

**SMITH VOCATIONAL AND AGRICULTURAL HIGH SCHOOL
NORTHAMPTON, MA**

**MINUTES OF THE
REGULAR BOARD OF TRUSTEES MEETING
Thursday February 11, 2021
Virtual Meeting via Zoom - 5:00 PM**

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

ABSENT: Mayor David Narkewicz , 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 5:04pm.

Mr. Cahillane read the Mission Statement of the School.

Participation by the Public: none

Participation by the Trustees: Thomas M. FitzGerald complimented the facilities manager for the work the custodians and farm techs put in to keep the school and farm looking good.

A **MOTION** was made by John E. Cotton and seconded Thomas M. FitzGerald to approve the minutes of the January 19, 2021 meeting.

Michael T. Cahillane – yes

Thomas M. FitzGerald - yes

John E. Cotton - yes

APPROVED 3-0

Information and Proposals:

Superintendents Report - Dr. Linkenhoker gave a PowerPoint presentation (attached). Mr. Cahillane expressed his congratulations to Dr. Linkenhoker and his administration for the hard work that has been put in to keep students on campus during the pandemic. Dr. Linkenhoker added he thanked the union and the teachers for the work put in by them also, we all had the same goal in mind.

Mr. Cahillane asked Dr. Linkenhoker to talk about the program Culinary Arts has developed for curbside pick-up. Dr. Linkenhoker briefly explained the process – plan developed, approved by administrators, and then presented to the city health department for approval.

Principal's Report – Mr. Bianca gave a brief report (attached). Mr. Cahillane added he recently participated in the valley voice program and was able to discuss the school in a public service announcement.

Adult Education Report - Lorena Turner spoke of the current classes being held, spoke of enrollment, new classes and revenue. Briefly spoke the new program she is applying for approval for. Briefly spoke of the electrical code and theory has grown, 58% of the spring enrollment for the spring semester are enrolled in adult ed programs are in electrical. Mr. Cahillane thanked Lorena for the presentation, Mr. FitzGerald added he is very happy with the work Lorena has put in to build the adult ed programs and congratulated her.

Facilities Report – Tim - locker room renovation is completed, inventory of shops for lockers, hoping for 6 shops to get new lockers this year. Will paint building in building over the Feb. break, the charging stations are up and running

Business Report - Ms Fairman gave a brief update on the finances to date. Mr. Cahillane is happy the electric chargers are in, would like to look at the potential of purchasing an electric car in the future.

Dr. Linkenhoker asked Ms Fairman to speak about the capital improvement plans. Recent lists sent to the city finance director with two scenario priority, replace boilers, remove nurse suite, replace some windows

Boiler, sidewalk around a building, replace windows

New Business:

A **MOTION** was made by Thomas M. FitzGerald and seconded John E. Cotton to approve the policy amendments/updates:

- **KCD** Gifts and Donations
- **ACA** and **ACAB** Title IX
- **JFA** Admissions

Discussion:

Mr. Cotton listed a few changes he'd like to suggest for the Gifts and Donations policy.

A **MOTION** was made by Thomas M. FitzGerald and seconded John E. Cotton to approve the policy amendments/updates with the recommendations suggested by Mr. Cotton in Policy KCD.

Michael T. Cahillane – yes

Thomas M. FitzGerald - yes

John E. Cotton - yes

APPROVED 3-0

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

from Health Technology a Canon Power Shot SX210 IS Camera and a wheeled stretcher
from Cabinetmaking a Maggi Engineering junior 640 radial arm saw

Michael T. Cahillane – yes

Thomas M. FitzGerald - yes

John E. Cotton - yes

APPROVED 3-0

Future Business:

March 16, 2021 Regular Board of Trustees meeting 5:00pm – Virtual

April 13, 2021 Regular Board of Trustees meeting 5:00pm - Virtual

Executive Session:

John E. Cotton moved to enter Executive Session, under c30A, sect. 21(a)(2) to discuss strategy for contract negotiation with non-union personnel, the Business Manager, and to reconvene in open session.

Thomas M. FitzGerald seconded the motion.

Michael T. Cahillane – yes

Thomas M. FitzGerald - yes

John E. Cotton - yes

APPROVED 3-0

The Board reconvened in open session.

Mr. Cahillane updated the public on a successful contract negotiation with the Business Manager.

Thomas M. FitzGerald motioned to approve the three-year contract for Crystal Fairman as presented.

John E. Cotton seconded the motion.

Michael T. Cahillane – yes

Thomas M. FitzGerald - yes

John E. Cotton - yes

APPROVED 3-0

Adjourn:

John E. Cotton **MOTIONED** to adjourn.

Michael T. Cahillane – yes

Thomas M. FitzGerald - yes

John E. Cotton - yes

APPROVED 3-0

Respectfully submitted,
Deborah Carver, Board Secretary

Superintendent Report

February 9, 2021

Submitted by
Andrew H. Linkenhoker, Ed.D

Highlights & Updates

- 2x Weekly City Emergency Team Meetings
- Weekly MAVA Superintendent Meetings
- Weekly SVAHS Leadership Team Meetings
- Finished DH Budget Meetings
- 1/21/21: NEASC Meeting
- 1/22/21: MAVA Board of Directors Meeting
- 1/22/21: Reopening Committee Meeting
- 1/27/21: DESE TFM Review Interview/Exit Meeting
- 1/27/21: Commissioner Call/Updates
- 1/28/21: Joint City Council/NPS School Committee Meeting Budget Meeting
- 1/29/21: GCC Meeting re: Renovations/Long Term Lease

Highlights & Updates

- 1/29/21: Reopening Committee Meeting
- 2/1/21: Faculty Meeting
- 2/2/21: MAVA Officers “Information Gap” Planning Meeting
- 2/4/21: MassHire Executive Board Meeting
- 2/5/21: Reopening Committee Meeting

COVID-19 Updates

- Budget Implications Update:
 - State: \$20,000 for current fiscal year
 - Smartboard on wheels
 - Air purifiers for academic classrooms in C Building
 - Disinfectant, UV Lighting, etc.
 - ESSR II Grant effective until 9/30/23: \$328,000
 - Technology (chromebook capacity)
 - Curriculum support
 - Zoom license
 - Academic interventions/Tutoring
 - Social/Emotional Learning needs
 - Portable trailer

COVID-19 Updates

- Data Update:
 - [Weekly Data History](#)
 - [MA DPH Graph](#)
- “Roadmap” to June:
 - [Timeline](#)

Donations

- \$250 from Great River Hydro, LLC to Agricultural Mechanics

Looking Ahead

- 2x Weekly City Emergency Team Meetings
- Weekly MAVA Superintendent Meetings
- Weekly SVAHS Leadership Team Meetings
- 2/12/21: Hampshire County Superintendent Steering Committee Meeting
- 2/12/21: Reopening Committee Meeting
- 2/15/21-2/19/21: February Vacation/ NO SCHOOL
- 3/4/21: MAVA Officers, Board of Directors, & General Meetings
- 3/5/21: CVSR “Luncheon”
- 3/16/21: Board of Trustees Meeting

March Focus

- FY22 Budget Presentation

Contact Information

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Super

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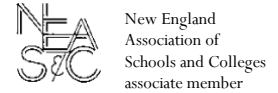
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Phone (413) 587-1414

Mr. Joseph C. Bianca
Principal



www.smithtec.org

February 11, 2021

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

Smith Vocational and Agricultural High School Board of Trustees:

Enrollment:

531 students

Admissions:

February 2021 – 163 applications, with 32 (19.6%) from Northampton

February 2020 – 184 applications, with 41 (22.3%) from Northampton

February 2019 – 180 applications, with 26 (14.4%) from Northampton

Applications are due to us by March 15, 2021 and the Out of District Tuition Forms are due April 1, 2021. There is the possibility that the State to adjust the date for tuition forms.

Budget:

Building Level Department/Program budget meetings are complete. Crystal Fairman and I are building the budget proposal for Dr. Linkenhoker. On track to present at the March Board of Trustees' Meeting.

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.

Adult Ed – February 11, 2021

- 150 students are currently enrolled in our Adult Ed classes so far this spring semester.
- Current courses include:
 1. Ancient Himalayan Care (online course taught by a Dr.)
 2. Intro to Drawing*still enrolling
 3. Intro to Watercolor Painting *still enrolling
 4. Digital Photography *still enrolling
 5. Clinical Medical Assisting
 6. Phlebotomy
 7. 2 Nurse Aide Training courses* currently applying to DPH for approval
 8. Electrical
 9. Plumbing (enrolled in fall semester)
 10. Small Engine Repair
 11. Welding
 12. Adult Ed Diploma
 13. Ed2go online courses (partner with Cengage)
- Our revenue for spring so far is **\$63,579 (with Nurse Aide Program factored in)** but there are still courses that we are enrolling for such as Welding, Small Engine Repair, Intro to Drawing and Intro to Watercolor painting.
- This spring we started our first Clinical Medical Assisting class through a company called Condensed Curriculum. We have a revenue share with them, based on the amount of students we enroll. Our revenue share ranges from 20%-30% of total tuition paid. The percentage depends on how many students we enroll for each class. Condensed Curriculum takes care of hiring and paying the instructor, sending us supplies needed for the classes, providing the curriculum and breaking down the lessons day by day for the instructor. I take care of enrolling the students and completing the background checks for the instructor. With only enrolling six students in our Spring Medical Assisting class, we made a \$4,498.50 profit.

- We hope to add more Condensed Curriculum courses in the fall, to include: Pharmacy Tech and a Welding course. The Welding course will prepare students to work in the field. Upon successful completion of required written and practical assessments, students will be certified by the American Welding Society (AWS) and have additional credentialing opportunities through NCCER (National Center for Construction Education and Research).
- We are also getting ready to offer our first Nurse Aide Training program this semester (aside from the one we run in partnership with Center for New Americans). Rockridge Retirement Community in Northampton reached out to us and asked us to provide training to 10 of their new employees they hired during covid as nurse aides without their CNA certificates. I am currently submitting the application to DPH to allow us to run the class and hope to start it in April.
- Our Electrical Code and Theory classes have grown significantly. Of the 150 students enrolled in Adult Ed courses, Electrical students make up 87 of them (58% total Adult Ed population). We are able to accommodate this number because we are having Electrical Code and Theory remote classes this semester. The Electrical Board is allowing the continuation of remote classes for the fall as well.
- Fall 2020 Revenue was **\$89,274.24** (see attached)

Fall 2020 Adult Ed Courses and Revenue

COURSES	ENROLLED	# shopify	SHOPIFY FEE	COST	NET
EKG Technician	14	8	<u>26.27</u>	\$999	\$ 6,927.05
Electrical 1	19	18	<u>17.20</u>	\$650	\$ 6,790.40
Electrical 2	10	10	<u>17.20</u>	\$650	\$ 1,328.00
Electrical 3	26	24	<u>17.20</u>	\$650	\$ 10,088.96
Electrical 4	25	23	<u>17.20</u>	\$650	\$ 9,869.40
Electrical Masters	5	3	<u>34.10</u>	\$1,300	\$ 397.70
Oil Heat Technician	4	4	<u>60.01</u>	\$2,300	\$ 3,376.41
Phlebotomy	36	17	<u>49.67</u>	\$1,899	\$ 39,559.52
Plumbing Tier 1	10	8	<u>23.18</u>	\$880	\$ 3,114.56
Plumbing Tier 2			<u>23.18</u>	\$880	\$ -
Plumbing Tier 4	7	5	<u>23.18</u>	\$880	\$ 1,044.10
Plumbing Tier 5	11	7	<u>23.18</u>	\$880	\$ 2,417.74
Small Engine Repair	15	14	<u>6.15</u>	\$240	\$ 1,323.90
Welding September Session	5	4	<u>12.00</u>	\$450	\$ 732.00
Welding November Session	6	6	<u>12.00</u>	\$450	\$ 1,158.00
Woodworking	6	5	<u>5.50</u>	\$200	\$ 572.50
Adult Ed Diploma Program					
Cengage					\$ 574.00
					\$ 89,274.24