

SMITH VOCATIONAL AND AGRICULTURAL HIGH SCHOOL
NORTHAMPTON, MA

MINUTES OF THE
REGULAR BOARD OF TRUSTEES MEETING
Tuesday July 18, 2023
5:00 PM

PRESENT: Mr. Michael T. Cahillane, Dr. Julie Spencer-Robinson, Mr. Richard Aquadro, Dr. Portia Bonner
NPS Superintendent

ABSENT: Mayor Gina-Louise Sciarra

ADMINISTRATION: Superintendent Dr. Andrew Linkenhoker, School Business Administrator Ms Crystal
Fairman, Facilities Director Mr. Tim Smith

ABSENT: Principal Mr. Joseph Bianca

STUDENT REP: absent

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 reported the CES board meetings recently approved
FY24 budget, elected her as vice-chair until re-org meeting in Sept. Dr. Spencer-Robinson also reported
she presented at the M.A.S.S. Executive Institute on the labor management work in Northampton.

Mr. Aquadro briefly reported at the building committee meeting, options were presented. It was good
discussion good thoughts and a good start to the future building, hope to break ground in Spring of 2024.

Mr. Cahillane thanked the board for filling in on his behalf at graduation, it was the first one he missed in
thirteen years on the board.

Approval of Minutes: A **MOTION** was made by Mr. Aquadro and seconded by Dr. Spencer-Robinson
to approve the minutes of the June 13, 2023 meeting.

APPROVED 4-0

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

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

Principal's Report – Dr. Linkenhoker reported on behalf of Mr. Bianca (attached).

Facilities Report – Mr. Smith gave an update on current projects on campus (attached)

Mr. Aquadro asked about the companion animal construction and if Mr. Smith anticipates the shell be
constructed in time for school starting. Mr. Smith replied yes.

Dr. Spencer-Robinson expressed her appreciation for the AC in C building, it will really make a difference in
the learning environment. Dr. Spencer-Robinson added that she recently walked around campus, there is a lot
going on everywhere.

Dr. Linkenhoker explained the reason for the Red Cross Trailer in the front of the school, Northampton Fire Dept contacted the school to be on call for back up shelter due to the recent heavy rains, current shelter is at the senior center.

Financial Report – Ms Fairman gave a brief update of the budget to date. Closing out FY23 and opening FY24.

New Business:

Superintendent’s Formative Evaluation

Dr. Spencer-Robinson went through the rubric of the evaluation. The summative evaluation will take place next May and June at the Board meetings.

Dr. Linkenhoker shared with the Trustees his evaluation self-reflection.

Mr. Cahillane thanked the superintendent for this presentation and thanked Dr. Spencer-Robinson for her suggestions for the evaluation. Dr. Spencer-Robinson added she is pleased with the additional goal around HR.

Mr. Aquadro stated he likes the change Dr. Linkenhoker will make when it comes to his reports to the Board

A **MOTION** was made by Dr. Spencer-Robinson and seconded by Mr. Aquadro to approve payment of FY23 invoices listed in the Financial Report (attached).

APPROVED 4-0

A **MOTION** was made by Dr. Spencer-Robinson and seconded by Mr. Aquadro for discussion and possible action (vote) to move to an electronic process of approval of warrants.

DISCUSSION: Dr. Linkenhoker gave a brief explanation of the item. Concerns around the turnaround time for payment process as well as many requests to Trustees to come in and sign warrants. Dr. Linkenhoker would like to begin the electronic model that was used during the pandemic. Ms Fairman explained what the documentation would be sent via email and added the information will be included in the Financial board meeting packet each month. Dr. Spencer-Robinson added there a couple options, stay with the two (2) signatures or send to all five (5) trustees. Mr. Cahillane added he always makes himself available to come and sign warrants, and feels that we should still come in to review and sign the warrants. Mr. Cahillane expressed he is concerned about potential privacy issues using email, and understands we are trying to expedite the payment process. Mr. Cahillane reiterated he would like to keep the process the way it is and have trustees come in to review and sign warrants. Mr. Aquadro asked what would be received in the email, Ms Fairman replied the list of the invoices and the warrant report. Mr. Aquadro stated it is the backup paperwork and invoices that he likes to review. Dr. Spencer-Robinson added for a point of clarification, could the backup paperwork be brought a board meeting for review? Mr. Aquadro replied it would be after the fact then. Dr. Spencer-Robinson added also for a point of clarification how will the electronic signing help. Ms Fairman gave a brief explanation of the process in regard to how bills are processed here at the school, a request goes out to trustees for signatures and then is sent to auditors by a specific day in order to get onto a warrant and if it doesn’t make it in time, the vendors have to wait until the next cycle. Ms Fairman added that her goal is to process accounts payable in a timely manner rather than having some vendors waiting for payment, sometimes beyond 30 days.

There was discussion regarding how many trustees need to review the electronic warrants. Mr. Aquadro added he likes the electronic due to his current work schedule. Mr. Cahillane asked if there was any more discussion, and asked for a roll call vote.

Mr. Cahillane - no

Dr. Spencer-Robinson - yes

Mr. Aquadro - no

Dr. Bonner - yes

2 yes – 2 no

Mr. Cahillane stated this item will be tabled until next meeting.

A **MOTION** was made by Mr. Aquadro and seconded by Dr. Spencer-Robinson to approve the surplus for scrap:

From the Agricultural Department a broken jack, shelf, lawn mower blades and a Draft Horse wooden poster
From Criminal Justice a red pedal cart

APPROVED 4-0

A **MOTION** was made by Mr. Aquadro and seconded by Dr. Spencer-Robinson to approve the surplus for resale a double convection oven from Culinary Arts

APPROVED 4-0

A **MOTION** was made by Mr. Aquadro and seconded by Dr. Spencer-Robinson for discussion and possible action (vote) to support the Thrive Act Bill 246/H.495 to eliminate the MCAS graduation requirement. Dr. Spencer-Robinson briefly explained this item as an aim to eliminate MCAS score for graduation requirement, and to look at different ways to evaluate student learning and develop an alternative (attached).

APPROVED 4-0

Future Business:

August 15, 2023 Building Committee meeting 3:00pm – Library

August 15, 2023 Regular Board of Trustees meeting 5:00pm – Library

September 19, 2023 Building Committee meeting 3:00pm – Library

September 19, 2023 Regular Board of Trustees meeting 5:00pm – Library

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

Adjourn:

At 6:30pm Dr. Bonner **MOTIONED** to adjourn Mr. Aquadro seconded.

APPROVED

Respectfully submitted,

Deborah Carver, Board Secretary

Superintendent Report

July 18, 2023

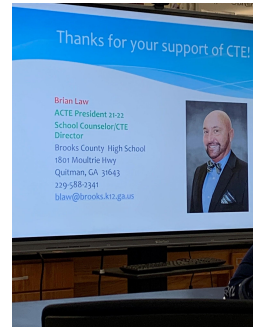
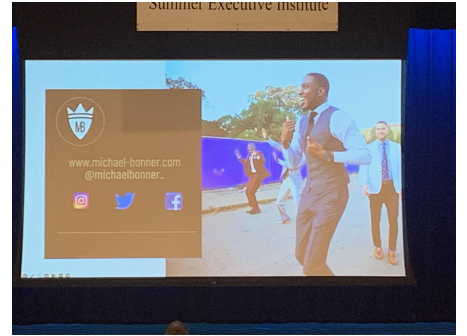
Submitted by
Andrew H. Linkenhoker, Ed.D

Highlights & Updates

- 6/19/23: NO SCHOOL (Juneteenth)
- 6/20/23: SMMA Site Visit/ Program Input Meetings
- 6/21/23: Last Day of School
- 6/27/23: SMMA Progress Meeting
- 6/28-29/23: Connecting for Success Conference
- 7/4/23: CAMPUS CLOSED (4th of July)
- 7/11/23: SMMA Progress Meeting
- 7/11-13/23: M.A.S.S. Conference
- 7/18/23: SMMA Progress Meeting
- 7/18/23: Building Committee Meeting

***BOLD** = Superintendent Goal Evidence*

**Italics* = Equity Focus*



Horticulture Building Rebuild Update

- Design Services Interviewed and selected
- Building Committee met 7/18/23
- Must begin to finalize budget/next steps
 - Financial Support Document finalized and must be shared with identified stakeholders
 - Priorities to close potential funding gap:
 - Scale back project
 - Fundraising
 - Bond
 - Other
- Anticipated project completion: March, 2025

Donations

- David Devine from Massachusetts Precision Coating is donating 67 cases of Nitrile Disposable Gloves to Culinary.

In the News...

Hathaway strikes gold

Chesterfield's Dewey Hathaway captures three medals, including two golds, in Ireland

WORLD YOUTH ARCHERY CHAMPIONSHIPS

By HANNAH BEVIS

Staff Writer

Chesterfield's Dewey Hathaway went to Ireland and came back with a pot of gold — or at least as close to a pot of gold as he could find.

The 16-year-old was one of several young archers who represented Team USA at the recent World Youth Archery Championships, which were held in Limerick, Ireland earlier this month. It was Hathaway's first time representing Team USA overseas at that level after he earned one of the qualifying spots in the compound U18 men's category. Prior to that he was also part of the 2023 United States Archery Team, which consists of the top-ranked archers in the country.

Despite never competing at a World Youth Archery Championships before, or even leaving the United States, Hathaway competed like a seasoned pro, picking up two gold medals and a bronze over the course of the tournament. Hathaway teamed with Olivia Dean to win gold in the compound U18 mixed team category, combined with fellow compound U18 men's teammates Lindsay Cox and Grady Kane to win a bronze medal in the compound men's team competition, and won an individual gold as the best compound U18 men's shooter in the entire

tournament, getting through a bracket-style tournament to earn gold on one of the final days of the competition.

"It was kind of overwhelming. Like wow, I get to take home three world medals on my first ever world tournament. It was like wow, this is crazy," Hathaway said.

Each event at the World Youth Championships begins with a qualification round, where individuals or teams, depending on the event, shoot a certain number of arrows to establish a ranking. Once they acquire that ranking, they are seeded into a single-elimination bracket. Archery matches have a certain number of "ends" — similar to sets in a tennis match — where athletes will fire a number of arrows at a target, scoring more points the closer to the center they land. The athlete or team that has the most points at the end of each match advances on, with tiebreakers used as necessary.

SEE ARCHERY B1



Chesterfield's Dewey Hathaway captured three medals, including two golds, at the World Youth Archery Championships in Limerick, Ireland earlier this month.

PHOTO VIA WORLD ARCHERY

Hathaway strikes gold at archery championships

Looking Ahead

- 7/20/23: CDH Groundbreaking Ceremony
- 7/25/23: Admin Planning Retreat
- 8/1/23: SMMA Progress Meeting
- 8/2-3/23: MAVVA Planning Retreat
- 8/8/23: SMMA Progress Meeting
- 8/15/23: SMMA Progress Meeting
- 8/15/23: Building Committee Meeting
- 8/15/23: Board of Trustees Meeting

August Focus

- 2023-2024 School Planning Updates

Contact Information

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Superintendent

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Mr. Joseph C. Bianca
Principal

www.smithtec.org



July 18, 2023

**Principal's Report
July 2023 Board Meeting**

MAVA – Massachusetts Association of Vocational Administrators

SV AHS sent faculty and administrators to the MAVA Connecting for Success Summer Conference in Marlborough, MA. This conference was on June 28th and 29th. It offered Professional Development for administrators and vocational instructors, including DESE presentations on Licensure, Engaging Community Stakeholders, Key Note Presentations on Purpose, Action, Self-Care and cultivating your best self on behalf of others; as well as Peer presentations on 'Best Practices'. Multiple program specific Professional Development sessions for vocational shops and academics.

Summer Mailing dates:

New Student Mailing – July 17, 2023

New Student Orientation Invitation – August 1, 2023

Current Student Mailing – August 1, 2023

New Staff Mailing/Orientation Information – August 1, 2023

Staff Information – August 1, 2023

Enrollment Update:

Current enrollment for 2022-2023 is 578 (461 tuitions).

147 - 9th grade students have registered, 27 (18.4%) are from Northampton. We are still sending out notices to students on the wait list, as spots become available, in order to fill to 150.

Personnel Updates:

PE – Finalist identified.

Health Vocational Assistant – Hired

Respectfully,

Joseph Bianca
Principal

Founded in 1844 by Oliver Smith

SV AHS does not discriminate on the basis of race, color, national origin, sex, gender identity, disability, religion or sexual orientation.

Facilities Report July 18, 2023

Culinary kitchen

Capital Skills Grant:

- new walk-in freezer and refrigerator have been installed
- new hood for the main cooking area is in the process of being installed
- new LED light fixtures and new ceiling tile to be installed once the hood is completed

Companion Animal building:

- frost wall has been poured and waiting for plumber to install floor drains piping before pouring the slab
- much of the building's material has been ordered and being stored in the MS barn
- MS classroom is in the process of a renovation, new lighting fixtures, FRP boards to be installed on all walls (fiber glass panel)

C building A/C: Contractor is installing the mini-splits and still should be completed before the faculty return

Swipe card system: installation is underway and the system should be operable before students return

Autobody class: new LED lighting fixtures have been installed, asbestos abatement for removal of the floor tiles is scheduled for the first week of August followed by installation of new ceiling tile and epoxy floor installation

Storm water project: This DPW project is approaching completion, connections have been made to dump water into the pasture and the final connection and repair to the street storm water basin should start today

Sidewalk project: has been re-advertised to include only B building, due to submitted bids being too high

Athletic Directors office renovation should be completed by September

Vendor	Amount	Account(s)
Food Prep Solutions	\$22.00	Cafeteria Revolving
Huntley Associates	\$7,645.00	City Capital
Huntley Associates	\$4,110.00	City Capital
Huntley Associates	\$2,185.00	City Capital
Huntley Associates	\$2,185.00	City Capital
Celso Enterprise	\$3,164.00	ESSR II
Collaborative for Ed	\$300.00	Sped IDEA
A. Sabonis - Travel Reimb	\$88.03	Tuition Revolving
Hess McWilliams	\$289.50	Tuition Revolving
Orchard Electric	\$8,210.00	Tuition Revolving
Orchard Electric	\$1,524.99	Tuition Revolving
Scanlon Associates	\$5,000.00	Tuition Revolving
Stoneman, Chandler & Miller	\$580.00	Tuition Revolving
Stoneman, Chandler & Miller	\$180.00	Tuition Revolving
Stoneman, Chandler & Miller	\$180.00	Tuition Revolving
ACTE	\$2,795.00	Tuition Revolving/Perkins
CDW-G	\$916.00	V4225032-585014
Apple	\$3,996.00	V4245132-587014
Rediker	\$10,960.00	V4225032-528000
Nixon	\$580.44	V0351028-551006
A. Linkenhoker	\$294.18	V0121000-571001
Rene Cote	\$428.50	V0423000-524012