

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

**MINUTES OF THE
REGULAR BOARD OF TRUSTEES MEETING
Tuesday July 11, 2017
Culinary Arts Restaurant - 5:00 PM**

PRESENT: Michael T. Cahillane, Mayor David Narkewicz, Dr. Provost, NPS Superintendent, John E. Cotton (5:01)
Thomas M. FitzGerald (5:02)

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

- 1) Chair Michael T. Cahillane called the meeting to order at 5:00pm and read the mission statement.
 - A. Participation by the Public: none
 - B. Participation by the Trustees: none
 - C. Participation and possible Action: Superintendent Linkenhoker introduced Ashley

Holden, department head of Agriculture Cluster. Ms Holden gave a brief presentation (attached) of overnight and out of state field trips the department is seeking permission to attend.

Overnight field trip – The Big E – Friday Sept 22 – Monday 25

Out of State field trip – SUNY Cobleskill Friday Sept 29

Out of State field trip – UCONN College of AG Tuesday Oct 3

Out of State field trip – VT Tech Animal Science programs Thursday Oct 5

Out of State field trip – Lincoln Technical College in CT Friday Oct 20

Mr. Cahillane asked if there were any questions? Mayor Narkewicz asked about the school based 4H club is it for students of Smith only? Ms Holden replied yes.

Mr. Cahillane asked about the travel time for all the students, would they be up to it? Ms Holden replied yes, it is a different group each trip, not the entire shop.

Dr. Provost asked a process question in regard to repeat trips, could this be done in a way that the teacher doesn't have to present/request each year. Dr. Linkenhoker stated he supports this and will make a note of it, and if the Board membership changes the teacher will have to present to the new membership.

A **MOTION** was made by Thomas M. FitzGerald and seconded by John E. Cotton to approve the field trips as presented.

5-0

- 2) A **MOTION** was made by John E. Cotton and seconded by Thomas M. FitzGerald to approve the Minutes of the June 13, 2017 Board of Trustees meeting.

APPROVED 5-0

- 3) Information and Proposals

Superintendent's Report: Attached

Mr. Farr stated he reached out to the department of agriculture resources regarding the land lease, has not heard back yet. He will update the board when he hears from them.

Mr. Cahillane added that the bi-monthly meetings regarding co-op would be helpful for the general advisory committee.

Principal's Report: Mr. Bianca reported 15 faculty and administrators attended the MAVA Connecting for Success Summer Conference in Marlborough, MA. This conference was on July 28 and 29. Offering Professional Development for administrators and vocational instructors, including DESE presentations on Licensure, the New Program Approval Process, and the Coordinated Program Review Process; as well as Peer presentations on 'Best Practices'. Peer presentations included topics such as 'Icebreakers', SEI Strategies, Speech Writing/Delivery,

Animal Science Programs, Green Technology, Sustainable Farming, Teen Mental Illness, Leadership, Google Education, and multiple program specific Professional Development for vocational shops.

Mr. Bianca updated the Board in regard to current enrollment:

126 Registered Freshmen

8 Registered Sophomores

110 Tuition students/109 tuition forms received...1 outstanding

Accepted 159 total...25 have taken no action to date. Guidance is contacting them.

Mr. Bianca stated an Assistant Principal was hired, Mr. Anthony Sabonis, Jr.

Chef Lacey gave a brief explanation of the summer youth program he has run the past few years, he is inviting the board and administration July 27th from 6-7pm for dinner provided by the students in the advanced culinary summer youth program.

Business and Finance Report: Payroll has been busy working on retro in an effort to close out the year Ms Lafleche has been working on Saturday's and Sunday's. Ms Fairman would like to follow the model of the NPS in regard to closing out the year and needed transfers in order to cover a small deficit. Mayor asked if tuition revolving would close the gap of the deficit.

Facilities Report: Superintendent Linkenhoker asked Tim Smith to speak on the HVAC bid and the potential need to hold a board meeting in order to award a contract. Mr. Cahillane stated the board is prepared to schedule a meeting in order to facilitate the installation of the HVAC in a timely manner.

Mr. Smith updated the board of the recent vandalism of the tractor, and showed the board what the motor oil looked like, it has been sent out for testing to find out what caused the oil to congeal. Dr. Linkenhoker added he spoke with Mr. Smith and the IT director regarding cameras in the area.

4) New Business:

A **MOTION** was made by John E. Cotton and a seconded by Thomas M. FitzGerald to give the superintendent authorization to approve the end of year transfers.

Approved 5-0

A **MOTION** was made by John E. Cotton and a seconded by Thomas M. FitzGerald to approve the following Contracts for Cafeteria Food

Allstar Dairy \$12,000

Bimbo Bakeries \$ 3,500

Mansfield Paper Goods \$7,000

Thurston Foods \$65,000

Approved 5-0

A **MOTION** was made by Thomas M. FitzGerald and a seconded by John E. Cotton to approve the following Contract for the Culinary Arts Restaurant

Sysco Food Services of CT for \$24,500

Approved 5-0

A **MOTION** was made by Thomas M. FitzGerald and a seconded by John E. Cotton to approve the following Contract for Legal Services with Murphy Hesse Toomey & LeHane for \$20,000

Approved 5-0

A **MOTION** was made by John E. Cotton and a seconded by Thomas M. FitzGerald to approve the following Contract with Farr Educational Consulting not to exceed \$49,999

Approved 5-0

Discussion on the Guidance Suite HVAC, there is a bid opening planned for July 24th and the possible need to schedule a meeting for July 25th to vote HVAC contract.

A **MOTION** was made by John E. Cotton and a seconded by Thomas M. FitzGerald to approve the 2017-18 Staff/Faculty Manual.

DISCUSSION: Mr. Bianca gave a brief update regarding this document and the updates to it.

Approved 5-0

Adult Education Program agenda item TABLED.

A **MOTION** was made by Thomas M. FitzGerald and a seconded by John E. Cotton to approve the surplus for disposal 16 mannequin heads from Cosmetology

Approved 5-0

Wellness Policy – update – 1st reading. Superintendent Linkenhoker briefly reported on the updating of this policy the second reading and possible action will take place in September.

5) Executive Session a motion was made by Michael T. Cahillane and seconded by John E. Cotton to enter into Executive Session, under Massachusetts General Law - Open Meeting Law chapter 30A, Sec.21 (a) (2) to conduct contract negotiations with nonunion personnel the Special Education Director and to reconvene in open session for possible action.

Roll Call

Michael T. Cahillane - yes

Thomas M. FitzGerald - yes

John E. Cotton - yes

Mayor Narkewicz - yes

Dr. Provost - yes

The Chair announced the Board would now go in to executive session.

The Board reconvened in open session.

A **MOTION** was made by Mayor Narkewicz and a seconded by Thomas M. FitzGerald to approve the three-year employment contract between the Board of Trustees and the Director of Student Services contract discussed.

APPROVED 5-0

6) Future Business:

Unit H ratification potential Executive Session

No meeting in August

September 19, 2017 Regular Board of Trustees meeting 5:00pm

7) Adjourn: 6:30pm

A **MOTION** was made by John Provost and seconded by Mayor Narkewicz to adjourn.

Respectfully submitted,

Deborah Carver, Trustees Secretary