

SMITH VOCATIONAL AND AGRICULTURAL HIGH SCHOOL  
NORTHAMPTON, MA

MINUTES OF THE  
REGULAR BOARD OF TRUSTEES MEETING  
Tuesday September 19, 2023  
5:00 PM

PRESENT: Mr. Michael T. Cahillane, Dr. Julie Spencer-Robinson, Mr. Richard Aquadro, Mayor Gina-Louise Sciarra, Dr. Portia Bonner NPS Superintendent(5:17pm)

ADMINISTRATION: Superintendent Dr. Andrew Linkenhoker, Principal Mr. Joseph Bianca, School Business Administrator Ms. Crystal Fairman

ABSENT: Facilities Director Mr. Tim Smith

STUDENT REP: Domeniq Sanchez, Brandon Diaz(5:17pm)

Chair Michael T. Cahillane called the meeting to order at 5:00pm  
Vice-Chair Dr. Spencer-Robinson led the Pledge of Allegiance.  
Mr. Aquadro read the Mission Statement of the School.

Participation by the Public: none

Participation by the Trustees: Dr. Spencer-Robinson stated the pictures of our students testifying on Beacon Bill was tremendous.

Approval of Minutes: A **MOTION** was made by Dr. Spencer-Robinson and seconded by Mayor Sciarra to approve the minutes of the August 15, 2023 meeting. With the following corrections “Rechilling” should be “Mr. Cahillane” and This ~~motion was tabled at~~ agenda item was carried forward from the July 18, 2023 meeting.

**APPROVED 4-0**

School Spotlight: Adult Education – Lorena Turner, Director presented the program for the Fall semester and the past semesters, also introduced Sara DeMaria who was hired as the Adult Ed Coordinated (attached). Mr. Cahillane stated at a recent appointment the phlebotomist was a graduate of the Adult Ed Phlebotomy program.

Dr. Spencer-Robinson reiterated she is pleased with the partnership with Cooley Dickinson and asked, is the numbers at the bottom line what makes the program self-sufficient? Ms. Turner replied yes. Dr. Spencer-Robinson asked is it the Union Field Coordinator that recruits Cooley Dickinson Hospital employees for the program? Ms. Turner replied yes and gave a brief explanation of our program and the differences between local colleges that have the same program.

Mr. Aquadro asked what happens with the net profit from the programs? Ms. Turner replied the balance pays for her and Sara DeMaria salaries.

Information and Proposals/Trustees Questions & Answers (Q&A):

Superintendent’s Report - Dr. Linkenhoker presented his report (attached).

Principal’s Report - Mr. Bianca introduced the two students who will be student representatives on the Board of Trustees, Domeniq Sanchez a sophomore in Criminal Justice and Brandon Diaz a junior in Collision Repair.

Dr. Spencer-Robinson welcomed them both to the Board and asked why they wanted to be reps?

Domeniq Sanchez would like to have an opinion, make a difference, have his voice out there.

Brandon Diaz responded he would like to get better student insight and communicate back.

Mr. Cahillane stated this is a good opportunity for them, with the experience they would gain they could be a future trustee, congratulated them both.

Dr. Spencer-Robinson invited the students to add their input or ask questions if they had any during their time as student reps.

Mr. Bianca gave his report (attached).

Dr. Bonner commended the school on the attendance rate, it speaks volumes that students want to be here.

Mr. Cahillane asked about the sports teams, Mr. Bianca stated we've had a strong start and Mr. Lareau will be at the October meeting to present.

Dr. Spencer-Robinson commended Mr. Bianca on the Captains' Workshop.

Committee Report: Mr. Aquadro stated Dr. Linkenhoker did a great job updating the Board on the Horticulture Building, and briefly added the sub group on Mechanical Systems recent meet. Mr. Aquadro also added that Mr. Wilbur, Owners Project Manager (OPM), will present on building procurement options which is an item for discussion and possible vote. Dr. Spencer-Robinson asked to what extent do you think we could get local businesses to donate their services for this project. Mr. Aquadro thought this may not be viable but maybe they would possibly donate monetarily. There was discussion on funding, fundraising options, reaching out to congress.

Facilities Report – Ms. Fairman reported for Mr. Smith and gave a brief update on campus projects (attached)

Financial Report – Ms. Fairman reported finances to date. Mr. Aquadro asked about the tuition revolving account, Ms. Fairman explained.

New Business:

Dr. Linkenhoker briefly explained this agenda item and introduced Mr. Craig Wilbur, for the Horticulture Building Project to give more detail on this.

Mr. Wilbur, OPM gave a brief explanation of the differences and options. Mr. Wilbur also talked about timelines for these options.

Dr. Linkenhoker added the building committee did not come to a consensus on this – counter argument is run the risk of the GM at Risk could change plans and asked why the Attorney General has to approve this project.

Mr. Wilbur replied he believes it is because of abuse. Dr. Spencer-Robinson added she understands 149a would benefit, why do some choose 149? Mr. Wilbur replied it could be because of procurement and cost. Dr.

Spencer-Robinson asked Mr. Aquadro if he has a preference. Mr. Aquadro replied he'd lean toward 149 but notes Mr. Wilbur brings up some very good points and would like to research this further and not decide tonight. Dr. Spencer-Robinson asked the Mayor if she had experience in either with city projects, Mayor Sciarra replied she didn't.

A **MOTION** was made by Dr. Bonner and seconded by Mr. Aquadro to **table** this to next month.

Horticulture Building Procurement options: Design Bid Build (MGL 149) **or** Construction Manager at Risk (MGL 149a)

**APPROVED 5-0**

A **MOTION** was made by Dr. Spencer-Robinson and seconded by Mayor Sciarra for **Discussion** on Competency Determination for Graduation

**Discussion** Dr. Spencer-Robinson explained this agenda item, the trustees voted on supporting a resolution/letter and requested this item go on to next month's agenda.

A **MOTION** was made by Mayor Sciarra and seconded by Dr. Spencer-Robinson to approve the updated Admissions Policy

**Discussion** Dr. Spencer-Robinson has a few questions regarding vocational admissions and going to a lottery. Dr. Linkenhoker replied the data was reviewed at a faculty meeting, there is concern about changing in regard to diversity and Special Ed these numbers could go down. Also, the notion of selective criteria and the

challenge in selecting the criteria to use, feels it could be counterproductive. Dr. Bonner asked if the school were to go in the direction of lottery would it be weighted? Dr. Linkenhoker stated the recommendation would be to not go down that road, rather recommends to maintain the Northampton students as the priority. Dr. Spencer-Robinson asked if more vocational school moved to lottery? Dr. Linkenhoker explained a couple of schools did, more Eastern MA regional vocational schools are digging deeper into this.

**APPROVED 5-0**

A **MOTION** was made by Mayor Sciarra and seconded by Dr. Spencer-Robinson to approve a new revolving account for lost technology

**APPROVED 5-0**

A **MOTION** was made by Mr. Aquadro and seconded by Mayor Sciarra to approve payment of FY23 invoices listed in the Financial Report

**APPROVED 5-0**

A **MOTION** was made by Mr. Aquadro and seconded by Mayor Sciarra to approve to surplus for scrap/disposal expired COVID tests from the School Nurse and a pulse oximeter from Health Technologies

**APPROVED 5-0**

Future Business:

September 20, 2023 General Advisory Committee meeting 7:00am – Oliver Smith Restaurant

October 17, 2023 Building Committee meeting 3:00pm – Library

October 17, 2023 Regular Board of Trustees meeting 5:00pm – Library

October 25, 2023 Program Advisory Committee's Meetings 6:00pm – Cafeteria/Shops

November 21, 2023 Building Committee meeting 3:00pm – Library

November 21, 2023 Regular Board of Trustees meeting 5:00pm – Library

Adjourn:

At 7:30pm Dr. Bonner **MOTIONED** to adjourn.

**APPROVED 5-0**

Respectfully submitted,

Deborah Carver, Board Secretary

## Fall 2023 Semester

### Smith Vocational Adult Education

Course Offerings FALL 2023:	Fall 2023 # of students	Fall 2023	Spring 2023	Fall 2022
Clinical Medical Assisting	16	\$37,074.93	\$21,022.98	\$28,496.90
Electrical Code and Theory Level 1	21	\$8,001.00	\$5,309.20	\$4,772.00
Electrical Code and Theory Level 2	12	\$2,128.30	\$5,257.60	\$4,317.00
Electrical Code and Theory Level 3	19	\$6,273.20	\$6,273.20	\$6,988.20
Electrical Code and Theory Level 4	15	\$3,234.40	\$9,609.40	\$8,171.60
Masters Electrical	9	3,427.20	N/A	\$2,025.44
Oil Heat Technician License Prep	4	\$3,725.74	\$9,744.91	\$657.74
Phlebotomy	16	\$28,681.94	\$15,470.37	\$27,188.42
Plumbing Code and Theory	0	-\$92.72	N/A	\$497.74
Cooley Dickinson Phlebotomy	12	21,402.84	N/A	N/A
Small Engine Repair	8	\$811.68	\$815.28	\$782.68
Woodworking	7(still enrolling)	\$934.22	\$1,111.84	N/A
Welding Course	5	\$6,263.05	\$28.98	\$3,153.20
Nurse Aide Course (Spring only)	N/A	N/A	\$7,000	N/A
Home Repair	N/A	N/A	\$1,326.20	\$1,330.88
<b>Totals:</b>	<b>144</b>	<b>\$121,865.88</b>	<b>\$82,969.96</b>	<b>\$88,381.80</b>

#### Notes:

\*We created a new position in the Adult Ed, Adult Ed Coordinator, **Sara DeMaria**. Sara started on April 4, 2023.

\*This semester I collaborated with Cooley Dickinson Hospital's Training and Employment Funds Coordinator to provide Phlebotomy Training to their employees. Next semester we hope to provide a Medical Assisting Class for them.

\*Classes no longer offered are:

1. Nurse Aide
2. Home Repairs
3. Social Dance
4. Hoisting

\*This fall is our second and final Cohort of the CTI Culinary Grant, Round 6. We enrolled 8 students that started yesterday.

We applied for the CTI Round 8 in Spring 2023 and we were recently notified that we have been awarded this grant. Round 8 will consist of 3 cohorts (Spring 2024, Fall 2024, and Spring 2025).

# Superintendent Report

September 19, 2023

Submitted by  
Andrew H. Linkenhoker, Ed.D

## Instructional Leadership

*The education leader promotes the learning and growth of all students and the success of all staff by cultivating a shared vision that makes powerful teaching and learning the central focus of schooling.*

- Academic Review Schedule
  - Cycle of self-review of all academic areas
    - 2023-2024: Guidance & Biology/Chemistry
    - 2024-2025: PE/Health
    - 2025-2026: History & English
    - 2026-2027: SPED & Math
    - 2027-2028: Humanities & Engineering/Physics
- Vocational Review Schedule
  - Cycle of self-review of all vocational programs
    - 2023-2024: Health Assisting, Horticulture, Cabinet Making
    - 2024-2025: Carpentry, Graphics, Culinary Arts
    - 2025-2026: Ag. Mech., Collision Repair, Plumbing
    - 2026-2027: Cosmetology, Animal Science, Electrical
    - 2027-2028: CJ, Automotive, Advanced Manufacturing
- Evaluation Presentation
  - Mr. Bianca presents annual overview of evaluation timeline and expectations at September Faculty Meeting

## Management & Operations

*Promotes the learning and growth of all students and the success of all staff by ensuring a safe, efficient, and effective learning environment, using resources to implement appropriate curriculum, staffing, and scheduling.*

- Campus Updates
  - Companion Animal Building framing complete
    - Construction Trades met and began brainstorming interior work schedule
    - Plan to complete by December vacation
- Horticulture Building Updates
  - Continuing with design revisions
  - Various required testing is being arranged
  - Design should be going to Estimator in September for cost analysis
    - Anticipate current design to be \$2+ million more than current revenue sources
    - Must discuss budget and pathways at October BoT Meeting
    - Creating marketing video & website to encourage donations

## Management & Operations

*Promotes the learning and growth of all students and the success of all staff by ensuring a safe, efficient, and effective learning environment, using resources to implement appropriate curriculum, staffing, and scheduling.*



## **Family & Community Engagement**

*Promotes the learning and growth of all students and the success of all staff through effective partnerships with families, community organizations, and other stakeholders that support the mission of the school and district.*

- [September Newsletter](#)
- Hoisting License Bill Advocacy
  - Worked with MAVVA to develop and submit bill
  - Consulted with MAVVA lobbying firm to develop key points
  - 9/13/23: SVAHS had Mr. Anspach, 3 students, parent, and advisory member attend and provide testimony during public hearing

## **Professional Culture**

*Promotes success for all students by nurturing and sustaining a school culture of reflective practice, high expectations, and continuous learning for staff.*

- PD Plan
  - Revisiting Interdisciplinary units
  - NEASC self-study work
  - Collaborative Conference: March 19-20, 2024
- Polly Bath Consulting
  - Continuing consulting & collaboration with specific vocational programs

## Donations

- No donations this month

## In the News...

### FENCING LESSONS



STAFF PHOTO/CAROL LOLLIS  
Twins Shelby, left, and Cierra Frey, 17, and Jacob Oulmette, 16, at back, part of the summer grounds crew at Smith Vocational High School, work with Mark Nevin, head of the Horticulture Department at the school, on a new fence running along the entrance to the school. Freshmen start Aug. 25 while the rest of the students return Aug. 28.



## Looking Ahead

- 9/20/23: General Advisory Meeting
- 9/21/23: BAT Meeting
- 9/21/23: Leadership Meeting
- 9/21/23: Back to School Night
- 9/25/23: Department Meetings
- 9/26/22: BAT Meeting
- 9/26/23: SMMA Site Visit & Videographer
- 9/27/23: DESE CTE Convening Meeting
- 9/28/23: BAT Meeting
- 9/28/23: Leadership Meeting
- 9/29/23: Gateway SBHC Tour
- 10/2/23: Faculty Meeting
- 10/3/23: BAT Meeting
- 10/3/23: Horticulture Rebuild Check-In Meeting
- 10/5/23: BAT Meeting
- 10/5/23: Leadership Meeting
- 10/5/23: MassHire Board Meeting

## Looking Ahead

- 10/6/23: CVSR Luncheon w/ Russell Johnston
- 10/9/23: NO SCHOOL (Indigenous Peoples Day)
- 10/10/23: BAT Meeting
- 10/10/23: Horticulture Rebuild Check-In Meeting
- 10/11/23: MAVAs Officers w/ Commissioner Riley
- 10/11/23: Student Early Release Day
- 10/11/23: Faculty/Staff Flu Vaccine Clinic
- 10/12/23: BAT Meeting
- 10/12/23: City DH Meeting
- 10/12/23: Leadership Meeting
- 10/16/23: DH Meeting
- 10/17/23: BAT Meeting
- 10/17/23: Horticulture Rebuild Check-In Meeting
- 10/17/23: Building Committee
- 10/17/23: Board of Trustees Meeting

## Contact Information

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*Superintendent*

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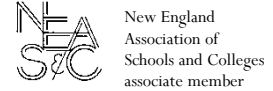
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Mr. Joseph C. Bianca  
Principal



[www.smithtec.org](http://www.smithtec.org)

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**Principal's Report**  
**September 2023 Smith Vocational and Agricultural High School Board of Trustees Meeting**

**Student Representatives:**

Brandon Diaz - Junior  
Domeniq Sanchez - Sophomore

**2022-2023 Current Enrollment:**

575 students - 119 Northampton (20.7%)

9<sup>th</sup> – 150  
10<sup>th</sup> – 149  
11<sup>th</sup> – 148  
12<sup>th</sup> – 128

**Attendance Rates:**

2022-2023 – 94.15% (77.54% low and 100% high)  
2021-2022 – 92% (71.83% low and 100% high)  
2020-2021 – 93% (70.72% low and 100% high)

**New Student Orientation:**

On Friday, August 25, 2023 we held our new Student Orientation. Students and their families were on campus for a series of presentations, toured the campus, and new students met their academic teachers. All were served lunch from our cafeteria, under the direction of Heather Bouley.

**Teambuilding Day:**

Freshmen, on August 31, 2023, went through a team building program developed by staff to help our students from various communities interact and learn more about themselves and each other. This program was under the direction of Jackie Duggan with assistance from Luis Bonilla and Nate Bergeron. Teachers who had 9<sup>th</sup> grade classes, as well as student representatives from National Honors Society assisted with the groups and activities.

**Back to School Night:**

Our annual Back to School Night is September 21, 2023 from 6-8pm. Presentation on Title I and Special Education Services will be provided by Mr. Parks, Director of Academics, and Ms. Wanczyk, Student Services Director, prior to the formal evening.

**MCAS:**

Preliminary data has come out that is embargoed. We are running remediation for any students that have not met standards. We are also offering after school remediation options this year to try and reach more students. We will continue to dig through the data and present information to the Board once data is released.

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*sex, gender identity, disability, religion or sexual orientation.*

**Professional Learning Communities (PLCs):**

Professional Development time will be centered around NEASC activities; completing the self-study report and identification of areas for growth. We will also focus on updating the content maps for grades 9 and 10; completing the content maps for grades 11 and 12; and interdepartmental work between academics and vocational programs. This was a focus 6 years ago and we will be revisiting for new opportunities to cross over.

**Club Fair:**

During the week of September 18th-22nd club information is on display in the cafeteria in order to raise awareness and recruit students. These displays will also be out during the Back to School Night in the main hall for parents to see what we offered for extracurricular clubs.

**College Fair:**

Guidance has organized the College Fair again for October 6, 2023. We will host 28 colleges and the military branches on campus with time for both our juniors and seniors to go through and get information.

**Captain's Workshop:**

Mr. Lareau and Mr. Bianca created the Captain's Handbook in 2018 to provide leadership training to those students who were selected as Captains of their athletic teams. Topics covered include: Characteristics that Make a Good Leader; Relationship Building with Coaches, Teammates and Co-Captains; Team Building; Running Team Meetings; Interacting with Staff, Media and other teams; and Sportsmanship. The workshop is one hour long with supplemental readings in the handbook. On September 14<sup>th</sup> the workshop was delivered to 11 Fall Captains who were first time captains.

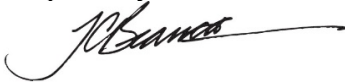
**Principal's Youth Advisory Committee:**

This committee is formed each year and is comprised of 2 students per grade along with the 2 Board of Trustees' Student Representatives. This committee works on school culture projects and reviews data. Last year, the committee worked on the Portrait of a Graduate Protocol for NEASC, and reviewed the Youth at Risk Survey Data from SPIFFY. This year, the Committee will continue the work with the SPIFFY data and spearhead a project on sharing the information from that data with the students in a way to encourage more positive behavior choices. The committee also advises the principal throughout the year on various topics.

These year's committee members are:

Seniors: Alex Martinez (Electrical) and Jayanna Daniels (Animal Science)  
Juniors: Becca Marks (Criminal Justice) and Caitlin Willard (Health Technologies)  
Sophomores: Phoebe Perez (Electrical) and Carlos Ramirez (Criminal Justice)  
Freshmen: TBD following interviews

Respectfully submitted,



Joseph Bianca  
Principal

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## Facility Report

A/C mini splits have all been installed and we will start the control work to tie them into the building management system. This phase is the engineering portion.

Companion Animal building: rough construction is expected to be completed by next week, roof installed last week of the month. HVAC submittals have been sent in and approved. Final plumbing plans for our shop to use should be done by this Friday and the students can start their project. I've received quotes for the new sanitary lines and sewer manhole to accommodate this building and fix the MS barns long standing issues.

Apple Storage repair is complete and shops can begin moving back into their storage garages

Roof inspections and repairs have been made to A and B buildings and after many storms there have been no reports of any leaks

Finishing up renovating a portion of the MS barns former locker room as an egg cleaning space and storage space. New sink and lighting was added

Working on replacing the ball field fence along the B building end and adding additional supports so the fence can't be pushed off the poles.