Class offerings from the

Southern Hilltowns Adult Education Center And Hilltown Community Development

Village Enterprise Center | 26 Main Street, Chester, MA 01011
www.SHAEC.org | SouthernHilltownsAEC@gmail.com
(413) 354-1055

A publication of The Friends of The Southern Hilltowns Adult Education Center | Fall 2021

SHAEC is a program of the UMass Partnership for Worker Education Program and is funded by a Community Development Block Grant from the Mass Dept. of Housing and Community Development through the lead town of Russell, in partnership wit Huntington, and Middlefield.

Additional funding has been provided by the Hilltown Community Development Corporation, The MGCC Small Business Technical Assistance Grant, and the generosity of volunteers and private donors.

SHAEC has been providing quality adult education to the Southern Hilltowns since 1999.

SHAEC Program Director
Michele Kenney

Friends of SHAEC is a non-profit 501(c)3 organization that supports the work and outreach of SHAEC. This newsletter would not be possible without the fundraising efforts of the Friends of SHAEC.

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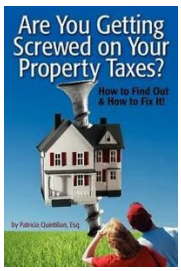
You Don't Have to White Knuckle It: The Recovering Addict's Tool Kit

Local Author Mimi Caban is offering a free three part virtual class on overcoming addiction. **See page 4 to learn more**

Sustainability: Cheesemaking, Preserving, and more

The Friends of SHAEC sought out teachers to teach sustainability and/or survival classes. Cheesemaker Monique Trahan answered that call, providing us with three classes in cheesemaking and food preservation. **See Page 4** to learn about these classes, and others.

Understanding your Property tax bill:
Thurs, Sept 30th 6-7:30pm



Property taxes are calculated from the information on your Property Record Card and your town's tax rate. But what if that information is wrong? What do you do if you disagree with your property assessment? In this virtual class you will learn how to read your property record card and check for errors; and learn what to do when you find errors. Presenter Patricia Baker has a long history of success with property tax cases and experience with property tax law and legislation.

Sign up at www.shaec.org

Still time to join the Community Health worker program

SHAEC has partnered with Holyoke Community College and BHN (Behavioral Health Network) to support Hilltowners prepare for and succeed in the Free Community Health Worker Program. The CHW program Training course work will prepare students to work with children, youth, and families who have been impacted by opioid and substance abuse. **See page 7**

Housing Rehab Grants

Got an old house in the Hilltowns that needs repair? The Housing Rehabilitation Program may be able to help if you qualify. The Program provides forgivable loans for income qualified homeowners to make repairs to their homes. For more information, **contact Shirley Stephens, at 413-781-6045 or sstephens@pvpc.org.**

Need your GED? We can help

Did you know you can take the GED or HiSet test from the comfort of you home? Learn more about how SHAEC can help prepare you to succeed in passing the GED/ HiSet exam– **See page 7 for class and tutoring offerings.** Don't wait to follow your dreams.

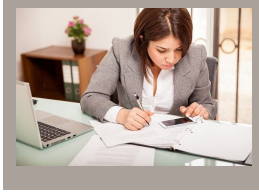
All classes are FREE for Hilltown Residents! **www.SHAEC.org**

Virtual Business classes from Hilltown CDC

Introducing Deb Toomey, Instructor: Deborah A. Toomey, EA, ATP

Deborah has 40 years of experience with bookkeeping, payroll and tax preparation. Deborah A Toomey, EA, ATP: has been in private practice since 1997, prior to that she worked at an accounting firm for 15 years. She earned her Certificate of Enrollment to practice before the Internal Revenue Service in 1994.

Currently her business consists of tax preparation, bookkeeping, payroll services and finance manager for several small to midsize businesses in many different areas including retail, education and services. She also is involved in Estate and Trust administration. In addition to being an Enrolled Agent, she is an Accredited Tax Preparer and a member of the National Society of Accountants and National Association of Tax Preparers. Welcome Deb!



Business Tax Basics: What to keep and why Thursday, October 7th 6-7:30pm

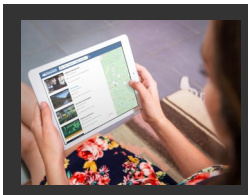
Starting a new business, have a business and don't know what to keep track of? Here's your chance to learn what and why you should track your business income and expenses. Learn basic bookkeeping skills and what is required to complete your tax return at year end. Depreciation, what is it? What is a qualified home office? What miles are tax deductible? Learn the basics for a successful business.

Sign up at https://hilltowndirectory.com/events/

Business payroll: Employee vs Subcontractor- rules and responsibilities Thursday, October 28th 6-7:30pm

Starting a business? Already have a business and need to hire employees? This class will help you answer the questions many business owners face when thinking about taking on an employee. Who is an employee? Who is a sub-contractor? How do I pay them? What taxes do I need to withhold? What taxes does the employer have to pay? How and when do I remit them to the government? Find out the answers to these questions and how to prepare payroll for your business and more.

Sign up at https://hilltowndirectory.com/events/



Make the most of your Online Hilltown Business Directory listing

Monday, September 20th 6-7:30pm
Tuesday, October 5th 12:30 – 2pm
Tuesday, November 9th 8am – 9:30am & 5-6:30pm

The Hilltown Business Directory is now online and it's a useful tool. Since it's launch last year it's averaging over 100 views per day and generating an average of 10-20 leads per day to area businesses listed on the site.

Renewals are coming up and a new printed business directory is due out next spring with full color ads. If you want to make the most of your listing , or if you still haven't claimed your listing and have questions, join us for a question and answer style class. It's an easy way to get more business in the Hilltowns, so maximize your investment.

Taught by Paul Stallman, Owner, Alias Solutions

Sign up at https://hilltowndirectory.com/events/

Looking for small business help?

HCDC offers free, confidential business assistance to Hilltown residents. So if you are thinking of starting or growing your business, we can help. And thanks to a generous grant from the MGCC , all of our business assistance is free of charge.

We have experts in a wide range of areas that can help get you on your feet, including website help, social media marketing, business tax and accounting, legal assistance, and more. For more information, **email Hilltown CDC Economic Development Director Michele Kenney at MicheleK@Hilltowncdc.org, or call 413-354-1055.**

Hilltown Destinations Map Now online!

Trailheads, business locator, and now boat launches!

JLBA Hilltown Destinations Map is now Online, and includes not only Hiking trailheads in the Hilltown Region, but now includes boat launches, as well as being a locator for local businesses and services. Scan the QR code to go to the Map on the JLBA website:

Sign up at https://hilltowndirectory.com/events/

Virtual Business classes from Hilltown CDC

Rosemarie Goyette is an Accountant with over 30 years of experience in bookkeeping, taxation, including personal, non-profit, corporate, and partnership. Rosemarie's experience also includes business operations: streamlining accounts and best practices.
Rosemarie joins the Hilltown CDC Business team offering a variety of classes in the use of QuickBooks for your business or organization. So whether you are new to QuickBooks, or are a current user that wants to increase the functionality of your program, Rosemarie can guide you every step of the way.

Intro To QuickBooks
Wednesday, Sept 22nd & 29th
6-7:70pm

Whether you are new to Quickbooks or would like a refresher. Put this program to work for you and your business. This class will include an overview of Quickbooks, navigating the program, business accounting overview, set-up for your business including chart of accounts, recording transactions, customers and sales, vendors and accounts payable, working with cash accounts, financial statements and budgeting.

Sign up at https://hilltowndirectory.com/events/

QuickBooks: Beyond Basics
Wednesday, October 13th & 20th,
6-7:30pm

Getting the most out of QuickBooks, diving into various reporting options, overview of items, classes, budgeting, memorized transactions, attaching documents, bank reconciliations, tax set-up for Schedule C (or Schedule E) and how to get the most out of this program. Previous participation in an Intro to Quickbooks class is recommended but not required.
Sign up at https://hilltowndirectory.com/events/

Business Accounting and Taxes w/ QuickBooks,
Wednesday Nov 10th & 17th
6-7:30pm

Business Accounting and Taxes – Are you a self-employed individual? Received a Form 1099-NEC? Review of Federal Form Schedule C income and expenses, record keeping, accounting overview and how you can utilize Quickbooks to help you prepare this information. **Sign up at https://hilltowndirectory.com/events/**

More virtual Business classes from Hilltown CDC

Email Newsletters: Staying in Contact with your clients
Thursday, October 14th
6-7:30pm

A whopping 89% of people look at their email daily. Taught by Dee Dice, a Certified Solutions Provider with Constant Contact, she will help you create a newsletter that your clients will read and anxiously wait for. We will review the basics, learn how to create good content, analyze a series of newsletters and help you get started on yours. Instructor Dee is the owner of Constant Growth, marketing and consulting organization serving business owners.
Sign up at https://hilltowndirectory.com/events/

Content planning for a new year
w/ Robyn Miller
Wednesday, December 1,
6-7:30pm

New year. New ambitions. Your business social media presence doesn't have to be overwhelming even if it does feel like a full time job at times. It can be streamlined with a bit of strategy. Learn how to batch your content use the seasons of your business to strategize your content for the year using Creator Studio on Facebook and Instagram. Join Robyn Lee Miller, founder of Morning-Bird Media for a 90-min strategy session to jumpstart you into 2022 on the right foot.
Sign up at https://hilltowndirectory.com/events/

https://hilltowndirectory.com/events/

Sustainability and Health: Virtual classes

Cheese making, preserving, and more!

Monique Trahan, NTP (Nutritional Therapy Practitioner) lives on a small farmlet in Southwick, MA with her husband, goats, chickens, pigs, ducks, and dogs. There are extensive gardens, fruits and berries, herbs, and edible mushrooms growing there using beyond organic methods. She enjoys sharing what she has learned on her journey back to health and high energy (on a budget!), and she loves myth busting that it cannot be affordable, delicious, and easy. It can! Oh, and you don't need to own a farmlet!

Preserving the Harvest
Tues. September 21st
6-7:30pm

Learn some of the best and easiest ways to preserve the bounty that you get from your garden, from foraging, and from local farms and farmer's markets. Take advantage of bulk buys and save lots of money while eating well! We will cover dehydrating, blanching, freezing and touch on some unusual and easy options such as fermenting, salting, and making liqueurs. We will cover equipment from basic to upgrading, and there will be lots of tips and tricks to save you time and money. **Sign up at www.shaec.org**

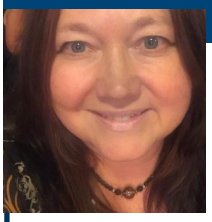
Easy Condiments
Tuesday, November 16th
6-7:30pm

Boost flavor in your everyday meals with easy homemade condiments such as mustards (plain and gourmet), mayonnaise (including my favorite, Zippy Mayo), and more! Impress your friends and family with some great gift sets as well. The variations are limitless, and you control the health benefits and the quality of the ingredients as compared to what is available in the stores. If you can measure, stir, and use a blender or food processor (or even a whisk with a bit of stamina!), you can make wonderful, healthy condiments! **Sign up at www.shaec.org**

Easy-cheesy: Cream cheese, Chevre, Neufchatel, and butter
Tuesday, October 19th
6 -7:30pm

This is a perfect cheesemaking class for beginners. You likely have the equipment needed in your kitchen! If you can measure, read a thermometer, and stir, you can make these soft cheeses. We will lead you through each step to see how completely unintimidating cheesemaking can be. Learn why the quality and valuable nutrient density of these pantry staples skyrockets when you make them yourself. **Sign up at www.shaec.org**

The Recovering Addicts Tool Kit w/ Mimi Caban
(Virtual) Sundays, November 7, 14, 21th,
2pm-3:30pm



Unhealthy addictions are on the rise. If you or someone you know is ready to break free from addiction, come to learn about The Recovering Addict's Tool Kit, taught by Mimi Caban. You do NOT have to white knuckle it in recovery. You do not have to forever identify as an addict. You will learn about how to use your own brain chemistry to your advantage, the power of true identity and how to form the habits of healthy distraction and redirection. You will learn ways to feel high, right now, without wrecking your life. This group will be a safe, supportive environment. Confidentiality will be required. If you are "jonesin' " for a fix, or know someone who is, you need to register for these sessions.

Mimi Caban's goal in life is to encourage people to live fearlessly, lovingly and creatively in every way. She has over 35 years of Happy Sobriety.

Sign up at www.shaec.org

Friends of SHAEC
Supporting Adult Education in the Hilltowns.

The Friends of SHAEC supports and expands the work of the Southern Hilltowns Adult Education Center, by funding programs and materials that are not covered by the Center's grant funds. Funds are raised through a variety of fundraising events, and are used directly to fund programing such as the Sustainably series. If you would like to help support expanded Adult education in the Hilltowns, please contact SHAEC Program Director Michele Kenney at **413-354-1055** or email: **Southernhilltownsaec@gmail.com**

Together we can make a difference.

Tax deductible donations can be sent to Friends of SHAEC: 26 Main Street, Chester, MA 01011

ALL Classes are FREE for Hilltown Residents! **www.SHAEC.org**

Virtual Computer Classes/ phone help

How to customize, update and keep your computer healthy

Thursday, September 23rd
6 -7:30pm

Did you know you could adjust your computer settings to work for your specific needs? Whether you need larger fonts, a brighter or less bright screen, or overall less distractions, you can easily make your computer specialized to work best for your needs. This class will also teach you how to keep your computer healthy, learning how to recognize when to run computer updates. Taught by SHAEC computer teacher Heather Morgan **Sign up at www.shaec.org**

Email Scams: How to protect yourself

Tuesday, October 12th
6-7:30pm

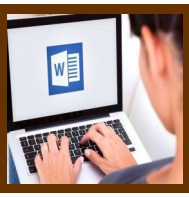
Learn how to recognize the features of suspicious emails, including spam emails, phishing attempts, and emails that may include viruses. You will also learn how to identify and manage these emails including moving them to specific folders.
Taught by SHAEC computer Teacher Heather Morgan
Sign up at www.shaec.org

Email Etiquette: How to sound professional

October 21st, 6-7:30pm

It's always important to put your best foot forward- and that's even true when sending an email! This class will teach you the elements of professional email etiquette, and will include examples and practice in writing emails that include a clear subject, a polite greeting, a concise body, and a proper closing. Taught by SHAEC computer Teacher Heather Morgan. **Sign up at www.shaec.org**

Microsoft Word: Creating and Editing your document.



Thursdays, November 11th & 18th
6 -7:30pm

Join Heather Morgan in this virtual class as you learn basic and a few advanced Word doc editing features so that you can easily set up and create a professional looking document. You'll be able to practice inserting various objects into a document, including images, shapes, hyperlinks, and tables.
Most importantly, you'll learn how to save– then locate your document when you need if. **Sign up at www.shaec.org**

Social Media Platforms

Wednesday, December 8th, 6-7:30pm

Instagram, Twitter, Linked-in, and Facebook are popular Social media sites that allow you to shade content with others. But what's the difference between them? And, more importantly, what's the best one for you? learn the different types of social media and their primary functions. Instructor:
Heather Morgan
Sign up at www.shaec.org

Staying Safe on Social Media

Tuesday, December 14th 6 -7:30pm

Although it's generally safe to share photos and content with your friends on Facebook, there can be some danger to sharing specific information. earn to recognize suspicious messages that could be attempts to steal money or hack your account, or interactions that may present a risk Facebook can be used to create accounts on other websites. Learn the advantages and disadvantages of doing so. **Sign up for this virtual class at www.shaec.org**
Taught by SHAEC computer instructor Heather Morgan

One-on-one assistance: In person or virtual. Call to schedule a time.

Need help with your phone, laptop, ipad, or tablet? No matter what your need or device, we have a tutor that can work with you to teach you how to use. No matter if it's a program, app, or new software, we can pair you up with someone from our team of experts. Help is available both virtual, or in person, depending on your situation. To make an appointment, **call 413-354-1055** and leave a message, or email **Southernhilltownsaec@gmail.com**

Call 413-354-1055 to register, or email southernhilltownsaec@gmail.com

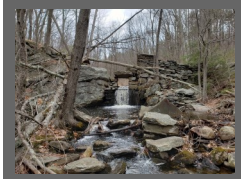
Western Mass Hilltown Hikers group hikes in the Hilltowns

Did you know you can download and print trail maps for trails located throughout the Hilltown region? (FREE!) You can also research trails by town, often learning of the locations history .

SCAN ME

SHAEC has been a long time partner of Western Mass Hilltown Hikers, encouraging area residents to explore our region's best and most beautiful assets as part of our health and wellness initiative.

Whether your looking for a group hike, or a location for a family hike, day trip, date or solo adventure - you can find the resources you need at **WesternmassHilltownhikers.com**

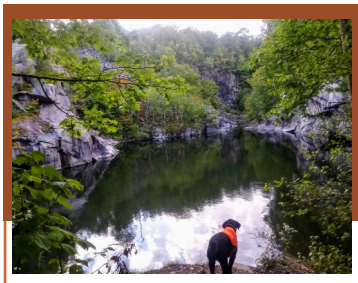


Moore Mountain House, Montgomery Saturday Sept 25th 10am

The City of Westfield to constructed a reservoir system in the Town of Montgomery. The larger reservoir was just south of the *Mountain House,* a 40 guest summer hotel established in 1873. Water flowed from this reservoir to a smaller reservoir at the foot of Mt. Tekoa and piped to the city. Explore the large cellar holes, old dams and factory locations. **Meet at the trailhead parking area on the corner of Tekoa Road and Mountain House Road.** Plan for three hours hike time. We will hike in to the old stone dam and along some of the reservoir. Be prepared for water, rocks and mud on the trail. Maps and bottle water will be provided. Please be aware that there are no facilities at the trail. More details are on Facebook and **www.westernmasshilltownhikers.com.** Friendly dogs are welcome!

Keystone Arch Trail, Chester Saturday October 16th 10am

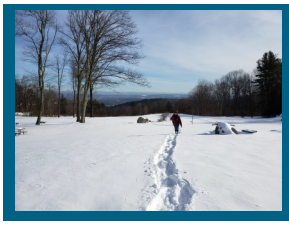
Join us for our annual SHAEC hike of the historic Keystone Arch Bridge Trail in Chester, Mass! The hike will be narrated by Dave Pierce of the Chester Foundation. You may either hike on your own, or enjoy Dave's incredible narration as he tells of the history of the Arch's creation. Plan for three hours for the narrated hike, spend the entire day exploring if you like! Although the trail is easily traveled and well-marked, be prepared for mud, bring your own drinks and snacks. There are no facilities at the trail. Please register at westernmasshilltownhikers.com or see their Facebook page. This event is free/ donations appreciated. Meet at the Trailhead or carpool from the parking at Chester Elementary School: 325 Middlefield Road, Chester, MA 01011. Do not park on Middlefield Road, or block access to the Arches. There is now a lower parking lot at the Arches. Please do not block the road going to this lower lot.



Becket Quarry Saturday November 6th 10am

Hike Rating: Moderate, depending on trail option, up to 4 miles. Explore the Quarry and surrounding woods trails of the former Chester-Hudson Quarry, which was in operation form 1860-1960, and played a key role in the development of the town of Becket and surrounding area. Learn more at Becketlandtrust.org

Meet at the Trailhead parking lot on Quarry Road. For information email westernmasshilltownhikers@aol.com. Plan for two hours hike time. Register at westernmasshilltownhikers.com or see their facebook page. Maps and bottled water provided. Dogs are welcome! required, hike is free, donations are welcome!



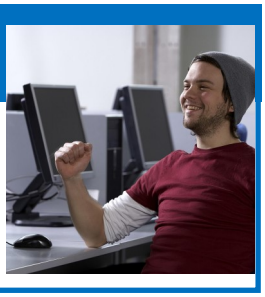
Noble View Outdoor Center, Russell Saturday, December 4th 10am

Enjoy 358.5 acres of rural solitude and the ambiance of the original 1800s New England Farmstead. A quiet, pristine mountaintop location offers breathtaking views of the Pioneer Valley. Beautiful trails wind through woodlands and abandoned farm fields, passing brooks, stone walls, cellar holes, and diverse habitats including an old growth hemlock stand.
Meet in the first parking lot at **635 S Quarter Road, Russell 01071**
Plan for four miles with options for more depending on weather. We will hike to the large vista overlooking the Pioneer Valley. Register at westernmasshilltownhikers.com or see their facebook page. Maps and bottled water provided. Dogs are welcome! required, hike is free, donations are welcome!

Register for hikes at Westernmasshilltownhikers.com

Prepare for the High School Equivalency Test (HiSet)

GED or HiSet: We've got you covered



No matter what test you choose to take, the GED or the HiSEt High School Equivalency test, our teachers will help prepare you for success. We offer both in-person and online Preparation classes for the GED and HiSEt Tests.
Call to schedule a time that works for you. We have Tutors in all subject areas that will help you achieve your goals .

Don't wait any longer, the best time to start is now.
Don't have a computer for online learning? Reach out to us, we may be able to help.
Call 413-354-1055, or
Email Southernhilltownsaec@gmail.com

Motivation w/ Mimi:
Wednesdays, October 6, 13, 20
11am-12:30pm Virtual class

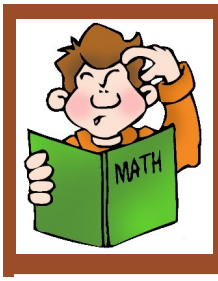
Have you struggled finishing things? Does the word "goal" send you into a cold sweat?! When things don't work right, do you feel like giving up? Do you really want to finish your education but it seems like something always knocks you off track? Do you feel hopeless about all of it?

If you said, "Yes!" to any of these questions, please register right now for these upcoming sessions with Mimi Caban! She will help you unlock the things that block you and give you doable, bite size strategies to overcome them and move forward. She will teach you to passionately connect to your "WHY?" and use it as a powerful force in creating the life you want to have.

In these Zoom sessions, Mimi will give you specific strategies and support in finding the motivation you need, learning to use your time well and using effective study skills.

Mimi Caban used to RUN from the word goal, was terrified of getting on to a stage and couldn't finish most things she started, even if you paid her. But that has all changed and what were once her weaknesses are now her strengths.

Sign up at www.shaec.org



Math– at your own pace
Virtual class
Tues/Thurs @ 3:30pm
w/ Garrett Westcott

Whether your last math class was a year ago or 20 years ago, GED/HiSEt Math Instructor Garrett Westcott will help you "fill in the holes" to help you understand and achieve success in mathematics. Garrett is a dynamic teacher that gets to know his student's needs and learning styles, and will work with you to prepare for the GED/HiSEt exam. Take the first step—**call 413-354-1055 to set up an intake appointment, or email Southernhilltownsaec@gmail.com**

Community Health Worker Pre-apprenticeship Program

The Community Health Worker Training program consists of 9 college credits in the first year- free of charge, along with a $5000 stipend. The second year consists of a paid full-time apprenticeship, with an additional $7500 to the paid position. The 6 credit fall 2021 course will be fully virtual.
Community Health Workers (CHWs) are public health paraprofessionals who play crucial roles in promoting and supporting the health and well-being of individuals, families, and communities. Through outreach, assessment, care coordination, health education, and advocacy, CHWs work to address health inequities and provide access to care.
For more information on the CHW program, call **Michele Kenney at 413-354-1055 or email Southernhilltownsaec@gmail.com**

HiSet Writing:
Russell Public Library
162 Main Street Russell
Friday afternoons by appointment

Sign up today to work with Marilyn to develop your writing skills to pass the HiSet tests, then continue on to fulfil your dreams -whether to further your education, begin a new career, or write your story.

GED/HiSet Writing Teacher Marilyn Antonucci can help you improve your reading strategies and skills, learn how to write an essay, and develop test taking skills.

Class meets at the Russell Public Library, 162 Main Street, Russell, Fridays by appointment to work with students individually.

Call today to preregister: 413-354-1055, or email Southernhilltownsaec@gmail.com or sign up online at www.SHAEC.org

Call 413-354-1055 to register, or email Southernhilltownsaec@gmail.com

Classes offered by:

Hilltown Community Development
387 Main Road, Chesterfield, MA 01012

The Friends of The Southern Hilltowns Adult Education Center
SouthernhilltownsAEC@gmail.com
26 Main Street, Chester, MA 01011
www.SHAEC.org 413-354-1055

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Serving Hilltown Residents
Since 1999

Southern Hilltowns Adult Education Center's fall offerings of Free Virtual classes and tutoring, in partnership with the Hilltown CDC

Property Taxes, What you should know
Cheesemaking and preserving
The Recovering Addicts Toolkit
GED/ HiSet prep classes
Business and non-profit support
Group hikes in the Hilltowns
Community Health Worker Training

Virtual Classes from Hilltown Community Development and the Southern Hilltowns Adult Education Center

SouthernhilltownsAEC@gmail.com

SHAEC is a program of the UMASS Partner for Worker Education Program, and is funded by a Community Development Block Grant from the Mass Dept. of Housing and Community Development, through the lead town of Chester in partnership with Huntington and Middlefield. Funding through the CDBG CARES grant also include the towns of Russell, Blandford, and Montgomery. Additional funding through the Hilltown Community Development Corporation, MGCC grant, and the generosity of volunteers and private donors, and through the generosity of private donors through Friends of SHAEC fundraising efforts. Your tax deductible donation to help support the work of SHAEC can be given though our website at https://shaec.org/donate/