

April 19, 1995

Mr. Robert W. Healey
City Manager, City of Cambridge
795 Massachusetts Avenue
Cambridge, MA 02139

RECEIVED
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OFFICE OF THE CITY MANAGER

Dear Mr. Healey:

I am writing to express my interest in serving as an alternate on the Planning Board. Both my experiences as a Cambridge resident and my work as a teacher and artist prepare me to contribute to this group.

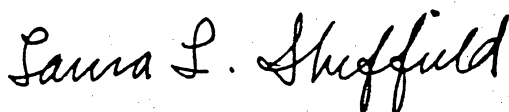
Since moving to Cambridgeport with my husband in 1990, I have been involved with the neighborhood, city and MIT collaboration that resulted in Cambridgeport's rezoning and the creation of the new park on Pacific Street. I have attended meetings about the revitalization of Central Square, and am a member of the Central Square Neighborhood Coalition. Last year, I went to meetings at the community, city and state level regarding the former Stop and Shop supermarket on Memorial Drive; also, for three years I have helped to organize the Cambridgeport spring cleanup. This fall I was a member of the committee reviewing candidates for Director of Community Development.

These involvements with the Cambridge community have taught me a great deal about my neighborhood and the city government processes that can bring about positive change for all the users of its buildings, streets, parks, sidewalks and shopping areas. I am interested in extending my understanding and contribution to the city environment as a whole.

As an English teacher, I have extensive experience working with groups of people, participating in conversations that lead to productive action and decisions. My art background gives me a strong visual sense, and as an habitual walker, I am familiar with many Cambridge neighborhoods. Having lived in Cambridge only since 1990, I believe I have an open mind and more questions than opinions.

If you feel my qualifications meet the needs for this position, I would be very happy to serve as an alternate member of the Planning Board.

Yours,



Laura L. Sheffield

Laura L. Sheffield
218 Brookline Street
Cambridge, MA 02139
617-661-6967

EDUCATION

- May, 1988 Simmons College, Boston, Massachusetts, Master of Arts in Teaching;
Certification in Secondary English
- June, 1985 Cornell University, Ithaca, New York, Bachelor of Fine Arts in Painting and
Printmaking; Bachelor of Arts with distinction in English
- Honors: Presidential Scholar, Cornell University, 1985; Faculty Medal in
Art, 1985; Dean's List five years

PROFESSIONAL EXPERIENCE

- September, 1988 - present English Teacher, Brookline High School, Brookline, Massachusetts.
I teach literature, reading and writing at all age and ability levels: courses
taught include British Literature, ESL III Literature, Nineteenth Century
Literature, Art of the Essay, Multicultural Literature, and honor level
freshman English.
- 1992-1993 Worked on reading skills curriculum as a member of American Council of
Learned Society's (ACLS) grant team.
- July, 1989 English Teacher, Simmons Upward Bound Program, Simmons College.
Team-taught reading and poetry in a summer program for Boston high
school students.
- February, 1988 - May 1988 Student Teacher, Brookline High School. Designed and taught lessons
and units in 9th and 11th grade classes.
- October, 1987 - January, 1988 Counselor, Career Beginnings Program, Boston English High School.
Worked with high school seniors on SAT preparation, college applications,
and college visits.

ADDITIONAL EXPERIENCE

- August, 1986 - January, 1988 Administrative Assistant, The Hardenbergh Partnership, Boston, MA.
Typist, receptionist, editor, marketing and bookkeeping assistant for
small interior design firm (part-time).
- 1985-1987 Freelance Artist, decorative painting, sign-painting and graphic arts.
- November, 1985 - August, 1986 Secretary, Sasaki Associates, Inc., Watertown, MA. Word-processor for
Landscape Architecture department of a large multi-disciplinary design firm.
- June, 1985 - November 1985 Editorial Assistant, Little, Brown Co., Boston, MA. Graphics and
proofreading in College Textbook division.

References available on request.



CITY OF CAMBRIDGE
CAMBRIDGE, MASSACHUSETTS 02139

TEL 349-4300
FAX 349-4307

EXECUTIVE DEPARTMENT
ROBERT W. HEALY
City Manager

RICHARD C. ROSSI
Deputy City Manager

June 12, 1995

To The Honorable, The City Council:

I am hereby transmitting notification of the appointment of the following person to the Cambridge Planning Board as an Associate Member:

Laura Sheffield
218 Brookline Street

with a term to expire on April 30, 2000.

Very truly yours,

Robert W. Healy

City Manager

Consent Agenda # 11

A-43

Appointment of one member to the Planning Board.

In City Council,

June 12, 1995

Placed on file