

# Annual Meeting Agenda

May 14, 2019 6:30 – 8:00pm

6:20 Arrivals

Adding parent beads to the Web.

6:30 Rock Ensemble Prelude

6:35 Welcome, agenda and procedure – Deirdre Arthen

Approval of last year's minutes - Amy Reesman, Clerk

Board of Trustees Annual Report – Penny Leveritt, Board President

Introduction of HCCPS Governance Committees:

Finance Committee - Matt Dube, chair

Personnel Committee – Joseph Wyman, chair

Facilities Committee – Chris Greenfield, chair

Governance and Board Development – Amy Reesman, chair

7:00 Music - Hilltown Harmonies, Chorus

7:20 Greeting from Friends of Hilltown

Celebrate our Volunteers

Elections of new members to the Board of Trustees

7:40 Music - Hilltown Harmonies, Chorus, Rock Ensemble,

8:00 Goodnight



Dear Hilltown Cooperative Charter Public School Community,

On behalf of the HCCPS Board of Trustees, I am privileged to update the school community on the achievements of the Board and Board committees during the 2018-2019 academic year. The primary duties of the BOT are to guide the school's strategic direction and governance and to ensure the school's fiscal and legal viability.

In our second year of HCCPS owning the school building and grounds, the board approved a forward-thinking proposal from the Finance Committee to allocate the long-standing and robust contingency fund into two equity accounts with specific focuses – the “Reserved for Capital Expenditures” and “General Reserves” accounts – which, along with the remainder in the Contingency fund, is setting the school up well for continued fitness of the physical plant and financial outlook.

The Board initiated an ad-hoc committee with a goal of re-envisioning what successful family engagement and involvement looks like at Hilltown as we have grown, moved and developed over the past several years. The committee reported its findings from parent and focus group surveys at the Coop Meeting in March, where break-out groups discussed what community and family engagement means to them. Plans are in the works to enact some of the most prevalent suggestions.

The BOT also reviewed and approved a number of proposals and plans submitted by different subcommittees, including extensive (and state-mandated and approved) changes to the by-laws, a defined process for bringing proposals to the Board, increasing the reimbursement for staff with non-HCCPS sponsored health plans, modifications to the Long-Range Plan, and ongoing financial components, including the Financial Audit, the Capital Improvement Plan, the School Budget, and quarterly financials throughout the year.

The Board also approved a Capital Improvement proposal to renovate the front entry to make it accessible, including a swing door operator and push buttons, improving the safety and accessibility of the pathways and crosswalks at the front entrance (with the city painting a crosswalk and installing pedestrian crossing signs on Industrial Parkway,) and keypad locks and crash bars on three doorways.

In our second year of the implementation of a more conversational approach to public participation at Board meetings, it has been a pleasure to hear from more voices and enjoy engaging dialog with the school community about the workings, policies and vision of HCCPS.

As always, the Board of Trustees and Board committee meetings are open to the public and all community members and we welcome you to share your voice!

Respectfully submitted,  
Penny Leveritt,  
President, Board of Trustees, 2018-2019  
Hilltown Cooperative Charter Public School



Finance Committee  
Annual Meeting Report  
May 14, 2019

**Committee Members:** Matt Dube (Committee Chair; Treasurer), Lisa Plaza, Maureen Mahar, Kate Saccento, Rich Senecal, Dan Klatz, Carla Clark

The Finance Committee is tasked with monitoring the school's finances, including budgets, expenditures, capital repair and replacement initiatives, and audits. Our mission is to help ensure the school's fiscal viability and health for the short and long term.

Our committee chair also serves as Treasurer.

Hilltown is in very strong financial shape, and able to meet the needs of our school and its facilities.

A high-level description of **FY19 Finance Committee** work:

**Capital Repair + Replacement Fund**

The Finance Committee met one of its major goals for Fiscal Year 2019 by crafting and recommending to the Board of Trustees the establishment of a Capital Fund that would be maintained and used for the repair and replacement of capital projects for the school building and grounds.

As building owners, there was an identified need to move money from the standing Contingency Fund into a specific fund dedicated for capital projects. Based on guidance from our insurance company and Facilities, we were able to construct a sound financial plan for the school moving forward.

A General Reserve Fund will be maintained at \$50,000 to cover any emergency expenses. The new Capital Fund (Reserved for Capital Expenditures) will maintain a balance of \$200,000, to be replenished if and when it dips below that amount. The Finance Committee will monitor these accounts annually.

These changes have been approved by the Board of Trustees.

(over)

### **Quarterly Financial Review**

The committee looks at financial budget and balance sheets quarterly to monitor the school's ongoing fiscal status. We are able to adjust for any new facilities concerns and changes to revenue--kids club and lunch receipts, Friends of Hilltown contributions, and PPE (Per Pupil Expenditures), and more, and keep our Board of Trustees informed as to any adjustments of note.

### **Annual Budgets**

We work closely with Dan Klatz and Carla Clark to review yearly budgets for the coming fiscal year. Our role is to review line-by-line costs and revenue, and then present our recommendations to the Board of Trustees.

### **Long Range Plan Monitoring**

One facet of our mission is to be mindful of the mid- and long-term plan, in addition to the current financial picture. We work closely with the Board of Trustees and other committees to build a strong fiscal foundation for our school and its students.

### **Audit Review**

Annually we review the audit findings from our outside accountant and take into consideration any recommendations for future years. Our Treasurer signs off on the audit, and the committee presents its findings to the Board of Trustees.



**Personnel Committee**  
Annual Meeting Report  
May 14, 2019

Committee Members: Joe Wyman, Lara Ramsey, Gaby Blaustein, Nicole Grinaski

The purpose of the personnel committee is to develop and apply policies related to hiring staff and managing the conditions of employment in ways that fit with the school's charter and mission.

A high level description of FY19 Personnel work is listed below:

Ensuring Hilltown is a great place to work:

The personnel committee has spent most of the year focused on analyzing how competitive Hilltown is as a potential employer. Part of the work of the committee is making sure the students have access to highly qualified and talented teachers, TA's and other staff. The committee looked at a variety of data to understand Hilltown's ability to attract and retain high quality staff. We surveyed staff to ask about their experiences as an employee, we compared Hilltown's salaries for teachers and TA's to other schools in the area, and we are looking at data on who is applying for open positions at Hilltown.

Staff Satisfaction Survey:

One of the major tasks for the committee this year was a staff satisfaction survey. Teachers, TA's, administrators and office staff were all asked to complete a survey related to their experiences as an employee at the school. The overall results were very positive, but there are some items that administrators may need to follow-up on.

Salary Comparisons:

With a lot of help from Carla Clark, Hilltown's financial guru in the front office, the committee looked the salaries for teachers and TA's compared to surrounding schools. The committee examined median salaries and the salary scale for both groups and made recommendations to the board such that the BOT should set a goal to increase teachers salaries over the next three years and increase TA pay as well.

Candidate Data:

Like most schools in Massachusetts Hilltown used SchoolSpring, an employment website for educators. Because SchoolSpring collects data on who applies for positions at each school or organization that contracts with them, Hilltown can look to see how many people are applying for open positions and at least some of the demographics of those applicants. That work is ongoing.

Other Work:

Finally, the committee looked at the policy for reimbursing staff who do not take health insurance from the school. This typically happens when a staff member has a spouse or partner and they get health insurance through them. Staff who do not take health insurance can get at least some money from the school to help defray health costs, including paying for at least a portion of their spouse or partners health insurance premium.



**Facilities Committee**  
Annual Meeting Report  
May 14, 2019

Committee Members: Chris Greenfield, Nan Childs, Eric Huther

The Facilities Committee is tasked with identifying and prioritizing larger scale improvements, upgrades, and repairs to the HCCPS property. This includes the building and its system components (eg roof, windows, HVAC, security, etc) and the property (field, playground, parking lot, surrounds, etc). Often, the committee focuses on longer range planning while balancing near-term support of maintenance and improvement tasks.

**Committee agreed to the FY2019 Committee Goals**

- Prioritize capital improvement plan
- Work with finance committee to adjust projections on capital needs
- Prepare 2020 capital budget for BoT review and approval in April/May

**Prioritize Capital Improvement Plan:**

In FY2018, the Facilities Committee carried out a systems assessment and made detailed recommendations on the scope and estimated cost of the building and property infrastructure. The facilities committee reviewed this (with the intent being an annual exercise) to recommend a priority to the Board and finance committee. Part of this process is adding work that arises, is proposed, or needs to get done that may fall outside this assessment. This year Facilities proposed and had approved:

- Key codes for the doors – access and security
- Cross walk, curb cuts – safety and access
- A New Front Door – access for all

Additionally, the committee discussed the work for FY2020:

- Prepare 2021 capital budget for BoT review and approval in April/May
- Propose short term (fall) Energy, Climate Audits for Incentive Programs and Efficiency
- Present near term (1-3year) large capital items that may need to be addressed and considered by the BoT (NOT on the 2020 Capital Budget)
- Participate in preparation for long-term strategic planning

**Work with finance committee to adjust projections for capital needs:**

Based on the long and near term recommendations, the facilities committee worked with the finance committee to make sure the funds were available to make the changes.

**Prepare the 2020 capital budget for BoT review and Approval:**

In the final step, the facilities committee took the proposal to the board for approval.



**Governance and Board Sustainability Committee**  
Annual Meeting Report  
May 14, 2019

Committee Members: Noelle Stern, Deirdre Arthen and Amy Reesman

The Governance and Board Sustainability Committee (GABS) is tasked with keeping policies, procedures, and board resources up-to-date, tracking needed by-law changes, monitoring progress and accountability on the long-range plan, and recruiting and training board members.

A high level description of FY19 GABS work is listed below:

By-laws Amendments:

A significant number of by-laws changes were drafted in FY19. Many of these edits were required by the Massachusetts Department of Elementary and Secondary Education to ensure compliance with state and federal laws. These changes were presented and approved at a Special Meeting of the Cooperative on March 21, 2019. GABS was later notified that the by-law changes were approved by the Massachusetts Education Commissioner on May 1st, 2019.

Codify Means by Which Proposals Come to the Board of Trustees:

In FY19, GABS outlined a process by which proposals/new business could be brought to the Board of Directors. This process was presented to the Board of Trustees, and after a few minor edits were made, the outlined process was presented as a formal proposal to the Board, and was approved.

Board Orientation:

GABS onboarded new Board of Trustee members and provided reference materials at the beginning of FY19. Orientation topics included: HCCPS Mission & Philosophy, Obligations and Responsibilities of a Charter School Board Member, HCCPS Board and Committee Structures, Typical Board of Trustees Meeting Format, Consensus/Finger Sounding, and Open Meeting Law.

Board Recruitment (Board of Trustees Candidates for FY20):

GABS recruited a slate of four FY20 Board of Trustees candidates to present at the Annual Meeting:

- Dawn Reesman
- Rich Senecal
- Karen Sise
- Kelly Woods

Long Range Plan Monitoring:

GABS continued to work with the HCCPS Directors to update our Long Range Plan visual tracker,

to identify areas that needed attention, and to identify adjustments/edits to the Long Range Plan.

Improve BoT Visibility:

An ongoing GABS goal is to increase the visibility of the HCCPS Board of Trustees. In FY19, our we launched HCCPS Newsletter solicitations, continued our Board of Trustees newsletter monthly summaries of BoT meetings, continued to ask board members to wear buttons at school events, and discussed board opportunities during classroom orientations when possible. In addition, we are exploring the possibility of creating a LinkedIn page for Hilltown.



# 2019 Friends of Hilltown Report

Friends of Hilltown is a 501(c)(3) non-profit organization whose purpose is to raise money to sustain the programs and curriculum of the Hilltown Cooperative Charter Public School (HCCPS).

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

**Friends of Hilltown (“Friends”)** is a group of parent volunteers entrusted with raising money to support the programs and curriculum of HCCPS. The funds raised by Friends help fill the gap between public dollars and the actual cost of the quality education Hilltown provides.

## Report on 2017-2018 Donations

Last year’s donations from community members made it possible for **Friends to give \$30,000** in support of the school’s general budget. Here is a sample of the ways these funds helped enhance the educational excellence at HCCPS.

- ❖ **New Playground Equipment** - Spinners were chosen this year! For many children, spinning is a great activity since it provides good input that stimulates the senses.
- ❖ **New Computers for Students** - 25 new Chromebooks were purchased for use in the 4th- 8th grades.
- ❖ **Faculty and Curriculum Advancement (FACA) Grants**

Through these grants, teachers receive support that enables them to work together, draw on the expertise of outside professionals, read, write, discuss, create, and share results of their work with the broader community. FACA funds are specifically in place to encourage teacher collaboration, leadership, creativity, and school improvements.

  - **Mentoring Manual** - Two teachers with years of experience received a FACA grant to create a manual establishing the responsibilities of student teachers, teaching interns, and mentoring teachers at Hilltown.
  - **Department of Education Virtual Book Study** - The Massachusetts Department of Education (DOE) launched a virtual book study on the book, Putting the Essential Understanding of Ratios and Proportions into Practice: 6-8. Teacher Kate Saccento was awarded a FACA grant in recognition of her leadership in this year-long endeavor. Monthly, Kate and other math teachers from grades 3-8 gather together to discuss a chapter, try some math together, and answer questions for the DOE.

## ❖ Professional Development Grants

HCCPS teachers and staff have access to a wide range of professional development opportunities which this year have been **fully funded by your donations to Friends.**

- **Math Training:** We adopted a new and highly acclaimed curriculum, Illustrative Math, for middle school students. Prisms teacher John Van Beckum was able to participate in a 2-day training .
- **Northeast Woodlands tradition Birch Bark Basket Making Course** - In grades 2/3, students study Native American life in the Northeast Woodlands. Nan Childs attended a birch bark basket making class and was able to share her knowledge with the school.
- **Wilson Language Training** - Emily Lees, special education teacher for grades 7 & 8, attended a workshop "Just Words." FOH funds made possible the training and the teacher materials kit that Emily uses to implement the program.
- **Teaching Proficiency through Reading and Storytelling** - Spanish teacher Juan-Carlos Carpio received support to attend a language teaching conference in Ohio.
- **Trauma Informed Practices for Teachers: A workshop with Leslie Leff, Psychotherapist** - Staff working with 6-8 graders were able to attend this workshop to learn important information about trauma and the brain as well as teaching strategies when working with children.
- **Movement and the Brain: A workshop with Diane Droescher, Physical Therapist** - This workshop for all staff working with K-5 student taught teachers how to recognize signs of vestibular, ocular, and other muscular weaknesses in time to advocate for early intervention.
- **Lighting the Way with Wind and Solar: Pathways to a Sustainable Energy Future** - Educators from MIT and Mass Audubon offered teachers an inquiry-based workshop to experiment with renewable energy technologies to understand how they can be used to produce sustainable electricity and reduce human impacts on the climate. Prisms' teacher John Van Beckum attended this two-day workshop.
- **Teachers' College Reading and Writing for Grades K-5,** - Seven K-5 teachers attended this workshop to learn skills to managed "Readers' Workshops" with a range of learners.

## Report on 2018-19 Donations

### ❖ Funds Raised in 2018-19 school year

Charitable contributions are essential for HCCPS to accomplish its goals and thanks to our community's participation and your many contributions throughout the year, Friends is excited and proud to report the following for our 2018-19 school year fundraising efforts.

Florence Bank's Community Choice Grant Program	\$1,798 (112 votes)
Winter Fair - coffee and merchandise, stickers	\$1,344
ArtSpark	\$10,718
Direct Giving to the Annual Fund	\$5,624
Monthly ACH Contribution to Annual Fund	\$2,655
Coffee Sales	\$439
Amazon Smiles	\$314
<b>Total</b>	<b>\$22,892</b>

### ❖ FOH Grants disbursed in 2018-19 school year

We also have the privilege of **awarding grants directly to teachers and staff** throughout the school year. These grants support emergent curriculum and other programs that cannot otherwise be funded through the general school budget. Here are this year's grants:

- **Prisms - 2 grants @\$500:** Prisms Partnership with Arcadia Wildlife Sanctuary Curriculum Support Grant - Students studied the causes, effects, and proactive strategies for taking environmental action.
- **Community Service Learning Coordinator - \$500:** Curriculum Enhancement Grant - equipment for Bag Share Program BagShare Project Continuation and Expansion- Meghan Siudzinsky, Community Service Learning Coordinator, works with students to make re-usable bags within the context of the long-term environmental implications of petroleum products, the related plastic problem, and the socioeconomic disparity of choice.
- **Yellows and Greens - 2 grants @\$500:** Yellows & Greens Native American Woodland Tribe of the Northeast- Students travelled to the Mashanatucket

Pequot Museum and Arcadia Wildlife Sanctuary to engage in activities on land that was once inhabited by the Nonotuck people.

- **Reds and Oranges - \$750:** Reds & Oranges Classrooms: Partnership with Enchanted Circle Theater- An artist-in-residence from the Enchanted Circle Theater. Students researched, wrote, and performed theater exercises to help them better understand historical figures.

Above all, we want to thank our community members for their generous donations and our volunteers for generously giving their time and energy. These accomplishments would not be possible without you.

If you are interested in becoming more involved or have new fundraising ideas, please consider joining Friends of Hilltown. We can always use more help, and we would love to have new parents and family members join our team!

Barbara Oegg

On behalf of Friends of Hilltown



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**

## DAWN REESMAN

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42 Bissonnette Circle, Southampton, MA 01073  
413-977-8347 / dawnreesman@yahoo.com

### 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)

**Education**

University of Massachusetts Amherst, Amherst, MA M.Ed. in Higher Education Administration May 2017  
Smith College, Northampton, MA AB, Anthropology, Cum Laude, Ada Comstock Scholar 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.

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.

# RICHARD D. SENECAI

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H: (413-203-1544)

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## 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