



City of Cambridge

15.

IN CITY COUNCIL

September 30, 1996

MAYOR RUSSELL
 VICE MAYOR BORN
 COUNCILLOR DAVIS
 COUNCILLOR DUEHAY
 COUNCILLOR GALLUCCIO
 COUNCILLOR REEVES
 COUNCILLOR SULLIVAN
 COUNCILLOR TOOMEY
 COUNCILLOR TRIANTAFILLOU

WHEREAS: It has come to the attention of this City Council that **Helen Lewis** has retired from the School Department effective August 31, 1996; and

WHEREAS: Helen was first employed at the School Department from April, 1961 to 1974, as a clerk-typist for the Boys' Vocational/Achievement School; and

WHEREAS: Helen transferred to the Bureau of Public Services in September, 1974, and from 1988 up to the present, she has worked in the Parent Information Center, and she will retire from there as a Senior Clerk; now therefore be it

RESOLVED: That this City Council go on record expressing its sincere gratitude for the dedication exemplified by **Helen Lewis** as an employee of the School Department and further extend to her our wish for happiness in her retirement; and be it further

RESOLVED: That the City Clerk be and hereby is requested to forward a suitably engrossed copy of this resolution to **Helen Lewis** on behalf of the entire City Council.

In City Council September 30, 1996

Adopted by the affirmative vote of nine members.

Attest:- D. Margaret Drury, City Clerk.

A true copy;

ATTEST:-

D. Margaret Drury
 D. Margaret Drury
 City Clerk

MSR
UMB
WD
FD
AG
KR

15. . .

ms, TT, KT
Whereas:

It has come to the attention of this City Council that Helen Lewis has retired from the School Department effective August 31, 1996, and

Whereas:

Helen was first employed at the School Department from April, 1961 to ¹⁹⁷⁴ as a Clerk-Typist for the Boys' Vocational / Achievement School, and
Whereas:

Helen transferred to the Bureau of Pupil Services in September, 1974 and worked in the Parent Information Center from 1988 up to the present, ~~and~~
~~the position of~~ From where she will retire as a ~~Senior~~ Senior Clerk; now therefore be it

Resolved:

That this City Council go on record expressing its sincere gratitude for the dedication ^{exemplified} ~~show~~ by Helen Lewis as an employee of the School Department and ~~extend~~ further extend to her our wish ~~for a happy~~ for happiness in her retirement, and be it further

Resolved

clerk send corr.

CAMBRIDGE PUBLIC SCHOOLS

150 THORNDIKE STREET CAMBRIDGE, MASSACHUSETTS 02141

**FAX COVER SHEET****FAX NUMBER:** (617) 349-6439

TO:

Donna

AT:

City Council Office

FAX NUMBER

4307

PHONE NUMBER:

FROM:

Norma Perny

AT:

CAMBRIDGE PUBLIC SCHOOLS

FAX:

(617) 349-6439

PHONE NUMBER:

(617) 349-6438

NUMBER OF PAGES INCLUDING COVER SHEET:

3

Message:

Helen Lewis's Resume

1790

R E S U M E

Name: Helen W. Lewis
Address: 15 Teresa Circle
Arlington, Mass. 02174
Tel. 646-3978
Office: 492-8000 Ext. 294

Education

Washington Business Institute
New York City, New York
From: 1948 to 1950

Robt. Steverson High School
New York, N. Y.
Diploma - 1948

Bryant & Stratton School
Boston, Mass.
Course in Comptometer Operations
1953

Cambridge High & Latin Evening School
Cambridge, Mass.
Brush up course in Gregg Shorthand
1955

Medford Evening High School
Medford, Mass.-
Course in Psychology - Human Behavior
1964
Course in Child Development & Personality
1965

Experience

Cambridge School Department
Cambridge, Mass.
From: April, 1961 to present - 16 yrs. +
Job Title: Clerk-Typist
Boys' Vocational/Achievement School
From: 1961 to 1974
Duties: Consisted for all clerical work pertaining to operations of a school. Kept aggregate attendance on pupils, attendance on teachers. Sent reports to Supt.'s Office. Made out report cards after receiving marks from teachers. Set up appointments between parents and teachers. Ordered direct from vendors supplies for woodworking and electrical shops. Made out all requisitions for school. Attended Seminars at Fitchburg State when school was under state regulations. Assisted with graduation exercises when necessary.

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Experience

Transferred to the Bureau of Pupil Services
Sept. 1974 to present. My duties here consist
of arranging transportation for all special needs
students being transported to school in Cambridge,
private schools throughout metropolitan Boston
and rehabilitation centers. Working with certain
phases of Chapter 766.- additional assessments for
students with special needs. Sending progress
reports and educational plans to parents, etc.
Typing correspondence for the Coord. of Sp.Educ.

Division of Civil Service
State House, Boston, Mass.
Job Title: Jr. Clerk-Typist
Certification Dept.

Duties: Typing notifications of examinations
From: Jan. 1961 to April, 1961

Division of Employment Security
881 Commonwealth Avenue
Boston, Mass.

From: 1956 to 1958

Job Title: Jr. Clerk-Typist
Duplicating Dept.

Sole duplicating machine operator.
Duplicated materials from all dept. in bldg.
worked on Addressograph machine, vari-typing
Stencil card machine, etc.

References

Mrs. Ann Shahzade - Head Speech Pathologist
35 Temple Street Cambridge School Dept.
Arlington, Mass.

Mr. Peter Roach Asst. Supt. of Schools
Adm. Offices Hartford, Conn.
Hartford Public
Schools
Hartford, Conn.

Mrs. Joan Lovett Computer Programmer
75 Arlington St.
Medford, Mass.

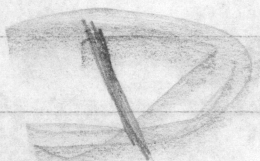
Info on Helen Lewis

VC no - 9/5/63 Bur of Pop Serv 9/63-1988
for 10 of yrs.

b2 W C 9/74
of 9. 20 no.

Bureau

went to Parent Info center. 9/63-1988
1 of 88- 1996 Parent Info Center.





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Entire membership
Consent Order #15

R-948

Mayor Russell, Vice Mayor Born and
entire membership re: Retirement of
Helen Lewis from the School Department.

In City Council September 30, 1996

ORDER ADOPTED