Approved July 11, 2017

SMITH VOCATIONAL AND AGRICULTURAL HIGH SCHOOL
NORTHAMPTON, MA

MINUTES OF THE
REGULAR BOARD OF TRUSTEES MEETING
Tuesday June 13, 2017
LIBRARY - 5:00 PM

PRESENT: Thomas M. FitzGerald, John E. Cotton, Mayor David Narkewicz, Michael T. Cahillane (late w/notification)
ABSENT: Dr. Provost, NPS Superintendent
ADMINISTRATION: Interim Superintendent Kevin Farr, Principal Andrew Linkenhoker and Crystal Fairman Business Manager

1) Vice Chair Thomas M. FitzGerald called the meeting to order at 5:00pm and read the mission statement.

A. Participation by the Public: none

B. Participation by the Trustees: Mr. FitzGerald thanked the administration for the way the recent evacuation due to a gas leak was handled as well as keeping the board updated.

C. Participation and possible Action: Mr. Farr read a thank you note from Mr. Robert Cahillane for work done on a memorial in town.

2) A **MOTION** was made by John E. Cotton and seconded by Mayor Narkewicz to approve the Minutes of the May 24, 2017 Board of Trustees meeting.
APPROVED 3-0

3) Information and Proposals:
Ms Liz Tiley, director of Adult Education gave a presentation on the program (attached). Mayor Narkewicz asked about which class the employees from the DPW attended. Ms Tiley replied it was the welding class.

Superintendent Kevin Farr read a letter received by Carpentry instructor Scott Miller for work done at the Cutchins Program. Mr. Farr gave his report (attached).

Principal's Report: Dr. Linkenhoker reported on the gas leak June 6th and the evacuation process to Northampton High School. The administrators, faculty and staff worked well together to facilitate a smooth evacuation.
The current enrollment status was reported; 95 non-resident grade 9 students with signed tuition forms, 23 registered Northampton residents, three registered 10th graders with signed tuition forms and one 11th grader with signed tuition form.
Dr. Linkenhoker reported on staffing: Department heads have been hired. A brief explanation on the status of the Principal search, Mr. Farr asked Dr. Linkenhoker to list the search committee members. Dr. Linkenhoker replied the following people made up the committee for the Principal search: Melanie Chartier, Voc. Director chaired the committee; Jeff Lareau, Athletic Director, Shannon Brisbois English teacher, Chris Kelley, Electrical teacher, Lauren Devine, Guidance counselor, Susan Galereave, parent and Connor Phalzgraf, student.
Second instructors have been hired in Agriculture Mechanics – Stephanie Rypysc, and in Collision Repair – Jesse Lapinski, in Health Technology Trish Dandrea moved from Health Education. Manufacturing Technology hasn't been filled yet. There are finalists for Spanish, Culinary Arts, and Physics who will be scheduled to meet with the Principal. Upcoming postings will be in Health Education, Carpentry vocational assistant, ELL paraprofessional.

Business and Finance Report: Crystal Fairman reported her department is slowly closing out the year. The cafeteria is working to close the deficit, which is currently at $15,000. Ms Fairman is working on finalizing the outstanding tuition bills.

4) New Business:

Discussion and possible action on the new Capital Skills Grant

Mr. FitzGerald asked Dr. Linkenhoker to speak on the new Capital Skills Grant. Dr. Linkenhoker gave a brief explanation regarding submitting a letter of interest for applying for the Greenhouses, the recommended location. An in kind donation is a requirement for this grant. Dr. Linkenhoker requests the Board approve going forward with this application. Mr. Farr added this request is for writing the grant; all expenses would be brought to the Board for vote. Mr. Cotton asked if this does happen, where would the greenhouses be relocated. Dr. Linkenhoker replied one would stay where it is, the other would be moved and refurbished.

A **MOTION** was made by John E. Cotton and seconded by Mayor Narkewicz to approve writing the grant.

APPROVED 3-0

Discussion and possible action on Frontline (Aesop) $5,000 and IPAD covers $3,600 from tuition revolving.

Ms Fairman gave a brief explanation of the Frontline program. Mr. FitzGerald asked if there is an annual licensing fee? Ms Fairman replied yes, it is approximately $5,000. Mr. Cotton asked if the cost was for software only? Ms Fairman asked IT Director Josh Shearer to reply. Mr. Shearer stated this cost is for start up as well as cloud storage. Mayor Narkewicz asked if there was any discussion in regard to piggybacking with Northampton Public School license. Mr. Shearer replied he did inquire, but the company doesn't allow this.

A **MOTION** was made by John E. Cotton and seconded by Mayor Narkewicz to approve the purchase of the Frontline program for up to $5,000 and Ipad covers for up to $3,600 from the Tuition Revolving account.

APPROVED 3-0

At 5:54pm Mr. Cahillane entered the meeting.

Discussion and possible action $4500 from the Cell Tower account for gravel for the farm road. Mr. Farr gave a brief explanation of this request.

A **MOTION** was made by Mayor Narkewicz and seconded by John E. Cotton to approve the purchase of gravel up to $4,500 from the Cell Tower account.

APPROVED 4-0

Discussion and possible VOTE on School Improvement Plan

Dr. Linkenhoker briefly reviewed the annual plan with the Board.

A **MOTION** was made by John E. Cotton and seconded by Michael T. Cahillane to approve the School Improvement Plan as presented.

APPROVED 4-0

A **MOTION** was made by Michael T. Cahillane and seconded by John E. Cotton to approve the FY17 2% COLA retroactive to July 1, 2016 for non-union personnel.

APPROVED 3-1 (Mayor abstains)

A **MOTION** was made by John E. Cotton and seconded by Michael T. Cahillane to approve the FY18 2% COLA for non-union personnel.

APPROVED 3-1 (Mayor abstains)

A **MOTION** was made by Michael T. Cahillane and seconded by John E. Cotton to approve the following surplus for resale:

WYSONG Shear
Hand Brake
4 Jet Lathes
Commercial Steamer

APPROVED 4-0

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:

a. the Superintendent-elect,

b. the Special Education Director - Mr. Cahillane tabled this item.

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
Vice Chair announced the Board will now go in to executive session and will reconvene in open session.

The Board reconvened in open session.
A **MOTION** was made by Michael T. Cahillane and a seconded by John E. Cotton to approve the superintendent's contract as discussed.
APPROVED 4-0

Mr. Cahillane updated the public on a successful negotiation and congratulated the new Superintendent.

6) Future Business:
The July 11, 2017 Regular Board of Trustees meeting will take place at 5:00pm in the Culinary Arts Restaurant. The will be no August meeting. The location for the September 19, 2017 Regular Board of Trustees meeting at 5:00pm is to be determined.

7) Adjourn: 6:30pm
A **MOTION** was made by John E. Cotton and seconded by Mayor Narkewicz to adjourn.

Respectfully submitted,
Deborah Carver, Trustees Secretary