

SMITH VOCATIONAL AND AGRICULTURAL HIGH SCHOOL  
NORTHAMPTON, MA

MINUTES OF THE  
REGULAR BOARD OF TRUSTEES MEETING  
Tuesday December 21, 2021  
Virtual Meeting via Zoom - 5:00 PM

PRESENT: Michael T. Cahillane, John E. Cotton, Mayor David Narkewicz,  
Dr. John Provost, NPS Superintendent, 5:27pm

ABSENT: Thomas M. FitzGerald

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

STUDENT REP: Tyrese Cordova, absent

Chair Michael T. Cahillane called the meeting to order at 5:00pm and read the Mission Statement of the School.

Participation by the Public: none

Participation by the Trustees: Mr. Cotton noted this is his last meeting.

A **MOTION** was made by John E. Cotton and seconded by Mayor Narkewicz to approve the minutes of the November 16, 2021 meeting.

Michael T. Cahillane - yes

John E. Cotton - yes

Mayor Narkewicz – yes

**APPROVED 3-0**

Information and Proposals:

Superintendent's Report - Dr. Linkenhoker gave his report in a PowerPoint presentation (attached). Dr. Linkenhoker added his recognition and thanks to the following Trustees for their service to Smith Vocational and Agricultural High School:

- Mr. John Cotton served on Board since 2002
- Mr. Thomas FitzGerald served on Board since 2006
- The Honorable David Narkewicz, Mayor of Northampton served on Board since 2011

Mr. Cahillane commented on the ski and skate sale that is put on by the Lions Club, it is a longstanding event.

Principal's Report – Mr. Bianca gave a brief report (attached).

Mr. Bianca thanked the Mayor and Mr. Cotton for their serving as Board Members.

Mr. Cahillane added the school gets a lot of press for Montes March and the radio station 93.9 The River as well as national recognition from U.S. Rep Jim McGovern.

Business and Facilities Report - Facilities Director Tim Smith stated he placed an order for shop

lockers, will be April before they are delivered, met with an architect for windows. The architect also looked at the storage building in back of B building that needs addressing for structural reasons. Mr. Cahillane thanked Tim and the staff for the work that was done on the nurse's station.

School Business Administrator, Crystal Fairman thanked the Mayor, Mr. Cotton and Mr. FitzGerald for their leadership and guidance and gave an update of the finances to date. Mr. Cahillane added in regard to the digital sign, being a regional shelter, he feels this sign will be very helpful to the community as a whole.

New Business:

A **MOTION** was made by Mayor Narkewicz and seconded by John Provost to approve going out to bid for the following:

Digital Sign approximate \$60,000 - \$70,000 – budgeted \$40,000 remaining funds tuition revolving \$30,000 maximum

Safety UTV approximate \$30,000 – tuition revolving

Hybrid Van approximate \$45,000 - \$55,000 – tuition revolving

Michael T. Cahillane - yes

John E. Cotton - yes

Mayor Narkewicz – yes

John Provost - yes

**APPROVED 4-0**

A **MOTION** was made by John E. Cotton and seconded by John Provost to approve payment for the following FY21 invoices:

A Simos Co - Inv# 233058 October 30, 2020 \$43.50 - cafeteria revolving

A Simos Co - Inv# 236674 January 19, 2021 \$157.35 - cafeteria revolving

Michael T. Cahillane - yes

John E. Cotton - yes

Mayor Narkewicz – yes

John Provost - yes

**APPROVED 4-0**

A **MOTION** was made by John E. Cotton and seconded by John Provost to approve the following surplus for resale from Health Technology 4 DVD's of health technologies content, plastic dental mirrors (approx.. 40), sealed bag of 10 small vaginal speculums.

Michael T. Cahillane - yes

John E. Cotton - yes

Mayor Narkewicz – yes

John Provost - yes

**APPROVED 4-0**

Mr. Cahillane thanked Mayor Narkewicz for his service as a board member, and noted his father also served as a Trustee during his years as Mayor of the City of Northampton.

Future Business:

January 18, 2022 Regular Board of Trustees meeting 5:00pm - virtual

February 15, 2022 Regular Board of Trustees meeting 5:00pm – virtual

March 15, 2022 Regular Board of Trustees meeting 5:00pm – virtual

Adjourn: At 5:41 pm John Provost **MOTIONED** to adjourn Mayor Narkewicz seconded.

Michael T. Cahillane - yes

John E. Cotton - yes

Mayor Narkewicz – yes

John Provost - yes

**APPROVED 4-0**

Respectfully submitted,  
Deborah Carver, Board Secretary

# Superintendent Report

December 21, 2021

Submitted by  
Andrew H. Linkenhoker, Ed.D

## Highlights & Updates

- 11/22/21: Commissioner Zoom Update Call
- 11/24/21 - 11/26/21: NO SCHOOL (Thanksgiving)
- 12/1/21 - 12/5/21: ACTE National Conference
- 12/6/21: Faculty Toy Gift Exchange & Donation
- 12/7/21: Smith College Community "Breakfast"
- 12/8/21: MAVA Officers Meeting
- 12/8/21: Mayor Narkewicz Thank You Party
- 12/9/21: Mock Interviews
- 12/9/21: Leadership Meeting
- 12/13/21: MAVA Officers & DESE Commissioner Meeting
- 12/13/21: DH Meeting
- 12/15/21: Commissioner Zoom Update Call

## Highlights & Updates

- 12/16/21: City DH Meeting
- 12/16/21: Leadership Meeting
- 12/17/21: Transition Meeting with Mayor & Mayor-Elect

## Board of Trustees Recognition

- Mr. John Cotton
  - Served on Board since 2002
- Mr. Thomas FitzGerald
  - Served on Board since 2006
- The Honorable David Narkewicz, Mayor of Northampton
  - Served on Board since 2011

***Thank you for your service to SVAHS***

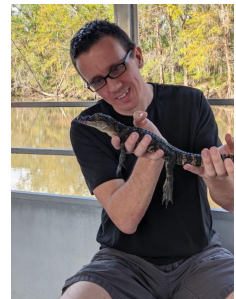
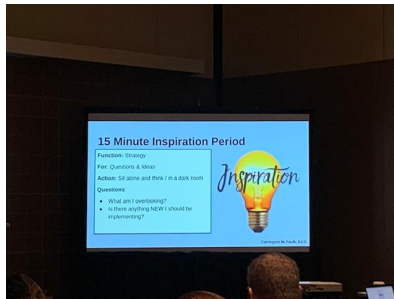
***You will receive your meeting name plate as a remembrance of your service***

# ACTE Conference

- Sessions/Highlights:
  - Opening Ceremony Keynote: Mr. Kevin Brown (not THAT Kevin Brown) re: “Hero Effect”
  - Anatomy of a Knee Injury: Meniscus Tears and Repairs
  - CTE Teacher Recruitment, Training and Retention Toolkit: Lessons Learned
  - From Problem to Possibility: 10 Questions for Creative Educational Leaders
  - The Stakes are High: Use of Assessment Data for FCS Program Improvement and Effectiveness
  - Leadership Challenge - Leading Change: A Book Series by John Kotter
  - High Quality CTE Programs & Leadership: Skills for Success
  - You Recruit & Hire, and They Leave: Supporting CTE Teachers to Thrive

# ACTE Conference

- I continue to plan an every-other year attendance for budgetary purposes while attending local PD opportunities in the off year (MASS, MVA, etc)



# Exploratory Placement/ Tuition Forms

- 12/9/21: Freshmen Shop Placements Announced
- 12/13/21 - 12/17/21:
  - Freshmen completed safety and OSHA Training
  - Freshmen focused on Strand 6 competencies
  - Allowed for new non-resident tuition forms to be distributed and signatures obtained
  - Allowed for potential shifting of placements
- Challenge with tuition forms being declined by sending districts
  - Several appeals to DESE to wade through
  - Creates uncertainty for student and overall placement numbers

## In the News...

Daily Hampshire Gazette - 12/04/2021

### TIME TO SWAP



Both Vocational and Agricultural High School Junior Center Blankenship, foreground, and other members of the basketball team with the Northampton Area City serve a couple of hundred of winter sports gear into the school cafeteria on Friday for the annual Ski and Skate sale, which takes place on Saturdays from 9 a.m. to 2 p.m.

December 4, 2021 5:05 am GMT-5:00

Powered by TECOMM

## Donations

- 10 Mitel telephones donated by the City of Northampton. Will be used in classrooms needing a telephone or as replacements of broken telephones
- 8 cases of N95 respirators by Care One of Northampton. Will be used in Collision Repair for sanding and painting tasks.
- 2 Kubota 3-cylinder engines by Quality Fleet Services in South Hadley. Will be used in Agricultural Mechanics for students to learn to disassemble and rebuild.

## Looking Ahead

- 12/23/21: CAMPUS CLOSED (Christmas Eve Observation)
- 12/24/21: CAMPUS CLOSED (Christmas Observation)
- 12/27/21 - 12/31/21: NO SCHOOL (Christmas Break) & NO Student Activities
- 12/30/21: CAMPUS CLOSSES @ 11am (New Years Eve Observation)
- 12/31/21: CAMPUS CLOSED (New Years Day Observation)
- 1/3/22: School Resumes
- 1/3/22: City of Northampton Inauguration Ceremony
- 1/3/22: Faculty Meeting
- 1/6/22: Leadership Meeting
- 1/10/22: DH Meeting
- 1/13/22: Leadership Meeting
- 1/17/22: CAMPUS CLOSED (Martin Luther King Jr Day)
- 1/18/22: Board of Trustees Meeting
- Month of January: Budget Review Meetings with DH's and Admin



## January Focus

- Board of Trustees Organization
- NEASC Discussion

## Contact Information

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*Superintendent*

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**Smith Vocational and Agricultural High School**

80 Locust Street  
Northampton, MA 01060-2094  
Phone (413) 587-1414

Mr. Joseph C. Bianca  
Principal

*www.smithtec.org*

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**December 21, 2021**

**Principal's Report  
December 2021 Board Meeting**

**Smith Vocational and Agricultural High School Board of Trustees:**

**Enrollment:**

548 students

**Admissions Update:**

Student applications year over year:

**December BOT Meeting 2021 – 140 applications with 28 (20%) of them from Northampton**

December BOT Meeting 2020 – 99 applications

December BOT Meeting 2019 – 130 applications

December BOT Meeting 2018 – 115 with 21 (18.3%) of them from Northampton

December BOT Meeting 2017 – 112 with 26 (23.2%) of them from Northampton

**Freshmen Placements**

**Ag Mechanics – 12**

**Animal Science – 14**

Automotive – 11

Automotive Collision Repair – 7

Cabinet Making – 4

Carpentry – 10

Cosmetology – 10

**Criminal Justice – 12**

Culinary – 7

**Electrical – 12**

Graphics – 10

Health Assisting – 8

**Horticulture – 12**

**Plumbing – 12**

**Budget:**

Building level budget proposals are due to me by Wednesday, December 22, 2021. We will review the individual department requests, meet with department heads, and combine into one proposal for Dr. Linkenhoker to incorporate into his budget request to the Board of Trustees. These meetings will take place during the second and third weeks in January.

**School Council:**

We are in the processes of updating the school improvement plan, and we will begin working on the Student Handbook.

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

### **Monte's March and Smith Collision Repair**

Thanks again to Mike Brooks and new comer to the department Chris Richards in Collision. Every year, Mike works to support Monte's March by prepping the carts (originally fabricated here at Smith), repairing, and refurbishing as needed, to get them ready for the march from Springfield to Greenfield. It is a great opportunity for our students to support charitable endeavors through their labor and time.

### **Toy Drive**

I want to thank Emily Dumais and the National Honors Society, who again sponsored the Toy Drive at Smith Vocational and Agricultural High School this year. In collaboration with this effort, the staff again participated in the toy drive by having a Secret Gift Exchange on December 6<sup>th</sup>. Staff members volunteered to participate and we purchased toys for each other, that we felt reflected the person we were buying for. After all the toys were unwrapped, they were donated. I want to thank the National Honors Society and all staff who participated. In all over 40 toys were collected!

### **Clothing Drive**

Emily Dumais and National Honors Society ran a Cold Weather Clothing Drive on campus during the month of December. This clothing drive ends Wednesday, December 22, 2021.

### **Ag Mech**

Kyle Bostrom, Stephanie Rypysc and the Ag Mech students ran a food drive during the Thanksgiving Holiday. Collectively, Smith Vocational students and staff donated 1272 pounds of food! Thank you to Kyle and Stephanie who organize this yearly. Congratulations to Horticulture students who donated the most.

### **Personnel**

Hired paraprofessional Amy Mares. They began December 13, 2021.  
Still looking for an Electrical Instructor/Long Term Sub

Respectfully submitted,

Joseph Bianca  
Principal

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