

**HCCPS Board of Trustees  
Meeting Agenda  
April 10, 2019, 6:30pm**

The Hilltown Cooperative Charter Public School was founded in 1995 as a Massachusetts Public Charter School. Our mission is:

- ❖ To engage students in a school which uses experiential, hands-on activities, the arts, and interdisciplinary studies to foster critical thinking skills and a joy of learning.
- ❖ To sustain a cooperative, intimate community of students, staff, families and local community members, which guides and supports the school and its educational program.
- ❖ To cultivate children's individual voices and a shared respect for each other, our community, and the world around us.

**Facilitator: Tim Reynolds**

**6:30 Welcoming (read mission statement) (20 min)**

Announcements, appreciations, acknowledgements  
Agenda check; Appoint timekeeper, list keeper  
Thank You Note check  
BOT Visibility this month  
Approve Minutes from previous BOT meeting  
Welcome new folks

**6:50 Public Comment period: (10 min)**

**7:00 Mid-year budget revisions: Dan (5 min – decision)**

**7:05 GABS Proposal - Bringing Proposals to the Board: Amy (5 min – decision)**

**7:10 Slate of New Board Members/Annual Meeting Proposal: GABS (10 min – discussion)**

**7:20 FY20 Board officers and committee chairs/members: GABS (10 min – discussion)**

**7:30 Personnel Proposal - Staff Salary Plan: Joe/Lara (15 min – decision)**

**7:45 Finance Proposal - Contingency/Capital Improvement (15 min – decision)**

**8:00 Capital Budget Plan (15 min – discussion/decision)**

**8:15 Committee Reports (5 min – questions only)**

**8:20 Meeting Wrap-up/ Evaluation/Minutes Finalization (5 min)**

Confirm date/facilitator, snack bringer, newsletter blurb, agenda check for next meeting

**8:25 Review Action Items in this meeting's minutes (5 min)**

**8:30 Adjournment**

**FY 19 HCCPS Budget - Working Draft  
Mid Year Revisions for Board of Trustee Approval**

	FY 19 6.14.2018 Approved	FY 19 Revision Draft 3/11/2019
<b><u>INCOME</u></b>		
1 State Per Pupil Tuition	2,903,003	2,915,000
2 Grants- Mass DOE SPED 240	35,175	37,100
3 Grants- Mass DOE Title Iva	335	1,162
4 Grants- Mass DOE 140, Title II,A	4,269	4,607
5 Grants- Mass DOE Title I 305	16,068	19,070
6 Grants- MASS DOE 262	810	616
7 Community Foundation Grants	0	1,316
8 FOH Playground Upgrade Grant	0	3,000
9 Friends of HCCPS Rolling Arts Grants	1,500	1,500
10 Field Trip Fund	7,600	7,600
11 <b>Fundraising - FOH Designated Funds</b>	30,000	30,000
12 Kids Club Income	85,000	90,000
13 Student Activity Fees- sports, music	15,000	18,000
14 Medicaid/SPED Income	20,000	25,000
15 Misc Income	1,000	1,700
16 Interest income	5,000	5,000
17 School Lunch receipts	10,000	15,000
18 Special Field Trip Fundraising	9,000	13,500
19 Winter Fair	7,500	6,350
<b>Total Income</b>	3,151,260	3,195,521
<b><u>EXPENSES</u></b>		
<b><u>Personnel</u></b>		
20 Teachers - S/L, PE	1,271,318	1,276,827
21 Teaching Assistants- (classrooms)	211,529	214,285
22 Graduate Interns x5 (FY19)	50,000	50,000
23 Kids Club Coordinator/Admin Support	31,000	31,000
24 Kids Club staff	35,000	35,000
25 Substitutes	14,000	14,000
26 Director of Administration- 1fte	94,661	94,661
27 Director of Teaching and Learning-1 fte	94,661	94,661
28 Director of Family and Community Engagement-.6 fte	42,598	42,598
29 Student Services Coordinator- 1 fte	70,927	70,927
30 Administrative Assistant- 1fte	47,400	47,400
31 Bookkeeper/Purchasing agent-.8 fte	46,800	46,800
32 Nurse/Health Educator -.9 fte-.95	52,531	52,531
33 Counselor- 1 fte	64,479	64,479
34 Tech Teacher/Coordinator 1 fte	47,521	41,729
35 <b>CSL / Program Support</b>	27,533	27,533
36 Stipends- student activites (dance, mini)	7,000	7,000
37 Stipends-program	10,000	10,000
38 Longevity Pay	10,800	10,675
39 <b>Payroll subtotal</b>	2,229,758	2,232,106

**FY 19 HCCPS Budget - Working Draft**  
**Mid Year Revisions for Board of Trustee Approval**

	FY 19 6.14.2018 Approved	FY 19 Revision Draft 3/11/2019
40 Medicare- everyone-.0145	32,332	<b>32,366</b>
41 FICA- non MTRS-.062	39,290	<b>39,094</b>
42 SUTA-.001- everyone	2,230	2,232
43 UHIC-.0048 everyone/capped @ 1st 14,000	3,226	3,226
44 Health Insurance	235,000	<b>215,000</b>
45 HRA	52,000	52,000
46 Health Diversion Benefit	14,000	<b>25,000</b>
47 Workers Compensation	17,000	<b>16,341</b>
48 College Credit Reimbursement	0	0
<b>Total Personnel Costs</b>	<b>2,624,836</b>	<b>2,617,364</b>
<b><u>Consultants and Outside Services</u></b>		
49 FSA/HRA Administrative Cost	2,200	2,200
50 Accounting Consultant	1,000	<b>0</b>
51 Auditor	8,000	8,000
52 SPED Contractors - OT/PT, psychologist	62,520	<b>70,000</b>
53 SPED Advisor	1,000	1,000
54 Summer SPED services	4,000	<b>2,730</b>
55 Administrative Data Management System	8,000	8,000
56 Payroll Service	3,060	3,060
57 <b>Professional Development - FOH Designated</b>	20,000	20,000
58 Curriculum Consultants	7,000	7,000
59 FOH Designated Artist in Residence	5,000	5,000
60 Child Care Services	300	<b>400</b>
61 Legal Fees	4,000	4,000
<b>subtotal</b>	<b>126,080</b>	<b>131,390</b>
<b><u>Occupancy</u></b>		
62 Insurance	26,000	<b>26,210</b>
63 Cleaning Services	50,000	50,000
64 Trash Removal	4,500	<b>3,700</b>
65 Minor Repair/Maintenance	19,398	<b>25,000</b>
66 Fire/Sprinkler Alarm Services	2,244	<b>1,000</b>
67 Copier Service Contract	3,060	3,060
68 Copier Rental	3,864	<b>5,140</b>
69 Telephone	1,224	1,224
70 Electric	24,000	<b>30,000</b>
71 Internet	1,715	<b>1,500</b>
72 Heat	6,120	<b>6,500</b>
73 HVAC Maint	7,392	<b>8,500</b>
74 Elevator Maint	3,284	3,284
75 Water Sewer Fees	4,080	<b>3,000</b>
76 Landscaping	7,000	4,500
77 Plowing	7,650	7,650
78 Interest Expense USDA	94,564	94,564
<b>subtotal</b>	<b>266,095</b>	<b>274,832</b>

**FY 19 HCCPS Budget - Working Draft  
Mid Year Revisions for Board of Trustee Approval**

	FY 19 6.14.2018 Approved	FY 19 Revision Draft 3/11/2019
<u>Supplies</u>		
79 Household Supplies	5,722	5,722
80 Educational Supplies	22,875	22,875
81 Playground supplies	875	875
82 Office Supplies	3,641	3,641
83 Testing/Evaluation Supplies	3,876	3,876
84 Postage	1,561	<b>1,000</b>
85 Printing	624	624
86 Food	728	728
<b>sub total</b>	<b>39,902</b>	<b>39,341</b>
<u>Equipment</u>		
87 Minor Equipment<\$500 ,	3,060	<b>1,260</b>
88 SPED Equipment	5,000	5,000
89 <b>Furnishings</b>	2,200	<b>4,000</b>
90 Vehicle Expenses	2,500	<b>1,000</b>
91 Tech Repair/Replacement	7,000	7,000
92 <b>FOH Designated Chromebook Replacement</b>	5,000	5,000
<b>subtotal</b>	<b>24,760</b>	<b>23,260</b>
<u>Grant Funded Expenses</u>		
93 Community Foundation Grants	0	<b>1,316</b>
94 FOH Playground Upgrade Grant	0	<b>3,000</b>
95 Friends of HCCPS Rolling Arts Grants	1,500	1,500
<b>subtotal</b>	<b>1,500</b>	<b>5,816</b>
<u>Miscellaneous</u>		
96 Kids Club Program Expenses	5,000	5,000
97 Student Activity Expenses ( dances, sports, sleepover)	5,000	5,000
98 Special 6-8th grade Trip Expenses	9,000	<b>18,000</b>
99 Advertising	1,530	1,530
97 Travel	510	510
98 Graduation Expenses	1,020	1,020
99 Miscellaneous	1,020	1,020
100 Community Domain Expenses	3,000	3,000
101 SPED Contingency	10,000	<b>0</b>
102 MCPSA Dues (.2% of state tuition dollars)	5,807	<b>5,907</b>
103 School lunch expense	12,000	<b>23,000</b>
105 Community Service Projects	1,500	1,500
106 Field Trips	7,600	7,600
109 BOT Discretionary Fund	500	500
110 Coordinator's Discretionary Fund	2,500	2,500
111 Fundraising Expenses	2,100	2,100
<b>subtotal</b>	<b>68,087</b>	<b>78,187</b>
<b>112 <u>Total operating expenses</u></b>	<b>3,151,260</b>	<b>3,170,190</b>
<b>113 <u>Over/Under</u></b>	<b>0</b>	<b>25,331</b>



**Proposal to the Board of Trustees**  
From  
Governance and Board Sustainability Committee

**Date:** April 10, 2019

**Priority Level:** MEDIUM

**Proposal to be presented by:** GABS

**Committee members drafting proposal:** Deirdre Arthen, Noelle Stern, Amy Reesman

**Text of proposal:**

Board Committees can bring proposals and new business to the board at any time by requesting time on the agenda through Domain Council (DC).

Outside of board committees, any new topics for board consideration may be brought forward in one of the following three ways:

1. During the "New Business" portion of a board meeting
2. During the "Public Comment" portion of a board meeting
3. Through direct communication with the Domain Council

New Business items (identified during board meetings or DC meetings) will then be discussed in Domain Council for further consideration and next steps. These next steps could include:

1. DC bringing the topic back to a board meeting as a discussion and/or a proposal;
2. Determining that the topic is not board business;
3. Routing the topic to an existing committee for further review;
4. Determining the need for a new ad-hoc committee to review the issue further

If a formal proposal is necessary, then it would be generated by:

1. An existing board committee,
2. The DC,
3. Or by an ad-hoc committee sanctioned by the board.

If DC determines that the new business is not board business, but requires follow-up by school management, then the DC will assign it to the appropriate Director(s). Because this

new business was identified during a board meeting or DC meeting, the Directors will follow up with the board to discuss the outcome.

**Goals to be achieved by proposal:**

To simplify and clarify the means by which the Board does business.

**Potential problems/dissenting views:**

It limits the opportunity for other people to bring proposals directly to the Board.

**Additional notes:**

None



HILLTOWN COOPERATIVE  
CHARTER PUBLIC SCHOOL

**Proposal to the Voting Membership of the Cooperative  
From  
The Board of Trustees**

**Date** May 14, 2019

**Priority Level:** high

**Proposal to be presented by:** Amy Reesman, Board Clerk

The Board of Trustees of the Hilltown Cooperative Charter Public School is delighted to present, for individual vote, the following new candidates to serve three-year terms as Parent Members on the HCCPS Board of Trustees:

**Dawn Reesman**

**Karen Sise**

**Kelly Woods**

**Rich Senecal**



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*To sustain a cooperative, intimate community of students, staff, families and local community members, which guides and supports the school and its educational program.*

*To cultivate children's individual voices and a shared respect for each other, our community, and the world around us.*

### **HCCPS Board of Trustees Interest Form**

Thank you for your interest in serving on the Board of Trustees of the Hilltown Cooperative Charter Public School (HCCPS). We appreciate your time and enthusiasm and we hope that this proves to be a good fit all around.

Please complete this form, using an additional sheet if necessary, and return it with a current CV or resume to the school's Director of Community and Family Engagement, Deirdre Arthen at: [darthen@hilltowncharter.org](mailto:darthen@hilltowncharter.org)

A member of the GABS committee will then contact you to talk about your interest in the Board and next steps. Each year, when openings on the Board become available, the Committee presents a slate of interested candidates to the full board and then to the Cooperative for a vote. The voting takes place at our annual meeting in May.

The Board of Trustees holds the school's charter from the Commonwealth of Massachusetts and is responsible for the school's overarching philosophies, direction and policies. It operates using a consensus model and is accountable for all legal and fiscal matters affecting the school, including the hiring of Domain Coordinators, and approving the lease, the annual budget and all organizational and personnel policy decisions. Members of HCCPS elect Trustees at their annual meeting in the late spring. Board members of HCCPS serve up to two 3-year terms and, if they are a parent in the school, are expected to serve on the finance, personnel, site, or governance and board sustainability committees (GABS), or serve as president, vice president, treasurer or clerk. Community members on the Board may choose a two year term and do not have the same committee expectations. The board meets at the school in Easthampton on the second Wednesday of every month, usually excluding August, from 6:30PM until about 8:30PM.

Once your Interest Form is returned, a GABS committee member will contact you to talk about your interest in the Board and next steps. Each year, when openings on the Board become available, the Committee presents a slate of interested candidates to the full board and then to the Cooperative for a vote. The voting takes place at our annual meeting in May.

If you would like to know more about Hilltown, visit our website: [www.hilltowncharter.org](http://www.hilltowncharter.org), or feel free to contact a school coordinator at 413-529-7178 with any questions that come up.



## HCCPS Board of Trustees Interest Form

Date: January 28, 2019

Your Name: Karen Slse

Address: 8 Westview Terrace, Easthampton, MA 01027

Best phone number: 413-330-9286

Best email: ksise@smith.edu

What is your current or most recent employment and what position do/did you hold?

Associate Registrar at Smith College

How did you hear about and connect with HCCPS?

Parent of a Prism

What interests you most about the school or about education in general ?

I like the way that arts is incorporated into the curriculum and that learning is made accessible for so many on their terms.

Why are you interested in serving on this Board ?

I like to be involved in my community and believe in community driven organizations. I feel it is an honor to serve when possible or volunteer to help foster an organization and continue its mission.

When is the earliest you would be available to serve? ASAP

What skills do you hope to bring to the organization? (Please check any and explain below)?

<ul style="list-style-type: none"><li>• Finance x</li><li>• Real Estate x</li><li>• Leadership x</li><li>• Non-profit experience x</li><li>• Education x</li></ul>	<ul style="list-style-type: none"><li>• Writing/editing x</li><li>• Development</li><li>• Volunteering x</li><li>• Commitment to school x</li><li>• Law</li></ul>	<ul style="list-style-type: none"><li>• Public Relations</li><li>• Community Building</li><li>• Creativity x</li><li>• Charter school policy</li><li>• Corporate</li><li>• other</li></ul>
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If there is no space available on the Board of Trustees, are you interested in serving on a committee or in another way?

- Yes – I have already been serving on the site committee but the timing does not work with my schedule.
- No

Which committees or groups most interest you? Please check as many as you like.

- BoT Finance x
- BoT Personnel x
- BoT Site x
- BoT Governance / Board Sustainability
- Friends of Hilltown (501-c-3 fundraising organization)

The HCCPS Board uses consensus process for decision-making. Are you familiar or experienced with consensus process? If yes, please tell us where you have used it before. If not, do you think you'd be open to learning and using it?

Yes, I am a trained mediator and am experienced with the consensus process.

Please tell us about your prior Board experience?

I have served on boards at churches and arts organizations.

Is there anything else you think we should know? (Attach paper if needed)

*Thank you very much for your time and interest.*

Please return this form to Deirdre Arthen at school or at: [darthen@hilltowncharter.org](mailto:darthen@hilltowncharter.org)

**CAREER PROFILE**

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Demonstrated ability to quickly adapt to new functional areas and responsibilities, while making a timely and significant organizational impact. Excellent communication skills; able to build rapport and influence at all levels of an organization including senior executives. Successful in leading large-scale problem solves as a continuous improvement champion. Consistently utilizes instructional design methodology and project management expertise to determine the best approach and deliver the needed results for all projects.

**Key Areas of Expertise:**

Experienced leader in education and organizational development ■ Proven expertise in coaching and leading in a diverse workforce ■ Track record of strategy development and project leadership ■ Connector of ideas and people ■ Effective written and verbal communicator

**PROFESSIONAL EXPERIENCE**

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**Director, Training & Organizational Development**

Cooley Dickinson Health Care, Northampton, MA (2016 – Present)

Developed a leadership development program for the top 50+ leaders of the healthcare system based on analysis of leadership competency data, priorities of the organization, and succession planning discussions ■ Established a strategic partnership with a local college for content delivery of a year-long leadership development program ■ Develop and implement bi-annual leadership summits for the top 50+ leaders of the healthcare system ■ Launched a development planning strategy and template for the leaders of the organization ■ Created and implemented strategic plan for the deployment, launch, and analysis of data for the annual organizational-wide employee survey ■ Develop and deliver ongoing employee engagement initiatives for a workforce of 1,800 employees to include remote locations ■ Draft and publish communications that intentional connect the workforce to mission, vision, and values of the organization and to one another Work collaboratively with leaders across all levels and divisions of the healthcare system to determine appropriate communication and training plans to address the learning needs ■ Leading a cross-functional group in the development of the recognition strategy for employees from hire to retire ■ Launched a new online recognition portal for 1800+ employees ■ Created a visibility strategy for the senior executives to enhance relationships with the staff ■ Draft organizational communications (i.e., emails, talking points, presentations, etc.) for the senior executives

**Learning & Performance Consultant/Training Consultant**

MassMutual Financial Group, Springfield, MA (2008 – 2016)

Developed and delivered an industry leading employee orientation program; recognized at Chief Learning Officer Symposium as Best in Class program ■ Performance and capacity managed a team of content developers, media specialists, and communication specialists that created training resources for the remote sales force ■ Effectively utilized the principles of project management methodology to execute on large scale training initiatives ■ Managed the analysis, development, launch, and marketing of two online self-study training centers that included training resources, assessments and manager support resources for virtual learners

**Recognition:**

- MassMutual Winner's Circle Service Excellence Award Winner (2012)
- Learning Community eMMY for Best Collaborative Effort (2012)
- Retirement Services MVP Award Winner (2010 & 2011)

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**PROFESSIONAL EXPERIENCE CONT.**


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**Pride Employee Resource Group Leader**

MassMutual Financial Group, Springfield, MA (2008 – 2014)

Roles: Advisor (2014), Chair (2012 – 2013), Vice-Chair (2011), and active member since 2008

Exemplified professionalism with the ability to effectively communicate with the executive leadership team on sensitive topics and maintain confidential information while balancing the expectations of the members

■ Established operational processes and procedures for the administrative responsibilities of the leadership team to ensure accurate and timely completion and continuity as leaders join and leave the team ■

Experienced facilitator of *Leading with Diversity* workshops for all levels of management including four members of the Executive Leadership Team and CEO.

**Recognition:**

- MassMutual Diversity Champion Award Winner (2011 & 2013)

**Manager of Community Education**

Westfield State University, Westfield, MA (2007 – 2008)

Managed day-to-day operations of Community Education unit in the Graduate Studies department ■

Provided research and assessment pertaining to regional community educational needs which resulted in the execution of three core programs ■ Managed a team of four associates and 20+ field faculty ■ Managed

interdepartmental communication and coordination for non-credit programming ■ Engaged in annual budget development, management, and review for Community Education department

**New England Field Manager**

Discovery Channel/Discovery Education, Silver Spring, MD (2006)

Networked with educational and corporate leaders at the local and state level to build a multi-state community of educators ■ Collaborated with educators, administrators and corporate leaders to provide

appropriate support and training, both remotely and in person ■ Event planning for day and multi-day long trainings/workshops for 100+ attendees ■ Annual operating budget of \$80,000 for programming

**Education Services Associate**

WGBY Public Television, Springfield, MA (2005 – 2006)

Designed and implemented professional development workshops for educators in Western Massachusetts

■ Created grant proposals, administered grant initiatives, and reported necessary metrics to funding institutions ■ Developed and maintained relationships with educators and school administrators in New

England

**Educator**

Davidson & Rutherford County Schools, Nashville, TN (2000 – 2005)

Certified K-8 elementary school teacher ■ Curriculum development and implementation in all subject areas

for a self-contained classroom ■ Facilitated professional development workshops for educators in the school and district-wide ■ Created and submitted grant proposals

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**EDUCATION**


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Tennessee State University, Nashville, TN  
M.Ed., Curriculum & Instruction (2001)

University of Illinois, Champaign-Urbana, IL  
B.S., Human Development & Family Studies (1996)

# Kelly R. Woods, M.Ed., GCDF

48 College View Heights  
South Hadley, MA 01075  
(413) 313-5211 • woodskr@gmail.com

## Summary

Energetic student-focused professional with over 15 years of student development and advising experience. Team player with a passion for collaboration and strategic planning. Strengths include creative outreach & community cultivation to engage students, alumni, parents, and corporate partners. Wide-ranging program management experience - both on and off campus. MBTI® Certified Practitioner. Certified Global Career Development Facilitator adept at supporting diverse learners and industries.

## Experience

- Independent Career Consultant* 2007 – Present
- Mount Holyoke College** South Hadley, MA March 2013 – Present  
*Associate Director, Career Advising* April 2015 – Present  
*Career Counselor* March 2013 – April 2015  
Provide individual student career counseling for a diverse global student and alumnae population – in both scheduled and walk-in formats. Collaborate with colleagues to present workshops and develop resource materials which complement and advance institutional priorities. Act as liaison to assigned academic departments – including Education. Train and manage enrichment for a team of 13 Peer Career Advisors. Supervise Front Desk Administrative Assistant and Assistant Director-Pre-Law Advisor; provide leadership to operational advising logistics for a team of 7. Nominated for Staff Council Peer Recognition Award 2014 & 2017, Recipient 2015.
- College Career Centers of Western Mass** Springfield Area, MA 2010 – 2017  
*Career Fair Exhibitor Registration Management*  
Managed online exhibitor registration and payment process for the Consortium's Career Fair with approx.100 employers annually. Updated Consortium website and collaborated with Consortium partners in launching outreach and promotions.
- Holyoke Community College** Holyoke, MA 2010 – 2014  
*Career and Educational Advisor, Ludlow Area Adult Learning Center* 2012 – 2014  
*Career Counselor, Adult Learning Center and the Career Center* 2010 – 2012  
Collaborated with teachers, counseling staff, and community to ensure a supportive goal oriented environment for a diverse student population. Counseled individuals in career, educational planning with a focus on transition and application to college, and personal matters. Creatively developed and presented workshops and resources for non-English speakers. Collected and compiled data for reporting and assessment purposes.
- Step Forward/ Quest at Our Lady of the Elms College** Chicopee, MA Fall 2009, Spring 2011  
*College Planning Workshop Series Instructor*  
Planned and taught an interactive college planning series for youth from underserved populations in grades 9 through 12.
- Our Lady of the Elms College** Chicopee, MA 2005 – 2009  
*Volunteer, President and Dean of Students Offices* 2008 – 2009  
Facilitated annual institution-wide graduation survey review and implementation. Researched and launched plan for involving families in the Emergency Communication System.  
*Director of Career and Experiential Learning Center* 2005 – 2007  
Directed and provided all facets of career center programs, resources, and advising – including the use of distance tools and program materials. Collaborated with faculty in support of curriculum and coursework; lectured on world-of-work issues. Extensive creative outreach to constituents; significantly increased awareness and use of Center and resources. Partnered with alumni office to encourage alumni participation on campus and launched electronic mentor database. Managed posting system to include cultivating employer relationships. Instituted First-Year Student Portfolio for Academic and Career Planning. Participated in President's Liberal Arts Task Force, Strategic Planning Student Experience and Commencement Committees. Supervised part-time student assistants.
- Daniel Webster College** Nashua, NH 2001 – 2005  
*Director of Career Resources* 2003 – 2005  
Educated, counseled, and advised youth, undergraduate, and non-traditional students and alumni in personal assessment, long-term planning and career development. Developed and presented skill workshops including resume writing, interview techniques, etiquette, and job search strategies. Developed employer relationships, collaborated with faculty/ administration, and ensured compliance with state labor laws in order to facilitate internship program. Launched and maintained electronic on-line networking resource. Initiated outreach to campus to raise awareness of Office. Supervised part-time student assistant.

**Daniel Webster College** Nashua, NH  
*Associate Director of Development and Director of Special Programs* 2001 – 2003  
 Responsible for special events – including art installations, speaker series, and numerous constituency cultivation programs. Identified, cultivated, and solicited prospects. Annually organized gala auction; raising \$150,000. Collaborated annually with FAA to host a regional event. Spearheaded weekend-long Aviation Heritage Festival - attracting over 10,000 visitors each year; extensive collaboration with corporate, private, and military partners. Managed project teams – including colleagues, students, and community volunteers.

*Assistant Director of Development, Girl Scouts of Swift Water Council* Manchester, NH 1999 – 2000

*Account Coordinator, The Cyr Group* Portsmouth, NH 1998 – 1999

*Older Girl Program Specialist, Spar and Spindle Girl Scout Council* North Andover, MA 1995 – 1998  
 Coordinated with a team providing service and support to members in 52 communities resulting in record membership enrollment. Solicited community support, including in-kind donation, for council-wide programs. Supervised three volunteer committees charged with evaluation of individual older girl member achievement. Advised young adults and parents/ leaders in youth leadership, goal setting, and application preparation.

**Community Leadership**

**National Association of Career Development** 2006 – Present  
*International Student Services Committee (2016 – Present)*

**Girl Scouts of Central & Western Mass Council** South Hadley, MA 2012 – Present  
*Troop Leader; Service Unit Treasurer (2015 – Present)*

**Town of South Hadley Tree Committee** South Hadley, MA 2013 – Present  
*Member; TreeCity USA Sub-Committee*

**South Hadley Family Center Parent Advisory Committee** 2008 – 2012  
*President (2009-2010); Secretary (2008-2009)*  
*Early Childhood Community Leadership Award Recipient (2013)*

**College Career Centers of Western Massachusetts** 2005 – 2007  
*Secretary (June 2006 – June 2007); Health & Human Services Job Fair Sub-Committee (2005)*

**Head of the Charles Regatta** Boston, MA 2000 – 2005  
*Race Operations – Manual Timing Committee Co-Chair*

**New Hampshire College and University Council - Career Advisors Committee** 2004  
*Member; Job Fair Sub-Committee*

**Girl Scouts of Swift Water Council** Bedford, NH 2004 – 2005  
*Member, Board of Directors - including Fund Development Committee*

**Whipple Free Library Foundation** New Boston, NH 2001 – 2004  
*Trustee*

**Education**

**Our Lady of the Elms College** Chicopee, MA 2009  
*Master of Education*

**University of Massachusetts** Amherst, MA 1995  
*Bachelor of Science in Natural Resource Studies*  
*Internship: House Assistant, Pax Lodge, World Association of Girl Guides and Girl Scouts, London, England*

**Professional Development**

**MBTI® Certification Program, GS Consultants** Fall 2013

**Appreciative Advising Training, University of South Carolina** Spring 2013

**Global Career Development Facilitator Training, NCDA** 2006

**Training For Career Counselors – I & II, Career Counselors' Consortium of N.E.** 2003 & 2005

**Computer Skills**

Proficient with data & constituent management systems including: *Raisers Edge, Simplicity, Handshake*; assessment tools including: *FOCUS; Do What You Are*; LinkedIn; remote advising.

# Karen H. Sise

8 Westview Ter, Easthampton, MA 01027

413-330-9286

karen.sise@verizon.net

## Education

University of Massachusetts Amherst, Amherst, MA M.Ed. in Higher Education Administration  
Smith College, Northampton, MA AB, Anthropology, Cum Laude, Ada Comstock Scholar

May 2017  
May 2010

## Professional Experience

Registrar's Office, Smith College, Northampton, MA

2010-present

Associate Registrar for Enrollment Services and Operations (2018-present), Assistant Registrar (2016-2018),  
Assistant Registrar for Academic Services (2013-2016), Registration and Exams Assistant (2010-2013)

- Evaluate and record transfer credit for traditional and non-traditional transfer student applicants.
- Pre-approve transfer credit for continuing students for leave and summer programs.
- Review and record AP, International Baccalaureate, A-Level, and pre-matriculation credit.
- Provide information sessions to prospective students on transfer credit during open houses.
- Collaborate with faculty, department chairs, and class deans to confirm transfer course equivalency.
- Communicate with faculty to obtain information for exams and course registrations.
- Organize and manage student check-in and enrollment status changes.
- Supervise and train front office staff and student workers.
- Manage campus-wide communications regarding registration, advising, and academic policies.
- Create, edit, and update website content.
- Coordinate final examinations.
- Oversee department budget and daily operations.

## Related Experience

Klondike Sound Company, Greenfield, MA

2002-2008

Office and Staffing Manager/Sound Engineer

- Coordinated and hired 30 staff members to work approximately 250 shows a year.
- Communicated with producers and artists to determine technical requirements.
- Negotiated contracts for events and consulted with customers on sound equipment purchases.
- Responsible for accounts payable and receivable, weekly payroll, and financial reporting.

## Highlighted Committee Work

College Council on Community Policy (CCCP)

2015-2018

- Disseminate policy information to campus constituents.
- Served on sub-committee to examine a tobacco-free campus.

Ada Class Cabinet

2010-present

Staff Adviser

- Advise 15-member cabinet on college policies and elections process.
- Provide support in program and budget planning.
- Mediate between members of the cabinet.

## Highlighted Trainings

Bystander Awareness Training Five Colleges January 2012

- Trained on the role of a bystander and how to become an active bystander.
- Facilitate bystander workshops on campus as requested by student organizations.

Basic Mediation Training Mediation & Training Collaborative October 2011

- 34-hour training covering mediation skills, including role-plays on mediating diverse populations.
- Participate in ongoing workshops to learn additional skills.

LGBTQ Safe Space/Ally Training Resource Center for Sexuality & Gender November 2010

- Covered LGBTQ terminology and trained to become Ally for Resource Center for Sexuality & Gender.

## Honors and Awards

Spotlight Award - 2016 - for contributions at Smith beyond the scope of job responsibilities.

Student Leadership Award - Adviser of the Year 2014 - for service as adviser to the Ada class cabinet.





## HCCPS Board of Trustees Interest Form

**Date:** January 12, 2019

**Your Name:** Kelly R. Woods

**Address:** 48 College View Heights, South Hadley, MA 01075

**Best phone number:** 413-313-5211

**Best email:** [woodskr@gmail.com](mailto:woodskr@gmail.com)

**What is your current or most recent employment and what position do/did you hold?**

Associate Director, Career Advising - Mount Holyoke College, South Hadley, MA

**How did you hear about and connect with HCCPS?**

My daughter is a new Purple this year (fall 2018.)

**What interests you most about the school or about education in general ?**

We admire and appreciate the community oriented focus of Hilltown, as well as the intentional integrated academic design.

**Why are you interested in serving on this board ?**

Hilltown is an important academic and community resource for our family and the region. We are committed to contributing to the community in which we live and when considering my experience, skills, and availability I believe this particular opportunity may allow me to contribute to the Board or its Committees in a direct and meaningful way.

**What skills do you hope to bring to the organization (please check any and explain below)?**

<ul style="list-style-type: none"><li>• Finance</li><li>• Real Estate</li><li>• Leadership</li></ul> X Non-profit experience X Education	<ul style="list-style-type: none"><li>• Writing/editing</li></ul> ? Development X Volunteering (elsewhere) X Commitment to school <ul style="list-style-type: none"><li>• Law</li></ul>	<ul style="list-style-type: none"><li>• Public Relations</li><li>• Community Building</li><li>• Creativity</li><li>• Charter school policy</li><li>• Corporate</li></ul> X other
---	---	--

\*Please see my attached resume as well.

**When is the earliest you would be available to serve?**

Immediate availability

**If there is no space available on the Board of Trustees, are you interested in serving on a committee or in another way?**

- Yes
- No

**Which committees or groups most interest you? Please check as many as you like.**

- BoT Finance
- BoT Personnel
- BoT Site
- ? BoT Governance / Board Sustainability (This was mentioned, but I do not fully understand the role/ need.)
- X Friends of Hilltown (501-c-3 fundraising organization) (I participate as my schedule allows.)

**The HCCPS Board uses consensus process for decision-making. Are you familiar or experienced with consensus process? If yes, please tell us where you have used it before. If not, do you think you'd be open to learning and using it?**

I have experience in both volunteer and professional roles, both formally and informally with the use of consensus process in decision-making. I would be eager to learn more about Hilltown's processes and to commit to building my skills in these areas.

**Please tell us about your prior Board experience?**

In addition to professional roles which included facilitation of volunteer engagement/ committee work and engagement in professional organizations/ committees on the local and national level, I have held several volunteer roles in our communities as well. I was a member of the Board of Directors for the Girl Scout Council in New Hampshire, a Library Trustee for the Town of New Boston in New Hampshire, President of the Board for the South Hadley Family Center, a School Council Member for Plains Elementary School in South Hadley, and an active member of the Mosier Elementary School Parent Teacher Organization. I am currently completing a final term as a member of the Tree Committee for the Town of South Hadley. I am also the Treasurer for the South Hadley/ Granby Girl Scout Service Unit (a local committee of Girl Scout leadership.)

**Is there anything else you think we should know?**

I would welcome the opportunity to contribute to the Hilltown Community in whatever way is most appropriate and useful, and appreciate your consideration.

Cordially,

Kelly Woods

## HCCPS Board of Trustees Interest Form

Date: 4/5/19

Your Name: Richard Senecal

Address: 14 Riverdale Rd., Southampton, MA 01073

Best phone number: 413-539-8841

Best email: richsenecal621@yahoo.com

What is your current or most recent employment and what position do/did you hold?  
Supervisor, Massachusetts Department of Revenue

How did you hear about and connect with HCCPS?

My daughter is a student at HCCPS. I have spoken with the staff to determine what volunteer activities are available at HCCPS.

What interests you most about the school or about education in general?

I want to make sure that students and staff have the available resources that are needed to properly educate our students and prepare them for life after and beyond school.

Why are you interested in serving on this Board?

I feel that my skills closely align with those needed to be on The Board.

When is the earliest you would be available to serve?

Immediately

What skills do you hope to bring to the organization? (Please check any and explain below)?

<ul style="list-style-type: none"><li>• Finance (X)</li><li>• Real Estate</li><li>• Leadership</li><li>• Non-profit experience</li><li>• Education</li></ul>	<ul style="list-style-type: none"><li>• Writing/editing</li><li>• Development</li><li>• Volunteering</li><li>• Commitment to school</li><li>• Law</li></ul>	<ul style="list-style-type: none"><li>• Public Relations</li><li>• Community Building</li><li>• Creativity</li><li>• Charter school policy</li><li>• Corporate</li><li>• other</li></ul>
--	---	--

If there is no space available on the Board of Trustees, are you interested in serving on a committee or in another way?

- Yes
- No

Which committees or groups most interest you? Please check as many as you like.

- BoT Finance
- BoT Personnel
- BoT Site
- BoT Governance / Board Sustainability
- Friends of Hilltown (501-c-3 fundraising organization)

The HCCPS Board uses consensus process for decision-making. Are you familiar or experienced with consensus process? If yes, please tell us where you have used it before. If not, do you think you'd be open to learning and using it?

I would be open to learning and using the consensus process.

Please tell us about your prior Board experience?

I do not have any prior Board experience.

Is there anything else you think we should know? (Attach paper if needed)

# RICHARD D. SENECALE

14 Riverdale Road  
Southampton, MA 01073

W: (413-452-3807)

H: (413-203-1544)

---

## EXPERIENCE:

### Tax Examiner V

Massachusetts Department of Revenue, Springfield, MA  
December 2013-Current

- Supervise eight Tax Examiners
- Monitor public counter activity
- Review Tax Examiner cases for compliance with all Department of Revenue policies and procedures
- Complete Tax Examiner's EPRS's
- Track multiple statistics to ensure Tax Examiners are being effective and efficient

### Tax Examiner III

Massachusetts Department of Revenue, Springfield, MA  
April 2008-December 2013

- Researched cases using various tools to determine proper tax amounts
- Facilitated the collection of taxes using departmental guidelines and Massachusetts General Law
- Analyzed taxpayer data, recommended actions accordingly
- Educated taxpayers by explaining Department of Revenue policies and procedures
- Trained new Tax Examiners as needed
- Maximized efficiency of unit by evaluating co-worker workflow and suggested alternative collection techniques

### Tax Examiner II

Massachusetts Department of Revenue, Springfield, MA  
March 2006-April 2008

- Similar job duties to that of Tax Examiner III with the exception of training new employees

### Business Manager

Andre Senecal & Sons Contractor, Southampton, MA  
September 2005-March 2006, May 2002-September 2003

- Managed day -to-day administrative activities
- Organized, priced, and scheduled construction jobs

- Material procurement: determined, forecasted, purchased materials needed
- Answered customer/vendor inquiries and resolved discrepancies

**EDUCATION:**

**Master of Business Administration**

Northern Arizona University, Flagstaff, AZ

May 2005

Concentration in Finance

**Bachelor of Science Business Management**

Springfield College, Springfield, MA

May 2002

Minor in Economics



## Personnel Committee Proposal to the Board of Trustees

**Date:** April 6, 2019

**Priority level:** High

**Approximate time needed for discussion:** 15 minutes

**Proposal to be presented by:** Joe Wyman

**Text of proposal:** Every three years, the Personnel Committee researches the salary scales at comparable schools and considers what adjustments are in order for Hilltown. Our goal is to be within 90%-110% of median salaries. Until this year, the schools Hilltown used for comps included Westhampton, Hatfield, Williamsburg, Hadley, and Chesterfield-Goshen. This year we also included Four Rivers (a charter school in Greenfield with the same size student body as Hilltown), Northampton, and Easthampton. The thinking behind including Northampton and Easthampton is that our relocation means we may be recruiting from the same pool of potential employees.

Given that in 2023 the minimum wage in Massachusetts will be raised to \$15.00/hour and that we require TAs to have a Bachelor's degree, we propose raising the bottom step for TAs to \$15.00/hour in the next fiscal year in order to be attractive to new hires.

Our teachers' salaries fall well within 90%-110% of comparable salaries. Schools that indicated future plans for salary increases had them within the 1.5%-1.75% range. We propose raising our step salaries 1.75% across the board every year for the next three years.

**Goals to be achieved by proposal:** 1) to offer salaries that are attractive to new hires and 2) to keep our salaries between 90% and 110% of the median salaries of the schools we use for comps.

**Potential problems/dissenting views:** While our Bachelor's degree teacher scale lands mostly above the median, our Master's degree scale is 1%-3% below the median. We discussed whether we should adjust all Masters salaries to 100% of the median. Our decision not to propose this comes from calculating the difference this adjustment would make to an individual teacher (at the top step, \$400 over the course of the year) and the difference this adjustment would make to the school (approximately \$8000 over the course of a year). Also, our step system works differently from other schools (some schools have steps every two years, more steps than Hilltown, or steps with differentiated increases), so our comps are not line for line. Finally, as our proposal to raise all steps by 1.75% is at the highest end of our comps, our plan is

1 Industrial Parkway  
Easthampton, MA 01027

Phone: 413-529-7178  
Fax: 413-527-1530

website: [www.hilltowncharter.org](http://www.hilltowncharter.org)  
e-mail: [info@hilltowncharter.org](mailto:info@hilltowncharter.org)





to look at the salaries again in three years and note whether the difference between our Master's salaries and the median Master's salaries is changing.

**Additional notes:**

- The Personnel Committee may want to look at our step system and the percentage jumps between steps before the next three-year salary review is scheduled. The Personnel Committee may also want to revisit salary scales sooner than three years if there is a significant change in our comp schools.
- The Personnel Committee may propose that we accept Associate's Degrees (and not just BAs) for TAs in order to widen and diversify our TA applicant pool. If this were to happen, we will consider the question of whether TAs with ADs would have a different salary scale than TAs with BAs.
- The Personnel Committee will be working with Carla Clark, bookkeeper/purchaser, to document the hidden financial contributions Hilltown offers employees (e.g. healthcare package). Our goal is to have something to hand potential employees that illustrate the full benefits offered by Hilltown.
- Many thanks to Carla Clark for gathering the data used in this review and offering her experience and expertise.

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website: [www.hilltowncharter.org](http://www.hilltowncharter.org)  
e-mail: [info@hilltowncharter.org](mailto:info@hilltowncharter.org)



## Employee Benefit Package with Values Added

As of 07/01/2018

### Health Insurance

**75% of Premium** for full time (30+ hours), prorated for employees 20-29 hours

Coverage lasts for 12 months for all employees in good standing

Family Plan Annual Benefit = \$11,149.56

Employee Plus Spouse Plan Annual Benefit = \$7,824.24

Employee Plus Children Plan Annual Benefit = \$7237.44

Individual Plan Annual Benefit = \$3,912.12

Out of State Employee Individual Plan Annual Benefit = \$4,854.72

**HRA Benefit** of \$3,000 for family and plus plans, \$1500 for individual plans

Reimburses employees for deductible and copay costs up to these amounts

**Health Diversion** – Employees who have health coverage through a spouse's plan can submit paperwork to be reimbursed for their premium expense up to \$4000 per fiscal year.

(HCCPS spends approximately \$300,000 on these health benefits annually)

### Leave Time

#### Sick Time:

12 month Employees: 144 hours prorated based on FTE, carries over to a max of 1800 hours

10 month Employees: 120 hours prorated based on FTE, carries over to a max of 1500 hours

#### Personal Time:

12 month Employees: 48 hours prorated based on FTE, converts to sick time if unused

10 month Employees: 40 hours prorated based on FTE, converts to sick time if unused

#### Vacation Time

12 month employees only: 160 hours annually prorated based on FTE, must be used in fiscal year, cannot be taken while school is in session

**Holiday Pay** (for 12 month employees only) 12 Holidays per year – if scheduled to work on one of the covered holidays, pay will continue uninterrupted

**Bereavement:** Up to 3 days off with pay for loss of a direct family member

**Jury Duty:** Pay continues uninterrupted, any pay received from court is turned over to HCCPS  
(Values vary based on individual employee salaries)

### Miscellaneous Benefit

Paid Report writing day with Sub Coverage (\$90-100 per day value) to allow teachers to write reports on a scheduled school day from home

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website:

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e-mail: [info@hilltowncharter.org](mailto:info@hilltowncharter.org)



HILLTOWN COOPERATIVE  
CHARTER PUBLIC SCHOOL

**Proposal to the Board of Trustees  
Revision of Contingency Fund Policy  
Institution of Capital Improvement/Replacement Fund**

Date: March 20, 2019  
Submitted by: Finance Committee  
Priority: Medium

**Discussion/Reasoning:**

Current Policy dictates that 12% of the current year's operating revenue less \$75,000 available line of credit be set aside as a contingency fund to cover unexpected expenses. After review of insurance coverages and discussion about what our outlay might actually be in any emergent situation we feel that \$50,000 would be sufficient in a contingency fund. Alternatively, we know that we will need to set aside funds to do capital projects, whether they are improvements or replacements.

**Proposal:**

- Change Contingency Fund Balance to \$50,000.
- Create a "Reserved for Capital Expenditures" equity account that is equivalent to the balance of the funds available in the current 21-month CD\* account at the start of each fiscal year (at present = \$305,376) – an amount not less than \$200,000. If funds are used to pay for Capital Budget Expenditures during the fiscal year and, as a result, the balance of the account becomes less than \$200,000, those funds should be replenished by creating a budget line in the following fiscal year(s). If expenditures exceed \$20,000 the replenishment will be spread out over a maximum of five years to get balance back to the \$200,000 minimum.
- Create a "General Reserves" equity account that is equivalent to the balance of the funds available in the current 13-month CD\* account at the start of each fiscal year (at present = \$200,000) – an amount not less than \$150,000. This account will be used to pay for principal payments on the USDA loan. Any end of year surplus from the operating budget will be transferred to this account. If funds are used for the principal payment during the fiscal year and, as a result, the balance of the account becomes less than \$150,000, those funds should be replenished by creating a budget line in the following fiscal year(s).

\*Please note that these CD accounts may change terms upon discretion of the Director of Administration, but they will continue to be held as separate accounts for the purpose of reserves.

**Annual Review:**

Finance Committee will review both accounts annually and advise the Board on any potential operating costs based on the balances in both accounts.



## Facilities Committee Proposal to the Board of Trustees

Date: April 5, 2019

Priority level: High

Approximate time needed for discussion: 10 minutes

Proposal to be presented by: Chris Greenfield, Dan Klatz

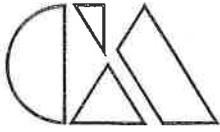
Committee members drafting proposal: Chris, Dan, Nan Childs, Eric Huther

Text of proposal:

We will be presenting a complete Capital Budget for FY 20 at the May meeting, however one of the projects is time sensitive. We proposed renovating the front entrance way (see attached project details) to make it full accessible. This includes an swing door operator and indoor and outdoor push buttons. **Cost of the total project, \$25000**

Goals to be achieved by proposal:

Makes the entire building fully accessible. Ensures a safe entrance to and exit from the building. Offers added security (the doors can be locked remotely).



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Tel. (413) 733-1111  
Fax (413) 737-6101

February 28, 2019

Hilltown Cooperative Charter Public School  
1 Industrial Parkway  
Easthampton, Ma. 01027

Attention: Daniel L. Klatz

Re: Main Entrance Replacement System

Daniel,

I have reviewed your request to provide pricing to furnish and install a new entrance system for the Hilltown Cooperative Charter Public School. This price is specifically for the products as described in detail below. I appreciate the opportunity to quote this project and look forward to speaking with you.

Inclusion and Clarifications:

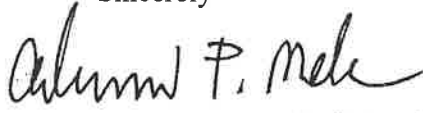
- Remove the existing main entrance system including lower knee walls below sidelights.
- Replace main entrance with Kawneer 451T storefront framing that has a profile of is 2" face dimension x 4 1/2" depth. Within the framing would be two single doors constructed by Kawneer. The doors are to be Aluminum Wide Stile Doors. Door to be 1 3/4" thick with 4" mid rail. Glazing for the doors and frames to receive 1" insulating glass with Low E coating and all glass to be Tempered required by code.
- The doors will be fitted with hardware including. Two Doors to receive Corbin Russwin Rim Panics ED4200 x P12 630 with cylinder dogging, electric Strike for left hand leaf, exterior cylinders for key access, hinging to be McKinney Pivot Reinforced TA394, threshold to be 1/2" x 5", right hand door to receive LCN 4041 with T hold open, left hand door to receive Gyro Tech 710 single door auto operator with a MS Sedco 608 switch post with EL latching to secure door and all hardware to be US26D, 626 or Aluminum.
- Aluminum surfaces finish for doors and frames to be Class I Clear Anodized.
- Existing doors and frames to be disposed of by Chandler into dumpster on site.
- This price is based on performing work during normal business hours

Exclusion

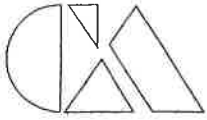
- Painting or patching of existing interior walls
- Electrical work to accommodate auto opener will need 110V line brought in for auto door electrical work by others
- Sales Tax
- Bonds or permits
- Cylinder or cores by owner for keying

Quote = \$21,000

Sincerely

A handwritten signature in black ink that reads "Andrew P. Mele". The signature is written in a cursive style with a large initial 'A' and a distinct 'P'.

Andrew Mele,  
Chandler Architectural Products, Inc.



# Chandler Architectural

PRODUCTS, INC.

255 Interstate Drive, West Springfield, MA 01089  
Ph: (413) 733-1111 ~ Fax: (413) 737-6101

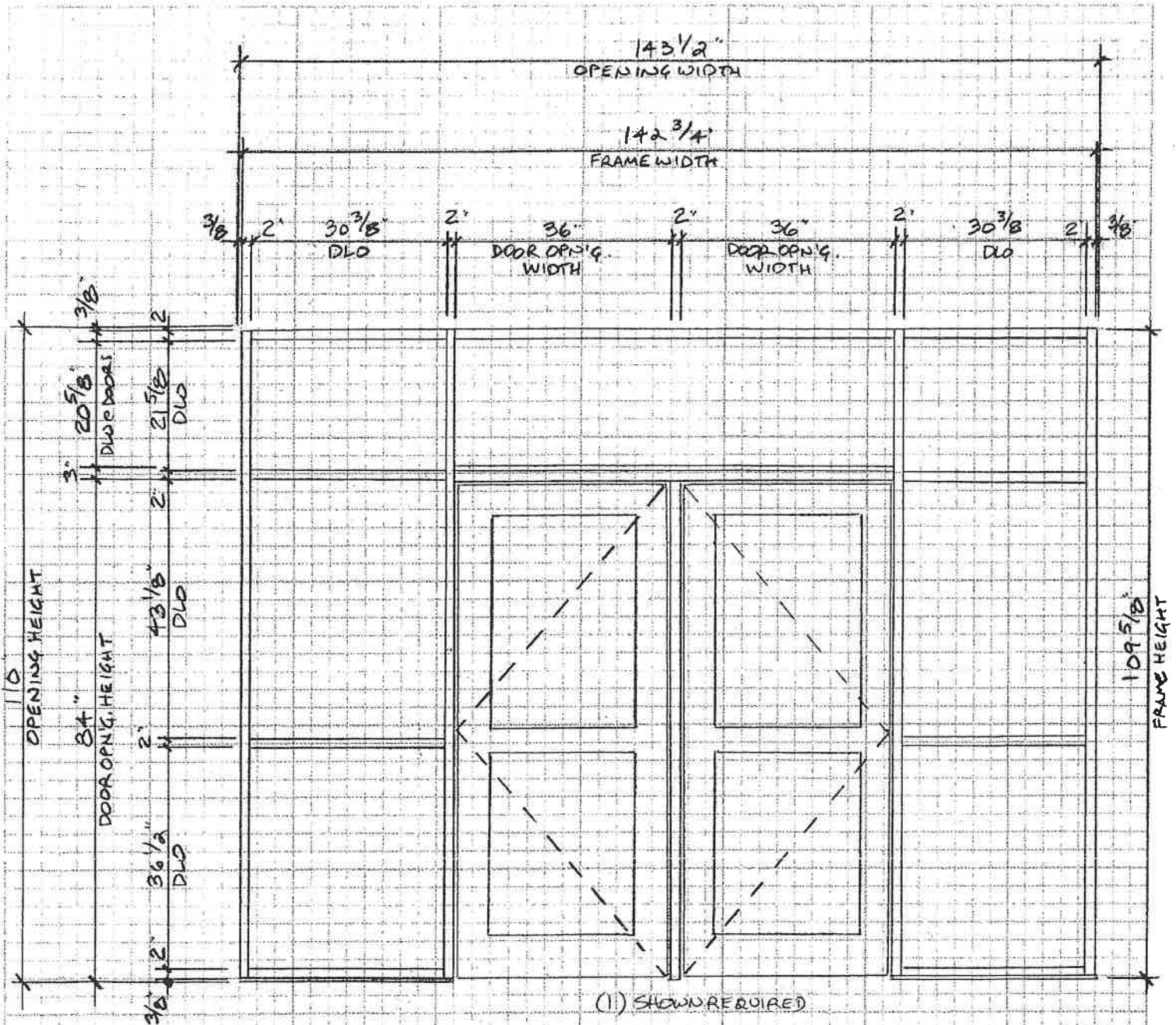
Job: HILL TOWN CO-OP CHARTER PUBLIC SCHOOL

Sheet No. \_\_\_\_\_ ( of \_\_\_\_\_ )

Calculated by: \_\_\_\_\_ Date: \_\_\_\_\_

Checked by: LAB Date: 2/28/19

Scale: PROPOSED ENTRANCE FRAME (EXTERIOR)

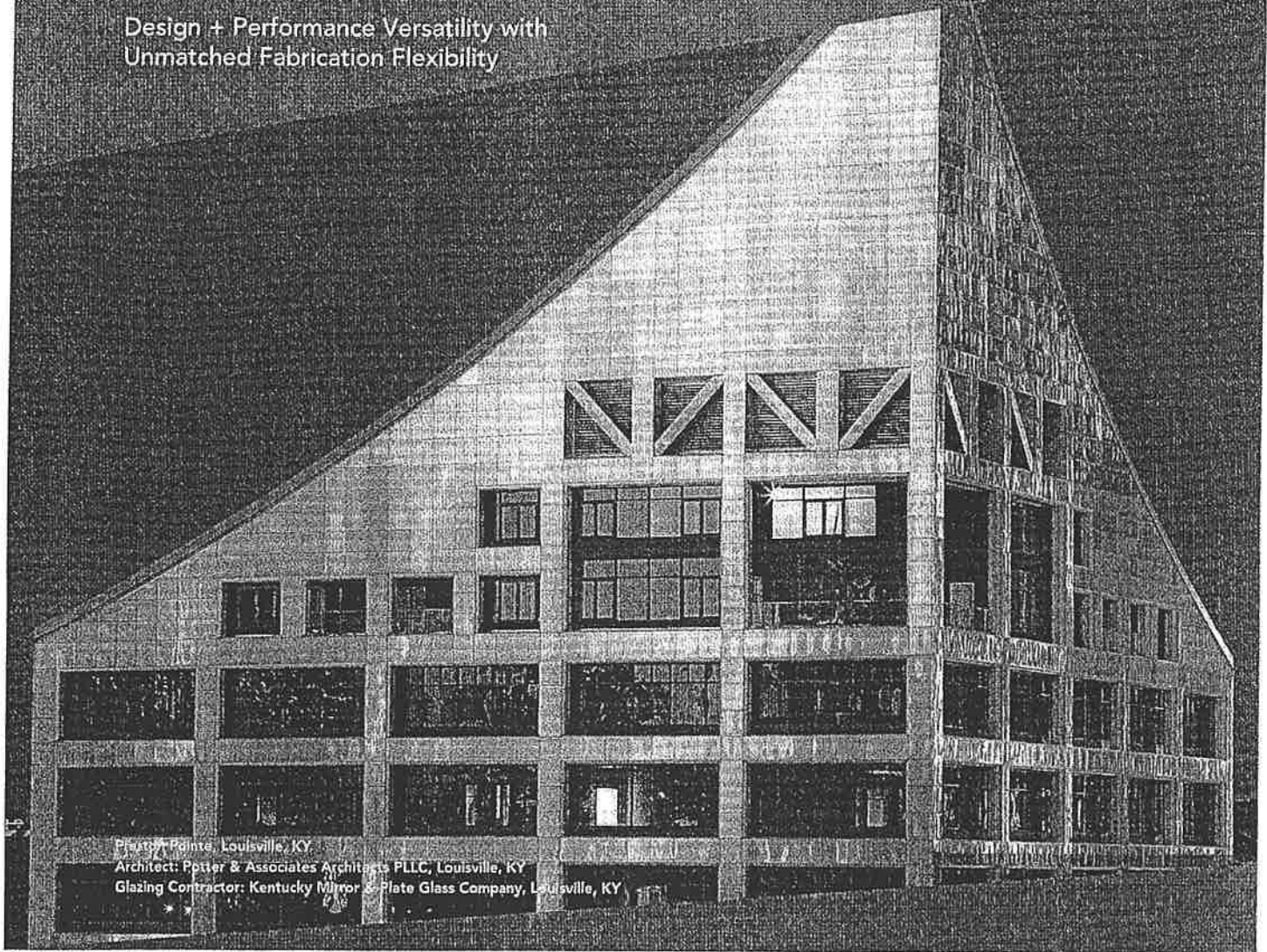


- \* 2" x 4 1/2" THERMAL 151T FRAMING
- \* 1 3/4" THICK SERIES 500 ENTRANCE DOORS
- \* CLASS I CLEAR ANODIZED FINISH
- \* SEE ATTACHED DOOR HARDWARE PRODUCT DATA
- \* 1" SOLAR BAN GO \* 2 TEMPERED INSULATED GLASS

## Trifab™ VG (VersaGlaze™)

Trifab™ VG 450, 451 & 451T (Thermal) Framing Systems &  
Trifab™ 451UT (Ultra Thermal) Framing System

Design + Performance Versatility with  
Unmatched Fabrication Flexibility



Project: Pointe, Louisville, KY  
Architect: Petter & Associates Architects PLLC, Louisville, KY  
Glazing Contractor: Kentucky Mirror & Plate Glass Company, Louisville, KY

Trifab™ VersaGlaze™ is built on the proven and successful Trifab™ platform – with all the versatility its name implies. There are enough framing system choices, fabrication methods, design options and performance levels to please the most discerning building owner, architect and installer. The Trifab™ VersaGlaze™ family's newest addition, Trifab™ 451UT (Ultra Thermal) framing system, is designed for the most demanding thermal performance and employs a "dual" Isolock™ Thermal Break.

### Aesthetics

Trifab™ VersaGlaze™ framing systems offer designers a choice of front-, center-, back- or multi-plane glass applications. Structural silicone glazing (SSG) and Weatherseal glazing options further expand the designers' choices, allowing for a greater range of design possibilities for specific project requirements and architectural styles. All systems have a 4-1/2" frame depth – Trifab™ VersaGlaze™ 450 has 1-3/4" sightlines, while Trifab™ VersaGlaze™ 451/451T and Trifab™ 451UT have 2" sightlines.



**Chandler Architectural**  
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**KAWNEER**  
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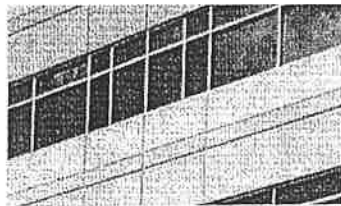
With seamless incorporation of Kawneer entrances or windows, including GLASSvent™ visually frameless ventilators, Trifab™ VersaGlaze™ can be used on almost any project. These framing systems can also be packaged with Kawneer curtain walls and overhead glazing, thereby providing a full range of proven, and tested, quality products for the owner, architect and installer from a single source supplier.

### Economy

Trifab™ VersaGlaze™ 450/451/451T framing systems offer four fabrication choices to suit your project (Trifab™ 451UT available as screw spline fabrication only):

- Screw Spline – for economical continuous runs utilizing two piece vertical members that provide the option to pre-assemble units with controlled shop labor costs and smaller field crews for handling and installation.
- Shear Block – for punched openings or continuous runs using tubular moldings with shear block clips that provide tight joints for transporting large pre-assembled multi-lite units.
- Stick – for fast, easy field fabrication. Field measurements and material cuts can be done when metal is on the job.
- Type B – Same fabrication benefits as shear block except head and sill run through.

All systems can be flush glazed from either the inside or outside. The Weatherseal option provides an alternative to SSG vertical mullions for Trifab™ VersaGlaze™ 450/451/451T. This ABS/ASA rigid polymer



Brighton Landing, Cambridge, MA  
Architects: ADD Inc., Cambridge, MA  
Glazing Contractors: Ipswich Bay Glass Company, Inc., Rowley, MA

extrusion allows complete inside glazing and creates a flush glass appearance on the building exterior without the added labor of scaffolding or swing stages. Additionally, High-Performance (HP) Flashing options are engineered to eliminate perimeter sill fasteners and associated blind seals.

### For the Finishing Touch

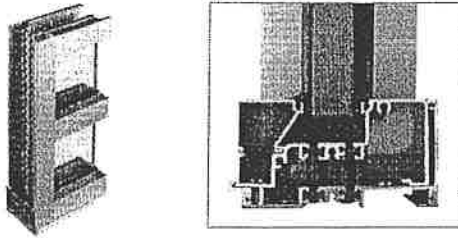
Architectural Class I anodized aluminum finishes are available in clear and Permannodic™ color choices.

Painted finishes, including fluoropolymer, that meet AAMA 2605 are offered in many standard choices and an unlimited number of specially designed colors.

Solvent-free powder coatings add the green element with high performance, durability and scratch resistance that meet the standards of AAMA 2604.

### Performance

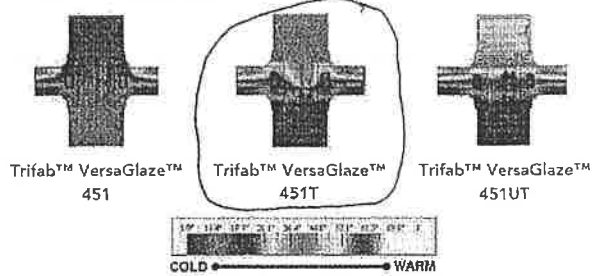
Kawneer's Isolock™ Thermal Break process creates a composite section, prevents dry shrinkage and is available on Trifab™ VersaGlaze™ 451T. For even greater thermal performance, a "dual" Isolock™ Thermal Break is used on Trifab™ 451UT.



Trifab™ 451UT uses a "dual" Isolock™ Thermal Break (right) and features a new HP (High Performance) sill design, which incorporates a screw-applied end dam (left), ensuring positive engagement and tight joints between the sill flashing and end dam.

U-factor, CRF values and STC ratings for Trifab™ VersaGlaze™ vary depending upon the glass plane application. Project specific U-factors can be determined for each individual project. (See the Kawneer Architectural Manual or Kawneer.com for additional information).

Thermal simulations showing temperature variations from exterior/cold side to interior/warm side.

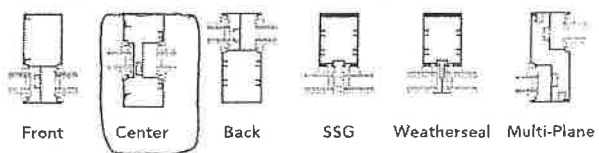


### PERFORMANCE TEST STANDARDS

Air Infiltration	ASTM E 283
Water	AAMA 501, ASTM E 331
Structural	ASTM E 330
Thermal	AAMA 1503
Thermal Break	AAMA 505, AAMA TIR-A6
Acoustical	AAMA 1801, ASTM E 1435

### Trifab™ VersaGlaze™ 450/451/451T glazing options

(note: Trifab™ 451UT available as center set glass plane only)



Kawneer Company, Inc.  
Technology Park / Atlanta  
555 Guthridge Court  
Norcross, GA 30092

kawneer.com  
770 . 449 . 5555

**KAWNEER**  
AN ARCONIC COMPANY

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## 190, 350 and 500 Standard Entrances

Single Source Packages  
Generate Versatile  
First Impressions

Garland Special Events Center, Garland, TX  
Architect: HKS, Inc., Dallas, TX  
Glazing Contractor: B & B Glass, Inc., Dallas, TX

Tough yet attractive, the clean lines of Kawneer's Standard Entrances are designed as a single-source package of door, door frame and hardware that is easily adaptable to custom requirements. Designed to complement new or remodel construction, modern or traditional architecture, they are engineered, constructed and tested to make good first impressions while withstanding the rigors of constant use by occupants and visitors.

### Performance

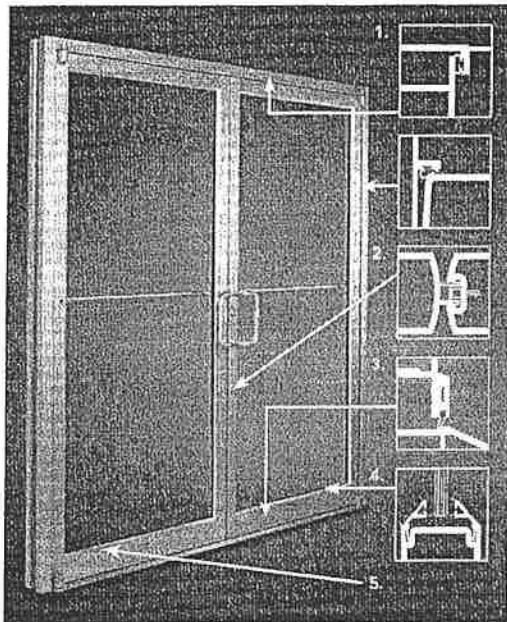
To resist both lever arm and torsion forces that constantly act on any door, all three entrances feature welded corner construction with Sigma deep penetration and fillet welds plus mechanical fastenings at each corner – a total of 16 welds per door. Each door corner comes with a Limited Lifetime Warranty, good for the life of the door under normal use operation. It is transferable from building owner to owner and is in addition to the standard two-year warranty covering material and workmanship of each Kawneer Door.



**Chandler Architectural**  
PRODUCTS, INC.

255 Interstate Drive  
West Springfield, MA 01089  
Tel: 413-733-1111  
Fax: 413-737-6101

**KAWNEER**  
AN ARCONIC COMPANY



1. Thermoplastic elastomer weatherstrip in blade-stop of frame jambs, header or transom bar.
2. Integral polymeric fin is attached to adjustable astragal creating an air barrier between pairs of doors.
3. Optional surface-applied bottom weatherstrip with flexible blade gasket. Extruded raised lip on threshold to provide a continuous contact surface for bottom weatherstrip.
4. Standard 1/4" beveled glass stops sheet water and dirt off without leaving residue.
5. Available in all finishes offered by Kawneer.

### The 190 Narrow Stile Entrance

- Is engineered for moderate traffic in applications such as stores, offices and apartment buildings
- Vertical stile measures 2-1/8"; top rail 2-1/4" and bottom rail 3-7/8"
- Results in a slim look that meets virtually all construction requirements

### The 350 Medium Stile Entrance

- Provides extra strength for applications such as schools, institutions and other high traffic applications
- Vertical stiles and top rails measure 3-1/2"
- Bottom rail measures 6-1/2" for extra durability

### The 500 Wide Stile Entrance

- Creates a monumental visual statement for applications such as banks, libraries and public buildings
- Vertical stiles and top rail are 5"; bottom rail measures 6-1/2"
- Results in superior strength for buildings experiencing heavy traffic conditions

### Economy

Kawneer's Sealair™ bulb neoprene weatherstripping forms a positive seal around the door frame and provides a substantial reduction in air infiltration, resulting in improved comfort and economies in heating and cooling costs. The system is wear and temperature-resistant and replaces conventional weathering. Bottom weatherstrip at the interior contains a flexible blade gasket to meet and contact the threshold, enhancing the air and water infiltration performance characteristics.

### For the Finishing Touch

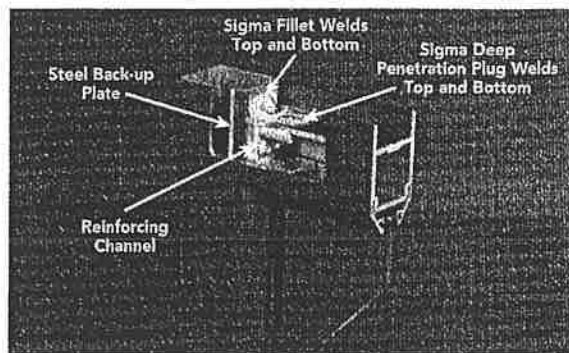
Architectural Class I anodized aluminum finishes are available in clear and Permanodic™ color choices.

Painted finishes, including fluoropolymer, that meet AAMA 2605 are offered in many standard choices and an unlimited number of specially designed colors.

Solvent-free powder coatings add the green element with high performance, durability and scratch resistance that meet the standards of AAMA 2604.

### General

- Heights vary to 10'; widths range from approximately 3' to 4'
- Door frame face widths range to a maximum of 4", while depths range to 6"
- Door operation is single or double-acting with maximum security locks or Touch Bar Panics standard
- Architect's Classic one inch round, bent bar push/pull hardware is available in various finishes and sizes
- Infills range from under 1/4" to more than 1"



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Norcross, GA 30092

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**KAWNEER**  
AN ARCONIC COMPANY



**Oldcastle Glass®**

Date: 2/28/19  
 Customer: Chandler Architectural Products  
 Project: HILLTOWN CO-OP CHARTER PUBLIC SCHOOL  
 Location: EASTHAMPTON, MA. 01027  
 Glass Type: Exterior Insulated Glazing

INSULATING GLASS UNIT PERFORMANCE DATA

	<u>ID #</u>		<u>Notes</u>
Outboard Lite:	5284	1/4" PPG Solarban® 60 on Clear Low-E #2	a
Air Space:	1	1/2" Spacer, (Air Filled)	
Inboard Lite:	5012	1/4" Clear	a
Overall Nominal Thickness: 0.946 Inches			f

<u>Performance Properties</u>	<u>COG Results*</u>	<u>Units</u>
<u>Transmittance</u>		
Visible Light	70	%
Solar Energy	33	%
Ultraviolet	19	%
<u>Reflectance</u>		
Visible Light (Exterior)	11	%
Visible Light (Interior)	12	%
Solar Energy (Exterior)	29	%
<u>Thermal</u>		
<i>Winter Nighttime</i>		
U-factor/U-Value	0.29	Btu/hr-ft <sup>2</sup> -°F
<i>Summer Daytime</i>		
U-factor/U-Value	0.27	Btu/hr-ft <sup>2</sup> -°F
Shading Coefficient	0.44	-
Solar Heat Gain Coefficient	0.38	-
Relative Heat Gain	91	Btu/hr-ft <sup>2</sup>
Light to Solar Gain	1.84	-

\*Vertically Glazed Center Of Glass (COG) Results Calculated Using LBNL Window 5.2 Software.

- Notes: a) NFRC certified spectral data file  
 b) Data generated by Oldcastle Glass  
 c) Average solar data  
 d) Simulated with LBNL Optics 5.1  
 e) Vendor supplied spectral data file  
 f) Please reference ASTM C1036 and C1172 for allowable glass thickness variations



**Chandler Architectural  
PRODUCTS, INC.**

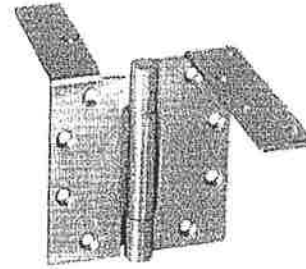
255 Interstate Drive  
 West Springfield, MA 01089  
 Tel: 413-733-1111  
 Fax: 413-737-6101

## Three Knuckle Heavy Weight Anchor Hinge Series – With 4" Door Leg

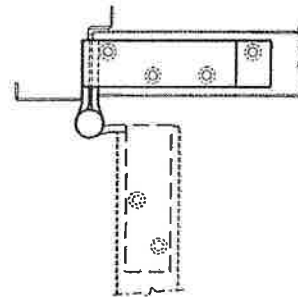
Anchor hinge sets are used on doors where high traffic, abuse, or other door hardware place an unusual strain on the door, jamb, and hinges.

- Recommended for use on high frequency and/or heavy wood or metal doors in schools, hospitals or other public buildings where heavy traffic is experienced
- Set includes one anchor hinge and two 5" x 4 1/2" full mortise hinges
- Sets require handing and are packed with all machine and all wood screws
- The pin is inserted from the bottom of the barrel on the anchor hinge, and is held in place by an NRP set screw
- Anchor plate for jamb and door header permits use of surface applied holders and closers
- For Beveled Edge, where doors are beveled in hinge side, specify TA5394 or TA5794
- TA394 available in 26D and 32D
- TA794 available in 26D

TA394  
TA794



Application



No.	ANSI Cross Reference	Base Material	Weight
TA394	A5551	Stainless	HVY
TA794	A8551	Steel	HVY

### Specifications

Inches	mm	Gauge	No. of Holes	Fasteners	
				Machine	Wood
5" x 4 1/2"	127 x 114.3	.190	14	1/2" x 12-24	1 1/4" x 12

### Options:

Code	Description
SSF	Safety Stud Feature
QC*	ElectroLynx® Hinge – 2, 4, 6, 8, 10 or 12 wire available
MM*	Magnetic Monitoring

\* On center hinge of set only.

**ASSA ABLOY**

AH-4 The global leader in door opening solutions

800-346-7707 | [www.assaabloydooraccessories.us](http://www.assaabloydooraccessories.us)  
Check the web site for the up-to-date catalog

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# Rim Features

## ED4000

### ED4200 Narrow Stile Rim Exit Device



#### Features

##### Handing

Device non-handed.  
Trim handed.

##### Bar Length

Easily field cut to size.  
Standard: 36" (914mm) bar fits 30" - 36" (762mm-914mm) door.  
Optional: 24" (610mm) bar fits 24" (610mm) door; specify W024.  
Optional: 48" (1219mm) bar fits 36" - 48" (914mm-1219mm) door; specify W048.

##### Door Thickness

1-3/4" (44mm) standard.  
Optional: 2" (51mm); specify D200.  
Optional: 2-1/4" (57mm); specify D214.

##### Stile

Minimum width 2" (51mm).

##### Latchbolt

3/4" (19mm) throw, pullman type with stainless steel deadlocking latch.

##### Materials

Heavy-duty cold-forged steel chassis; heavy-gauge steel mechanisms; electroplated for corrosion resistance; finished parts are brass, bronze or stainless steel; stainless steel springs; nylon bearings.

##### Projection

3-1/4" (83mm) active, 2-3/4" (70mm) dogged.

##### Dogging

Standard: single point 1/4 turn hex key dogging.  
Optional: less dogging; specify M51.  
Optional: cylinder dogging; specify M52.  
Optional: electric dogging; specify M97.

##### Fasteners

Standard: machine screws.  
Optional: sex nuts and bolts; specify M54.

##### Strike

Surface mounted 3/8" (10mm) diameter roller strike, complete with positive locking plate and shims.

#### Functions and Trims

Through-bolted lever, knob, pull, thumbturn and thumbpiece trims available with wide range of functions; see Trims and Functions, page 14.

#### Cylinders

Cylinder not included unless specified. See Quick Codes, page 32.

#### Removable Mullion

See Mullions, page 27.

#### Shim Kit

Optional for mounting device over raised vision light molding; specify M58.

#### Applications and Listings

See page 3.

#### Warranty

Five-year limited.

#### Certification/Compliance

##### ANSI

Meets A156.3, Type 4, Grade 1.  
Meets A117.1 Accessibility Code.

##### UL/cUL

All devices listed for safety as panic hardware; devices comply with UL 305 standards for panic hardware. UL symbol on active case cover indicates listing.

##### California State Reference Code

This product has been approved by the California State Fire Marshal pursuant to section 13144.1 of the California Health and Safety Code.

##### NFPA

All exit devices comply with NFPA 10.1 Life Safety Code.

##### ADA

Exit devices, lever trims and pulls comply with Americans with Disabilities Act.

#### Finishes

BHMA 605	Bright Brass	
BHMA 606	Satin Brass	
BHMA 611	Bright Bronze	
BHMA 612	Satin Bronze	
BHMA 613	Oxidized Bronze, oil rubbed, available lacquered	
BHMA 613E	Dark Oxidized Satin Bronze Equivalent	
BHMA 618	Bright Nickel Plated	
BHMA 619	Satin Nickel Plated	
BHMA 625	Bright Chromium Plated	
BHMA 626* (Trim Only)	Satin Chromium Plated	
626C	Satin Chromium Plated with MicroShield®	
BHMA 629	Bright Stainless Steel	
BHMA 630	Satin Stainless Steel	
630C	Satin Stainless Steel with MicroShield®	
BHMA 722	Black oxidized bronze, oil rubbed	

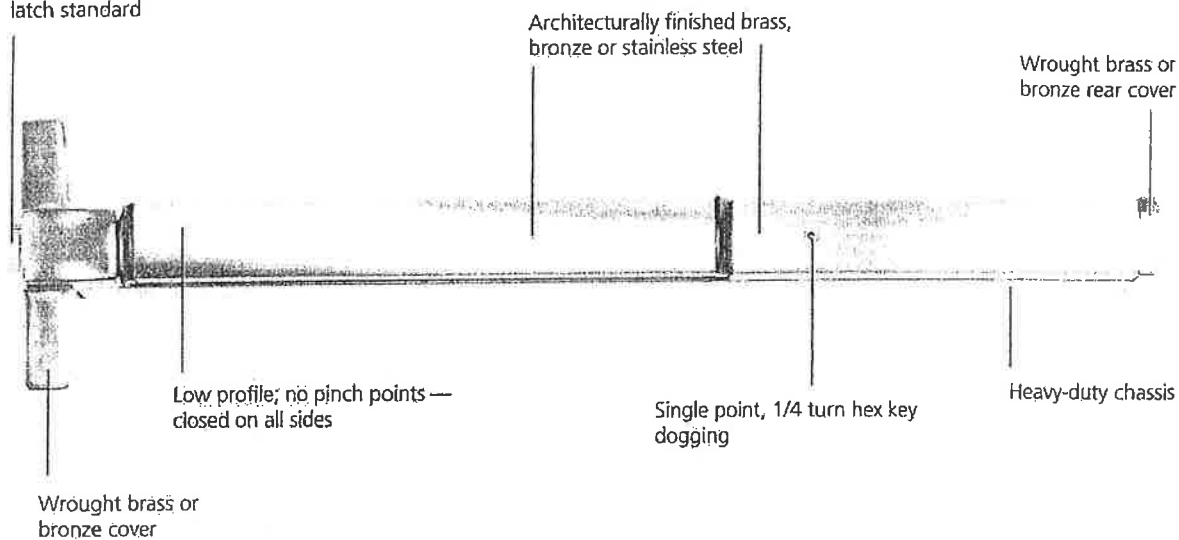
\*Contact factory for devices required in BHMA 625

# Rim Features

## ED4000

### ED4200 Narrow Stile Rim Exit Device

3/4" (19mm) throw pullman type  
latchbolt with auxiliary deadlocking  
latch standard



# Utility Trims and Functions

## ED4000 Series

### Offset Pull Trim: P12, P13, P14

	<p><b>Offset Pull P12</b> Clearance: 2-1/2"</p>			<p>Specify Part Number, 716F50M x Finish<sup>1</sup></p>
	<p><b>Offset Pull P13</b> Clearance: 2-1/2"</p>			<p>Specify Part Number, 716F51M x Finish<sup>1</sup></p>
	<p><b>Offset Pull P14</b> Clearance: 2-1/2"</p>			<p>Specify Part Number, 716F52M x Finish<sup>1</sup></p>

1. Available in 605, 606, 612, 613, 626, 629 and 630 finishes.  
\*Available on 1-3/4" thick doors only.



# HES® 9600 Surface Mounted Electric Strike

*Works with rim exit devices  
up to a 3/4" throw latchbolt*

The stylish  
windstorm-rated,  
surface mounted  
solution.

The 9600 series is a windstorm-rated, surface mounted electric strike designed to accommodate rim exit devices with a 3/4" throw Pullman latchbolt. All components are completely encased within its 3/4" thick stainless steel housing, so no cutting on the frame is required for installation. Simply place the electric strike on the surface of the frame, align it with the exit latchbolt and install. Adjustments have never been easier as the base is now separate from the cover. It is field selectable for fail secure or fail safe operation, and for 12 or 24 VDC.

The 9600 is a surface mounted electric strike designed with the strength and durability required to exceed the severe forces of ANSI Windstorm testing.

## Features

### Standard Features

- Installs in metal or wood frames
- Wood screws not provided
- Separate base and decorative cover for easy adjustments
- Stainless steel construction
- Tamper-resistant
- Static strength 2,000 lbs
- Dynamic strength 120 ft-lbs
- Endurance 1 million cycles
- Field selectable fail secure/fail safe
- Horizontal adjustment
- Non-handed
- Internally mounted solenoid
- Accommodates up to 3/4" Pullman latch
- SecuriCare five-year, no fault, no questions asked warranty

### Optional Features

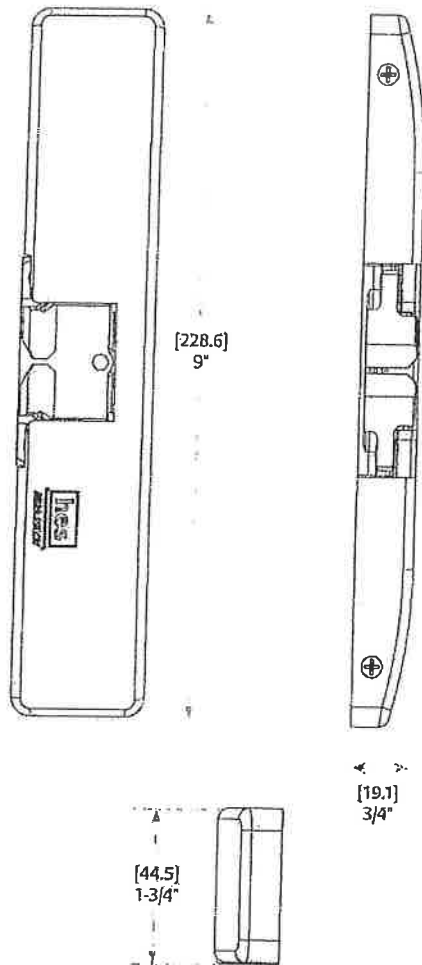
- LBM Latchbolt monitor
- LBSM Latchbolt strike monitor

### Accessories

- 9000-108 Spacer plate (black or 630 finish)
- 9000-MTK Metal template kit
- SMB Surface mounting box
- 2001M Plug-in bridge rectifier
- 2004M ElectroLynx adapter
- 2005M3 SMART Pac III
- 2006M Plug-in buzzer



## Dimensions



## Specifications

### Certifications

- ANSI/BHMA A156.31, Grade 1
- UL 1034 burglary-resistant listed and suitable for outdoor use
- UL 294 (6th Edition) listed
- RoHS compliant
- ANSI/SKI A250.13 windstorm resistant
- Florida Building Code approved TAS 201, 202, 203
- ANSI-ASTM E330

### Frame Application

- Metal
- Wood

### Electrical (DC Continuous Duty)

- Dual voltage 12/24 VDC
- 450 mA at 12 VDC / 250 mA at 24 VDC

## How to Order

Series	Finish*	Option(s)
<b>9600</b>	<b>- 630</b>	<b>- LBM</b>
9600 Surface-Mounted Electric Strike; no faceplates required	605 Bright Brass	LBM Latchbolt Monitor
	606 Satin Brass	LBSM Latchbolt Strike Monitor
	612 Satin Bronze	
	613 Bronze Toned	
	613E Dark Oxidized Satin Bronze	
	629 Bright Stainless Steel	
	630 Satin Stainless Steel	

# Architectural Door Accessories

**ASSA ABLOY**

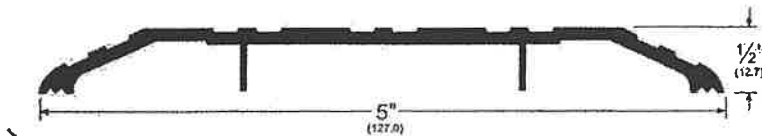
## Pemko Commercial Thresholds: Saddle Thresholds

The global leader in  
door opening solutions

171\_



AVAILABLE FINISHES: A, B, BDG, D, G, SN  
WIDTH: 5" (127.0 mm)  
HEIGHT: 1/2" (12.7 mm)



- A (Mill Finish Aluminum)
- B (Mill Finish Extruded Bronze [Brass])
- BDG (Bright Dip Gold Anodized)
- D (Dark Bronze Anodized)
- G (Gold Anodized)
- SN (Satin Nickel Anodized)

TITLE:
PREPARED FOR:
PREPARED BY:
DATE:
COMMENTS:

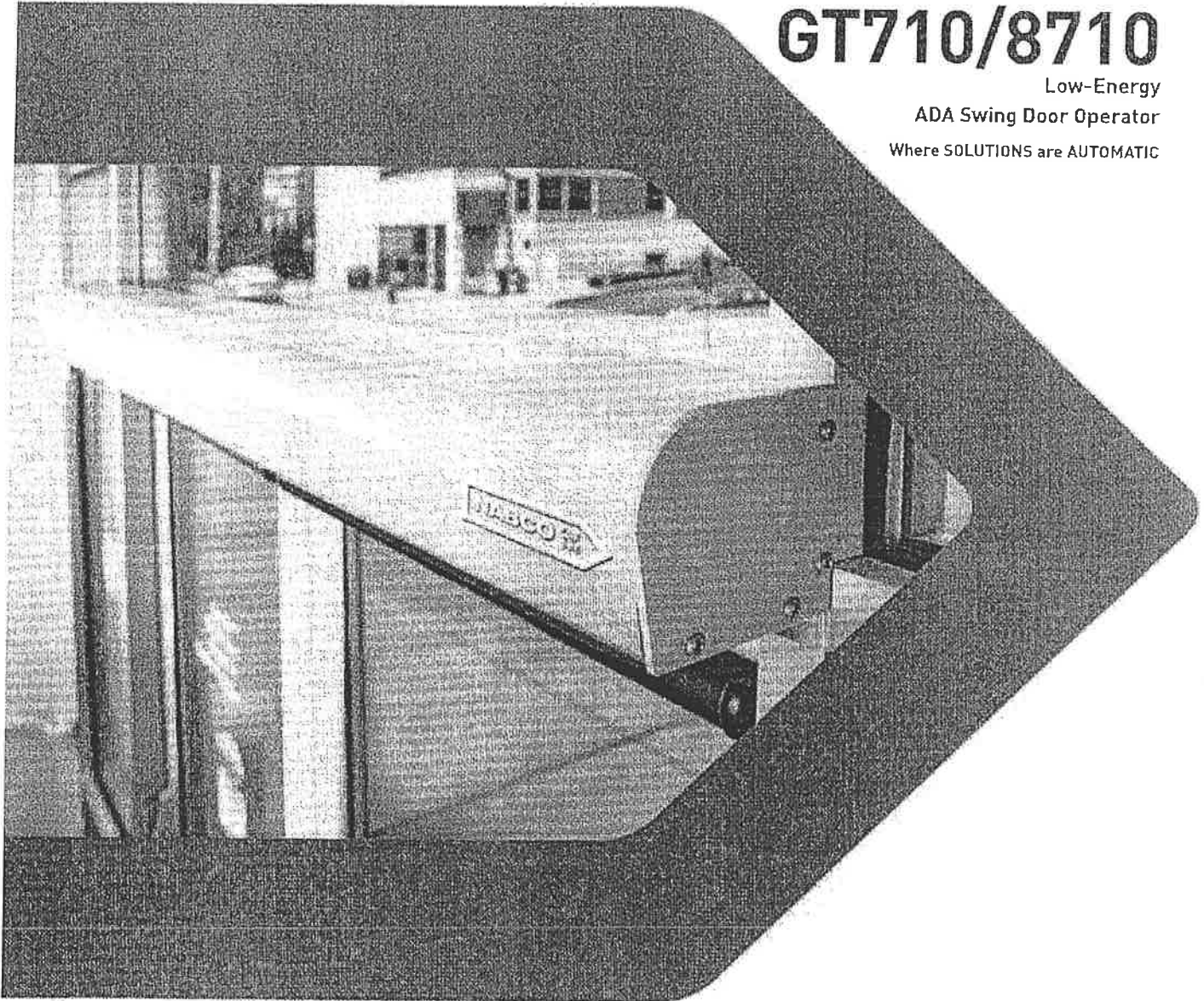
**NABCO** 

# GT710/8710

Low-Energy

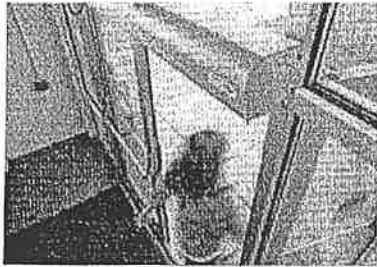
ADA Swing Door Operator

Where SOLUTIONS are AUTOMATIC



## Product Features and Benefits

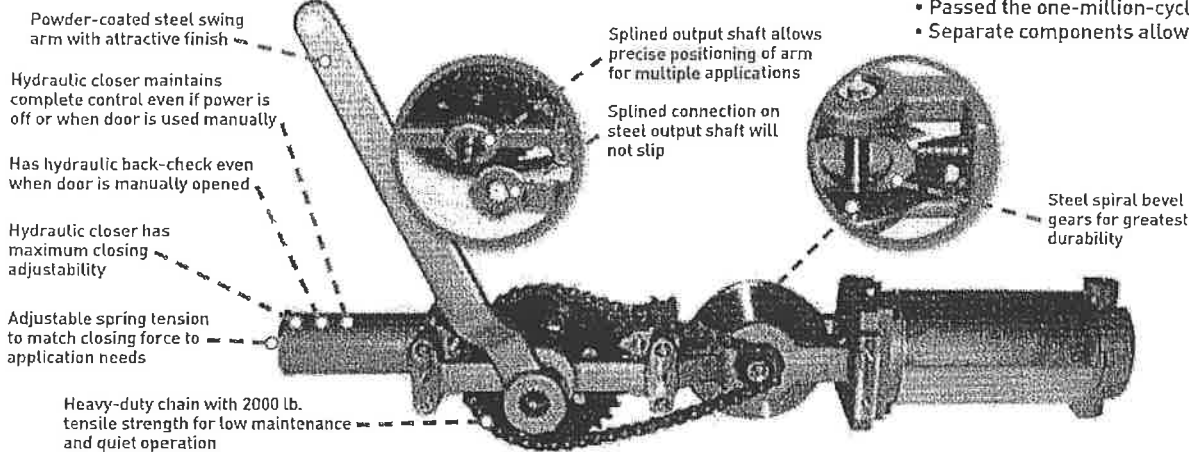
- Hydraulic design offers **proven reliability**
- Adjustable closing speeds to **enhance energy savings**
- Manual mode requires very little pressure to open **promoting ease of operation**
- Approved on fire door assemblies rated up to 3 hours, **maintaining security and safety**
- Hydraulic back-check during windy conditions **protects the door and operator from damage**



## GT710/8710 Low-Energy ADA Swing Door Operator

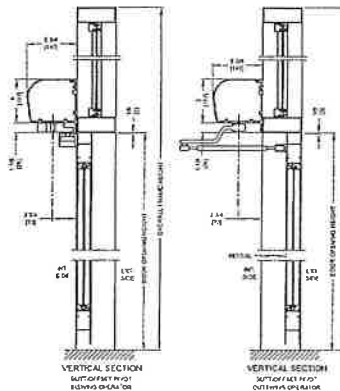
The NABCO GT710/8710 Low-Energy Operator is engineered for interior and exterior use, and designed to automate essentially any new or existing door frame. The GT710/8710 operates in both automatic and manual modes with a hydraulic back-check that protects the door and mechanical operator from damage when forced open in windy conditions or when manually operated. The GT710/8710 Operator has been approved for use on fire door assemblies rated up to 3 hours. The low-energy performance, combined with the adjustable opening and closing speeds, reduces energy consumed, which offers a prompt return on your investment.

- Passed the one-million-cycle endurance test
- Separate components allow for lower repair costs

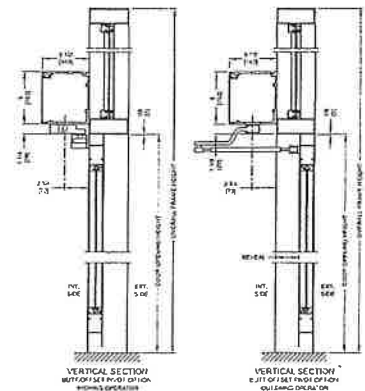


PRODUCT INFORMATION	
Header dimensions	Side load - 5" H X 5 3/4" D (GT710) curved header Side load - 6" H X 5 1/2" D (GT8710)
Standard finish	Clear and dark bronze anodized
Optional finishes	Painted, clad, special anodized
Mounting	Surface applied or overhead concealed
Installation types	Push or pull
Operating voltage	120 VAC @ <math>5\text{ amps}</math>
Auxiliary power output	12VDC 750mA
Operator drive	Electro-hydraulic
Motor voltage	Pulse width modulated
Motor type	1/8th HP @ peak
Control type	Microprocessor
Door panel weight	300 lbs.
Adjustable open	Force and speed
Adjustable close	Force and speed
Closing method	Spring/hydraulic (with selectable power assist)
Adjustable opening angle	Up to 145°
Power boost close	Selectable
Basic features	Low-energy operation Push and go Obstacle detection in opening and closing cycles Sequential or timer mode operation LCD display for programming and diagnostics Open- or closed-circuit safety inputs Momentary or maintained activation
Switch modes	On, off, hold-open
Opening and closing speed	Adjustable
Hold-open time	Adjustable (0-30 seconds)
Code compliances	ANSI A156.19/ANSI A117.1
Approvals	UL, ULC

GT710 Operator



GT8710 Operator



**CONFIGURATIONS:**  
 The GT710/8710 is available for multiple configurations, such as single doors, simultaneous pairs, and dual-egress, as well as the Opman configuration, which is a single continuous header for a pair of doors containing a manual closer on one side and an automatic operator on the other.

### NABCO Service and Specifications

Along with the NABCO factory branches, NABCO has the largest independently owned network of automatic door distributors in North America. Their friendly, qualified installers and technicians always strive to exceed your expectations from install to after-sales service. NABCO's factory branches and independent distributors provide AAADM-certified technicians to ensure your doors meet all ANSI A156.10/A156.19 standards.

Complete three-part specifications and CAD drawings are available on the NABCO website.



Member of the Nablesco Group

NABCO ENTRANCES INC.

S82 W18717 Gemini Drive | Muskego, WI 53150 | 877-622-2694 | Fax 888-679-3319

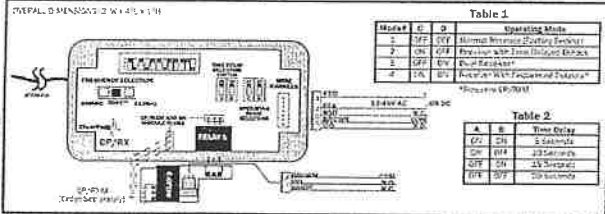
www.NABCOentrances.com | Email info@nabcoentrances.com



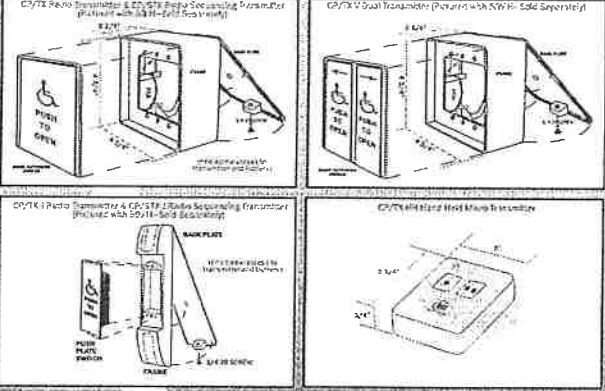
Distributed by:

**ClearPath™ Radio Control Door Activation System**

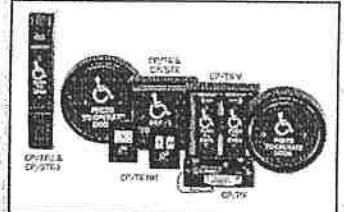
**RECEIVER DIAGRAM:**



**TRANSMITTER DIMENSIONAL DIAGRAMS:**



**ClearPath™ Radio Control Door Activation System**



- CP/TK Radio Transmitter & CP/STK Radio Sequencing Transmitter (Pictured with 59 H)
- CP/TK V Dual Transmitter (Pictured with 59VH)
- CP/TKJ Radio Transmitter & CP/STKJ Radio Sequencing Transmitter (Pictured with 59H)
- CP/TK HH Hard-Hold Micro-Transmitters
- CP/TK Multi-Mode Receiver

ClearPath™ Radio Control Door Activation System is the most reliable solution for wheelchair access to buildings. It is the only system that is built into the door frame, so it is not visible and does not obstruct the door.

ClearPath™ Radio Control Door Activation System is the most reliable solution for wheelchair access to buildings. It is the only system that is built into the door frame, so it is not visible and does not obstruct the door.

The ClearPath™ Radio Control Door Activation System provides the most reliable solution for wheelchair access to buildings. To accomplish this, the ClearPath™ product line features several advances, the most important of which is three selectable frequencies built into each product: High Definition Radio Control™ (HDRC™), 300 MHz and 390 MHz.



High Definition Radio Control™ is the most reliable solution for wheelchair access to buildings. It is the only system that is built into the door frame, so it is not visible and does not obstruct the door. The HDRC™ system is built into the door frame, so it is not visible and does not obstruct the door. The HDRC™ system is built into the door frame, so it is not visible and does not obstruct the door.



**ClearPath™ Transmitters:**  
 CP/TX (wall mount transmitter)  
 CP/TX-J (jamb mount transmitter)  
 CP/TX-HH (handheld transmitter)

All ClearPath™ transmitters share the same printed circuit board (PCB), come prewired and installed with a battery in a mounting box and feature these additional MS SEDCO exclusive advantages:

**Selectable Frequencies:** High Definition Radio Control™ (HDRC™), 300 MHz & 390 MHz all in one device.

**SignalLock™:** When a door activator switch is pressed, SignalLock™ instantaneously captures the switch signal and transmits its radio signal for the maximum allowable time under FCC rules. This guarantees that a radio signal is transmitted every time the switch is activated.

**Signal Enhancing Antenna (CP/TX & CP/STX):** Boosts the radiating strength of the transmitter signal to ensure long distance door activation.

**Proprietary Mounting Box (CP/TX & CP/STX):** Allows the switch to mount recessed within the box. Improving weather resistance and eliminating "snagging". Battery replacement is simple thanks to its two piece design that requires only one screw to be removed to gain access to the battery.

**Extended Battery Life:** Power saving circuitry design lowers battery drain 50% doubling the battery life.

**ClearPath™ Vestibule Transmitters:**

CP/STX (wall mount sequencing transmitter)  
 CP/STX-J (jamb mount sequencing transmitter)  
 CP/STX-V (wall mount dual channel transmitter)

The ClearPath™ vestibule transmitters share all features found in the standard transmitters.

Additionally, the CP/STX wall mount, and CP/STX-J jamb mount, vestibule transmitters have a dual channel upgrade that enables them to

sequencing transmitters. They are capable of transmitting two separate signals with an adjustable time delay between them to sequence vestibule doors one after the other from either direction. Because no additional circuit boards or batteries are required, ClearPath™ is the only system to offer the sequencing option on both jamb mounted and wall mounted versions.

The CP/STX-V is a dual transmitter that mounts in the vestibule between the doors. When used with the 619 series vestibule switches the CP/STX-V allows for independent activation of two separate doors.

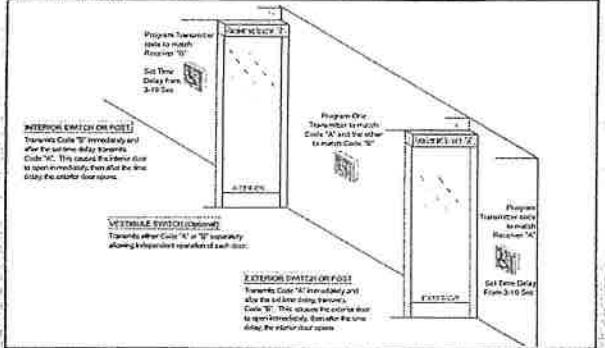
**Technical Data: Transmitters**

- Utilizes Proprietary High Definition Radio Control™ (HDRC™) For Unsurpassed Signal Transmission Clarity
- Three User Selectable Frequencies Available In Single Unit: HDRC™, 300 MHz, 390 MHz
- FCC License For All Three Frequencies
- SignalLock™ Guarantees Signal Transmission When Door Activator Switch Is Pressed
- Power Saving Circuitry Extends Battery Life
- Integrated Signal Radiating Antenna Boosts Signal Strength
- Vestibule Transmitters Sequence Two Doors With User Adjustable Time Delay Between Signals Of 0.5 Or 10 Seconds
- Transmitter And Battery Factory Prewired And Installed In Mounting Boxes
- Switch Activated Transmitters Powered By Standard 9V Battery
- Handheld Jamb Transmitter (CP/TXHH) Has A Compact Overall Size With Large Activation Buttons - One And Two Buttons Available
- Powered By 12V Battery
- Optional Recharge 24 Hour Mounting Boxes Available

**ClearPath™ Receiver: CP/RX**

The ClearPath™ receiver uses advanced technology to receive and decode the HDRC™ 300 MHz & 390 MHz signals. It includes the same advanced receiver technology as the CP/STX transmitters.

**VESTIBULE DIAGRAM:**



can not only be used to activate automatic doors, but can also be used to directly release electric locking devices or sequence electric locking devices on automatic doors without any additional relays or timers.

With the simple slide of a switch the CP/RX can provide each of the following functions:

1. Standard receiver (factory setting)
2. Receiver with adjustable time delay output of 5, 10, 15, 20 seconds
3. Dual channel (two channel) receivers that operate independently from each other in the same housing
4. Receiver with a dual channel receiver. Unit wires directly to both an electric locking device and an automatic door. It then provides the necessary time delay between releasing the lock and activating the door operator.

Product protected by US patent # 5,458,833

**Technical Data: Receiver**

- Utilizes Proprietary High Definition Radio Control™ (HDRC™) For Unsurpassed Signal Transmission Clarity
- Three User Selectable Frequencies Available In Single Unit: HDRC™, 300 MHz, 390 MHz
- FCC License For All Three Frequencies
- 4 Programming Modes:
  - Mode 1: Standard Receiver (factory setting)
  - Mode 2: Receiver With Adjustable Time Delay
  - Mode 3: Dual Channel Receiver
  - Mode 4: Receiver With Sequence Outputs
- Both Mode 3 & 4 Require The CP/RX Main Module Plug Directly Into The CP/RX Main Circuit Board And Provide A Second Output: N.O. And N.C. Contacts
- Plugable Wire Harness
- Internal Surge Protection With Derivative Electric Locking Devices
- Output Contact Form B (rated At 3 Amp)
- Relay Requirement: 24Vdc/24VAC or DC
- Relay Contact Rating: 3 Amp/24V AC
- Connect Size: 18 AWG (1.02)



**GYRO TECH™**

by NABCO Entrances Inc.

Where quality and service are automatic

WWW.NABCOENTRANCES.COM

1-877-622-2694

JOB NAME: \_\_\_\_\_

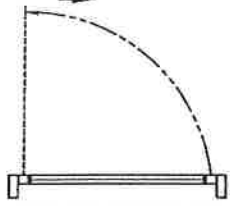
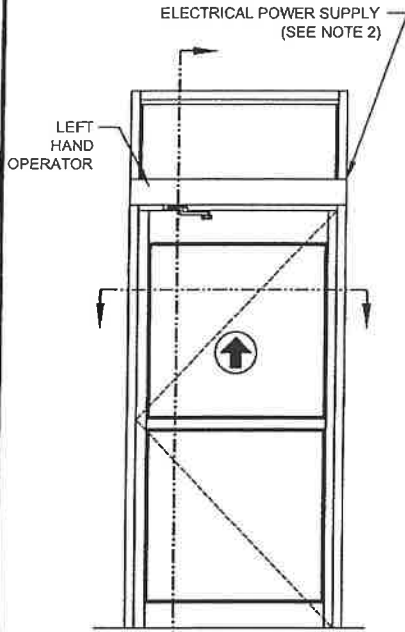
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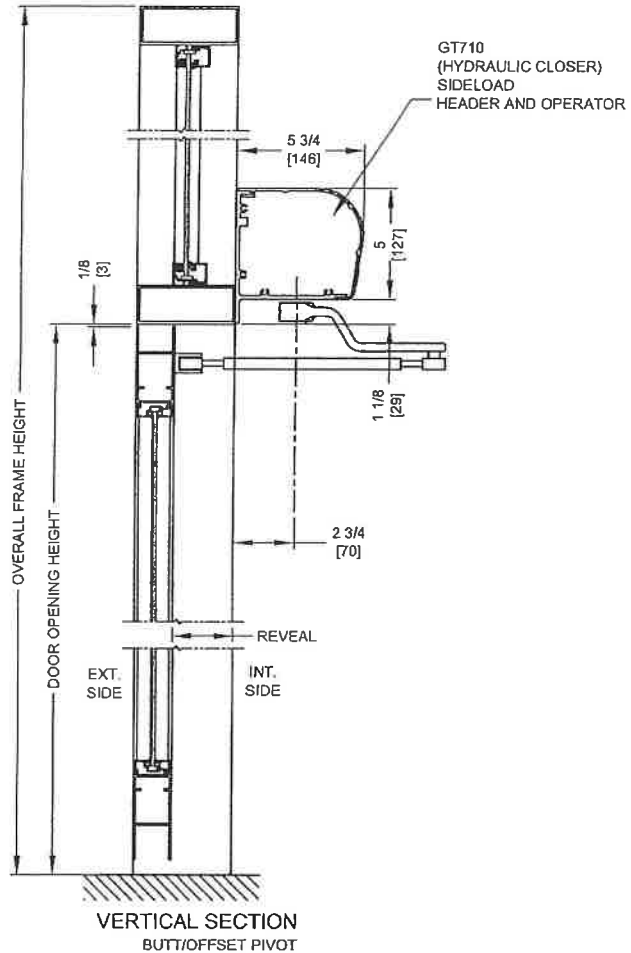
DOOR #: \_\_\_\_\_ DATE: \_\_\_\_\_

SHEET \_\_\_\_\_ OF \_\_\_\_\_

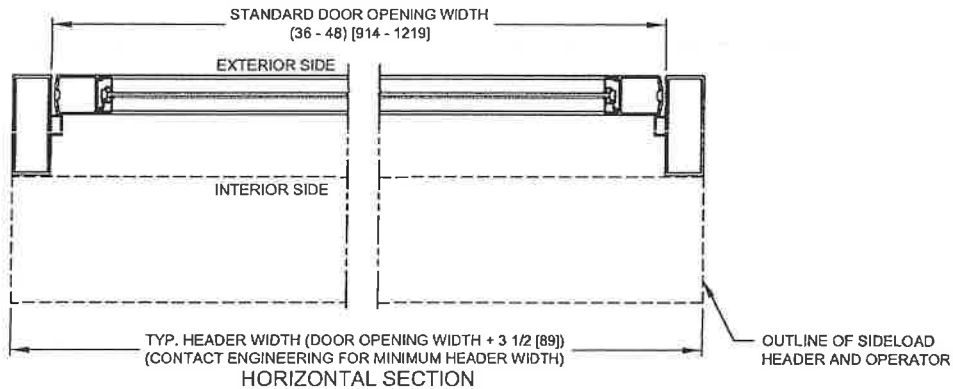
**GT710-02L**  
SIDELOAD HEADER  
LEFT HAND  
OUTSWING



OPERATOR (INTERIOR) SIDE  
INTERIOR ELEVATION



VERTICAL SECTION  
BUTT/OFFSET PIVOT



HORIZONTAL SECTION

NOTES:

1. GUIDE RAILS, MATS, PUSH PLATES AND VARIOUS ELECTRONIC DEVICES FOR THE DOOR ACTIVATION AND CONTROL ARE OPTIONAL. CONSULT WITH YOUR NABCO/GYRO TECH DISTRIBUTOR.

2. POWER TO HEADER WILL BE 115VAC, 5 AMP PER OPERATOR PROVIDED BY ELECTRICAL CONTRACTOR.

3. STANDARD HARDWARE SUPPLIED WILL ACCOMMODATE DOOR THICKNESS OF 1 3/4" TO 2 1/4".

4. APPLICATION ON BALANCE DOORS REQUIRES RELOCATION OF THE OPERATOR PIVOT.

5. SPECIAL ARMS MAY BE REQUIRED ON INSWING DOORS WITH REVEAL GREATER THAN 1 3/4".

**LOW ENERGY**

Effective Date: 09 NOV 2009

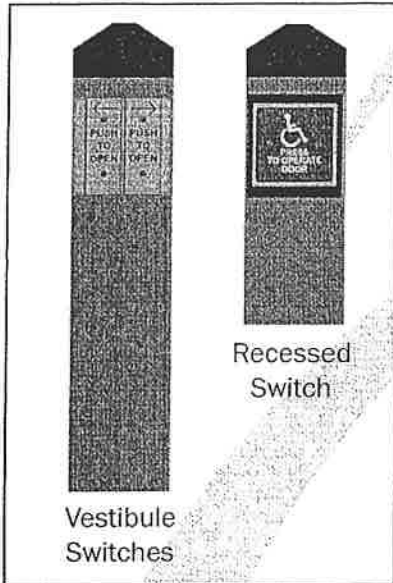




SENSORS & SWITCHES

## 608 Series Heavy Duty

### Push Plate Switch Posts



#### Product Name 608 Series

Heavy Duty Push Plate Switch Posts  
with LongLife™ Finishes

#### Manufacturer

MS SEDCO  
8701 Castle Park Drive  
Indianapolis, IN 46256  
Phone: (800) 842-2545  
www.mssedco.com

#### Product Description

##### BASIC USE

The 608 Series Switch Posts are designed to provide a free standing self-contained door activation device that can be installed at any location.

Attractive and built to withstand the toughest conditions, the 608 Series posts are made of 5" square tubular steel that is 1/8" thick. The durable LongLife™ Finish protects against rust and consists of two coats: a zinc rich

base coat on all surfaces and an industrial grade exterior powder coat finish. An innovative ABS plastic rust shield fits under the mounting shoe to help block the corrosive action of concrete to steel contact. The integral plastic cap allows superior wireless signal range.

The 608 Series posts come standard with a single recess mounted switch, 2 switches for vestibule operation or blank (without preps) so that equipment can be custom fit in the field. MS SEDCO also offers custom machining and special finishes. All versions can be ordered for either hardwired or wireless operation.

#### Technical Data

- Microswitch Includes Rubber Bellows For Added Weather Protection
- 5" Square Tubular Steel, 1/8" Wall Thickness
- Formed Plastic Cap With Integral Transmitter (Optional) For Wireless Operation
- Interchangeable Surface And Inground Mounting Shoes
- Durable Exterior Grade LongLife™ Finish with Rust Shield In Gray Or Dark Bronze

#### DIMENSIONS

See Reverse

#### APPLICABLE STANDARDS

American National Standards Institute (ANSI) - Building Hardware Manufacturers Association (BHMA) - ANSI/BHMA A156.10 & A156.19.

#### Availability & Cost

##### AVAILABILITY

Available internationally from manufacturer's authorized distributors; contact MS SEDCO for the location of nearest distributor.

##### COST

Cost information on MS SEDCO products is available from the manufacturer's authorized distributors.

#### Warranty

MS SEDCO, Inc. guarantees this product to be free from manufacturing defects for one year from date of installation. Unless MS SEDCO is notified of the date of installation, the warranty will be in effect for one year from the date of shipment from our factory. If, during the first year, this product fails to operate and has not been tampered with or abused, the unit can be returned prepaid to the factory and be repaired free of charge. After one year, the unit will be repaired for a nominal service charge. **Limited warranty is in lieu of all other warranties, expressed or implied, including any implied warrantability of merchantability, no representative or person is authorized to assume for MS SEDCO any other liability in connection with the sale of our products. All warranties are limited to the duration of this written limited warranty. In no event shall MS SEDCO be liable for any special, incidental, consequential or other damage arising from any unclaimed breach of warranty as to its products or services.**

52006

**608 Series  
Heavy Duty  
Push Plate Switch Posts**



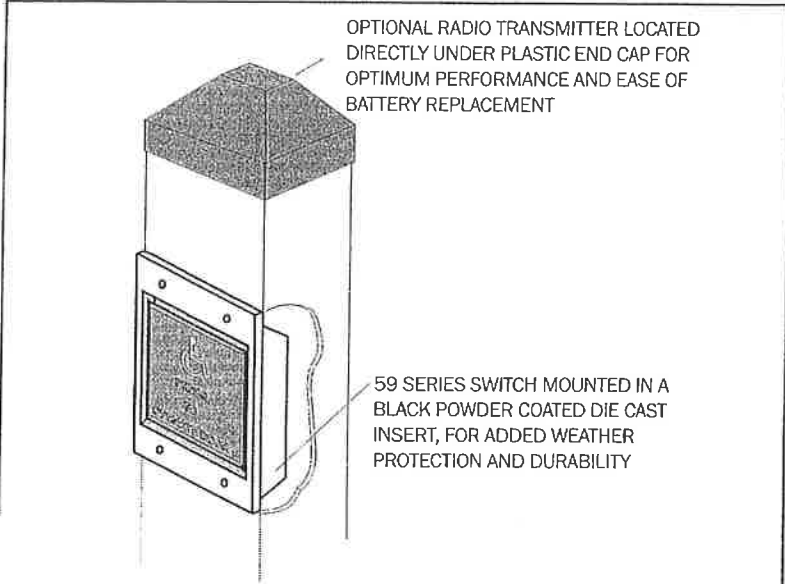
SENSORS & SWITCHES

**Maintenance**

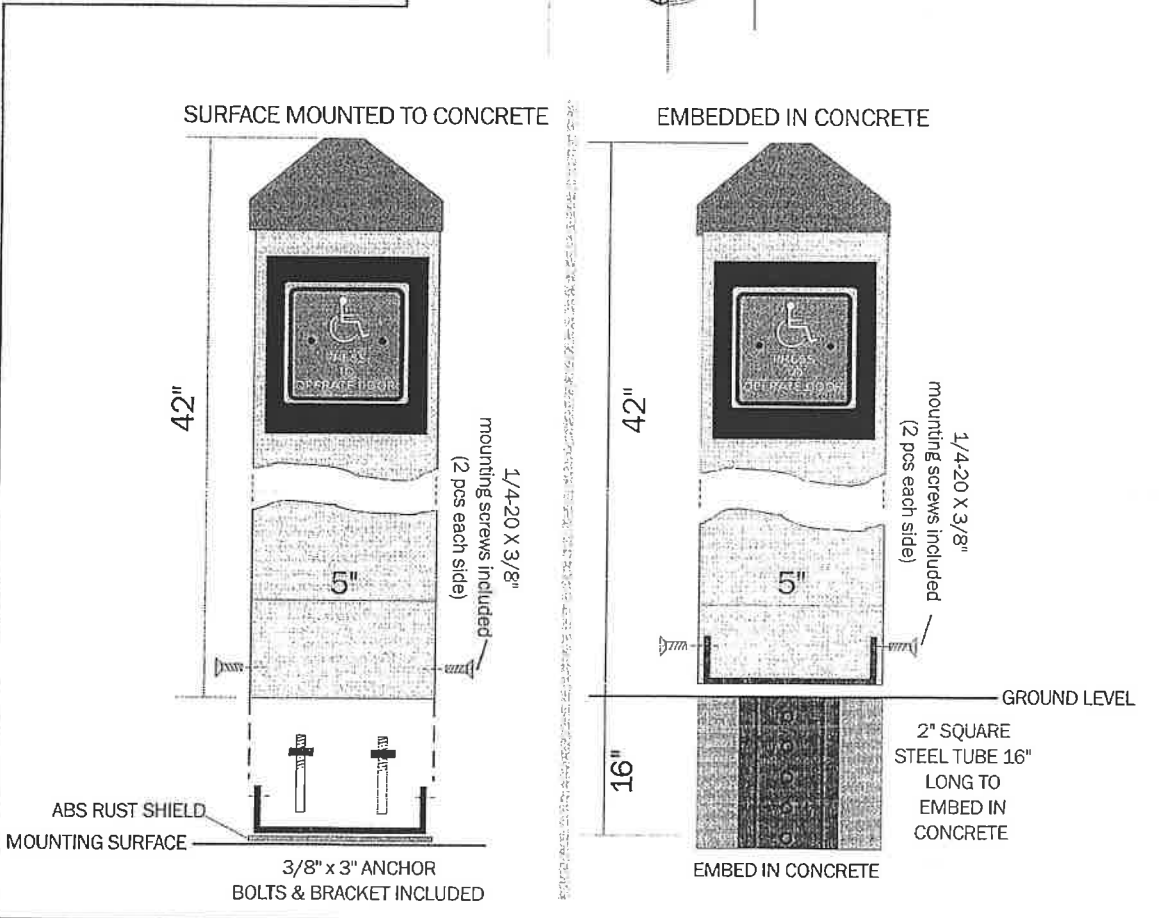
MS SEDCO recommends that all maintenance and adjustments be performed by an AAADM Certified Technician.

**Technical Services**

MS SEDCO's staff of factory trained sales and service personnel offer design assistance and technical support. Local distributors are also available to assist in selecting appropriate devices for specific uses and to provide onsite installation.



**DIMENSIONS**



52006



## Domain Directors Report to the Board of Trustees April, 2019

1. MCAS: Students in grades 3-8 are in the process of taking ELA MCAS. Third graders are taking the test on computers for the first time (per state requirements).
2. One of our graduate interns will remain with the school for their second year, and we are meeting candidates for one or two year fellowships. At this point, candidates are from both Smith and Mount Holyoke College.
3. Senator Comerford's visit to Hilltown has been rescheduled to Friday, April 26. She will have a tour at 9:00 and meet with Board members at 9:30 AM.
4. Due to recurring problems with ants, the school now has contracted with an exterminator to address this issue, as well as any other required pest management. The service includes monthly preventive maintenance as well as on call services. The school has an Integrated Pest Management plan which can be found [here](#).
5. Professional Development Day was a packed success. Mary Gannon from the Vermont Partnership for Fairness and Diversity held a three-hour workshop on social identities, power, and becoming an anti-racism institution. She will follow up with our staff in August. In the afternoon, teachers worked on a variety of curriculum projects including Prisms Advisory and K-5 Reading. TAs had a workshop on de-escalation practices
6. Felicia Mednick, reading specialist, has announced her retirement. Andrea Hearn, who was hired for this school year while Felicia was on leave, has been hired for the permanent position.
7. Spirit Week- We changed up Spirit Week this year to help it be more in tune with the "spirit of Hilltown". We combined features of a previous event, "A Day Without Hate", and some of our mission-driven community focus to use the time to celebrate "I AM" and "WE ARE". While we kept some of the fun features of a costume day, class color day, and fun door decorations, we took things a step deeper by incorporating small curriculum elements throughout the week.



We put up posters in each classroom, in the staff room and in other areas of the school where we collected "Acts of Kindness" written on post-its. Students and staff were encouraged to notice simple acts of kindness all around them throughout the week and to add them to the poster. At the end of the week, the post-its were mixed together and displayed in the hallway outside the All School Space.

One day we build the "I Am Wall". Prisms students took ownership of the project by visiting classrooms to talk about the wall and then left paper "bricks" with the teachers. Students and staff members all completed the sentence I am..... by writing one aspect of their identity on a brick which was then added to the wall in the hallway. This offers us a snapshot of our diversity and similarities here at Hilltown.

On a different day, classes spent some time considering together who they were as a group and what they brought to the school. Laurel, with the help of a parent volunteer, had created a big colorful puzzle and the pieces were distributed to all of the classrooms and to the staff room. Each one was decorated with ideas from the group about how they come together here then assembled on a wall in the hallway - each one fitting together with the others.

At All School that week, we got a chance to celebrate each class with a song or chant or skit of their own design. Wearing class colors each group was seen and recognized. We put together the puzzle, sang Hilltown and community themed songs and took an all-school photo.

While there is still room for further development, the week felt successful and meaningful and a big step in the right direction of honoring the Spirit of Hilltown.



**DOMAIN COUNCIL MEETING MINUTES**  
**27 March 2019**  
**5:20pm**

Attending: Penny Leveritt, Dan Klatz, Lara Ramsey, Deirdre Arthen, Tim Reynolds

Regrets:

Location: HCCPS

**Domain Council Meeting Agenda:**

**FY19 Budget Revisions**

Finance has signed-off on the revised FY19 budget and it will be presented at the Aril Bot meeting for acceptance. A few key points: Income was up overall as PPE was up a bit, grants were higher, Kids Club income, school lunch and special trip fundraising are all up. Overall income is 45K higher than projected to date.

On the expense side: teacher and TA pay a little higher, health insurance lower (health insurance diversion higher, but basically balances out,) electric, minor repair/maintenance, expenses for 6-8<sup>th</sup> grade trip, school lunch expenses all higher. Overall we are currently at a projected surplus of 25K.

**Looking ahead to FY20 budget:**

There will be less income from Friends of Hilltown, probably increased salaries if forthcoming Personnel Proposal is approved.

**Proposal from finance:** At the April BOT meeting, the finance Committee will present a proposal “**Revision of Contingency Fund Policy, Institution of Capital Improvement/Replacement Fund.**” Key points: lower contingency fund balance to 50K, create a “Reserved for Capital Expenditures” equity account equivalent to the balance of the funds available in the current 21 month CD at the start of each fiscal year (but not under \$200,000), create a “General Reserves” equity account equivalent to the balance of the funds available in the current 13 month CD at the start of each fiscal year (but not under \$150,000.)

As per the proposal, the Finance Committee will review both accounts annually, and advise the BOT on any operating costs based on the balance in both accounts.

**Capital Improvement Plan**

Upcoming recommendations for capital improvement: redo the front door to make it handicap accessible, including automatic door opening buttons, update and improve outside locks, work on getting a pathway across the island (and hopefully corresponding walk zone on the road, depending on Easthampton approval.) Also, Eversource did an energy audit and will come back with a proposal to replace lights with LED and any other energy conservation recommendations.

### **Personnel Proposal**

The Personnel committee will present a proposal regarding cost of salary increases for teachers, TAs and staff. Key points: increase TA rate to \$15/hour to be current with upcoming minimum wage increase, increase steps in salary by 1.75% every year for the next three years.

### **Appreciations**

What role might the BOT have in holding events to show appreciation for teachers – or some other way to show appreciation? Perhaps something in rotation?

The discussion went towards the fact that as most Board members are parents, it is probably better for parent board members to show appreciation in a more personal way but in their role as parents not as board members. Teacher appreciation in a more formalized way is more of a management responsibility.

### **Leading Change: A Certificate in School Management Course**

Lara is taking the online course above and it is going very well and is informative and helpful. The class is essentially for new school principals. There are 500 participants, and it is quite interactive. Kate Saccento, at Lara's recommendation, is taking the course also.

### **Co-op Meeting Recap:**

The meeting went well. It was good to have some teachers there. The conversations in break-out groups were good. More people seemed to come for the conversations than the voting. Deirdre is compiling notes for the next engagement meeting on April 3<sup>rd</sup>.

It was good to hear that the newsletter is very useful and appreciated. Access to teachers was also mentioned as one of the best things the school offers.

**Next Meeting:** Wednesday, April 3, 5:20pm  
6:40 pm – Meeting ended

Respectfully Submitted, Penny Leveritt



**DOMAIN COUNCIL MEETING MINUTES**  
**03 April 2019**  
**5:20pm**

Attending: Penny Leveritt, Dan Klatz, Lara Ramsey, Deirdre Arthen, Tim Reynolds

Regrets:

Location: HCCPS

**Domain Council Meeting Agenda:**

**April BOT Agenda**

- .Finance Proposal Contingency Fund/Capital Improvement - 15
- Capital budget discussion/decision - 15
- .GABS proposal – bringing proposals to the Board – 5
- .GABS – slate of board members, Annual Meeting proposal - 10
- .FY20 Officers and Committee Chairs and members-10 min
- .Mid-year budget revisions acceptance-5 min
- .Personnel proposal-15 min

*Note for May: FOH update, LRP update*

**Atelier Staffing**

Potential scheduling ideas discussed.

**Staffing**

Andrea Hearn is the new reading specialist hired through the internal hiring process using the approved policy.

**DC Meeting Schedule**

Next DC meetings: April 24, May 1, May 22, June 5, all at 5:20pm

Next Meeting: Wednesday, April 24, 5:20pm

6:20 pm – Meeting ended

Respectfully Submitted, Penny Leveritt



**HILLTOWN COOPERATIVE  
CHARTER PUBLIC SCHOOL**

**Finance Committee Meeting Minutes – March 20th, HCCPS, 8:30 AM**

**Present:** Dan Klatz, Matt Dube, Carla Clark, Kate Saccento, Lisa Plaza, Rich Senecal, Dawn Graichen-Moore

**Regrets:** Maureen Mahar

**Agenda:** Approve January Minutes; FY19 Budget Revision; Capital Improvement/Replacement Fund

<b>Topic</b>	<b>Discussion</b>	<b>Action (if necessary)</b>
<b>January Minutes</b>	Approve January Minutes (no February meeting).	<b>Lisa moved to approve December Minutes, Carla Seconded. Approved by consensus.</b>
<b>FY19 Budget Revision</b>	<p>Budget was originally approved in June; recent adjustments were made based on higher per student contributions, Kids Club income, Medicaid/SPED income, and School Lunch receipts.</p> <p>Electric, Health Diversion Benefit, Maintenance, and SPED Contractors' costs were higher, but no significant cost variances from Budget forecast.</p> <p>In summation, FY19 Budget reflects \$25K Over rather than flat for the fiscal year. These numbers are, as always, subject to revision as we move through the year.</p> <p>This will serve as a more accurate guide for creating FY20 budget.</p>	<p><b>Lisa moved to approve FY19 Adjusted Budget, Kate seconded. Approved by consensus.</b></p> <p><b>Present revised FY19 Budget to Board of Trustees at April meeting.</b></p>





HILLTOWN COOPERATIVE  
CHARTER PUBLIC SCHOOL

<b>Capital Improvement/Replacement Fund</b>	<p>We have created a draft proposal for creation of a Capital Improvement/Replacement Fund.</p> <p>Proposal outline:</p> <ul style="list-style-type: none"><li>• Change Contingency Fund Balance to \$50K</li><li>• Create a “Reserved for Capital Expenditures” equity account that is equivalent to the balance of funds available in the current 21 month CD account at the start of each fiscal year -- an amount not less than \$200K</li><li>• Create a “General Reserves” equity account not less than \$150K</li><li>• Mechanisms for replenishment</li></ul> <p>All accounts and funds will be reviewed by Finance Committee annually for first five years.</p>	<p><b>Matt moves to present Capital Improvement/Replacement Fund proposal to BoT in April; Dan seconds. Approved by consensus.</b></p> <p><b>Present Capital Improvement/Replacement Fund to BoT in April.</b></p>
<b>Review Action Items</b>	Reviewed action items.	
<b>Tentative Agenda Topics for Next Meeting</b>	<p>Approve March Minutes</p> <p>Review Facilities Committee proposals for new expenditures for FY20.</p> <p>FY20 Budget review.</p>	
<b>Next Meeting Date/Time/Location</b>	April 24th, 2019; HCCPS 8:30 AM	
<b>Adjournment</b>	Meeting adjourned at 9:30 AM	

## Hilltown Cooperative Charter Public School

Friends of Hilltown Board Meeting – Thursday 3/21/19

Present: Barbara Oegg, Joanne Benkley, Maryellen Rousseau, Dawn Graichen-Moore, Lei Fay, Myssie Casinghino, Kim Sager-Cutt, Carol McMurrich

Topic	Discussion	Action (if necessary)
Minutes from 2/21/19 voted on unanimously		-
Grant Proposals	We discussed the parameters for the Grant applications. Grant applications from the Greens/Yellows and the Oranges/Reds. They were both approved unanimously.	- Joanne will send award letters and follow up as needed
Officers & Grant admin for next year	What the different roles are for the board and when the transition is.	-
Next meetings	Our April meeting is scheduled for the week of April vacation. When should we move it to. When is the May FOH Annual Meeting.	- April meeting moved to 4/25 from 8:30 – 9:30 - Carol offered to have the May Annual Meeting at her house. Thursday 5/23 from 7-9.
New board member	Dawn Graichen-Moore was nominated and unanimously voted on to join the board.	-
Art Spark	Meeting at Lei's house this Saturday from 11-1. Marketing & Promotion: Eva is creating lawn signs & printing another set of posters. Newsletter – Promote attending Art Spark. We would love to see you there!	- Maryellen to talk to Deirdre about promoting Art Spark on Hilltown Charter page & giving her newsletter info on Monday. -
		-



**Governance & Board Sustainability Committee Meeting Minutes – March 30, 2019, 5:00 pm**

**Present:** Amy, Deirdre, Noelle

**Regrets:** None

<b>Topic</b>	<b>Discussion</b>	<b>Action (if necessary)</b>
<b>Board Recruitment</b>	Finalized candidates for the BoT FY20: Dawn Reesman Kelly Woods Karen Sise  Want to follow-up with Rich Senecal to see if he may be interested in serving on the BoT.	<b>Amy will build formal proposal for Annual Meeting and share with GABS</b>  <b>Noelle is going to contact Rich Senecal about serving on the Board</b>
<b>By-Laws</b>	Brief discussion of next steps.	<b>Noelle will send the necessary paperwork to the state and copy Amy</b>
<b>Board Member Orientation</b>	N/A	
<b>Board Resources (Hard Copy &amp; Online)</b>	N/A	
<b>Long Range Plan</b>	N/A	



HILLTOWN COOPERATIVE  
CHARTER PUBLIC SCHOOL

<p><b>Board Visibility</b></p>	<p>N/A</p>	
<p><b>Proposed Procedure- How New Business and/or Proposals Are Brought to the BoT</b></p>	<p>Need to take existing document which outlines the process (which was discussed and supported by the BoT previously) and turn it into an official BoT proposal.</p> <p>Need to add the following to make it proposal ready:</p> <p>Goals to be Achieved: To simplify and clarify the means by which the Board does business.</p> <p>Potential Objections: It limits other people from bringing proposals directly to the Board.</p>	<p><b>Amy will build formal proposal for April BoT meeting and share with GABS.</b></p>
<p><b>Board Appreciation</b></p>	<p>For June BoT Meeting</p> <p>Special gift and formal thank you for outgoing Board President</p> <p>Celebration of the year (cake, flowers, etc.)</p> <p>Outgoing BoT members this year: Penny, Amy and Chris</p>	
<p><b>Board Positions</b></p>	<p>GABS discussed FY20 BoT roles and potential plan:</p> <p>President- Tim</p> <p>Vice President- Matt</p> <p>Treasurer- Joe</p> <p>Clerk- Noelle</p> <p>GABS Chair- Noelle</p> <p>Finance Chair- Joe/Rich?</p> <p>Finance Members- Dan</p>	<p><b>Amy will talk to Dawn Reesman about chairing Personnel Comm</b></p> <p><b>Noelle will contact Liz Preston about chairing Personnel Comm</b></p>



HILLTOWN COOPERATIVE  
CHARTER PUBLIC SCHOOL

	Facilities Chair- Karen/Joe? Facilities Members- Dan Personnel Chair- Liz/Dawn? Personnel Members- Lara, Dawn, Kelly	
<b>Review Action Items</b>	Reviewed action items.	
<b>Tentative Agenda Topics for Next Meeting</b>	Prepare FY19 GABS Report for Annual Meeting Follow-up on Board Appreciation (June Board Meeting) Update Long Range Plan	
<b>Next Meeting Date/Time/Location</b>	Date: April 30th, 2019 Time: 5:00 pm Location: HCCPS	
<b>Adjournment</b>	Meeting adjourned at 5:57 pm	