

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

**MINUTES OF THE  
REGULAR BOARD OF TRUSTEES MEETING  
Tuesday January 24, 2017  
LIBRARY - 5:00 PM**

**PRESENT:** Michael T. Cahillane, Thomas M. FitzGerald, John E. Cotton,  
Mayor David Narkewicz, and John Provost, NPS Superintendent

**ADMINISTRATION:** Interim Superintendent, Kevin Farr, Principal Andrew Linkenhoker,  
Business Manager Crystal Fairman

1) Chair Michael T. Cahillane called the meeting to order at 5:00pm.

A. Participation by the Public: None

B. Participation by the Trustees: Mr. Cahillane spoke of the Friday Jan 20<sup>th</sup> State of MA Business and Workforce Development held in Waltham MA. There were many panel members from Western MA; there was also a good Q&A (questions and answers) session. Mr. Cahillane stated he had an opportunity to speak about Smith School in particular the Agriculture and Machine department. There are many opportunities for young people. Mr. Cahillane feels the direction the school is going is great, thanked all for the hard work they are doing here in the school.

C. Participation and possible Action:

1. Student Spotlight – Cabinetmaking – Principal Linkenhoker introduced Scott Miller. Mr. Miller spoke briefly regarding the projects being done in the Cabinetmaking shop and demonstrated the turkey calls that were done last year. Small items such as this, aids in students learning fine woodworking and cabinetmaking detail. The 9th and 10th graders made the cabinet in library; mostly 10th graders made the picture frames in the hall. Superintendent Kevin Farr thanked Mr. Miller for being here and talking about his program. Mayor Narkewicz asked about co-op and interns would the goal be to place students in the area furniture makers? Mr. Miller replied yes, there are additional areas of furniture making that are taught to students who don't go out on co-op. Mr. Miller added his Advisory Committee is very involved.

2) State Land Lease update – Northampton City Solicitor Alan Seewald, gave a brief background on updating the new lease for the state lands. Attorney Seewald reported that two issues are left to be worked out; one is insurance revision, the other major, and the most difficult, is the solar collectors out in the field. Initial report from the Department of AG Resources was that they were to be removed. Mayor asked to clarify the APR of the land regarding solar. Superintendent Farr added that the power generated would be used 50 percent on site; a green house is going to be constructed. Attorney Seewald added the original lease with Diversified was signed in October 2011 and pointed out the differences between a license agreement and a lease agreement. A license agreement can be terminated, a lease agreement cannot, the Diversified commitment ends in 2021. Mr. Cotton added some background regarding the original location of the solar panels (2 of them). Mr. Cahillane added the Commissioner on Agriculture was supposed to be here, weather deterred this, the Board is happy to assist if needed. Attorney Seewald thanked the Chair for this and added the last work is all around legalities and having worked through the issues and changes predicts lease will be ready to sign within 30 days.

3) A **MOTION** was made by Thomas M. FitzGerald and seconded by John E. Cotton to approve the Minutes of the December 20<sup>th</sup> and 27<sup>th</sup>, 2016 Board of Trustees meetings.

**APPROVED 5-0**

#### 4) Information and Proposals:

##### Superintendent's Report:

At this time the Superintendent gave his report (attached). Mr. Farr noted a Thank You note from the VA for holiday lunch hosted by the National Honor Society.

##### Principal's Report:

Dr. Linkenhoker spoke of the history made on campus last night – Smith School's first female basketball player, Stephanie Start, reached 1000 points. The local news stations and newspapers attended. There was a brief celebration on the court. Collision Repair Teaching Assistant Jesse Lapinski painted a special game ball. A video taken by the AD Jeff Lareau was submitted to News40. Dr. Linkenhoker congratulated Stephanie and the entire team along with the coach. Superintendent Farr added the coach is a class act. Mr. Cahillane added he would like a certificate from the Trustees to present at the February Board meeting.

- a. Budget Development – Dr. Linkenhoker gave a brief explanation of collaborating with departments for building the budget.

Additionally there are, as of Jan 17<sup>th</sup>, 115 applications filled out online and 21 paper applications. Some of the sending schools prefer the paper version. 42 students have been accepted, 6 of those students have registered. A small welcome packet will be sent to the accepted students. At this point last year, there were 58 applications, 75% of applications came in after this time last year. Due to regulation changes the Principal doesn't foresee late applications coming in.

Dr. Linkenhoker added the Leadership Team is discussing marketing and how to get the 'word' out about Smith to middle school students. Currently we are working on lawn signs stating online applications are being accepted now. During the February break Administrators will be available to provide tours to families.

##### Business and Finance Report:

Business Manager Crystal Fairman gave a brief update on the finances. Ms Fairman stated she has been digging in the last 2 weeks, learning some of the procedures, happy to have the retired business manager come in a couple times to aid in the transition. Mayor Narkewicz asked if there were any line items that seemed troubling. Ms Fairman noted that the item that she is concerned about is the cafeteria deficit of \$84,000, and explained that the number will change once the December numbers come through; historically the cafeteria runs in a deficit.

#### 5) New Business:

January 24, 2017 visit of the Commissioner of Agricultural Resources

Update: Adult Education Program – Liz Tiley gave a brief update of the status of the Adult Ed program along with the revenue numbers. Working on a grant for a two-year program in CNA and HHA certifications. Ms Tiley is also working on a grant for training maintenance workers, in food manufacturing and machine manufacturing partnering with the VA. Dr. Provost asked what the material and energy breakdown is for courses. Liz replied that there is, she hasn't broken it down in detail, doesn't include her salary in the break down. Mr. Farr asked about the December Adult Ed Directors meeting, Ms. Tiley replied it went very well, she learned a lot, in particular the online payments. There was a lot of collaboration with the city for the payment processing.

Discussion: Superintendent Search – Mr. Cahillane spoke briefly regarding beginning a search. He suggests starting with a committee and doesn't feel we need to outsource. Mr. Cahillane stated he asked the interim superintendent to take charge and spearhead the search; he will be the liaison to the Board. Mayor Narkewicz stated having an experienced interim advise on the process would be beneficial. Mr. Farr added that being a small school a search can be conducted without spending a lot of money.

Discussion and Possible Action: Guidance Suite Renovation – Mr. Cahillane briefly gave an explanation of the research Kevin Farr and Tim Smith have been doing to move the guidance department back to the main school building. Mr. Farr added that he feels the students will be well served with that department housed within the main school building. Tim Smith went over the plans of the area from past to present to future. Mr. Farr asked where the funding would come from. Crystal Fairman replied tuition revolving. Dr. Provost asked what the bottom line cost is – Tim Smith replied \$380,000 +/- . Kevin Farr added this is for discussion purposes right now and he is not expecting a vote. Mayor Narkewicz asked where the business office would be located during the construction, Mr. Farr replied in a portable work building/trailer outside the annex. Dr. Provost asked if the cost included the trailer, Kevin Farr and Tim Smith both replied yes. Mayor Narkewicz asked if this is an allowable use for tuition revolving. Mr. Farr replied he believes it is. The Mayor added that last year with the dire outlook with regulation changes, is there a concern of not having a cushion? Mr. Farr replied that there was more tuition students enrolled that brought extra money and we won't deplete the account. Dr. Provost asked if using students for some of the demolition and construction would be less than going through MSBA, Mr. Farr replied yes it would, and not only that but the educational experience for the students will be great.

Mr. Cahillane asked Tim Smith about the Rec building. Mr. Smith replied the city building inspector has looked at it as well as the electrical inspector who recommends all wiring be replaced. This will add an additional cost to the GCC renovation budget.

6) Future Business:

A **MOTION** was made by John Provost and seconded by Mayor Narkewicz to approve changing the February 21, 2017 Board of Trustees meeting to February 14, 2017.

**APPROVED 5-0**

A **MOTION** was made by John Provost and seconded by Mayor Narkewicz to approve changing the April 18, 2017 Board of Trustees meeting to April 11, 2017.

**APPROVED 5-0**

7) Adjourn:

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

Respectfully submitted,  
Deborah Carver, Trustees Secretary



# SMITH VOCATIONAL AND AGRICULTURAL HIGH SCHOOL

Superintendent's Report

January 17, 2017

Kevin C. Farr

Interim Superintendent

# WELCOME TO SMITH VOCATIONAL AND AGRICULTURAL HIGH SCHOOL

- ▶ Congratulations and Welcome to our new Business Manager, Crystal Fairman.
- ▶ Welcome to BethAnn Baumgarten, our new English Teacher.
- ▶ Welcome to Laura Battles, our new ELL Instructional Assistant

# COMMISSIONER OF AGRICULTURAL RESOURCES VISITS SMITH

- ▶ Commissioner John Lebeaux of the Department of Agricultural Resources will tour our facility on Jan. 24, 2017 between 10am and 1pm.
- ▶ A “Smith Farm to table luncheon” will take place in the Oliver Smith Restaurant for our guests and administration produced by our Culinary Arts students and faculty. As always all Trustees are invited to attend the entire event.
- ▶ Superintendent’s office is working to include Rep. Peter Kocot to join us that day.
- ▶ Showcasing our Agricultural Mechanics, Animal Science, and Horticulture programs
- ▶ Discussion of Smith Vocational and Agricultural High School future vision and options.

# HIGHLIGHTS OF GENERAL ADVISORY MEETING

## JAN 4<sup>TH</sup>, 2017 7AM

- Michael Florio, Chair of General Advisory and Chair of Auto Collision

Reports from the various Technical program advisory chairs prior to completion of the budget cycle for FY18.

Many looking at staffing models and requests for various equipment in the coming year. Coop opportunities for students continues to be a hot topic amongst the Chairs of the various programs.

Automotive will undergo NATEF certification on Feb. 1 and 2, 2017

Auto Collision still moving forward with the move of the paint mixing room. Excellent grade 9 student class in Auto Collision. Requesting additional prep station curtains.

# “FRIENDS OF THE FARM” 501C3

- ▶ Former Superintendent of Smith Arthur Apostolou will now chair this organization which will move forward without any involvement from current staff or Trustees. It will function as an independent group and the current Superintendent will attend meetings for informational purposes.
- ▶ Next steps will be to revitalize the list of participants from alumni, former faculty, the community, and businesses.

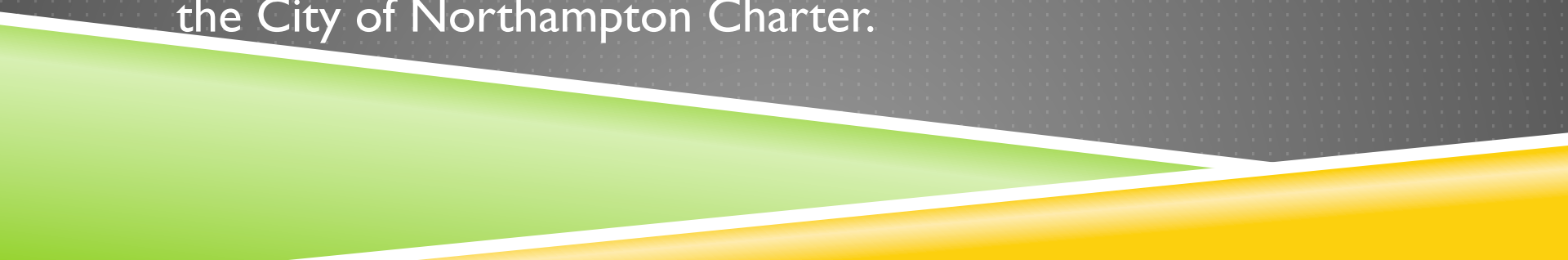


# REFUGEE RESETTLEMENT EDUCATION WORKING GROUP

- ▶ Next meeting on Jan. 11, 2017 at 3:15pm at Supt. Provost's office

Report to follow

# BUDGET PROCESS

- ▶ Department heads have met with their members and their advisory boards and have submitted preliminary requests to our Principal.
  - ▶ Principal currently reviewing requests in preparation of meetings.
  - ▶ Meetings in the coming weeks with Department Heads, Principal, Superintendent and Business Manager to develop the “Superintendent’s Budget” to submit to Trustees for consideration and possible action.
  - ▶ Proceed with the budget process and timelines according to the City of Northampton Charter.
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# JAN. / FEB. 2017 EVENTS

- ▶ Jan. 11 -- Refugee Resettlement Education Working Group 3:30pm
- ▶ Jan. 16 -- Martin Luther King Jr. Day
- ▶ Jan. 17 -- Board of Trustees Meeting 5pm
- ▶ Jan. 24 -- Visit by Commissioner of Agriculture 10am-1pm
- ▶ Jan. 31 – Mayor's Budget Meeting at JFK Middle School 7pm
- ▶ Feb. 1 – General Advisory Meeting 7am

# DONATIONS

- ▶ \$500 donated by Business West Magazine to our Machine program for their participation in the Business West Fall Expo in Springfield.
- ▶ Donation of a 4.5 hp push lawn mower with bagger by Mary Kenekick to Agricultural Mechanics

# QUESTIONS, COMMENTS, CONCERNS?

## ► Contact:

- Kevin C. Farr, Interim Superintendent
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- Follow me on Twitter at @SmithSuper16
- Facebook page “Interim Superintendent at Smith Vocational and Agricultural High School”
- School Facebook page “Smith Vocational and Agricultural High School”