

March 6, 2015

To: Selectman Liaison for the Acton Boxborough Cultural Council

Subj: VCC Recommendation for Cecily Houston

The Volunteer Coordinating Committee met on February 23, 2015 and interviewed Cecily Houston for a position on the Acton Boxborough Cultural Council.

Cecily has lived in Acton for 22 years and is currently retired. She feels that she has the time to spend with this committee and will be able to make it to most meetings. She holds a BA as an art major from Boston College and an M. Ed. Library Media Specialist. Cecily was involved in the Arts in Rhode Island and would like to be involved here again in Acton. She currently updates and edits the Littleton HS website.

She is enthusiastic, motivated and passionate in the arts. She also has skills as a Grant writer. She does not appear to have any conflicts of interest and has attended meetings of the ABCC.

Therefore, the VCC has voted to recommend her for further consideration for appointment to the ABCC.

Charlie Aaronson
For the VCC



VOLUNTEER COORDINATING COMMITTEE



TOWN HALL
472 MAIN STREET
ACTON, MA 01720

TELEPHONE (978) 929-6611
FAX (978) 929-6350
EMAIL VCC@ACTON-MA.GOV

Residents interested in serving on a Town Board, Committee or Commission are requested to complete this form and send it to the Office of the Town Manager at Town Hall.

(Please print or type)

Date: 1/21/2015

Title Mr. Mrs. Ms. Dr.	First Name <u>CECILY</u>	Last Name <u>HOUSTON</u>
Street Address <u>5 FREEDOM FARM RD ACTON, MA</u>		
Phone Number(s) <u>(978) 263-8461</u>	Email Address <u>cecilyhouston@gmail.com</u>	

Please indicate below, in order of preference, the Board, Committee or Commission that is of interest to you: A/B CULTURAL COUNCIL

Have you previously been a member of a Board, Committee or Commission (either in Acton or elsewhere)? If so, please list the Board name and your approximate dates of service: yes - see attached resume

Do you have any time restrictions? no

Are you a United States Citizen? yes Are you a Documented Resident Alien of Acton? _____

How long have you lived in Acton? 22 years In Massachusetts? _____

Present occupation and employer (Optional: attach resume): Retired

Do you or your employer have any current or potential business relationship with the Town of Acton that could create a conflict of interest? no

Education and special training: M. Ed. LIBRARY MEDIA SPECIALIST. BA BOSTON COLLEGE

Please list below any additional information or comments that may help in the matching of your interests with the most appropriate Board/Committee, such as civic experience, special interests/hobbies, etc.: My undergrad degree is in Education. Study art & love it always been a passionate supporter of the ARTS.

Thank you for your interest. If you have questions or would like more information, please contact a member of the Volunteer Coordinating Committee at vcc@acton-ma.gov.

Current membership may be obtained through the Town Manager's office at Town Hall, manager@acton-ma.gov / (978) 929-6611.

The space below is for use by the Volunteer Coordinating Committee and the appointing body to record the status of your application.

VCC Interview		Appointing Body	
Applicant Called	_____	Selectmen / Manager / Moderator	
Schedule Date & Time	_____	Interview Date	_____
Recommendation	_____	Appointed Date	_____
		Term	_____
Board, Committee or Commission			
_____		Member / Alternate / Associate	
_____		Member / Alternate / Associate	
_____		Member / Alternate / Associate	
_____		Member / Alternate / Associate	
		Notification of Appointment	
Recommendation Sent	_____	Received by VCC	_____
		Committee Notified	_____
		Applicant Notified	_____

No Openings at this time

Cecily H. Houston
5 Freedom Farme Road
Acton MA 01720
(978) 263-8461
cecilyhouston@gmail.com

Special Skills

- Research and library skills
- Teaching information literacy skills to high school students
- Teaching faculty and staff how to navigate and use all library resources
- Grant writing
- Team building and collaborating with colleagues
- Supervising library clerk and volunteers
- Resource guide development
- Report writing
- Fundraising
- Group facilitator, conflict resolution
- Level 1 trainer for the Independent Investigation Method (IIM) – Active Learning Systems LLC
- Studio arts and multimedia design
- Follett's *Destiny* Online Public Access Catalog system
- MS-Office and Web 2.0 tools

Education

- Completed five Web 2.0 and library best practices courses offered by Fitchburg State University. GPA: 4.0
- M.Ed., Library Media Specialist, Cambridge College, 2003. GPA: 4.0
- Massachusetts Department of Education Educator's License # 385570, Field: Library all levels, Academic Professional
- MBA Program coursework, Bryant College, 1979 – 1981.
- B.A., Studio Art with English Literature minor, Boston College, 1977. GPA: 3.0
- Management Training Courses with Association of Junior Leagues International, 1990-1993.

Work/Volunteer Experience

- 2004-Present: Library/Media Specialist at the North Middlesex Regional High School Library
- 2008-Present: Area Director for the Central Region of the Massachusetts School Library Association (MSLA)
- 2006-2007: North Middlesex School District Superintendent's Advisory Council member
- 2007-2008: National Honor Society advisor
- 2004-Present: Faculty Advisor for the NMRHS Library Book Group
- 2004-2007: Co-Chair Anti-Plagiarism committee and member of the Technology committee
- 2000-2004: Manager of Library Services at the Acton-Boxborough Regional High School (ABRHS) Library.
- 2000-2004: Faculty Advisor for the ABRHS Chess Club.
- 2001-2002: Faculty Advisor for *the Spectrum*-the ABRHS Newspaper.
- 1996-2000: Library Assistant at the Acton-Boxborough Regional High School Library.
- 2001-2002: Interschool Council Representative - Acton-Boxborough Regional School System.
- 1998-2001 CCD instructor for Saint Elizabeth of Hungary Roman Catholic Church, Acton MA.

- 1993-1996: Volunteer Positions at Conant Elementary School - Acton
 - (1993-1996) Volunteer in Library. Duties include: annual inventory, checking materials in and out, cataloging, setting up patron accounts, overdue lists, assisting students with research projects, information searches for curriculum enhancement. Very familiar with library's OPAC system (Sagebrush Corporation's *Spectrum*).
 - (1996) Cultural Enrichment committee member.
 - (1996) Classroom coordinator, second grade.
 - (1996)-Publicity co-chair.
 - (1994-1996) PTO Fundraising Chair.
 - (1995-1996) Acton Elementary Schools Science Task Force member.
 - (1995-1996) PTO Finance Task Force member.
 - (1993-1996) Assistant Den Leader (Cub Scouts).

- 1996-2000: Acton-Boxborough PTSO Junior HS & HS Fund-Raising Committee Member

- 1994-1997: Acton-Boxborough Newcomers' Club Board Member
 - (1994-1996) President

- 1987-1993: Volunteer Positions with the Junior League of Rhode Island
 - (1992-1993) President-elect. Oversaw Ways & Means, By-Laws, and Community Projects for 300 member volunteer organization with \$100K+ operating budget. Established community advisory board consisting of leaders in area businesses, RI Department of Education, and academe.
 - (1990-1992) Community Service Council Director. Responsible for developing new community projects, overseeing existing projects, and grant writing. Received \$100K grant from the RI Foundation to fund SVIC (Students Volunteering In the Community), a school-based service program targeted for high-risk students in grades 7-12.
 - (1988-1989) Project Development Chair. Responsible for development of new community projects with a focus on education.
 - (1987-1988) Chair, RI Educational Resource Guide Project. Wrote and published an Educational Resources Guide which helped teachers to enrich curriculum by listing people and organizations willing to share their special talents.

- 1989-1993: Volunteer Positions with Nayatt Elementary School (Barrington, RI)
 - (1989-1993) Library Volunteer and (1991-1992) Volunteer Coordinator. Duties included: annual inventory, checking books in and out, overdue lists, teaching students research techniques, compiling materials for teachers and scheduling volunteer hours.
 - (1990-1991) Cultural Enrichment Chair. Developed a program to expose children to other cultures. Collaborated with the International House, a Brown University-affiliated organization.

- 1977-1981: Compensation Analyst, Raytheon Company, Portsmouth RI. Responsible for hourly and non-exempt payrolls totaling 1500 employees. Wrote job descriptions, developed salary plans, and approved salary and position changes, participated with regional salary and benefits surveys. Left position to raise a family.