# SMITH VOCATIONAL AND AGRICULTURAL HIGH SCHOOL NORTHAMPTON, MA

# MINUTES OF THE REGULAR BOARD OF TRUSTEES MEETING Tuesday May 16, 2023 5:00 PM

PRESENT: Mr. Michael T. Cahillane, Dr. Julie Spencer-Robinson, Mr. Richard Aquadro, Mayor Gina-Louise Sciarra(5:25pm), Dr. Jannell Pearson-Campbell NPS Interim-Superintendent

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

STUDENT REP: Mandy Wright, 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: Kim Keough presented the most recent edition of the Viking Runestone and briefly spoke of the reception Forbes Library hosted.

Cyndi Ouimette thanked the Trustees for considering covering the cost of vocational teachers to attend the senior banquet and hopes the vote passes.

Participation by the Trustees: Dr. Spencer-Robinson reported she recently attended the Policy Group on Tradeswomen's Issues meeting on school to trades pipeline. The Association of General Contractors (AGC) provides externships for educators, counselors, and superintendents with a \$3,000- \$4,000 stipend and DESE PD points. Participants work with member firms and go to commercial construction sites to see different careers and what field trips for students are like. AGC also offers micro grants to students to pay for their driver's license, interview clothes, and other job-related expenses.

Dr. Spencer-Robinson added the evaluation of the superintendent will be every two years. The formative evaluation is scheduled for next month's meeting. The summative evaluation will take place this time next year, in May 2024.

Mr. Aquadro asked how long the superintendent contract is for. Dr. Spencer-Robinson replied 4 years. Mr. Aquadro added that he attended the MASC Day on the Hill and met with local legislators on how we can get a new building. Mr. Aquadro gave a brief update in regard to the horticulture building; a Request for Quotes for a design architect was posted to central register. Mr. Aquadro added we still need to work on coming up with the \$1.5 million short fall.

Mr. Cahillane spoke in regard to a letter addressed to the Board of Trustees from a Northampton resident regarding the playing field conditions and lack of maintenance of them. Mr. Cahillane stated he went to the field this morning and it had been taken care of by the DPW who is in charge of city field maintenance. A follow up email was received from the resident stating that the DPW was working on the fields.

Approval of Minutes: A **MOTION** was made by Dr. Spencer-Robinson and seconded by Dr. Pearson-Campbell to approve the minutes of the April 11<sup>th</sup>, 2023 and May 2<sup>nd</sup>, 2023 meetings. **APPROVED** 4-0 School spotlight: Criminal Justice Presentation by instructors Kristen Marciniec and Joseph Brewer (attached)

Dr. Spencer-Robinson complimented the instructors on how they expose their students to the many fields open to them and inquired if the change in policing had impacted their program. Ms Marciniec replied she and Mr. Brewer were concerned about that, but found the opposite has happened and has encouraged more people and the right people to step up. Mr. Brewer added they didn't shy away from the tough subjects, good genuine conversations with the students.

Mr. Brewer introduced Jordan Dunham a 2022 Criminal Justice graduate who competed in Skills USA and won nationally. Ms Dunham spoke briefly of her experience after graduation. Ms Dunham attended the Skills USA competition, enrolled in Western New England College in Criminal Justice with focus on victims and investigations. Ms Dunham added what she learned in the high school Criminal Justice program helps with the college classes, it was a very nice transition with minimal stress. In her senior year Ms. Dunham started a Co-op job as dispatcher with Wilbraham and continues to work there after graduation.

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

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

Mayor stated she liked the creativity of option one of the Ag Mechanics piece, can it be folded back into animal science? Dr. Linkenhoker replied it cannot because they are separate DESE programs in Mr. Aquadro applauded the superintendent, principal and administrative team for the efforts for these options. Dr. Linkenhoker gave full credit to the administrative team for coming up with the options. Mr. Cahillane offered to serve on the subcommittee, adding his connections in a similar industry may be helpful.

Dr. Spencer-Robinson asked if the current instructor was not committed to the program what would the superintendent recommendation be Dr. Linkenhoker replied he would lean toward a phase out of the program.

Dr. Spencer-Robinson added it would be good to have a Plan B in place to turn to should the instructor change their mind, adding she is concerned about taking away resources away from the rest of the student body due to safety.

Mr. Aquadro asked about the advisory meeting and it not being posted for all three Trustees to attend, asking that the meetings be posted. Mr. Aquadro asked the other two Trustees if they will be attending tomorrow. Mr. Cahillane stated Mr. Aquadro can go in his place tomorrow. Dr. Linkenhoker replied to Mr. Aquadro that yes, going forward, these meetings will be posted so all can attend if desired.

Mr. Cahillane spoke briefly in regard to graduation, enjoys watching the proud parents, grandparents and the student pride. He will be missing his first graduation in 13 years, he is attending his first granddaughter's graduation and very much looking forward to it.

# Principal's Report – Mr. Bianca gave his report (attached).

Dr. Spencer-Robinson asked if the hiring committee for the Assistant Principal was happy with the applicant pool, Mr. Bianca replied yes. Dr. Spencer-Robinson asked if the salary range is comparable? Mr. Bianca replied yes. Dr. Spencer-Robinson also asked about the process for getting student reps for the board meetings. Mr. Bianca will send a notice to students in June to apply, interviews if needed will take place. Dr. Spencer-Robinson added if there is something the Board can do to help make the student reps more interested in serving.

Facility Report – Mr. Smith gave a brief update on current campus projects. C building A/C update: B&G Mechanical will be delivering material for the project over the next few weeks. They'll start the project as soon as the school year is over and plan on being completed by August 4, We should have a functioning A/C for the upcoming school year in that building

Apple Storage Renovation: Concrete has been poured and final reinforcement of the walls and floor system can continue

Companion Animal building: There was a meeting of the Architect, HVAC Plumbing engineer, Electrical engineer and structural engineer. Questions about each discipine were discussed for the final plan for this facility and surrounding farm area as far as sanitary lines are concerned.

New 11 passenger van has been delivered, waiting for lettering from auto body shop, registration, and insurance.

Mr. Aquadro asked if there was any feedback on the animal science renovation and asked about the door fob system, the companion animal building and the sidewalk project. Mr. Smith replied Animal Science classes are moved in the renovated building. The door fob, companion animal building and sidewalk project are moving along.

Business Report – Ms Fairman gave a brief update of the budget to date. Staff member Heidi Sawicki is retiring June  $2^{nd}$ . Virginia Perez has been hired and she began yesterday, three-week transition and training with Ms Sawicki. Closing the fiscal year has begun.

Mr. Aquadro asked about if there was any more movement on hiring a grant writer. Dr. Linkenhoker replied this isn't a top priority at this time.

6:56pm At this time Mayor Sciarra exited the meeting for a previous commitment at Northampton High School.

# New Business:

A **MOTION** was made by Dr. Spencer-Robinson and seconded by Mr. Aquadro to approve to not participate in school choice for the 2023-2024 school year **APPROVED 4-0** 

A **MOTION** was made by Mr. Aquadro and seconded by Dr. Spencer-Robinson to approve an out of state overnight trip to Atlanta GA for the National Skills USA Competition June 19 - 24, 2023 **APPROVED 4-0** 

A **MOTION** was made by Mr. Aquadro and seconded by Dr. Pearson-Campbell to approve the use of two school buses for travel to the New England Ag Teacher's conference in Bristol, RI June 25 - 28, 2023 and to transport attendees on scheduled tours in the Bristol area.

Dr. Spencer-Robinson asked about the buses, Dr. Linkenhoker replied this has been past practice. The buses are used to transport attendees to tours and events.

# APPROVED 4-0

A **MOTION** was made by Dr. Spencer-Robinson and seconded by Mr. Aquadro to approve the updates to the 2022-2023 Student Handbook

Dr. Spencer-Robinson asked about the changes regarding course changes. Mr. Bianca explained the language change is aligned to current practice.

# APPROVED 4-0

A **MOTION** was made by Mr. Aquadro and seconded by Dr. Spencer-Robinson to approve to cover the cost for the senior banquet for vocational teachers, senior advisors, administrators and trustees **APPROVED 4-0** 

A **MOTION** was made by Dr. Spencer-Robinson and seconded by Mr. Aquadro for discussion and possible action of a VOTE to approve a \$600 Superintendent Award

Discussion: Dr. Linkenhoker explained this long-standing award recognizing an employee of the school, doesn't have to be a teacher.

*Mr.* Aquadro asked if there were any who have been awarded this more than once? Dr. Linkenhoker replied in his tenure, no.

# APPROVED 4-0

A **MOTION** was made by Dr. Spencer-Robinson and seconded by Dr. Pearson-Campbell to approve an increase to the facility use custodial rate to \$55

Dr. Spencer-Robinson asked for an explanation. Ms Fairman explained the increase is to cover the increased custodial rate for Sunday's. **APPROVED 4-0** 

A **MOTION** was made by Dr. Spencer-Robinson and seconded by Mr. Aquadro to approve the surplus for donation 4 boxes of face shields from Health Technology **APPROVED 4-0** 

Future Business:

June 13, 2023 Regular Board of Trustees meeting 5:00pm – Library the Building Committee at 3pm July 18, 2023 Regular Board of Trustees meeting 5:00pm – Library August, 15 2023 *TENTATIVE* Regular Board of Trustees meeting 5:00pm – Library

Upcoming Events: May 30, 2023 Senior Banquet - 6:00pm Garden House @ Look Park May 31, 2023 Senior Awards Night - 6:00pm SVAHS Cafeteria June 1, 2023 Graduation - 6:00pm SVAHS Football Field

Mr. Aquadro stated he would like to generate more activity in the alumni association.

Adjourn:

At 7:10pm Mr. Aquadro **MOTIONED** to adjourn Dr. Pearson-Campbell seconded. **APPROVED 4-0** 

Respectfully submitted, Deborah Carver, Board Secretary



# <u>CJ Students</u>

# Nontraditional



# FEMALE



# DIVERSITY • EQUALITY INCLUSION

# Criminal Justice at S.V.A.H.S.

What does a typical day look like in the CJ shop?



- There are no "typical" days as each day is different from the next
- Each day will start with some form of physical training (PT)
- Topics include: law, trial court system, investigative and police services, forensics, firefighting, dispatching, corrections, private investigations, military prep., etc.

# **19 Certifications**

- Stop The Bleed (9th & 11th)
- Cyber Safety Awareness (9th)
- Basic Firearm Safety Certificate (10th)
- First Aid (9th & 11th)
- C.P.R (9th & 11th)
- FEMA Introduction to Community Emergency Response Teams (11th)
- FEMA Introduction To Incident Command Systems -100&200 level ( 11th )
- FEMA Introduction to National Incident Management Systems (11th)
- FEMA Introduction to Hazardous Materials
- FEMA RDPC Event Security Planning
- FEMA Animals in Disaster
- FEMA Livestock in Disasters
- FEMA Active Shooter: What You Can Do
- FEMA Diversity Awareness
- APCO Public Safety Telecommunicator (12th)
- E 9-1-1 Equipment Training (12th)
- Stenography (11th)
- Initial Security Officer Program (12th)
- Emergency Medical Responder (11th)





# **Defensive Tactics (DT)**

• Handcuffing Techniques



Baton Tactics





























	_ook Park			
21/23: NO SCHOOL AVA Officers Meetin	(April Vacation)	cretary Tutwiler		
			s Meeting	
nild Advocacy Cente	r Meeting & Tour			
asthampton Chambe		onomic Development Su	mmit	
tendent Goal Eviden	ce*			
ocus*				
	Massachusetts SkillsU Dur Community Salute Child Advocacy Cente Equity Work w/ Cyndi Easthampton Chambe MASC Day on the Hill	Massachusetts SkillsUSA Competition & Dur Community Salutes Ceremony @ Gi Child Advocacy Center Meeting & Tour Equity Work w/ Cyndi Weekes-Bradley Easthampton Chamber of Commerce Eco MASC Day on the Hill ntendent Goal Evidence*	Dur Community Salutes Ceremony @ Gillette Stadium Child Advocacy Center Meeting & Tour Equity Work w/ Cyndi Weekes-Bradley Easthampton Chamber of Commerce Economic Development Su MASC Day on the Hill ntendent Goal Evidence*	Massachusetts SkillsUSA Competition & MAVA Board of Directors Meeting Dur Community Salutes Ceremony @ Gillette Stadium Child Advocacy Center Meeting & Tour Equity Work w/ Cyndi Weekes-Bradley Easthampton Chamber of Commerce Economic Development Summit MASC Day on the Hill ntendent Goal Evidence*

# **Highlights & Updates**

- 5/04/23: MAVA Meeting with Bob LePage (Executive Office of Education) •
- 5/08/23: Education Secretary Tutwiler Program w/ CES Superintendents •
- 5/08/23: Mock Accident ۰
- •
- •
- 5/09/23: NEASC Steering Committee Training 5/09/23: OPM Meeting w/ District Leadership 5/09/23: MAVA Board of Directors Meeting re: Lottery •
- 5/10/23: PTO Staff Breakfast •
- 5/10/23: NHS Induction Ceremony •
- •
- 5/11/23: Equity Audit Site Visit 5/16/23: Equity Work w/ Cyndi Weekes-Bradley •

\*BOLD = Superintendent Goal Evidence\*

\*Italics = Equity Focus\*



# **End of Year Preview**

- 5/30/23: Senior Banquet @ Look Park
- 5/31/23: Senior Awards Night @ Cafeteria
- 6/01/23: Graduation @ Football Field
- 6/21/23: Last Day of School

# **Admissions Lottery**

- Sen. Cronin (Fitchburg) submitted amendment to FY24 Senate Budget to mandate admissions lottery for all vocational schools
- MAVA working with Ventry Associates to advocate to all Senators to reject this amendment to ensure proper discussion, debate, and public hearings for this important topic
- MAVA has meeting 5/17/23 with Senate President to share the concerns with this process

# Horticulture Building Rebuild Update

- OPM Contract Finalized
- Design Services RFQ sent out
  - $\circ$   $\;$  Should have firm onboard in mid-June  $\;$
- Building Committee to meet in June
- 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



# <section-header><section-header><list-item><list-item><list-item><list-item><list-item><list-item><list-item><list-item><list-item>



# **Agricultural Mechanics Program: Recommendation**

OPTION I: Scale Back & Rebuild Program

• Administration recognizes Ag. Mech as part of the cornerstone of this school

- A year of scaling-back and focus/reflection will ensure school is making best long term decision for the students, families, school, and community
- We must keep student safety as the focus and ensure we are providing a relevant and focused education for all students
- o **2023-2024** 
  - No exploratory students
  - Grade 10/12 One Week
  - Grade 11 Other Week
    - Will allow focused staff development and curriculum writing
  - Current Freshmen & Families will be consulted
    - Offered to transfer programs if desired

# **Agricultural Mechanics Program: Recommendation**

- Staffing
  - Current instructor is committed to program (Eligible for Emergency License)
  - Actively working on hiring second instructor (Eligible for Emergency License)
  - Administration will work with both instructors on requirements towards licensure
    - Must ensure relevant work experience is DESE approved
    - Focused mentoring topics
    - Necessary PD
    - Begin required licensure courses
- o Subcommittee will focus on long term and make recommendation in Spring 2024

# **Donations**

• No donations to report this month



### 7

# **Looking Ahead**

- 5/17/23: General Advisory Meeting
  5/18/23: MIAA TMC Virtual Meeting

- 5/18/23: AP Finalist Interview
  5/22/23: Cyndi Weekes-Bradley Coaching Session
- 5/23/23: Equity Work w/ Cyndi Weekes-Bradley
- 5/24/23: MAVA Officers Meeting w/ Commissioner Riley
  5/24/23: FFA Banquet

- 5/26/23: Senior Picnic
  5/29/23: NO SCHOOL (Memorial Day)
- 5/30/23: Equity Work w/ Cyndi Weekes-Bradley
  5/30/23: Senior Banquet
- 5/31/23: Senior Awards
   6/01/23: Graduation
- 6/05/23: Cyndi Weekes-Bradley Coaching Session
  6/06/23: Equity Work w/ Cyndi Weekes-Bradley
- 6/13/23: Building Committee Initial Meeting
  6/13/23: Board of Trustees Meeting?

# **June Focus**

- Senior Activities Review
- Superintendent Eval Mid-Cycle Self-Reflection

# **Contact Information**

Andrew H. Linkenhoker, Ed.D Superintendent

Email: alinkenhoker@smithtec.org

Office: (413) 587-1414 x3406

Fax: (413) 587-1405

May 16, 2023

# Student Representatives Report May 2023 Board Meeting Smith Vocational and Agricultural High School Board of Trustees:

### Jayanna

### Underclassmen:

-Sophomore MCAS, May 16 and 17 -Sophomore class field trip to Six Flags, June 8

### FFA:

-FFAs Annual Awards Banquet, May 24 in the school cafeteria

### Mandy

# **Upperclassmen:**

-National Honor Society Induction Ceremony, May 10 in the school cafeteria

-2023 Senior Prom was held at the Log Cabin Meeting House in Holyoke, May 12

-Senior field trip to Six Flags, May 19

-Senior BBQ, May 26

-Senior Banquet (for shop awards), May 30 at the Look Park Garden House

-Senior Awards Night, May 31 in the school cafeteria

-Graduation Ceremony, June 1 in the school football field (valedictorian and salutatorian were chosen May 12)

# <u>Clubs:</u>

-Volume 5 of the Viking Runestone was launched, April 27 at the Forbes Library and supported by Straw Dog Writers Guild - launch party featured readings from the magazine and other artwork - the magazine is supported and advised by MsBurke, MsKeough, Graphics, Northampton Education Foundation, and the Northampton Arts Council

# **Fundraisers:**

-FFA (in collab w Northampton Education Foundation) Annual Plant Sale, May 12 and 13 - money will go towards costs of FFA uniforms, trips, chapter costs, events, and a portion will go to support the Northampton Education Foundation for their work in the community

-Football Sticker Decal Sales - selling stickers that replicate the SVAHS helmet decals - money will go towards team gear, events, financially supporting the team

Respectfully submitted,

Jayanna Daniels and Mandy Wright Student Representatives



Smith Vocational and Agricultural High School 80 Locust Street Northampton, MA 01060-2094 Phone (413) 587-1414

> Mr. Joseph C. Bianca Principal



New England Association of Schools and Colleges associate member

www.smithtec.org

Principal's Report May 2023 Board Meeting

Smith Vocational and Agricultural High School Board of Trustees:

# **Student Representative to the Board:**

Mandy Wright

Enrollment:

560 students

# Admissions:

First round of acceptance letters (150) went out in mid-April. As of May 15, 2023, 103 first round students have registered (68.6%); 15 from Northampton (14.5% of enrolled). The first round students have until Friday, May 19, 2023 to accept their seat. Round 2 letters will be sent out next week. Additional students have registered into open shops with 1 into 10<sup>th</sup> grade next year and 1 into 11<sup>th</sup> grade next year.

# School Council

We held our last meeting of the year on May 16, 2022. The Student Handbook changes were approved.

# SkillsUSA:

Gold Medalist in Advanced Manufacturing, Emory Caron, will be heading to Atlanta for the National competition, June 19th-24th.

# **MCAS**

Testing in Math MCAS May 16 and 17, 2022. Testing Science on June 6 and 7.

# Personnel:

PE – Posted Health Technologies Instructor – Interview Phase Assistant Principal – Interview Phase Math Teacher – Posted Agricultural Mechanics – Interview Phase

### **Graduation Prep:**

Valedictorian Mandy Wright and Salutatorian Seth Ostrowski have been officially notified. Senior Salutes are being sent out via email to the school community. Venue set up is being organized. Wanczyk Nursery has agreed to donate the use of plants and flowers for the stage and photography area. Senior Banquet and Senior Awards Night are in the final stages of preparation.

Respectfully submitted, Joseph Bianca Principal

Founded in 1844 by Oliver Smith SVAHS does not discriminate on the basis of race, color, national origin, sex, gender identity, disability, religion or sexual orientation.