



Town of Arlington
Office of the Town Manager

Sanford Pooler
Town Manager

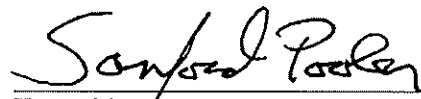
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MEMORANDUM

TO: Board Members

SUBJECT: Appointment to the Library Board of Trustees

This memo is to request the Board's approval of my appointment of Rebecca Steinitz, Arlington, MA, as a member on the Library Board of Trustees, with a term expiration date of 06/30/2026.


Town Manager

Rebecca Steinitz consulting, coaching, communications

Writer and Editor. 1993-present

- Write essays, articles, reviews (including *Boston Globe*, *Washington Post*, *Huffington Post*, *New Republic*, *Utne Reader*, *Salon*, *The Millions*, *The Rumpus*, *Literary Mama*, *Women's Review of Books*, *Publisher's Weekly*, *BookPage*, academic journals)
- Write campaign materials for progressive candidates (website content, mailers, talking points)
- Write and edit white papers, promotional materials, successful grant proposals (including Nellie Mae Foundation, JFF, YearUp, Design Instinct, Arcus Foundation, Hunt Alternatives Fund, Foundation for MetroWest, Political Research Associates, Advocates for Human Potential, Music at Eden's Edge)
- Edit books, articles, dissertations (including Oxford, UC Press, Columbia, Penn, Berkeley, Palgrave Macmillan, Teacher's College Press, American Psychological Association, Seal, UMass)

Literacy, Curriculum, and Instruction Consultant, Boston, Massachusetts. 2007-present

- Coach middle and high school teachers (all content areas) and leaders in literacy strategies; curriculum, lesson, and assignment design; assessment; teaching strategies; classroom management; supervision
- Design and implement middle and high school professional development plans, from one-time workshops to multi-year initiatives, including new teacher training
- Develop literacy, curriculum, and instructional programs, materials, and resources
- Facilitate academic planning
- Support schools and teachers with vocational education, competency-based education, deeper learning

Clients include Barnstable High School (2022-present), Boston Day and Evening Academy (2007-present), Boston Green Academy (2022-present), Boston International Newcomers Academy (2008-11), Education Resources Consortium (2016-18), Greater Lawrence Technical School (2011-18), Greenfield Center School (2018-2019), Milton Academy (2018-19), New Hampshire Learning Initiative (2016-17), Wellington School (2015), WriteBoston (2007-14)

Director of Content and Communication, Center for Community Investment, Washington, DC. 2019-2022

- Oversaw creation and distribution of content, including publications, blog posts, videos, press materials, social media, conferences, curricula, grant proposals and reports, website, branding, collateral
- Designed and implemented annual strategic communications plan
- Supported Program Team, Leadership Development Team, program participants (individuals and teams) with content and communications needs
- Hired, trained, and supervised Assistant Director of Communications, Communications Assistant, consultants
- Served on leadership team

Editor, *Teen Voices*, Boston, Massachusetts. 2007-2009

- Edited print and online magazine written by, for, and about teen girls
- Ran journalism mentoring program, including training and supervision of college student mentors and teen editors from Boston high schools

Senior Program Officer for the Humanities, American Academy of Arts and Sciences, Cambridge, Massachusetts. 2005-2006

- Managed qualitative and quantitative research program on the state of the humanities
- Wrote and edited research papers, articles, grant proposals and reports
- Participated in Academy administration, including fundraising, hiring, training, supervision

High School Program Director/Associate Professor, Lesley University School of Education, Cambridge, Massachusetts. 2006-2007

- Designed and managed licensure and professional development programs
- Developed partnerships with local high schools and non-profits
- Coordinated Humanities Institutes for Boston Public Schools humanities teachers
- Served on Educational Leadership Team, Liberal Arts Council, Lesley College Curriculum Committee

Associate Professor, Ohio Wesleyan University, Delaware, Ohio. 2001-2005

Director of Freshman Writing, Ohio Wesleyan University, Delaware, Ohio. 2001-03

Assistant Professor, Ohio Wesleyan University, Delaware, Ohio. 1997-2001

- Designed and taught writing, literature, and Women's Studies courses at all levels of undergraduate curriculum, including Independent Studies, Honors Projects, Senior Portfolio
- Hired, trained, and supervised freshman writing instructors; developed and maintained freshman writing curriculum; organized writing pedagogy workshops
- Mentored student teachers in Secondary Education program
- Served on Academic Policy Committee, Women's Studies Committee, Committee on the Status of Women (Chair), Freshman Writing Steering Committee, search committees
- Recipient of Special Scholarly Faculty Leave, three Thomas E. Wenzlau Fund Scholarly Grants, Five Colleges of Ohio Information Literacy Faculty Grant
- Author of *Time, Space, and Gender in the Nineteenth-Century British Diary*

Director, Indian Brook, Farm & Wilderness Foundation, Plymouth, Vermont. 1993-95

- Managed all aspects of Quaker wilderness summer camp for 120 girls ages 9-14s including program design and implementation, staffing, operations, safety and health
- Served on leadership team that oversaw six camps

DEGREES/TRAINING

Introduction to Compassionate Systems Framework, MIT J-WEL/Center for Systems Awareness. 2021

Coaching for Sustainable School Improvement, Research for Better Teaching. 2013-14

An Introduction to Instructional Coaching, Jim Knight/Research for Better Teaching. 2013

Ph.D. in English, University of California, Berkeley. 1997

Humanities Research Grant, Graduate Division Fellowship, Mellon Dissertation Fellowship, Huntington Library Dissertation Fellowship, Benjamin Putnam Kurtz Essay Prize, Jacob Javits Fellowship, Outstanding Graduate Student Instructor Award

B.A. in English, Yale University. 1986

summa cum laude, Distinction in the Major, Phi Beta Kappa

COMMUNITY SERVICE

Board Clerk, Farm and Wilderness Foundation, Plymouth, Vermont. 2018-20 (Trustee 2014-18)

Board President, Arlington Education Foundation, Arlington, Massachusetts. 2010-14 (Member 2007-10)

Board Member, Stratford Ecological Society, Delaware, Ohio. 2003-05

OFFICE OF THE SELECT BOARD

ERIC D. HELMUTH, CHAIR
JOHN V. HURD, VICE CHAIR
DIANE M. MAHON
STEPHEN W. DECOURCEY
LENARD T. DIGGINS

730 MASSACHUSETTS AVENUE
TELEPHONE
781-316-3020
781-316-3029 FAX



TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

August 8, 2023

Rebecca Steinitz
Arlington, MA 02474

Re: Appointment: Library Board of Trustees

Dear Rebecca:

As a matter of the standard appointment procedure, the Select Board requests that you attend the Select Board meeting conducted by hybrid format, on Monday, August 14, 2023, at 7:15 p.m.

It is a requirement of the Select Board that you join this hybrid meeting. This will give the Board an opportunity to meet and discuss matters with you about the area of activity in which you will be involved.

You may attend the meeting in-person or virtually. The meeting will take place in the Select Board Chambers. The link to the meeting and other information will be available at the bottom of the Select Board Agenda as well as on the Town Calendar when the meeting is posted on Thursday, August 10 at 7:00 p.m.

Please contact this office by e-mail, bmallard@town.arlington.ma.us, if you have any questions.

Thank you.

Very truly yours,
SELECT BOARD

A handwritten signature in cursive script that reads "Ashley Maher".

Ashley Maher
Board Administrator