 2010). The number of visits to the library increased to over 319,000 while many residents from home remotely accessed the wealth and variety of resources offered. As in the previous year, citizens increasingly relied on the Library for its free services in this time of continued economic hardship. All ages enjoyed Library programs, computer workstations for access to the Internet, and electronic databases. Job seekers utilized the computers for resume writing, employment opportunities, and online job applications. Many also took advantage of the free hands-on workshops on online job hunting. Professional librarians at the Reference Desk, in the Children's Room, and at Fox Branch assisted the public in meeting their informational needs through the Library's book and periodical collections and with electronic resources. Although the Robbins Library continued to be closed Thursday mornings, the public enjoyed Sunday afternoon hours funded through private donations. The Library recorded increases in program attendance, interlibrary loans, and reference transactions. Library staff worked diligently to meet the demands of the continued high usage despite the enactment of a job freeze for the second year in a row that left positions unfilled in the second half of the year in the Children's, Adult Services, Fox Branch, and Administrative Divisions.

### **Accomplishments Strategic Planning**

Beginning in July 2010 library administration and staff began work on a variety of initiatives that were identified in the long range planning process of 2009. The three-year strategic plan was designed to be both realistic and aspirational within the limited financial resources of the Town. Library staff and administration focused on four ambitious goals:

Improve awareness and support of the Robbins Library through effective outreach, communications, programs, and partnerships. Specific activities in 2010

included continued effort to encourage citizens to sign-up for online announcements of programs and new services, creation of a teen and general Facebook presence, ongoing communication with teens to improve services, preliminary planning for developing a marketing plan, and co-sponsorship with the Garden Club of the highly popular Books in Bloom fundraising event.

Ensure that Library programs, services, and collections reflect community needs, interests and expectations for all ages and groups. Actions included the distribution and analysis of the user satisfaction survey, ongoing communication with teens to improve services, application for a grant to provide services to older active adults in the 50-70 age range, and planning for a new film series.

Ensure that the physical library continues to provide a welcoming and useful environment. Improvements included new lighting in the Reading Room, planning for improved lighting along the ramp to the library entrance, re-organization and new policies for the teen space to ensure the safety and comfort of that age group, and re-organization of the music CD collection for ease of browsing.

Provide technologies that expand the Library's capabilities to provide resources, programs, and services to the Arlington community. These were fulfilled by Facebook presence, purchase of additional netbooks for wireless use, and continued participation with the Minuteman Library Network in catalog enhancements.

### **Sunday Openings**

For the third year the Board of Library Trustees and the Friends of the Robbins Library conducted a successful fundraising campaign to be open on Sunday afternoons. Thanks to the generosity of over 250 individuals and businesses in the community, the library will be open on Sundays from October 2010 to May 2011. These hours are a very convenient time for families and working people to utilize the Library's vast resources as demonstrated by the highest per hour usage of any time period during the week.

### **Customer satisfaction**

Results of a user satisfaction survey demonstrated that over 98% of respondents found their library experience to be excellent (73%) or good (25%). Among the highest rated aspects were the materials collections, building facility, and the performance of staff. The administration read all comments made on the surveys and tried to address any concerns.

### **Diversity Award**

Library Director, Maryellen Remmert-Loud, was recognized by the Martin Luther King Birthday Celebration Committee for the library's efforts to foster diversity.

## Losses

Staff and the public were saddened by the death of Children's Librarian Helen Kreisler who

was a favorite of children and parents for her creative story hours and warm, caring personality.

Helen was a dedicated and energetic employee who shared her enthusiasm and love of children's

literature with all who frequented the children's room.

## Services for Adults

Adults and young adults of middle and high school age utilized the services provided by the librarians in the Adult Services Division for school, work, and personal life. The Library continued to staff the Reference Desk whenever the Library was open to the public and tried to provide two librarians whenever possible during busy hours. Fifty-five online databases were provided by municipal funding, the Minuteman Library Network, the Massachusetts Board of Library Commissioners and the Metrowest Regional Library System. The databases reflected a wide variety of subject areas including biography, literature, business, careers, consumerism, downloadable audio, exam and test preparation, genealogy, health, history, language learning, local history, newspapers, politics and scholarly journals. With the public workstations in almost constant use, the staff assisted patrons in the use of the Internet, electronic databases, and with computer troubleshooting. The Library recorded 174,853 visits to its website, an increase of 17% from last year.

Among the many monthly book and audiovisual displays that staff created to highlight the collections were the very popular foreign films display, cult fiction, National Poetry Month, stained glass, and foreign language materials. This summer recorded the highest participation in the adult and young adult summer reading program, enhanced with a raffle for gift certificates funded by the Friends of the Library. Many local organizations also took advantage of the Library's exhibit space in the lobby to publicize their organizations and to present informational displays.

The ever-popular Speed Read collection provided the opportunity to browse this small collection of new and popular materials for which there was a significant demand. The library continued its efforts to assist English Language Learners (ELL) by increasing that collection, starting a quarterly English Language Learners newsletter, offering orientation sessions to ELL groups and attending ELS conversation groups.

Arlington residents enthusiastically participated in the eighth annual Arlington Reads Together program that promoted closer ties among community members through reading *Marcelo in the Real World*. The novel chronicles the challenges that a 17-year old boy with an autism-like impairment experiences as he works one

summer in his father's law firm. A variety of programs included book discussions, music as relaxation and therapy, and star-gazing. The library was fortunate to have the author of the book, Francisco Stork speak to an enthusiastic audience and engage in a lively questions and answer period. The Community Read project was sponsored by the Board of Library Trustees, Friends of the Library, and the Diversity Task Group of Vision 2020.

The Community Room and Conference Room were used by approximately 100 local organizations for a total of 985 meetings. In addition, the two study rooms were in constant demand by students and tutors and the Local History Room received heavy usage by researchers with Independent Research Cards.

## Services to Young Adults

Young adults in grades six through twelve continued to make use of the facility and services. The Reference Desk staff assisted students with class assignments and bibliographic instruction and offered orientations to classes from the Ottoson Middle School. Teens made greater use of the young adult area as new policies were enacted to make them feel more comfortable and the collection was re-organized. Teens enjoyed the teen blog and Facebook page as well as the regular book collection, books on CD, and Playaways. Teens again volunteered their time in the Teen Tech Tutors program to teach adults to use the self-checkout stations, cell phones, and the Internet. Young adults participated in the programs planned by library staff and the Young Adult Advisory Committee including a game design workshop, after school Wii, jewelry workshop, beginning knitting, scrabble tournament, reading to children, assistance with children's booksale, open microphone night, duct tape craft project, cupcake decorating, capoeira, comic art, after-hours video game night, pumpkin carving, a Dr. Who mini-marathon, and a Glee Night. Teenagers continued to contribute program ideas through the young adult advisory committee and participated in focus groups at Arlington High School and an online survey. The results of this input will assist library staff in planning services for teens in the next few years. Teenagers participated in the summer reading program and had the opportunity to win raffle prizes funded by trust funds and local businesses. Multiple copies of titles on the middle and high school summer reading lists were available for students. The teen librarian from Robbins gave book talks to the students at Arlington High School.

## Services for Children

Children from infancy to fifth grade enjoyed the materials and programs offered by the Children's Division. Materials included books, magazines, books on tape, music and spoken word on CD, Playaways, DVDs and

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videocassettes, CD-ROMs, puppets, and educational toys. Children and parents participated in 353 activities at the Robbins and Fox Libraries including storytimes in English and Spanish languages, sing-a-longs for infants and toddlers, babysitting workshop, celebration of National poetry month, craft times, craft fair with the Recreation Department, toddler programs, workshops, and various performances. A highlight of the year was the 2nd annual Scrabble Tournament that matched the vocabulary skills of elementary and middle school aged children. Over 1,000 children participated in the summer reading program with a theme of Go Green. Funding from the trust funds, Friends of the Library, and local businesses enabled children who participated to choose a free book to keep and to win small prizes. The children's librarians offered assistance to children, parents, and teachers in researching homework assignments and for general use of the book collection and the Internet. The public continued to request the very popular graded and subject booklists that are updated annually by Library staff. Several new booklists were prepared. The Library continued to prepare Quick Pick boxes with thematic picture books to assist parents who do not have time to browse the shelves. The Head of Children's Services partnered with the Arlington Rotary Club to secure a grant to be implemented in 2011 for easy reader materials.

The public and school libraries continued their cooperative efforts, although the ongoing lack of elementary school librarians continues to negatively impact this partnership. The public Library maintained collaboration with the schools through letters to teachers, attendance at elementary school faculty meetings, assignment support for teachers and students, extended loan periods for teachers, Library tours, and preparation of curriculum kits. The children's librarians presented book talks in the schools and instruction for classes at the Library as well as preparing the summer reading list titles for the elementary schools. This year the children's librarians also worked with the reading specialists at the schools to support at risk readers in the summer.

### **Russell Fund**

The Library is very fortunate to have the Anne A. Russell Children's Educational and Cultural Enrichment Fund, which sponsors many special programs for children that could not be afforded through the municipal budget. In 2010 these included: Scottish Dancing, Origami, Owls, KNEX, Arlington Philharmonic Concert, Yetti Frankel Poetry, Shakespeare for Kids, Audubon, bead making, science, hands-on history, Capeoeiro Brasil, Green Apple Kids performance, creative movement classes for infants and caregivers, comedian, Skype to Tanzania, Kamishibi, Spanish story times, crafts fair, and Chess Club. Approximately 1,000 children and adults attended three concerts on the grounds of the Library

during the summer. The Russell Fund also finances the very popular infant-toddler sing-a-longs. The fund continued to provide kindergarten packets to children to introduce them to the Library and baby bundle packets to new parents with information on library services for infants and toddlers. The Library held several sessions of a "Baby Brunch" to welcome parents and infants to the Robbins and Fox Libraries.

### **Edith Fox Library and Community Center**

Children and adults in East Arlington continued to enjoy branch library services on Tuesdays, Wednesdays, and Thursdays. Children and parents enjoyed story times, sing-a-longs, craft programs, drop-in play, a Chinese New Year party, Baby Brunch, drumming, Spanish story times, teen quilting, family movies, animation class, drama production by children, Sing-a-long Movie Night, Harvest Festival, animal program, family game night and the summer reading program. Elementary and nursery schools brought classes to the Library for stories and instruction. All ages enjoyed the monthly book displays that highlighted the collection and exhibits from community groups and the schools. The branch staff is to be commended for their efforts to maintain operations without a branch head for several months due to a freeze on filling vacancies. The walls on the first floor were re-painted and new window treatments installed through the efforts and funding of the Friends of Fox Library.



*Children's Storytime at Fox Library*

### **Behind the Scenes**

Library staff worked diligently to offer quality services to the community. The number of items borrowed from and loaned to other libraries continued to increase. Despite the fact that the public can request items electronically, the staff must still locate the materials and process them for loan and return. The Adult Services, Children's, Fox Branch and Technical Services Divisions selected, ordered, cataloged, and processed

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19,040 new items including books, magazines, music compact discs, books on CD, DVDs, CD-ROMs, puppets, and educational toys. The entire CD music collection was re-cataloged and re-shelved to improve ease of use by the public. The Circulation Division checked out and returned 625,894 items to the shelves and worked on special projects to automate the serials check-in and to add duplicate barcodes to the front cover of all materials. Circulation Division staff also provided technical expertise with the children's Eko kids performance and the teen Dr. Who program. The Library collected \$66,188 in overdue fines and lost book money that was returned to the general Town fund.

The Adult Services Division continued to order various tax forms and serve as a distribution center to assist patrons in filing their state and federal income taxes. This Division also offered catalog classes for the public, performed preservation work on fragile materials, prepared various handouts of book and DVD holdings, created a college admissions display with handouts, published a Business Resources brochure, selected new materials for the Chinese Language collection, selected new databases, coordinated the adult summer reading program, did a presentation to the Arlington Garden Club, created a booklist of titles in large print, cleaned CDs and DVDs on a special machine, input Arlington organizations into the MLN Community Information Database, celebrated National Poetry Month, and participated in an Ecofest fair at Town Hall.

Library staff prepared the children's monthly newsletters and the online children's and business subscription announcements to keep the public aware of services that are available. Other staff activities included: selecting, weeding and updating the collection, responding to local history questions of which many were from out-of-state patrons, updating the periodical list, shifting collections, creating booklists and displays, scheduling the meeting rooms, working with the Minuteman Library Network on assessing new potential online databases and updating of records in the automated catalog, and processing books that need re-binding.

Library administration coordinated several special projects: implementation of the first year of the new long range plan for library services for FY11-FY13, reorganization of the Technical Services Division, coordination of the Community Read, implementation and analysis of the user satisfaction survey, preparation of a federal grant to improve services to adults in the 50-70 year age range, scheduling of private functions in the Reading Room to raise additional revenue, compilation of statistical data to participate in a nationwide comparison of Library usage, and acknowledgement of donors to the annual and Sunday fundraising appeal. The Town applied for a waiver of the municipal appropriation requirement because the FY2011 library budget did not meet state standards for certification and state

aid. This state grant in the amount of \$59,796 is used for participation in the Minuteman Library Network and to purchase Library materials.

For the second year in a row, it was particularly challenging to maintain the quality of Library services as resignations created vacancies in several Divisions including Adult Services, Branch, and Children's that were not filled due to a hiring freeze. This seriously impacted the ability of staff to maintain the high quality of library services expected by the community.

The Library continued its efforts to meet patron demands for new audiovisual materials including DVDs, music CDs, and books on cassette and CD. The Friends DVD rental collection continued to prove very successful and the proceeds from the rentals will allow for the further expansion of the collection.

Technology investments in 2010 were focused on supporting and extending customer services such as adding a second self-check station in the Children's Room, touch screens and e-commerce capability at both self-check stations that allows library members to make electronic payments in-library. Additional net-books were added to meet a growing demand for wireless internet usage. Cost effectiveness continues to play a driving role in technology and to that end service and maintenance of existing equipment was a focus this year including the planning for an air conditioning solution in the computer room.

### Board of Trustees

The seven-member Board of Trustees continued its commitment to administer the trust funds for the optimum benefit of the community, raise private funds to augment the municipal budget, and advocate for adequate staffing and delivery of essential Library services. Several Board members continued to serve on a Town-wide advisory committee to develop a policy for all Town trust funds. The Board approved funding in FY10 for materials for the adult, children's, young adult and Fox



*Board of Trustees: standing left to right, Brigid Kennedy-Phister, Francis Murphy, Kathryn Gandek-Tighe, Barbara Muldoon; seated left to right: Katharine Fennelly, Joyce Radochia.  
Missing from photo: Heather Calvin*

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Branch collections. These included reference and circulating books, books on CD, playaways, music CDs, foreign language literature, language learning, local history, and art prints. Other services funded included the summer reading programs, activities for children, Community Read, author program, public relations, volunteer appreciation, and staff development. The Board conducted a mail solicitation of individuals and businesses to raise funds for the collections. It also raised private funds in conjunction with the Friends of the Library for Sunday openings from October 2010 to May 2011 and will continue this endeavor next year. Board members also participated in Town Day by staffing a table providing information on Library activities and resources.



*Books in Bloom*

## Friends of the Library

The Friends of the Robbins Library, with a membership of 450, continues to assist the Robbins and Fox Branch libraries with programming, fundraising, and advocacy efforts. This vital support group raises supplemental funds for materials and equipment not provided through the municipal budget including books, books on CD, music CDs, multicultural, and mini-laptop computers for use within the library. They also sponsor the family museum pass program. The Friends hosted a wide variety of programs: genealogy, theatre performance of *Proof* by the Arlington Friends of the Drama, Tree Planting, Preserving Photos, author Francisco Stork, *Law and Order*, and performance of the Christmas Carol. The Friends co-sponsored the very successful Books in Bloom event with the Arlington Garden Club. The annual Children's/Young Adult book sale, co-sponsored by the Russell Fund, with able assistance from members of the Library's Youth Advisory Board, helped raise needed funds. Stuart Whitehurst of Skinner, Inc. appraised treasures brought by audience members in a repeat of a very popular program held at Town Hall in the spring. On a beautiful late September day, book lovers came out in droves for the Friends' Town Day book sale. Many visitors also regularly peruse and make purchases from the ongoing book sale on the fourth floor of the Library. The rental DVD collection continues to draw many users to the convenient location on the first floor. The

library is very appreciative of the efforts of the Friends Board of Directors and part-time coordinator who plan many activities in support of library services

## Future Goals

Due to the projected reductions to the library budget, library services will suffer. The Library administration and staff will attempt to continue to offer high quality services during open hours. However it is anticipated that a budget reduction of at least 8% will result in a 28% decrease in the book budget, closing of one night at the Robbins Library, need for the Friends of Fox to provide significant funding to maintain hours of operation and services at the Fox Branch, reduction in Children's Services at the Robbins Library, and delays in shelving of returned materials. The Town will not meet the state's municipal appropriation requirement. Unless the state grants the library a waiver, the Town would lose state aid to libraries, face de-certification and residents could be denied borrowing and interlibrary loan privileges at local libraries and throughout the state. The Library will increasingly rely on trust funds and private donations to maintain its materials collection and to meet state requirements.

Library administration and the Board of Trustees will continue fundraising efforts to solicit private funding for materials and hours of service and programs not afforded through the municipal budget. The Library will continue its commitment to high quality children's services through the financial support of the Anne A. Russell Children's Educational and Cultural Enrichment Fund.

Library administration and Trustees had hoped in FY2012 to implement several objectives identified in the long range plan to improve public services. However funding must be diverted to maintaining the materials collection due to the severe budget reductions and therefore only some of the original objectives can be fulfilled. Some specific objectives targeted for FY2011 are:

- Implement reduced hours of operation. Continue to study usage patterns to best serve community needs.
- Work with the Friends of Fox to attempt to secure private funding for the Fox Library.
- Provide schedule of programs within staffing constraints that address community needs. Prioritize age groups to be targeted.
- Secure funding to continue the programs for older active adults that was initiated under a federal grant.
- Evaluate and prioritize use of trust and Friends funds to reallocate money to collections to mitigate reduction in municipal funding.
- Secure funding to implement a marketing plan.
- Explore partnerships to deliver library servi-

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ces beyond the library facility.

- Monitor the costs and implications of implementing RFID technology in FY2015 in conjunction with the Minuteman Library Network.
- Evaluate the need to re-configure services on the first floor of Robbins Library to better serve adults and teens.
- Continue to expand on fundraising efforts.

### Acknowledgments/Donations

In FY2010 citizens, businesses, and organizations donated over \$45,000 for general purposes, materials, and opening of the Robbins Library on Sundays. The Library acknowledges with appreciation these gifts which allow for the purchase of books and audiovisual materials, which would be unaffordable through the municipal budget alone. As in previous years the programs and services of the Anne A. Russell Educational and Cultural Enrichment Fund have enriched the community. The Library is also grateful to Arlington resident Richard Duffy who continued to donate the profits from the sale of his book, *Arlington Then and Now*, to the Library.

The Friends of the Library donated over \$61,000 to the library for programs, membership to fifteen museums, reference books, books on CD, DVDs, music CDs, children's books, young adult materials, Playaways, language learning CDs, Chinese books, materials for the Fox branch, databases, website design, Community Read, paperback shelving, raffle prizes for summer reading program, and other supplementary materials.

#### Volunteers

Once again this year the Library benefited from the work of dedicated volunteers. The Library staff is grateful for the contributions made by volunteers who donated over 4,000 hours assisting with many aspects of Library operations. Beverly Brinkerhoff and Page Lindsay gave significant hours to operate the important homebound delivery program. Eric Berger conducts chess classes for children from kindergarten through sixth grade and Joan Lippman joined with the children's librarian to create musical accompaniment at the story times. Also deserving of special note is Anne Honeycutt who has facilitated the popular book discussion group for more than a decade. Liz Eagan and Richard McElroy maintained the ongoing Friends of the Library book sale on the fourth floor.

Volunteers assisting at the Robbins Library in a variety of capacities in 2010 are: Barbara Ahearn, Kurt Albrand, Christina Alexandre, Bill Bradley, Sandra Canzanelli, Janet Casey, Duane Crabtree, David Castiglioni, Kathy Carusone, Noreen Cronin, Ghilyana Dordshieva, Ginny Gardner, Kim Haase, Carol Hoover, Sedef Kuleli, Maxine Litkinof, Maxim Litvinov, Mary Lynch, Janet MacMillan, Cynthia McGinty, Anne Macchi, Barbara Middleton, Debbie Minns, Glen Rivera-Barnes, Ellen

Shearer, Marcie Theriault, Marjorie Willis, Jayne Zaccaganini and Jing Zhu. The Library is grateful for the work of participants in the Town's Senior Citizen Community Service Reimbursement Program.

The Library also acknowledges the efforts of the following students, many of whom volunteered at the Library to fulfill their community service requirements for high school: Karen Aubourg, Callie Martin, Savannah Martin, Deme Shiferaw and Maggie Whited.

Special recognition is given to volunteers Joanne Burns, Susanne Dorson, and Amy Weitzman who started the children's Thrift Shop at the Fox Library. They are assisted by many volunteers. The money raised by this endeavor supported operations at the Fox library and funded the aesthetic improvements to its first floor.

Library administration and Trustees are very grateful to the Friends of the Library Board members for all their support: Susi Barbarossa, Terry Barry, Andrew Fischer, John Gearin, Helen Krikorian, Amy McElroy (Coordinator), Sally Naish, Judi Paradis, Skye Stewart, Wendy Watson, and Timothy Wilson.

Volunteers assisting with the Town Day or Youth book sale were: Rebecca Aaronson, John Ammondson, Andy Ananthakrishnan, Nancy Ashley, Susi Barbarossa, Terry Barry, Katie Barvick, Jamie Battell, Irene Bauer, Richard Bauer, Jenny Brown, Helene Cornelius, Jo Costantino, Liz Eagan, Bonnie Echmalian, Jeffrey Echmalian, Harold Forbes, Kate Glen, Alison Goulder, Kay Gryniewicz, Liza Halley, Suzi Hassel, Barbara Hayes, Katharine Jones, Helen Krikorian, Paulina Langley, Judy Lavine, Lauren Ledger, Helen Leonard, Marian Lombardo, Amy McElroy, Sue McHugh, Kate Mitchell, Emily Molloy, Sally Naish, Ruth Norcross, Sheila O'Donnell, Annmarie Ostrowski, Judi Paradis, Greg Pisano, Hilary Rappaport, Emma Rich, Jacob Rich, Nancie Richardson, Emily Snyder, Skye Stewart, Wendy Watson, Kathy Way, Bev Williams, and Timothy Wilson.



*Father and son reading.*

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## ARLINGTON PUBLIC SCHOOLS 2009-2010 ANNUAL REPORT

The Arlington Public Schools are dedicated to a shared vision:

**All students will achieve at their full social, emotional, creative, and academic potential, and will be prepared for higher level academics, workforce success, active citizenship, and life-long learning.**

Drawing on this vision, the Arlington tradition of excellence in the classroom, performing and visual arts, and athletics continued in the 2009-2010 school year. Motivated students, great teachers, dedicated administrators, involved parents, and a supportive community made ongoing excellence possible. Our focus on building on past successes and moving forward on our four key goals continued. Major accomplishments resulting from our efforts to achieve our District Goals, which were approved by the School Committee, are elaborated here:

**Goal 1: Ensure that all identified subgroups achieve their full academic and social potential.**

The Special Education Department implemented five new or redesigned programs to meet the learning needs of students who had previously required out-of-district placements to ensure instruction in the least restrictive environment. Four Design Teams were created to help in this process by bringing together administrators, parents, and teachers/specialists to review Early Childhood, Therapeutic, and Language-Based Programs and to guide the development of new programs for Autism Spectrum Disorders. The Department also implemented multi-tier Supported Learning Centers (SLC) in K-12 programming, as well as an integrated preschool. Teacher Assistance Teams (TAT) continued to be effectively implemented at all levels to assess student needs and develop action plans prior to a special education referral. Administrative responsibilities in the Department were reorganized to provide clearer lines of communication and supervision. The Department also implemented child-centered and cost-effective strategic scheduling of services.

**Goal 2: All students will attain high levels of academic achievement through the implementation of data driven, standards based education.**

The District continued to refine and integrate into daily life in the classroom clear expectations for what every child should know and be able to do (standards

based education). District-wide common assessments in mathematics, English, and writing help teachers pace their instruction and inform them which students have mastered the skills and content and which students need further instruction. Curriculum overviews for every discipline K-12 are available on the district website.

The District's common curricula and expectations at all grade levels and departments allow students to enter the next grade or course with similar experiences, which increases instructional time on new material by eliminating the need to spend the start of the year getting each student to the same place. It also ensures that students receive the same great education no matter what school they attend.

Our intensive reading program, which focuses on early intervention and intensive support for struggling readers, demonstrated continued success in its fourth year of implementation. Students were assessed three times during the school year and data from these assessments determined the level of support provided for students not meeting benchmark standards. This initiative has helped many more students read at grade level. In June, 92% of students in grades K-5 were reading at grade-level benchmarks.

MCAS results of Spring 2009 indicate that our students continue to perform at high levels. Students in grades 3, 4, 5, 6, 7, 8, and 10 are assessed in English Language Arts (ELA) and mathematics. In grades 5, 8, and 10, students are assessed in science. In total, Arlington administered 17 different MCAS tests to students last year. Arlington students scored in the top 10% statewide on 7 of the tests, in the range of 11%-20% on 8 tests, and, in the range of 21%-30% on 2 tests. Our English Language Learner students taking the statewide assessment (AMAO) for English proficiency and mathematics outperformed the state averages by considerable margins.

Kindergarten teachers engaged in an intensive self-study last year in preparation for their accreditation visit from The National Association for the Education of Young Children (NAEYC) during the 2009/2010 school year. All of our programs received high marks from NAEYC. The Kindergarten teachers implemented developmental mathematics assessments (AMC) in order to initiate early interventions to support students in mathematics.

**Goal 3: Ensure that all Arlington students are well prepared for academic, social, emotional, physical and vocational success in the 21st century.**

Teachers and administrators focused on incor-

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porating 21st century skills into every classroom at all grade levels. While the content of what we teach remained stable, we placed greater emphasis on team work, the ability to work in a multicultural global society, hard work, communication skills, creative problem-solving, and the ability to evaluate and synthesize information. Technology applications were also expanded at all levels.

Some additional instructional changes in the past year include:

- a differentiated gifted and talented program at each elementary school
- the incorporation of “Pre-AP” skills, such as Soapstone and Optic (strategies to analyze text for inferences, synthesis, and purpose) into all ninth and tenth grade courses
- explicit instruction in evaluating source material in social studies classes
- shared expectations and standards among English and social studies teachers on research papers
- the development and implementation of capstone projects for seniors

A key professional development activity involved teachers working in Collaborative Learning Teams to improve student learning. In addition, teachers in the Mathematics Department continued to benefit from the Focus on Math NSF grant that provides seminars, study groups, and workshop opportunities to expand and deepen their content knowledge in mathematics. Teachers at all levels benefited from educational programs and course offerings through our Primary Source membership, which was funded through a grant from the Arlington Education Foundation (AEF). Two teachers traveled to China through a Primary Source course. The district continued its participation in the Teachers As Scholars Program, which provides teachers with content-rich professional development programs. This program is funded through the federal Title 2A grant. AEF provided grant money for teachers to implement innovative projects and lessons into their classrooms, and to integrate global themes into the elementary social studies and literacy curriculum.

#### **Goal 4: Ensure a working environment with the tools and systems that enable staff to focus on student success.**

To ensure a safe learning and working environment, the District prioritized addressing the list of health, safety, and workplace needs. Some of these initiatives included standardizing our emergency response systems (funded through the federal REMS grant), expanding the uses of our data management system (Power

School), and upgrading our technology capabilities. The schools continued to work in partnership with the police, town, and community to insure consistent and coordinated responses to inappropriate student behaviors. The Diversion Program, started in 2006, and focusing on restitution and rehabilitation for first time, non-violent behavior, has proven to be an effective model. We have partnered again this year with community and non-profit organizations to provide more options for counseling services. Meeting the social and emotional needs of children is as high a priority as meeting the academic needs of our students.

Arlington has made a substantial investment in its school buildings, and we continue to improve and streamline the maintenance of these facilities. Capital funds were allocated again this year for physical improvements at Stratton and Thompson. A three-year plan was developed for Stratton to upgrade the heating, electrical and wiring systems and to replace the windows and roof. The first phase of the project, roof replacement, was completed during the 2010 summer. The town entered into a feasibility study with the Massachusetts School Building Authority (MSBA) to reach a decision as to whether Thompson will be rebuilt or renovated. The feasibility study was slated to be completed in the fall of 2010.

The 2009/2010 District Goals approved by the School Committee on November 10, 2009 provided the basis for the major accomplishments noted above. The following is the full text of the District Goals, including each goal’s detailed sub-goals. In addition to the major accomplishments described above, the District addressed all sub-goals, fully accomplishing the majority and making measureable progress on the few that remain open.

**The Arlington Public Schools are committed to helping every student achieve emotional, social, vocational, and academic success. We want every student to be ready to fully participate in life, work, and democracy in the 21st century. The goals listed below are this year’s special efforts. Other aspects of system are equally important, such as the arts and athletics, and even though they are not targeted for special efforts this year, they remain a high priority.**

#### **Goal 1: Ensure that all identified subgroups achieve their full academic and social potential.** *2009-2010 activities include:*

- Raise achievement in Mathematics and ELA at the middle school for students on IEPs and for students who are economically disadvantaged.



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- Develop Education Proficiency Plans (EPP) at the high school and Individual Student Success Plans (ISSP) at the middle school to support all students who receive Needs Improvement or Warning/Failing on their ELA, Math, or Science MCAS.
- Continue efforts to develop and enhance programs and services to improve inclusion support and ensure appropriate instruction in the least restrictive environment.

## **Goal 2: All students will attain high levels of academic achievement through the implementation of data driven, standards based education.**

### *2009-2010 activities include:*

- Provide opportunities for teachers to look at student work to inform and improve teaching and learning at all levels in ELA, mathematics, and science.
- Implement AMC mathematics assessments in Kindergarten.
- Provide professional development for early intervention in mathematics for Grade 1 and 2 teachers using AMC mathematics assessments as a tool in their classrooms to identify and support students who struggle with mathematics.
- Initiate on-going district and building-based Collaborative Learning Teams (CLT) as a professional development activity for all teachers to improve student learning.
- Implement grades 1-5 standards based progress report.
- Continue to implement Teacher Assistant Teams (TAT) in all schools.
- Complete Kindergarten accreditation by the National Association for the Education of Young Children (NEAYC) with on-site visitations in the spring.
- Ensure that 92% of students in grades 1-3 will be at grade-level reading benchmark in June, 2010.
- Enhance use of Data Warehouse as a data source in order to improve instruction and student learning.

## **Goal 3: Ensure that all Arlington students are well prepared for academic, social, emotional, physical and vocational success in the 21st century.**

### *2009-2010 activities include:*

- Incorporate higher order thinking skills, challenge activities, and effective habits of mind in instruction across the curriculum at all levels.
- Expand research skills curriculum and cita-

tion instruction in grades 5-12.

- Critical and Creative Thinking skills units in Grades 3-5 in each elementary school.
- Explore the use of university-based on-line courses to broaden the availability of course offerings in world languages, science, and other areas.
- Expand the use of technology applications at all levels.
- Provide mental/emotional health and substance abuse services using both school personnel and partnerships with non-profit, private practice, and third party billing providers in the community.
- Implement capstone projects for seniors as an alternative to second semester and year-long courses.
- Work with university and business partners to develop opportunities in math, science, technology, and global education.
- Provide opportunities for students and staff to engage in physical education activities and to encourage incorporation of daily physical activity and healthy eating habits into their daily lives.

## **Goal 4: Ensure a working environment with the tools and systems that enable staff to focus on student success.**

### *2009-2010 activities include:*

- Continue to explore a more streamlined purchase order processing system and provide principals and department heads with access and oversight of relevant budget lines. (Continuation of action from 2008-2009).
- Build and expand district use of Power School - expand administrative capacity (i.e. teacher attendance, TAT)
- Use existing technology to effectively communicate with parents, colleagues, and students to improve student learning.
- Complete a draft multi-year building improvement plan for Stratton Elementary School that will be submitted to the Capital Planning Committee.
- Work with the MSBA on a feasibility study to decide whether the Thompson Elementary School will be rebuilt or renovated.
- Update computer hardware in the district to one platform and comparable capacity.
- Develop a capital technology plan for the acquisition of hardware and software.
- h. Examine the effectiveness of web-based maintenance and technology requests.
- i. Explore implementation of an automated lunch payment process at AHS

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- (continuation of action from 2008-2009).
- Utilize effectively the on-line district calendar for scheduling events.
- Appoint committee to make recommendations on space issues at OMS.
- Implement the goals of the REMS grant.
- Research successful models and create a new teacher evaluation process and instruments to be submitted to the AEA and School Committee for approval.
- Institute a Professional Development Advisory Committee composed of teacher and administrators.
- Develop a plan to address space and maintenance issues at renovated schools using enrollment projection data.

## MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT



### About Minuteman

Minuteman is a four-year career and technical high school serving the member towns of: Acton, Arlington, Belmont, Bolton, Boxborough, Carlisle, Concord, Dover, Lancaster, Lexington, Lincoln, Needham, Stow, Sudbury, Wayland, and Weston. Minuteman combines rigorous academics in preparation for college with relevant career and technical programs. The school also provides career development programs for adults through the Community Education program.

### Enrollment

As of October 1, 2010, 102 high school students and thirteen (13) post graduate students were enrolled at Minuteman providing a full time equivalent (FTE) of 115 residents of Arlington.

In the fall, Minuteman experienced a 60% increase in the Freshman Class. New recruitment and communications strategies were executed and have included students, parents, alumni, and advisory committee members speaking to parents, interested students, and community groups about the value-add of a Minuteman education. As the 2011-2012 Recruitment Activities have evolved we have seen an additional increase in interested 8th graders. All indications are that student interest in Minuteman is increasing from our member communities.

### Multiple Avenues of Enrollment

Minuteman offers a unique program allowing student enrollment on a half day-every day basis. Currently, no Arlington students take advantage of this design. Juniors and Seniors are encouraged to visit minuteman.org for more information.

Minuteman offers 'Post Graduate' programs to Arlington residents of any age who are seeking to enhance their own economic opportunity via skill development. Beginning in FY12 Member community Post-Graduate Students will be charged a partial tuition that will escalate over several fiscal years to reflect the estimated operating costs.

#### 2010 Arlington Graduates and Awards

Korey Allard, Collision Repair Technology

Kyle Booth, Collision Repair Technology

Nicole Botting, Early Education & Care

Nathaniel Bucci, HVAC

Brianna Buckley, Graphic Communications

Nicholas Cain, Carpentry

Mackenzi Cooper, Biotechnology

Hannah Cravotta-Crouch,

Graphic Communications

Sotirikey Dimakis, HVAC

Megan Doherty, Cosmetology

Michael Fontaine, Graphic Communications

Clark Jackson, Graphic Communications

John James, Cosmetology

Sean Keane, Graphic Communications

Indianara Kuhl, Environmental Science

Kelley LeBlanc, Graphic Communications

Justin Lewis, Carpentry

Cassandra Mabee, Carpentry

Matthew Marchant, Automotive Technology

James Mascioli, Electricity

Ashley Moriarty, Culinary Arts

Meghan O'Keefe, Graphic Communications

Joanna Paquette, Culinary Arts

Daurys Perez, HVAC

Kelly Pessotti, Cosmetology

Samuel Rosenbaum, Plumbing

Andrew Schanda, Collision Repair Technology

Mollie Slomiak, Culinary Arts

Emily Sprague, Cosmetology

Kathleen Sullivan, Culinary Arts

Micah Trembly, Engineering Technology

Trevor Williams, Plumbing

Dianna Willms, Engineering Technology

At the 2010 graduation, Clark Jackson received the Edward A. Lillis Memorial Award. Dianna Willms received the Friends of Minuteman Award, Comcast Leaders and Achievers Scholarship, Marine Corps Athlete Certificate, Minuteman Drama Club Award, Minuteman Faculty Association/Elaine Karkos Award, and

# EDUCATION & LIBRARIES

the Minuteman Parent Association-Science Technology Division Award. Emily Sprague received the Friends of Minuteman Award. Hannah Cravotta-Crouch received the Friends of Minuteman Award and the Minuteman Parent Association-Commercial Services Division Award. James Mascioli received the Friends of Minuteman Award, Arlington Dollars for Scholars, Felicia M. DeLorenzo Memorial Award and the Roger Eleftherakis Memorial Scholarship. Justin Lewis received the Minuteman Alumni Association Award. Kelly Pessotti received the Friends of Minuteman Award, and the Minuteman Alumni Association Award. Korey Allard received the Minuteman Parent Association-Trades Division Award. Kyle Booth received the Friends of Minuteman Award. Meghan O'Keefe received the Friends of Minuteman Award, Minuteman Drama Club Award, and the Retired Men's Club of Arlington Award. Micah Trembley received the Marine Corps Scholastic Achievement Award. Michael Fontaine received the Richard Trzepacz Memorial Award and the Minuteman Drama Club Award. Nicole Botting received the Friends of Minuteman Award. Trevor Williams received the John Hayward Memorial Award. These awards are given to students of superior academic achievement and significant participation in school or community activities.

## SkillsUSA

Student	Competition Category	State Results
Lisa Willms	Non-Traditional Career Portfolio	Silver
Dianna Willms	Non-Traditional Career Portfolio	Silver
Anthony Senesi	Job Interview	Gold
Alejandro Cuellar	Sustainability	Gold
Dianna Willms	Engineering Technology	Gold
Peter Kelly	Tech Prep - Ind & Eng Technology	Gold
Kavanaugh Bucci	Mechatronics	Bronze
Indianara Kuhl	Occupational Health and Safety – Multiple	Gold
Iruma Shibuya	State Officer      Officer Elect - State Parliamentarian	

## Class of 2010 Graduate Achievement Highlights

- 100% successfully passed the state-required MCAS in English and Math.
- 25% of the class of 2010 earned the John and Abigail Adams Scholarships.
- 72% college bound or advanced Technical Training, 19% career bound and 5% military. Overall, graduates achieved a 96% positive placement rate.
- 100% of Dental graduates passed the National Dental Board examination.
- 100% of Early Education and Care program completers were certified by the Massachusetts Department of Early Education and Care.
- 100% of Cosmetology graduates passed State Board examinations.
- Health Occupation graduates achieved 100%

in college acceptance.

## Commencement Student speakers:

Valedictorian, Adam Strandberg, a Biotechnology graduate from Tewksbury, was honored with the DeLuca Family Award, the Minuteman National Honor Society Award, the MPA - Science Technology Academic Scholar Award and was a Friends of Minuteman Award recipient. Adam is attending Massachusetts Institute of Technology (MIT) in Cambridge, MA.

Salutatorian, Ivan Yu, a Pre-Engineering graduate from Billerica, was honored with the Minuteman Attendance Award, the Minuteman National Honor Society Award, the Murphy Insurance Agency, and was a Friends of Minuteman Award recipient. Ivan is attending Rensselaer Polytechnic Institute in Troy, NY.

Senior Class President, Dianna Willms, a Pre-Engineering graduate from Arlington, was honored with the Comcast Leaders and Achievers Scholarship, the Marine Corps Athlete Certificate, the Minuteman Drama Club Award, the MPA /Elaine Karkos Award, the MPA Science Technology Award a Friends of Minuteman Award recipient. Dianna is attending Western New England College in Springfield, MA.

## District Leadership

In December, Middlesex County District Attorney, Gerard Leone, recognized Superintendent, Edward Bouquillon with the Martin Meehan Education Leadership Award in achieving exemplary status in regards to school safety, protection, and education of its students.

In January of 2011, the Lexington Chamber of Commerce recognized Minuteman in its efforts to promote Workforce and Adult Education programs with the 2011 Community Initiative Award.

The New England Association of School and Colleges (NEASC) approved the Decennial Re-accreditation of Minuteman in November of 2009 with a concern regarding the facility.

## Financial and Asset Management

The Massachusetts School Building Authority (MSBA) invited Minuteman to the Feasibility phase of a renovation project. As of August 15th, All of our 16 member towns approved the Feasibility Study request of \$724,000. The first phase of the project includes the completion of an Enrollment Study, Strategic Plan, and a review of the Regional District Agreement. In late spring the district will continue the Feasibility Study to provide member communities with further details regarding the potential project scope.

The financial management software system, BudgetSense, was fully implemented in the Business Office. A new Director of Business and Operations replaced two administrators. This position oversees all areas of non-instructional support services provided to

the school and will continue to improve effectiveness and transparency in these areas.

Cosmetic upgrades continued in the school, relocating the Early Education Child Care Center, refurbishing of hallway areas, three classrooms, and removal of dilapidated bleachers and out buildings on the property.

## **Curriculum and Instruction**

Since 2008 all 9th grade students have studied English and Math every day, rather than the long-established “week-on-week-off” schedule, thus providing more consistent and concentrated instruction in preparation for MCAS as well as project-based learning and academic and technical integration.

The Strategic Planning process has identified several new programs that Minuteman will be offering including: Criminal Justice/Bio-Security, Animal Science and Technical and Performing Theater Arts Cluster. Two programs were phased out in 2010 including Office Technology and Auto Body Repair. In 2010 Hospitality Management gained Chapter 74 State Approval. A Barbering Program is in its second year of operation under the umbrella of the currently approved Cosmetology program.

## **Assessment and Program Evaluation**

Minuteman offers a Non-traditional Exploratory Program through which all students learn about the viability of men and women in non-traditional careers, such as Automotive Technology, Carpentry and Construction, Computer Science, and Engineering for women and in Medical Careers, Cosmetology / Barbering for young men.

## **Professional Development**

The Minuteman staff has prioritized professional development for the 2009 – 2012 school year; including summative and formative assessment methodologies. In addition, Minuteman is in its third year of creating a Professional Learning Community. School-wide goals being implemented include; teacher-to-teacher peer observations, 9th Grade Executive Function support, Reading Consultancies, and Academic-Career and Technical curriculum integration.

## **Teaching Faculty Recognition**

Environmental Technology teacher Emily Blume was awarded the 2010 Ocean Stewardship Teacher of the Year Award from the New England Aquarium.

Social Studies teachers accepted an invitation to participate in a Teaching American History Grant, awarded by the U.S. Dept. of Education. Other members of the collaborative are Lexington, Woburn, Burlington, Bedford, and Somerville Public Schools.

## **Student Access, Participation and Support**

Minuteman reorganized the assignment of guidance counselors to provide incoming 9th grade students with a dedicated guidance counselor. Our research has shown that many freshmen need additional support as they adjust to High School.

A freshman Executive Function initiative was launched this year. Students received a master binder to enhance their planning and organization skills. Direct instruction includes the development of study skills and strategies with particular emphasis on: pre-reading, time management, unit organization, note-taking, and test preparation

This is the second year of supporting a full-time Reading Specialist. In addition to working with the students on his own caseload, he consults with academic and CTE teachers toward the development and application of a school-wide reading program.

Enrollment has increased in Art (50%) and Music (200%)!

Enrollment in Honors courses has increased 24%.

Minuteman offers 16 sports with three levels (Varsity, Junior Varsity, and Freshmen) throughout the school year. Over the past 7 years the number of participants has doubled in many of the sports offered. Minuteman students have access to more than 20 clubs and activities.

The Minuteman Parent Association (MPA) meets monthly and supports all aspects of the Minuteman community. In addition, they assist in fundraising for scholarships awarded at graduation. The goal of the MPA is to help support student access and achievement in all areas including but not limited to academic, vocational, athletic, and extra-curricular activities.