

SMITH VOCATIONAL AND AGRICULTURAL HIGH SCHOOL
NORTHAMPTON, MA

MINUTES OF THE
REGULAR BOARD OF TRUSTEES MEETING
Tuesday June 22, 2021
Virtual Meeting via Zoom - 5:00 PM

PRESENT: Michael T. Cahillane, Thomas M. FitzGerald, John E. Cotton,
Mayor David Narkewicz,

ABSENT: Dr. John Provost, NPS Superintendent

ADMINISTRATION: Superintendent Dr. Andrew Linkenhoker, Principal Joseph Bianca
Business Manager Crystal Fairman

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. FitzGerald commended the Facilities Director, grounds crew and farm techs for keeping the grounds and farm looking good. Mr. FitzGerald also requested the Superintendent begin looking into the process for a student house building project.

A **MOTION** was made by John E. Cotton and seconded by Thomas M. FitzGerald to approve the minutes of the May 18, 2021 meeting.

Michael T. Cahillane - yes

Thomas M. FitzGerald - yes

John E. Cotton - yes

Mayor Narkewicz - yes

APPROVED 4-0

Information and Proposals:

Superintendent's Report - Dr. Linkenhoker gave his report in a PowerPoint presentation (attached).

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

Business and Facilities Report:

Facilities Director Tim Smith gave an update on the renovation of the nurse's suite, demo almost done. Installation of shop lockers is in process.

Business Manager, Crystal Fairman gave a brief update of the finances, working on closing out of the fiscal year.

New Business:

A **MOTION** was made by Thomas M. FitzGerald and seconded by John E. Cotton to approve payment for \$119.75 to Jorge Illtyd Fernandez FY19 underpayment of salary from Tuition Revolving.

Michael T. Cahillane - yes

Thomas M. FitzGerald - yes

John E. Cotton - yes

Mayor Narkewicz - yes

APPROVED 4-0

A **MOTION** was made by Thomas M. FitzGerald and seconded by John E. Cotton to approve payment of \$1,145.72 tutor balance from the Trustees Unrestricted Fund.

Discussion: Dr. Linkenhoker gave a brief explanation of this balance, and proposes this be paid out from the state COVID money due to it being a COVID expense. Mayor Narkewicz asked what was unpaid? Ms Fairman said all of the staff paid for their days, it was the days that there were less children that did not cover the expense of the tutor.

A **MOTION** was made by Thomas M. FitzGerald and seconded by John E. Cotton to approve payment of \$1,145.72 tutor balance from the state COVID money.

Michael T. Cahillane - yes

Thomas M. FitzGerald - yes

John E. Cotton - yes

Mayor Narkewicz - no

APPROVED 3-1

A **MOTION** was made by John E. Cotton and seconded by Thomas M. FitzGerald to approve to increase Facility Use Custodial rate to \$50/hour

Dr. Linkenhoker gave a brief rationale for the increase.

Michael T. Cahillane - yes

Thomas M. FitzGerald - yes

John E. Cotton - yes

Mayor Narkewicz - yes

APPROVED 4-0

A **MOTION** was made by John E. Cotton and seconded by Thomas M. FitzGerald to approve students traveling out of state to attend the National FFA Convention in Indianapolis, Indiana the week of October 24 - 30, 2021

Michael T. Cahillane - yes

Thomas M. FitzGerald - yes

John E. Cotton - yes

Mayor Narkewicz - yes

APPROVED 4-0

A **MOTION** was made by Thomas M. FitzGerald and seconded by John E. Cotton to approve a request for up to two buses to be used at the New England Ag Teachers Conference, to be held in Enfield, New Hampshire from August 2 - 4, 2021 to be operated by Smith School Ag Teachers.

Dr. Linkehoker briefly added this is an annual request.

Michael T. Cahillane - yes

Thomas M. FitzGerald - yes

John E. Cotton - yes

Mayor Narkewicz - yes

APPROVED 4-0

A **MOTION** was made by Thomas M. FitzGerald and seconded by John E. Cotton to approve the updates to the 2018-2021 School Improvement Plan

Michael T. Cahillane - yes

Thomas M. FitzGerald - yes

John E. Cotton - yes

Mayor Narkewicz - yes

APPROVED 4-0

A **MOTION** was made by John E. Cotton and seconded by Thomas M. FitzGerald to approve the updates to the 2021-2022 Staff/Faculty Manual

Michael T. Cahillane - yes

Thomas M. FitzGerald - yes

John E. Cotton - yes

Mayor Narkewicz - yes

APPROVED 4-0

A **MOTION** was made by Thomas M. FitzGerald and seconded by John E. Cotton for **Discussion and possible action/vote** 2021-2022 updates to Admissions Policy.

Dr. Linkenhoker briefly explained the updates of the current policy.

A **MOTION** was made by Thomas M. FitzGerald and seconded by John E. Cotton to approve the 2021-2022 updates to Admissions Policy

Michael T. Cahillane - yes

Thomas M. FitzGerald - yes

John E. Cotton - yes

Mayor Narkewicz - yes

APPROVED 4-0

A **MOTION** was made by Thomas M. FitzGerald and seconded by John E. Cotton to approve the following surplus for resale from:

AG Mech – Scotchman Metal Worker

Automotive – Nilfisk GSD 115 Vacuum System with hoses

Cosmetology – 4 Hood dryers

Health Technology – CPR Manikin, 29 American Heart Association books and dvd's

Michael T. Cahillane - yes

Thomas M. FitzGerald - yes

John E. Cotton - yes

Mayor Narkewicz - yes

APPROVED 4-0

A **MOTION** was made by John E. Cotton and seconded by Thomas M. FitzGerald to approve the following surplus for scrap or recycle/disposal from:

Health Technology – 20 paperback Nursing Assistant Textbooks 11th edition

IT – numerous broken and inoperable technology equipment

Michael T. Cahillane - yes

Thomas M. FitzGerald - yes

John E. Cotton - yes

Mayor Narkewicz - yes

APPROVED 4-0

Mr. FitzGerald reiterated his request for the superintendent to examine the possibility of a student house construction project with the aim to sell the house. Mr. FitzGerald feels this activity can help generate needed funds to help support future needs around facilities.

Future Business:

July 20, 2021 Regular Board of Trustees meeting 5:00pm – To be determined if in person or virtual.

Tentative meeting August 17, 2021

September 21, 2021 Regular Board of Trustees meeting 5:00pm – To be determined if in person or virtual.

Adjourn: Mayor **MOTIONED** seconded by Thomas M. FitzGerald to adjourn 5:45pm

Michael T. Cahillane - yes

Thomas M. FitzGerald - yes

John E. Cotton - yes

Mayor Narkewicz - yes

APPROVED

Respectfully submitted,

Deborah Carver, Board Secretary

Superintendent Report

June 15, 2021

Submitted by
Andrew H. Linkenhoker, Ed.D

Highlights & Updates

- FINAL Northampton Emergency Team Meeting
- 5/19/21: MAVA Admissions Response Meeting
- 5/19/21: Commissioner Update Call
- 5/20/21: MAVA Executive Director 1st Interviews
- 5/21/21: Hampshire County Superintendent Steering Committee
- 5/24/21: DESE CTE Update Call
- 5/31/21: NO SCHOOL; Memorial Day
- 6/1/21: MAVA Executive Director Finalist Interviews
- 6/2/21: MAVA Officers Meeting
- 6/3/21: Franklin & Hampshire Counties MassHire Workforce Board Annual Meeting
- 6/7/21: MAVA Officers & Commissioner Meeting
- 6/7/21: Faculty Meeting & Superintendent Award Announcement

Highlights & Updates

- 6/8/21: MAVA Board of Directors re: Executive Director Vote
- 6/11/21: LAST DAY OF SCHOOL

End of Year Updates

- 5/19-21/21: Senior Shop Awards during school day
- 5/21/21: FFA Awards
- 5/27/21: Senior Picnic & Checkout on football field during school day
- 6/1/21: Graduation Rehearsal
- 6/2/21: Senior Awards Night on football field
- 6/3/21: Graduation on football field
- 6/4/21: SkillsUSA Awards
- 6/7/21: Prom @ Log Cabin
- 6/9/21: Cow Parade & Beef Cattle Show
- 6/10/21: Field Day
- 6/11/21: PTO Luncheon

COVID-19 Updates

- Finished school year with NO school transmission cases!
- Announced on 6/11/21 @ 10:45am that masks were no longer required in school buildings.
- Still planning on COVID-19 support nurse & Isolation Care Trailer for 2021-2022 school year along with sanitizing stations and other mitigating measures.
- Awaiting updated DESE guidance during summer.

Summer Focus

- Administrative Retreat: July 15th
 - Focus on 5 year strategic planning around programming, staffing, and facilities
 - Continue to build strong working team and camaraderie
- Nurse's Suite Renovation
- Hiring Needs
- Preparation for Day #1

Donations

- No donations to report this month

Looking Ahead

- 6/16/21: Commissioner Update Call
- 6/18/21: Hampshire County Superintendent Steering Committee
- 6/24-25 & 28-29/21: Connecting For Success Virtual Conference
- 7/5/21: CAMPUS CLOSED re: Independence Day
- 7/15/21: Administrative Retreat
- 7/20/21: Board of Trustees Meeting

July Focus

- Fall Planning Updates

Contact Information

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Superintendent

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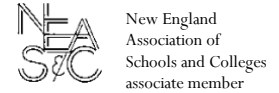
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Smith Vocational and Agricultural High School
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Northampton, MA 01060-2094
Phone (413) 587-1414

Mr. Joseph C. Bianca
Principal



www.smithtec.org

June 15, 2021

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

Smith Vocational and Agricultural High School Board of Trustees:

Enrollment:

523 students
119 graduated

Admissions:

June 2021 = 120 students registered

May 2021 = 300 applications, with 63 (21.0%) of them from Northampton.

April 2021 = 272 applications

March 2021 = 238 total applications in our system, with 48 (20.1%) of them from Northampton. Year over year increase of 13.3%

Personnel:

Posted for all known vacancies for the 2021-2022 school year. Committee chairs have been appointed and are forming their committees.

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.