

**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**

**Hilltown Cooperative Charter Public School**

Board of Trustees Meeting Minutes – Wednesday, March 13, 2019, 6:30 pm

- Present:** Penny Leveritt, Lara Ramsey, Dan Klatz, Deirdre Arthen, Barbara Oegg, Paula Ingram, Tim Reynolds, Noelle Barrist Stern, Liz Preston, Matt Dube, Chris Greenfield, and Joe Wyman
- Regrets:** Amy Reesman
- Facilitator:** Penny Leveritt
- Notetakers:** Noelle Barrist Stern
- Guests:** Cindy Mahoney, Kelly Woods
- Listkeeper:** Chris Greenfield
- Timekeeper:** Paula Ingram
- Mission statement read by:** Lara Ramsey

<b>Topic</b>	<b>Discussion</b>	<b>Action (if necessary)</b>
<p><b>Announcements/ Appreciations/ Acknowledgements</b></p>	<p><u>Announcements:</u></p> <p>Barbara announced that Art Spark is coming up and asked if the Board wanted to donate something for the auction. The Board voted to donate wine.</p> <p>Dan announced that we have an upcoming compliance review by the United States Department of Agriculture, which is connected to the grant received for the purchase of the HCCPS building.</p> <p>On March 19, 2019, HCCPS has a civil rights review by the Massachusetts Department of Elementary and Secondary Education (“Department”). The civil rights review will include a review of the special education policies.</p> <p><u>Appreciations/Acknowledgements:</u></p> <p>Deirdre and Lara made an appreciation for the Hilltown Activist Team and everyone involved in the International Women’s Day celebration.</p>	<p>Board members who would like to contribute to the Board’s Art Spark donation should bring a bottle of wine to Deirdre’s office by March 22, 2019.</p>

	<u>Agenda Check</u> : No questions or comments.	
<b>Any thank you notes needed?</b>		
<b>BoT Visibility this month?</b>	Science Fair: March 14, 2019, 6:00-7:30 p.m. Parent Forum and Coop Meeting: March 21, 2019 at 6:30 p.m. Art Spark: April 6, 2019	Please wear a Board button during events.
<b>Minutes</b>	There were no clarifying questions or blocking concerns.	<b>Penny moved to approve the February 13, 2019 BoT minutes.</b> <b>Chris seconded.</b> <b>Minutes approved by consensus.</b>
<b>Public Comment Period</b>	There were no public comments.	
<b>Plan for Annual Meeting</b>	Deirdre announced that the Annual Meeting will be held on May 14, 2019 at 6:30 p.m. It will be a combination of HCCPS business and musical performances by HCCPS student groups.	Committee reports should be submitted by May 1, 2019 so that they can be part of the prepared materials for the Annual Meeting. Deirdre will remind everyone at the next Board meeting.
<b>By-laws Proposal</b>	The Department gave conditional approval for the proposed changes. The 2018 changes to the By-laws, which were approved by the Cooperative membership have not yet been approved by the Department.	GABS will prepare the proposed revised By-laws and memo outlining the changes for the March 21, 2019 meeting.

	<p>One small change was suggested: Under Article IV, Section 1, sub-section A, under the bullet that begins: “Hiring, evaluating, and removing . . .” remove the word “qualified” before “personnel,” so it does not imply that the Board is removing qualified personnel. It was agreed that this modification would be made.</p> <p>The Board reviewed the proposed changes that were more specific to HCCPS.</p> <p>The Board voted, by consensus, to endorse the proposed changes with the one revision noted above.</p>	
<p><b>Charter Renewal Process</b></p>	<p>Dan spoke about the upcoming charter renewal process. The application for charter renewal is due August 1, 2019.</p> <p>Dan explained that the Department examines three things in the charter renewal: (1) is HCCPS faithful to its charter; (2) is it a viable organization (<i>e.g.</i>, financially and organizationally viable); and (3) is it an academic success (as measured by the MCAS and internal measures in HCCPS’s accountability plan (<i>e.g.</i>, IOWA test; interdisciplinary process).</p> <p>The Directors will begin working on this at the end of the school year and will then consult with Domain Council. Any issues will be raised at the July 2019 Board meeting.</p> <p>A site team from the Department will visit the school in September 2019. It will be important for the Board to attend.</p>	<p>It is important that the Board members are present at the July 2019 meeting and during the Department’s September 2019 site visit.</p>
<p><b>Education Domain Report</b></p>	<p>Lara gave a report on the integration of subjects throughout the HCCPS curriculum. Using the Prisms as an example, she discussed the Prisms’ science unit that has focused on environmental science and sustainability. They have also been learning about propaganda and were able to incorporate the ideas in</p>	

	<p>their science curriculum and that they had learned about propaganda into propaganda posters they created in the Atelier. They also did studies on the environmental efficiency of their own homes; they then designed environmentally efficient homes. They took a field trip to the Village Hill development and spoke with the head of Wright Builders about environmentally efficient homes.</p> <p>In K-1, students have been learning about animals. They went to Arcadia for a field trip. They selected animals and studied their habitats and how they survive in the wild. In music, they got to pick instruments that represented the sounds the animals made and created a performance for their families and older students, including their Prism buddies. In the Atelier, they made masks for the performances and habitats.</p> <p>Lara announced that there will be an HCCPS Professional Development Day on March 18, 2019. See attached document outlining the extensive program for the day.</p> <p>Lara also gave a report on the 2018 IOWA test score results. HCCPS is consistently above average. The goal is to be in the 75th percentile. As part of reviewing the results, HCCPS is looking at four stages of learning something (e.g., punctuation rules): (1) exposed; (2) taught; (3) review; and (4) mastery. Lara will work with the teachers to make sure there is coordination around learning subjects through these four stages.</p> <p>Lara also discussed the HCCPS Institutional Self-Evaluation for Bias.</p>	
<p><b>New Business - Identify only</b></p>	<p>No new business was identified.</p>	

<b>Committee Reports - Questions only</b>	Paula had a question about Domain Council's report referencing school lunch. Dan explained that in order to have the national school lunch program at HCCPS, the company who provides it would need to HCCPS and monitor what each student selects. This is required to get reimbursed. HCCPS does not currently get reimbursed. If a student qualifies for free lunch, HCCPS absorbs the cost.	
<b>Meeting Wrap-Up/ Evaluation</b>	Next Meeting: April 10, 2019 at 6:30 p.m. Facilitator: Tim Snacks: Liz Drinks: Penny Newsletter blurb: Joe Self evaluation of this board meeting:	
<b>Review Action Items</b>	Reviewed action items.	
<b>Adjournment</b>	Meeting adjourned at 8:21 p.m.	

**Tentative Agenda Topics for April 10, 2019 Board Meeting:**  
Proposal of new Board members for the Annual Meeting (GABS)  
FY20 Board roles and responsibilities (GABS)  
How to bring a proposal to the Board (GABS)  
Contingency/capital replacement resolution (Finance)  
Preview of the May 2019 Facilities committee visit (Facilities)  
FY19 Budget (Finance)

**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	32,366
41 FICA- non MTRS-.062	39,290	39,094
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	215,000
45 HRA	52,000	52,000
46 Health Diversion Benefit	14,000	25,000
47 Workers Compensation	17,000	16,341
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	0
51 Auditor	8,000	8,000
52 SPED Contractors - OT/PT, psychologist	62,520	70,000
53 SPED Advisor	1,000	1,000
54 Summer SPED services	4,000	2,730
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	400
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	26,210
63 Cleaning Services	50,000	50,000
64 Trash Removal	4,500	3,700
65 Minor Repair/Maintenance	19,398	25,000
66 Fire/Sprinkler Alarm Services	2,244	1,000
67 Copier Service Contract	3,060	3,060
68 Copier Rental	3,864	5,140
69 Telephone	1,224	1,224
70 Electric	24,000	30,000
71 Internet	1,715	1,500
72 Heat	6,120	6,500
73 HVAC Maint	7,392	8,500
74 Elevator Maint	3,284	3,284
75 Water Sewer Fees	4,080	3,000
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
<b><u>Supplies</u></b>		
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	1,000
85 Printing	624	624
86 Food	728	728
<b>sub total</b>	<b>39,902</b>	<b>39,341</b>
<b><u>Equipment</u></b>		
87 Minor Equipment<\$500 ,	3,060	1,260
88 SPED Equipment	5,000	5,000
89 <b>Furnishings</b>	2,200	4,000
90 Vehicle Expenses	2,500	1,000
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>
<b><u>Grant Funded Expenses</u></b>		
93 Community Foundation Grants	0	1,316
94 FOH Playground Upgrade Grant	0	3,000
95 Friends of HCCPS Rolling Arts Grants	1,500	1,500
<b>subtotal</b>	<b>1,500</b>	<b>5,816</b>
<b><u>Miscellaneous</u></b>		
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	18,000
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	0
102 MCPSA Dues (.2% of state tuition dollars)	5,807	5,907
103 School lunch expense	12,000	23,000
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 Over/Under</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**



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

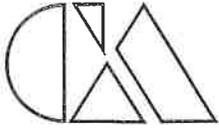
Committee members drafting proposal: Chris, Dan, Nan Childs, Eric Huther

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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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:

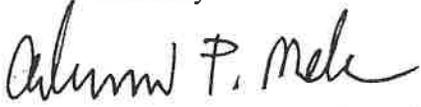
- Remove the existing main entrance system including lower knee walls below sidelights.
- Replace main entrance with Kawneer 451T storefront framing that has a profile of is 2" face dimension x 4 1/2" depth. Within the framing would be two single doors constructed by Kawneer. The doors are to be Aluminum 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

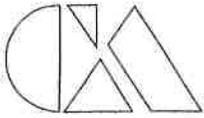
- Painting or patching of existing interior walls
- Electrical work to accommodate auto opener will need 110V line brought in for auto door electrical work by others
- Sales Tax
- Bonds or permits
- Cylinder or cores by owner for keying

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." before the last name.

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

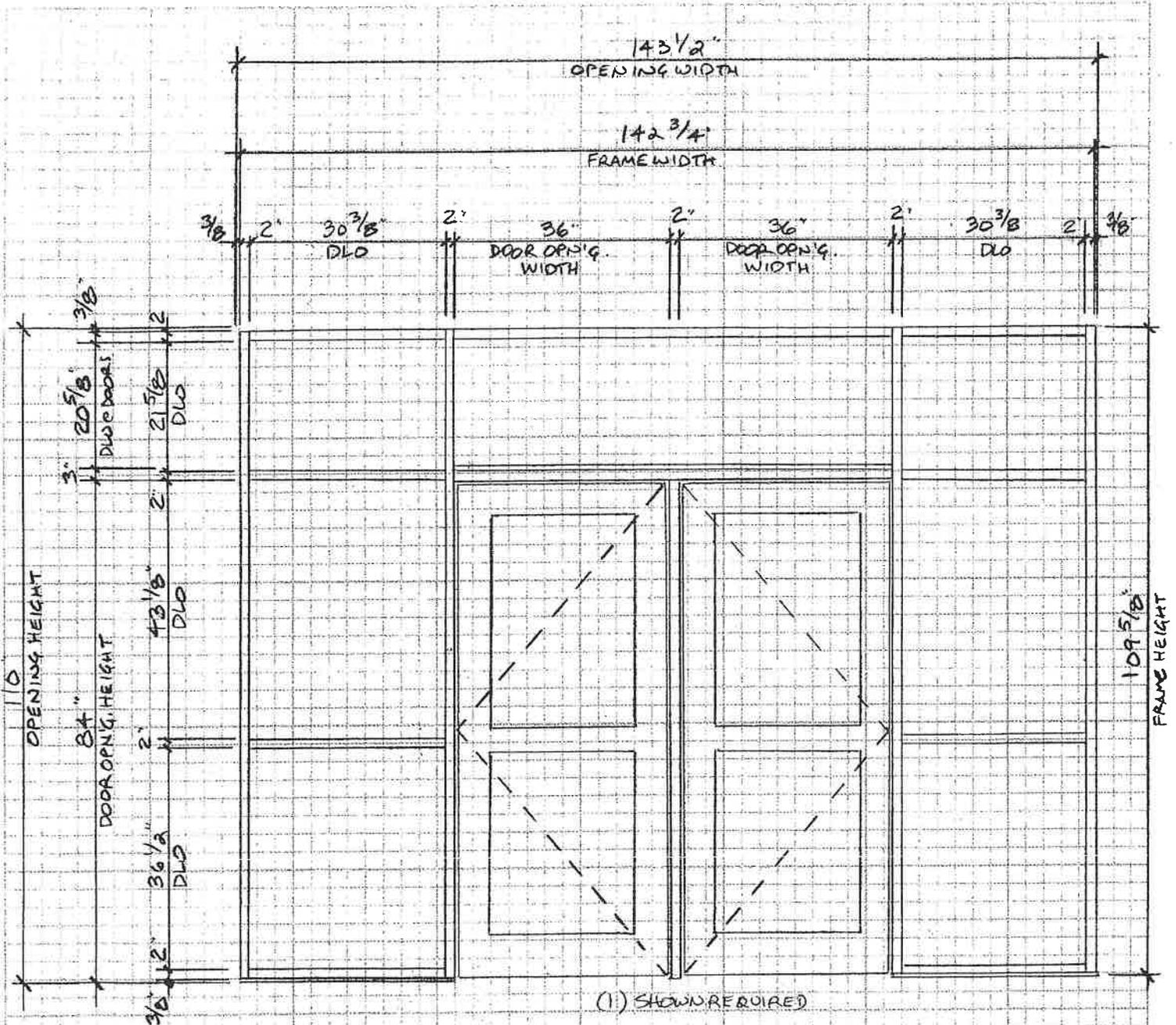
Job: HILL TOWN CO-OP CHARTER PUBLIC SCHOOL

Sheet No. 1 of 1

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

Checked by: AD Date: 2/28/19

Scale: PROPOSED ENTRANCE FRAME (EXTERIOR)

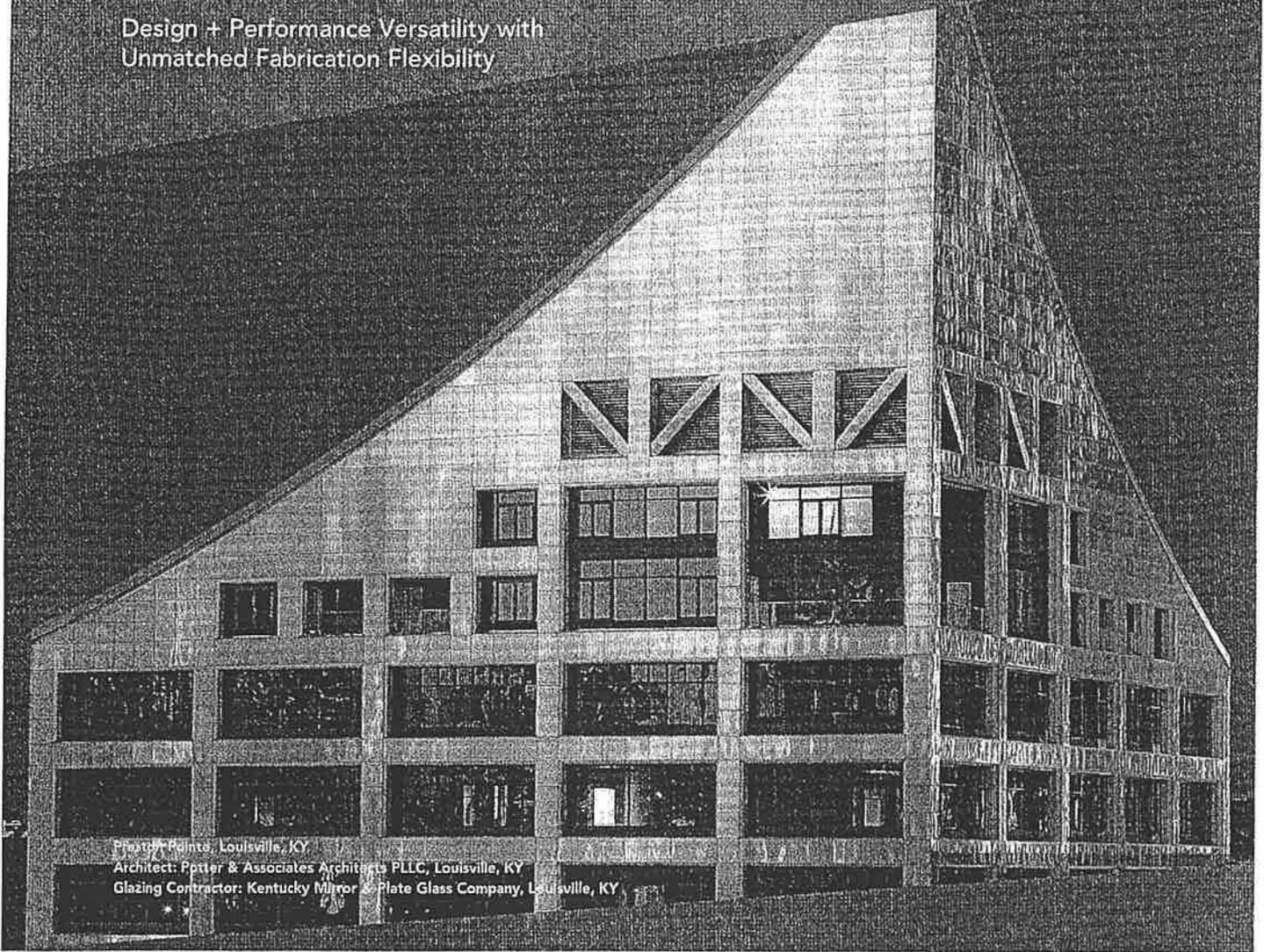


- \* 2" x 4 1/2" THERMAL 151T FRAMING
- \* 1 3/4" THICK SERIES 500 ENTRANCE DOORS
- \* CLASS I CLEAR ANODIZED FINISH
- \* SEE ATTACHED DOOR HARDWARE PRODUCT DATA
- \* 1" SOLAR BAN GO \* 2 TEMPERED INSULATED GLASS

## 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: Pointa, Louisville, KY  
Architect: Potter & 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**  
PRODUCTS, INC.

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

**KAWNEER**  
AN ARCORIC COMPANY

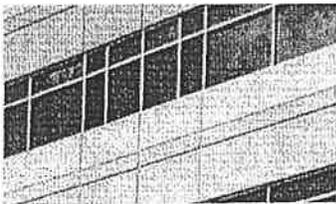
With seamless incorporation of Kawneer entrances or windows, including GLASSvent™ visually frameless ventilators, Trifab™ VersaGlaze™ can be used on almost any project. These framing systems can also be packaged with Kawneer curtain walls and overhead glazing, thereby providing a full range of proven, 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

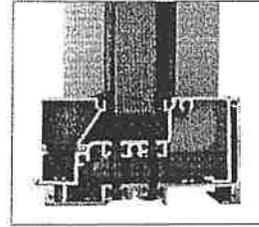
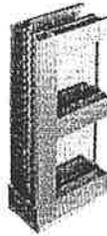
Architectural Class I anodized aluminum finishes are available in clear and Permaodic™ color choices.

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

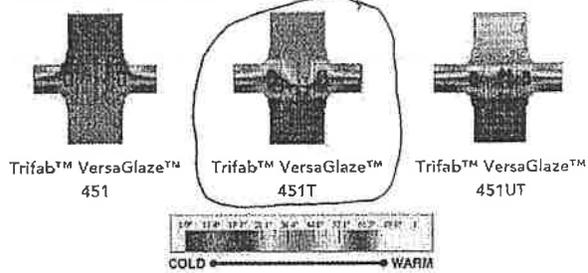
Kawneer's Isolock™ Thermal Break process creates a composite section, prevents dry shrinkage and is available on Trifab™ VersaGlaze™ 451T. For even greater thermal performance, a "dual" Isolock™ Thermal Break is used on Trifab™ 451UT.



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.

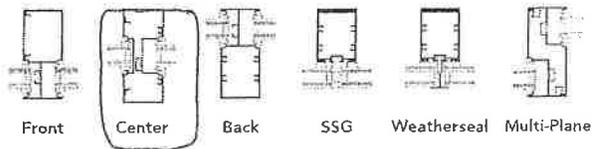


### PERFORMANCE TEST STANDARDS

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 1425

### 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 ARCOGIC COMPANY

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Trifab™, VersaGlaze™, Isolock™ and Permaodic™ are trademarks of Kawneer Company, Inc.



## 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

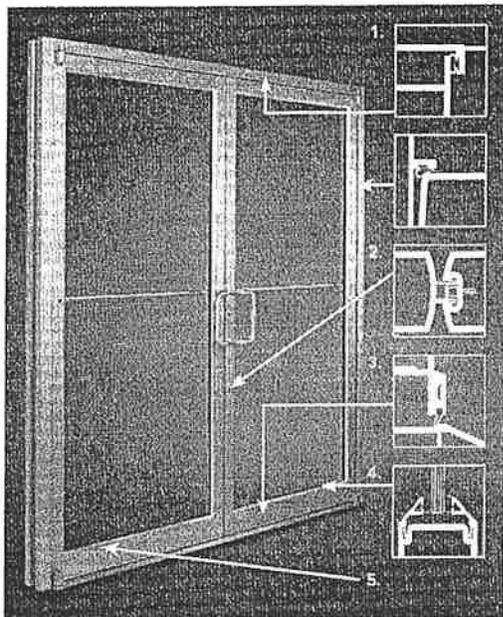
To resist both lever arm and torsion forces that constantly act on any door, all three entrances feature welded corner construction with Sigma deep penetration and fillet welds plus mechanical fastenings at each corner – a total of 16 welds per door. Each door corner comes with a Limited Lifetime Warranty, 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

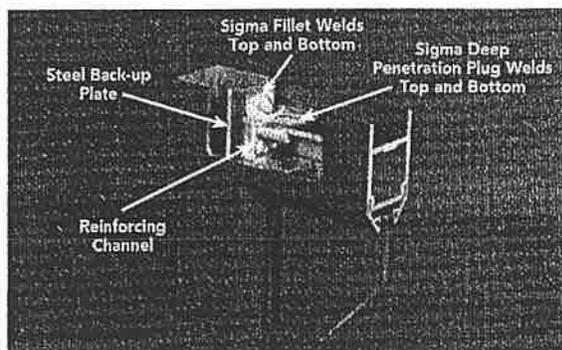
Architectural Class I anodized aluminum finishes are available in clear and Permanodic™ color choices.

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

kawneer.com  
770 . 449 . 5555

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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: EAST HAMPTON, 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



# 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	

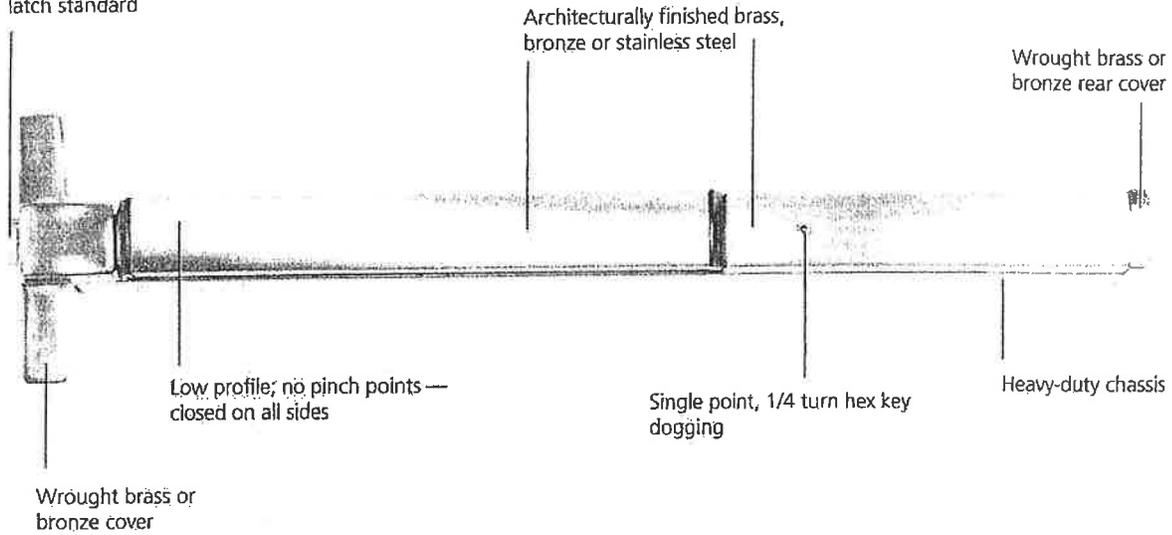
\*Contact factory for devices required in BHMA 626

# 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

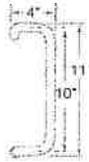
## ED4000 Series

### Offset Pull Trim: P12, P13, P14<sup>1</sup>



**Offset Pull  
P12**

Clearance: 2-1/2"



Specify Part Number, 716F50M x Finish<sup>1</sup>



**Offset Pull  
P13**

Clearance: 2-1/2"

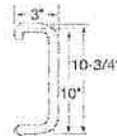


Specify Part Number, 716F51M x Finish<sup>1</sup>



**Offset Pull  
P14**

Clearance: 2-1/2"



Specify Part Number, 716F52M x Finish<sup>1</sup>

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

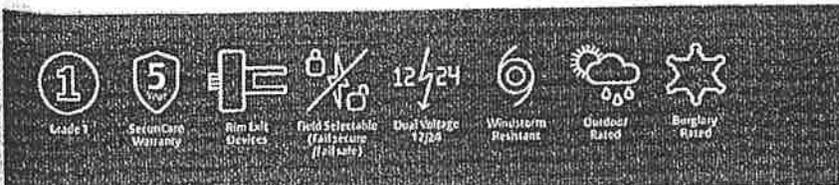
- Installs in metal or wood frames
- Wood screws not provided
- Separate base and decorative cover for easy adjustments
- Stainless steel construction
- Tamper-resistant
- Static strength 2,000 lbs
- Dynamic strength 120 ft-lbs
- Endurance 1 million cycles
- Field selectable fail secure/fail safe
- Horizontal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

### Optional Features

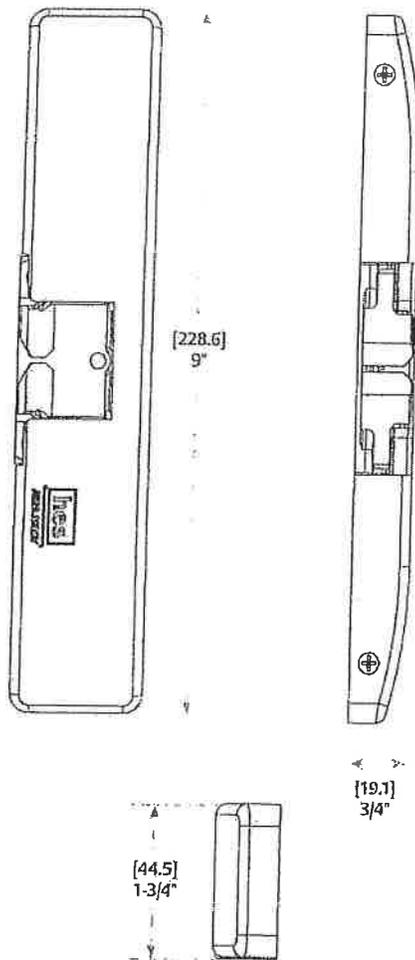
- LBM Latchbolt monitor
- LBSM Latchbolt strike monitor

### 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/SOI 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:

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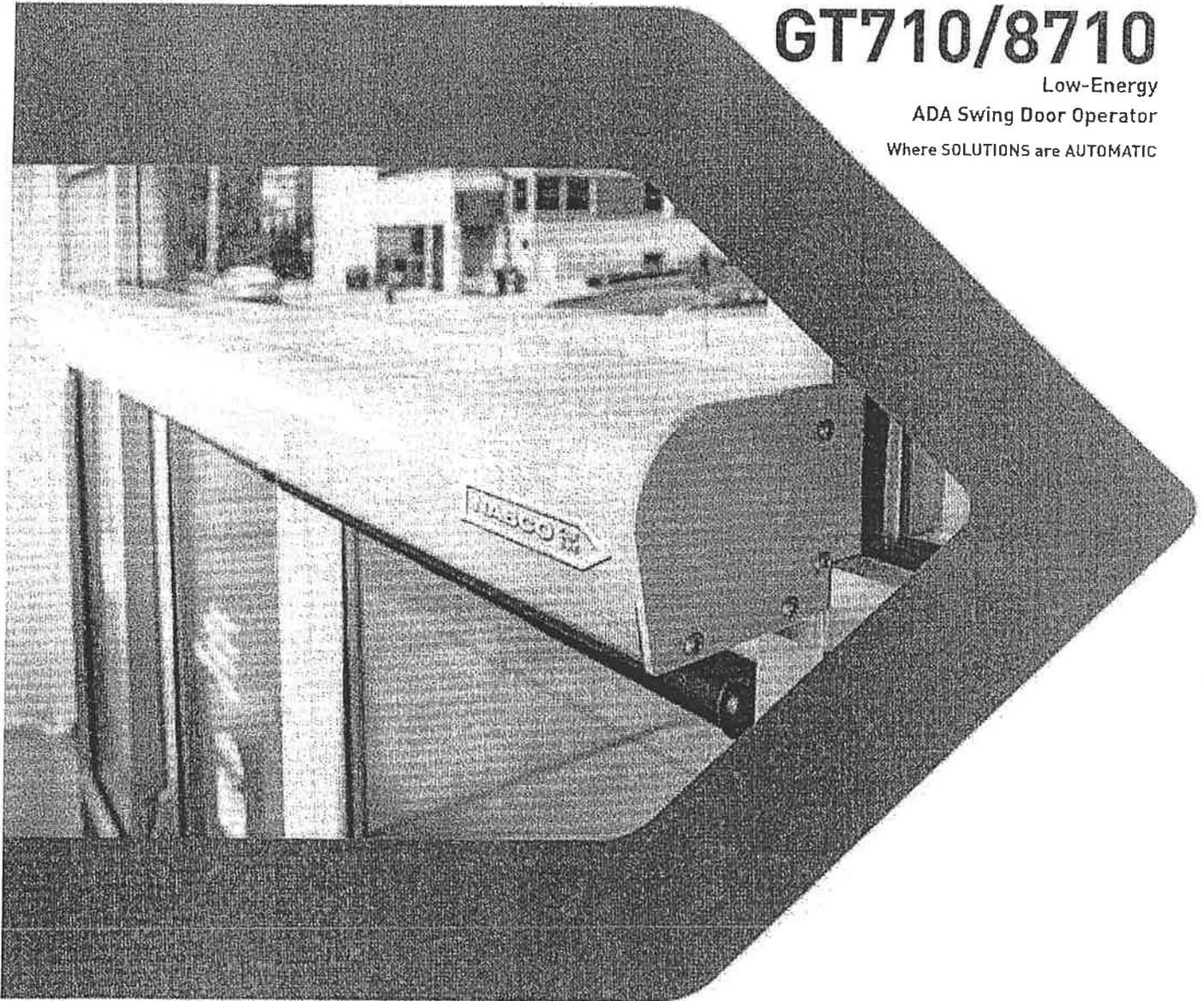
**NABCO** 

# GT710/8710

Low-Energy

ADA Swing Door Operator

Where SOLUTIONS are AUTOMATIC



## Product Features and Benefits

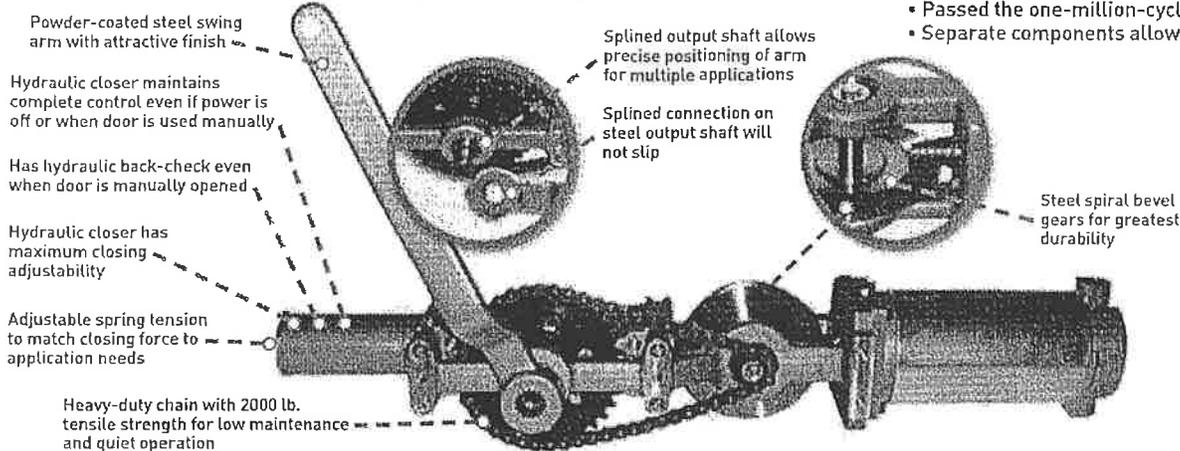
- Hydraulic design offers **proven reliability**
- Adjustable closing speeds to **enhance energy savings**
- Manual mode requires very little pressure to open **promoting ease of operation**
- Approved on fire door assemblies rated up to 3 hours, **maintaining security and safety**
- Hydraulic back-check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



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

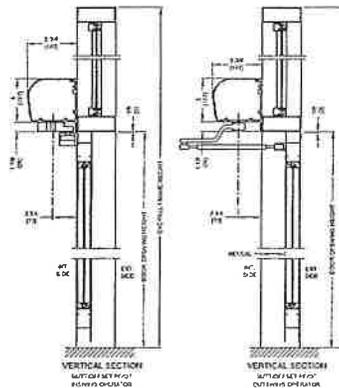
The NABCO GT710/8710 Low-Energy Operator is engineered for interior and exterior use, and designed to automate essentially any new or existing door frame. The GT710/8710 operates in both automatic and manual modes with a hydraulic back-check that protects the door and mechanical operator from damage 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

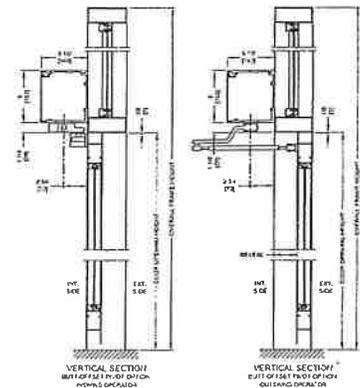


PRODUCT INFORMATION	
Header dimensions	Side load - 5" H X 5 3/4" D (GT710) curved header Side load - 6" H X 5 1/2" D (GT8710)
Standard finish	Clear and dark bronze anodized
Optional finishes	Painted, clad, special anodized
Mounting	Surface applied or overhead concealed
Installation types	Push or pull
Operating voltage	120 VAC @ -5 amps
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 Nabtesco Group

NABCO ENTRANCES INC.

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

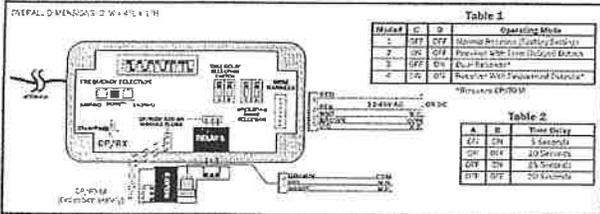
www.NABCOentrances.com | Email info@nabcoentrances.com



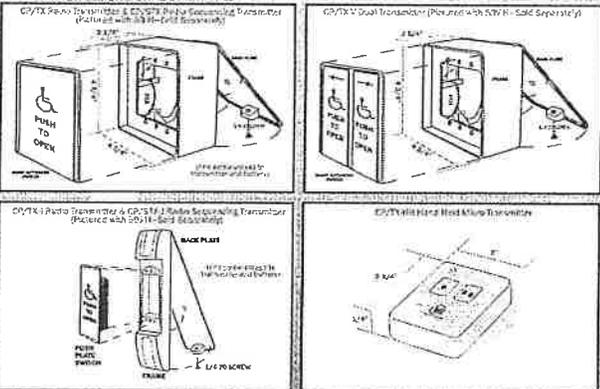
Distributed by:

**ClearPath™ Radio Control Door Activation System**

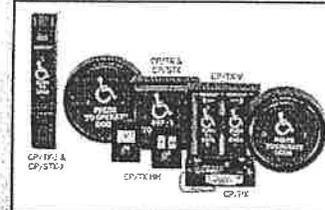
**RECEIVER DIAGRAM:**



**TRANSMITTER DIMENSIONAL DIAGRAMS:**



**ClearPath™ Radio Control Door Activation System**



- CP/TK Radio Transmitter & CP/TK J Radio Securing Transmitter (Pictured with 5944)
- CP/TK V Dual Transmitter (Pictured with 5944)
- CP/TK J Radio Transmitter & CP/TK J Radio Securing Transmitter (Pictured with 5944)
- CP/TK HI Hand-Held Micro Transmitter
- CP/TK Multi-Mode Receiver

ClearPath™ Radio Control Door Activation System is a rugged, reliable, and easy-to-use system that provides a secure and convenient way to activate doors.

ClearPath™ Radio Control Door Activation System is a rugged, reliable, and easy-to-use system that provides a secure and convenient way to activate doors.

The ClearPath™ Radio Control Door Activation System provides the most reliable wireless activation of automatic doors available. To accomplish this, the ClearPath™ product line features several advanced features, the most important of which are three selectable frequencies built into each product: High Definition Radio Control™ (HDRC), 300 MHz and 380 MHz.



High Definition Radio Control™ (HDRC) is the most advanced, secure, and reliable wireless activation system from MS SELCO. Unlike conventional RF systems, HDRC™ uses a digital modulation scheme that provides a higher level of security and reliability. The system is designed to be immune to interference and is capable of operating in the presence of other RF signals. The system is also designed to be immune to jamming and is capable of operating in the presence of other RF signals.



**ClearPath™ Radio Control Door Activation System**



**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 Frequency:** High Definition Radio Control™ (HDFRC™) 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 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/TVX (wall mount dual channel transmitter)

The ClearPath™ vestibule transmitters share the same PCB as the standard transmitters.

Additionally the CP/TVX wall mount dual channel transmitter vestibule transmitters feature a unique upgrade that provides them with

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

**Technical Data: Transmitters**

- Utilizes Proprietary High Definition Radio Control™ (HDFRC™) For Unsurpassed Signal Transmission Clarity
- Three User Selectable Frequencies Available In Single Unit: HDFRC™, 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 Transmitter Sequence Two Doors With User Adjustable Time Delay Between Signals Of 5/5 Or 10 Seconds
- Transmitter And Battery Factory Prewired And Installed In Mounting Boxes
- Switch Activated Transmitters Powered By Standard 9V Battery
- Handheld Micro Transmitter (CP/TX/HH) Has A Compact Overall Size With Large Activation Buttons - One And Two Buttons Available
- Powered By 12V Battery
- Optional Receiver Ready Mounting Boxes Available

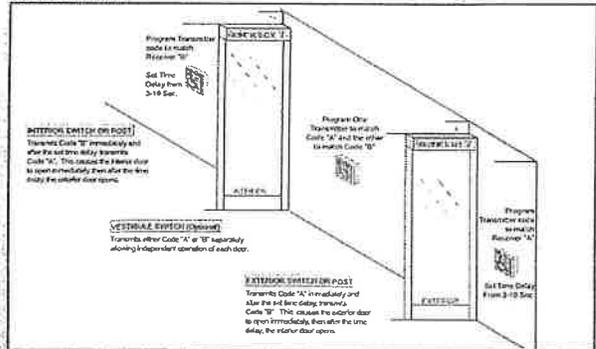
**ClearPath™ Receiver: CP/RX**

The ClearPath™ receiver comes prewired to receive any of the three frequencies: HDFRC™, 300 MHz, 390 MHz. It includes a 30 second time delay receiver. The CP/RX is also available with

**ClearPath™ Radio Control Door Activation System**



**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 receiver, two receivers that operate independently from each other in the same housing.
4. Receiver with 2 separate outputs. One wires directly to both an electric locking device and an automatic door. The other 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™ (HDFRC™) For Unsurpassed Signal Transmission Clarity
- Three User Selectable Frequencies Available In Single Unit: HDFRC™, 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 Separated Outputs
- Both Mode 3 & 4 Require The CP/RX Main Control Board And Provides A Second Output: N.O. And N.C. Contacts
- Passable Wire Harness
- Internal Battery Protection Wires Directly To Electric Locking System
- Output Contacts Form C Rated Also Accepts Power Requirement 24V, 24V AC or DC
- Relay Contact Rating 2A @ 24V AC
- Compact Size: 1 1/2" x 3 1/4" x 1 1/2"



**GYRO TECH™**

by NABCO Entrances Inc.

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1-877-622-2694

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

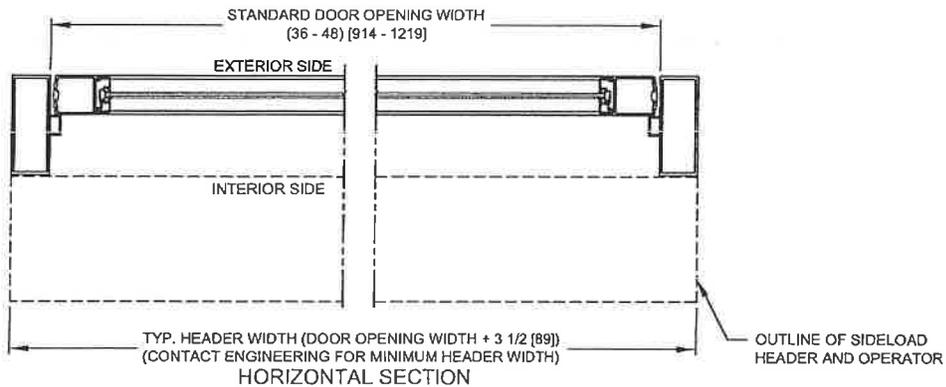
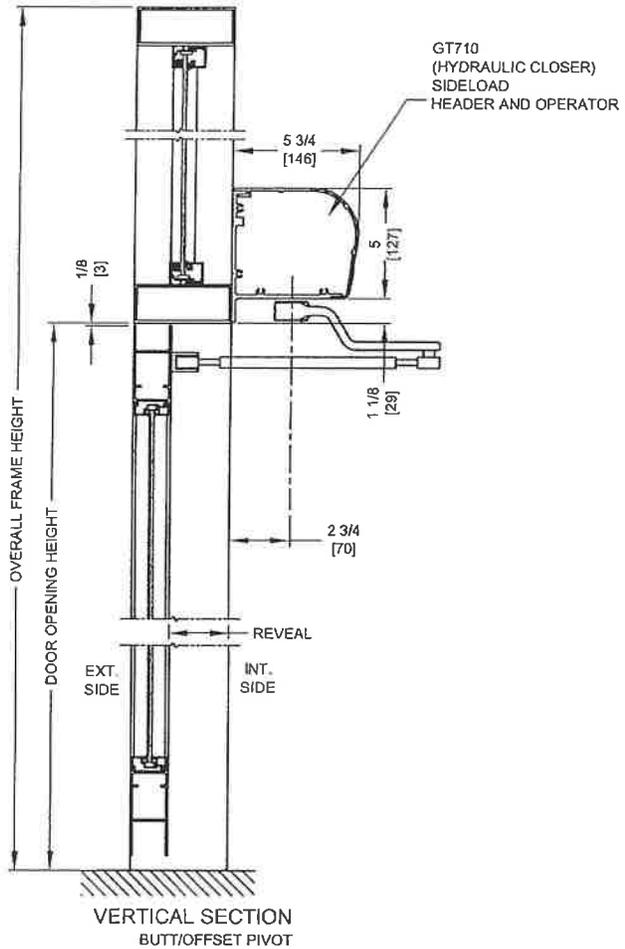
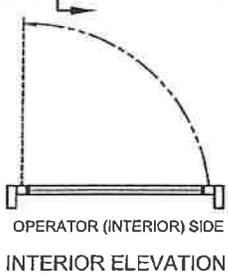
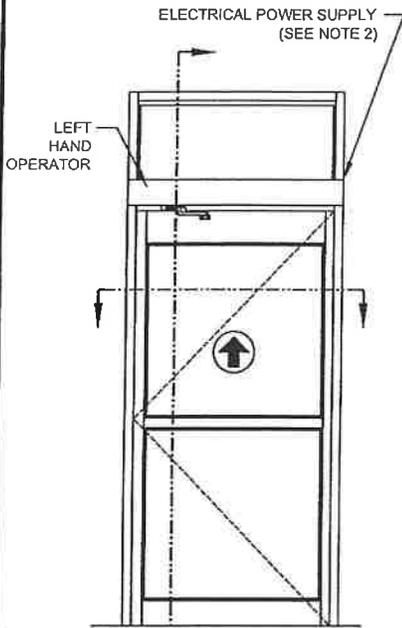
LOCATION: \_\_\_\_\_

DISTRIBUTOR: \_\_\_\_\_

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

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

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



**LOW ENERGY**

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".

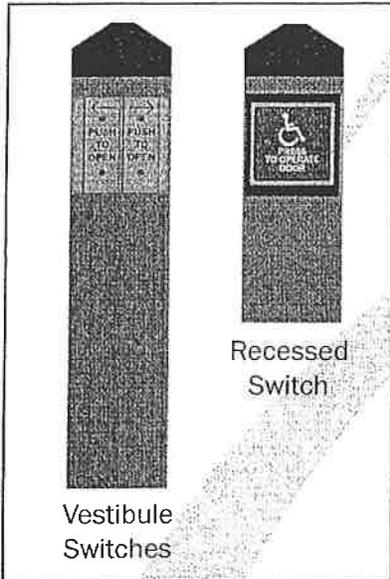
Effective Date: 09 NOV 2009



SENSORS & SWITCHES

## 608 Series Heavy Duty

### Push Plate Switch Posts



Vestibule  
Switches

Recessed  
Switch

#### 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**

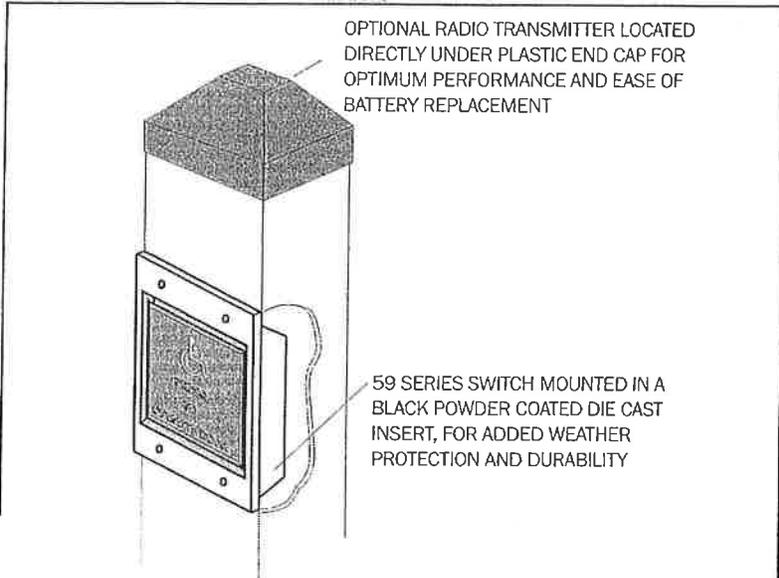


**Maintenance**

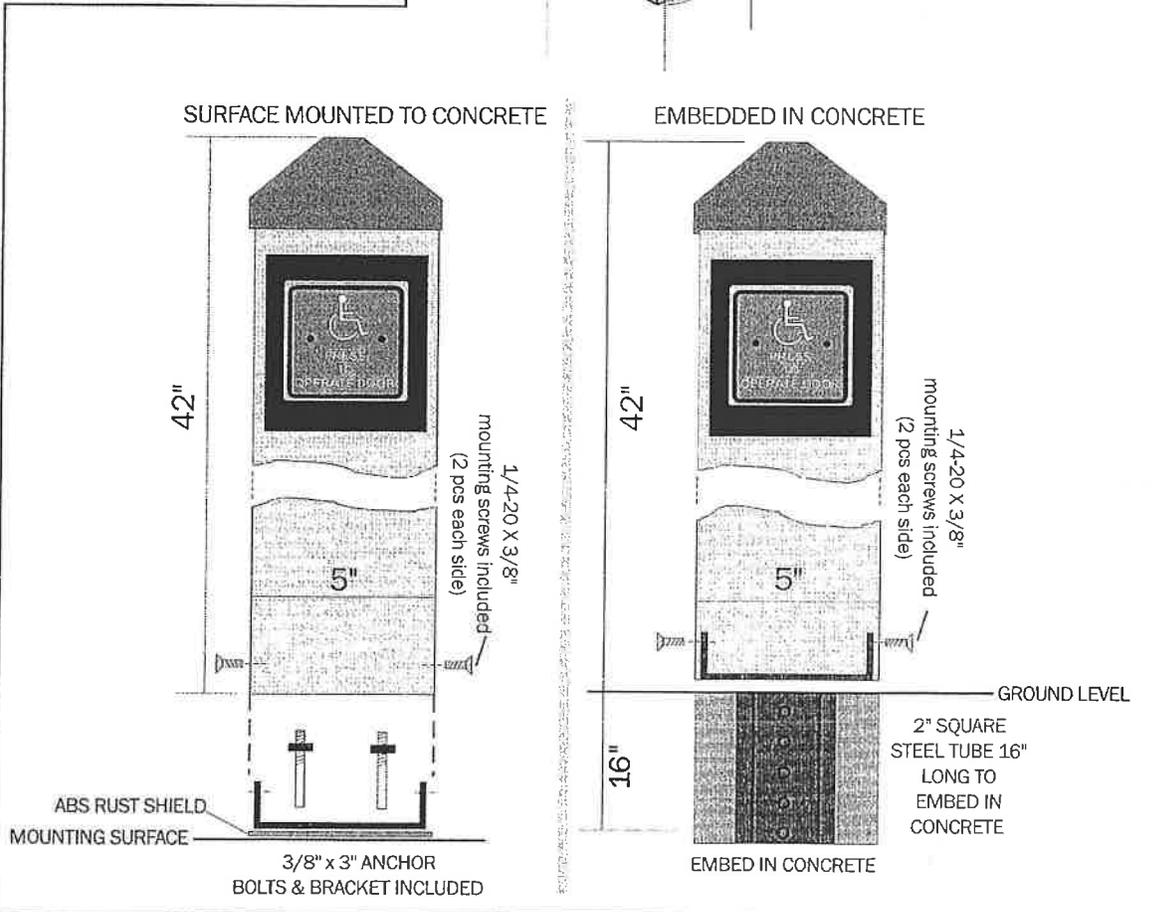
MS SEDCO recommends that all maintenance and adjustments be performed by an AAADM Certified Technician.

**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 April 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



**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 Special gift and formal thank you for outgoing Board President Celebration of the year (cake, flowers, etc.) 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 Vice President- Matt Treasurer- Joe Clerk- Noelle</p> <p>GABS Chair- Noelle Finance Chair- Joe/Rich? 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	