FAIRHAVEN SCHOOL COMMITTEE MINUTES May 24, 2023

MEMBERS PRESENT: Mr. Andersen, Ms. McKenna, Mr. Monroe, Mr. Veitch, Ms. Pickup, Mr. Bueno via Zoom

STAFF PRESENT: Mrs. Kohler, Mrs. Potter, Mr. Balestracci, Mrs. Souza,

OTHERS PRESENT: Members of the community via Zoom, staff member Tanya Dawson, Director of Student Services

The meeting was called to order by Mr. Veitch at 6:30 pm.

Roll Call of Committee Members: Mr. Andersen, Ms. Pickup, Mr. Monroe, Ms. McKenna, Mr. Veitch, Mr. Bueno

Mrs. Kohler welcomed Mrs. Tanya Dawson, Director of Student Services.

Approval of Minutes

A motion to approve the minutes from May 10, 2023 was made by Ms. McKenna, seconded by Mr. Monroe, approved, unanimously (6-0).

Report of the Student Advisory Committee:

Mr. Monroe and Ms. DaCunha reported on the status of the spring sports teams and the end of the year events. The committee thanked Mr. Monroe for his time, effort, and interest in the Fairhaven School Committee and wished him the best of luck at the Naval Academy.

Reports and Recommendations of the Superintendent:

Discuss Options for Budget Cuts for Non-Contingent Budget:

Mrs. Kohler reiterated that both the contingent and the non contingent budget were approved at the May 6, 2023 Town Meeting. The contingent budgeted number is \$23,953,641 and if the override is passed on June 5, 2023 we will get that budgeted number. If the override does not go through we take a \$200,000 cut, with the budget being \$23,753,641. She also noted that the Special Education needs have gone up since the April Ist deadline which means the \$200,000 cut will likely be much more. She is looking into possibly requesting from the Committee and the Select Board to utilize some of the Sped Stabilization Fund. She will wait until this fiscal year is done and relook at that come August. Mrs. Kohler presented a slide (Attachment A) to the committee showing five options for budget cuts if they are faced with a non-contingent budget. She believes Options 1 & 2 are the most minimal and the best options given in terms of servicing our children. If the Committee wanted to do the transportation offset, Mrs. Kohler would assess the funds we have in the revolver account and see how much she could offset it right out of the gate. The decision does not have to be made until June 14th, because some of the areas noted on the spreadsheet, that may be affected, have vacancies where she can move other people into and staff with people already in the District. Mrs. Kohler also noted that the Government wants to "claw back" Esser money, meaning they will take back money we have not used yet although it is allocated for next year. They are also talking about level funding Title I or cutting Title 1 to some degree. That money pays for a lot of our K-2 materials and resources as well as helps pay for our Interventionists. The Committee continued to comment and question some of the numbers on the spreadsheet. Mr. Monroe asked Mrs. Kohler to supply numbers if the bus radius was increased to two miles and if we charged for bussing. Mrs. Kohler agreed to provide more information at the June 14th meeting. Mr. Monroe questioned when we will know the FY23 net spending number. Mrs. Potter noted that the number fluctuates throughout the year and she will provide the actual as soon as the books close, around mid-October.

Update on Storage Facility at FHS:

Mrs. Kohler wanted to provide a brief update in order to refute some rumblings she is hearing regarding the storage facility. When the turf happened there needed to be a fixed accessible bathroom. There was drama over the placement of the bathrooms. Also, the only storage area for the High School is back where the shack is which leaves the storage of items in hallways, etc. She is hoping to move what is traditionally stored there to the front corner, then retrofit that spot that already has water to be the two accessible restrooms that need to have true occupancy. Mrs. Kohler reiterating this was not a brand new plan. The reason we were able to move forward faster with the footprint is because of the partnership with Greater New Bedford Regional Vocational Technical High School (GNBVT). They will be providing the entire amount of labor for a quarter of the cost. Mr. Balestracci is running this project and has been providing updates every few weeks. Mr. Balestracci thanked Mr. Wayne Oliveira, a member of the GNBVT School Committee for taking the time to help us build a relationship with GNBVT and provide us this phenomenal service. He is also excited that some Fairhaven students that attend GNBVT will be part of the project and get to leave their footprint in Fairhaven. Once the plans are stamped by the architect they will go in front of the Historical Commission for approval. The first thing that needs to be done is the foundation. Mrs. Potter has an invitation out for bid and there is a walk through scheduled for tomorrow. Mr. Balastracci noted he will provide updates as work progresses.

Tanya Dawson: Student Service 311 Grant:

Mrs. Kohler introduced Mrs. Tanya Dawson, Director of Student Services. Mrs. Dawson wrote for a very competitive grant and was awarded \$150,000. Mrs. Dawson explained the 311 Grant was designed to support students' social emotional needs, mental health, and wellness. They base the money you receive on the submitted action plan. The action plan submitted was ten pages long. Some of the ways the money will be spent is by hiring consultants to ensure that we have what our students need, consultants that provide feedback on instructional practices. Also, purchase a strength based screener, and send four teams of five to Think Kids, which helps create problem solvers and move discipline to a more restorative practice. It will also purchase professional development for our teachers. An extension grant is coming out at the end of this month and the money will be available in July. The Committee commented and thanked Mrs. Dawson for her tenacity in writing these grants. Mr. Veitch asked what the timing was for the consultant's report. Mrs. Kohler noted over the summer.

Discuss Superintendent Evaluation Process:

Mrs. Kohler presented a hand out (Attachment B) to the Committee of the End of Cycle Superintendent's Evaluation Report that they will be filling out. Mrs. Kohler will send out the district goals to the Committee by the end of the week. The Committee will then report out at an upcoming meeting of what they assessed. Mr. Veitch will direct the newer committee members on the normal procedure.

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Upcoming Events:

Next meeting: June 14, 2023

New Business:

Motion made to accept a donation of \$30,000 from the Fairhaven Tennis Association for repair of courts one and two at Elizabeth Hastings Middle School made by Ms. McKenna, seconded by Mr. Monroe, roll call vote: Mr. Anderson, yes, Ms. Pickup yes, Mr. Bueno yes, Mr. Monroe yes, Mrs. McKenna yes, Mr. Veitch yes, approved, unanimously (6-0).

Motion made to accept a donation of \$400 from the Fairhaven High School PTO for Unified Sports made by Mr. Monroe, seconded by Mrs. McKenna, roll call vote: Mr. Anderson yes, Ms. Pickup yes, Mr. Bueno yes, Mr. Monroe yes, Mrs. McKenna yes, Mr. Veitch yes, approved, unanimously (6-0).

Motion made to accept a donation of \$2,100 from the Fairhaven High School PTO to pay for one bus to the class of 2023 Six Flags field trip, made by Mr. Anderson, seconded by Mr. Monroe, roll call vote: Mr. Anderson yes, Ms. Pickup yes, Mr. Bueno yes, Mr. Monroe yes, Mrs. McKenna yes, Mr. Veitch yes, approved, unanimously (6-0).

Mrs. Kohler was asked to forward the invitation to the Boards and Committees Members Meeting at the Town Hall on June 13, 2023. Mrs. Kohler noted this committee has their own legal entity and is not required to go.

A motion was made to ratify the Unit B (Administrative Union) contract discussed and agreed upon in Executive Session made by Mr. Bueno, seconded by Mr. Monroe, roll call vote: Mrs. Pickup abstained, Mr. Bueno yes, Mr. Anderson yes, Mr. Monroe yes, Mrs. McKenna yes, Mr. Veitch yes, approved (5-0-1)

A motion was made to adopt the School Committee Meeting Calendar (Attachment C) by Mr. Monroe, seconded by Mr. Anderson, roll call vote: Mr. Anderson yes, Ms. Pickup yes, Mr. Bueno yes, Mr. Monroe yes, Mrs. McKenna yes, Mr. Veitch yes, approved, unanimously (6-0).

Questions from Individual Committee Members:

Mrs. McKenna asked to revisit having the Committee meetings once a month rather than twice a month. Mrs. Kohler agreed that was the direction they were heading prior to Covid. Mrs. Kohler will defer to the Committee. Mr. Veitch said it can be discussed in the future.

Mr. Veitch asked about the Middle School roof project. Mrs. Kohler stated they went out to bid and have since hired the OPM for the project. If the entire project comes in over our cap budget, it will have to be rebid. It was agreed today to put the whole thing out as a bid package, and have two deduction alternates. We will find out how much these two specific pieces will cost. We can potentially back out if materials are so inflated we can't manage it. It's a smart bid move for timing. She noted the timing will be tight to finish before school starts.

Motion to adjourn and enter in Executive Session, not returning into regular session made by Mr. Monroe, seconded by Mrs. McKenna, roll call vote: Mr. Anderson yes, Ms. Pickup yes, Mr. Bueno yes, Mr. Monroe yes, Mrs. McKenna yes, Mr. Veitch yes, approved, unanimously (6-0).

Adjourned at 7:35 pm.

Attachments:

- A. Non Contingent Worksheet
- B. Superintendent Evaluation
- C. School Committee Calendar

Tara M. Kohler

Secretary to the School Committee

Fairhaven Public Schools

Approved June 14, 2023

			Option 1	Option 2	Option 3	Option 4	Option 5
tate		FY24	FY24	FY24	FY24	FY24	FY24
ode		Budgeted	Budgeted	Budgeted	Budgeted	Budgeted	Budgeted
L000	District Leadership & Administration	201,700	181,700	181,700	181,700	189,100	181,070
2210	School Leadership	58,125	58,125	58,125	58,125	58,125	58,125
2250	Tech/Maintenance Agreements	6,200	6,200	6,200	6,200	6,200	6,200
2345	Distance Learning	0	0	0	۵.	0	0
2357	Professional Development	79,823	69,823	69,823	77,323	79,823	69,823
2410	Textbooks	54,905	54,905	54,905	54,905	54,905	54,905
2430	Instructional Equip./General Supplies	159,708	159,708	129,708	159,708	159,708	159,708
2440	Other Instructional Services (Tutoring)	84,450	84,450	84,450	84,450	84,450	84,450
2450	Instructional Technology	248,308	228,308	208,308	228,308	228,308	208,308
2710	Guidance and Adjustment	18,605	18,605	18,605	18,605	18,605	18,605
2800	Psychological Services	9,000	9,000	9,000	9,000	9,000	9,000
	TOTAL INSTRUCTION	719,124	689,124	639,124	696,624	699,124	669,124
3200	Medical Health Services	9,441	9,441	9,441	9,441	9,441	9,441
300	Transportation Services	2,134,943	2,084,943	2,134,943	2,134,943	2,134,943	2,084,943
3500	Athletics/Student Activities	303,894	273,894	273,894	273,894	273,894	273,894
3400	Food Service	1,200	1,200	1,200	1,200	1,200	1,200
3600	School Security	2,000	2,000	2,000	2,000	2,000	2,000
	TOTAL STUDENT SERVICES	2,451,478	2,371,478	2,421,478	2,421,478	2,421,478	2,371,478
1110	Custodial Services	1,500	1,500	1,500	1,500	1,500	1,500
120	Heating of Buildings	228,000	228,000	228,000	228,000	228,000	228,000
130	Utility Services	397,750	397,750	397,750	397,750	397,750	397,750
200	Maintenance	311,025	311,025	311,025	311,025	311,025	311,025
225	Building Security Equipment	29,582	29,582	29,582	29,582	29,582	29,582
400	Networking and Telecommunications	2,500	2,500	2,500	2,500	2,500	2,500
	TOTAL MAINTENANCE	970,357	970,357	970,357	970,357	970,357	970,357
260	Non-Employee Insurance	3,390	3,390	3,390	3,390	3,390	3,390
300	Lease Agreements	49,900	49,900	49,900	49,900	49,900	49,900
100	Capital Expenditures	0	0	0	0	0	0
000	Out of District Tuitions	1,057,447	1,057,447	1,057,447	1,057,447	1,057,447	1,057,447
	OPERATIONAL EXPENDITURES	5,453,396	5,323,396	5,323,396	5,380,896	5,390,796	5,302,766
	SALARY	18,500,245	18,430,245	18,430,245	18,372,745	18,362,845	18,450,875
	TOTAL REQUEST	23,953,641	23,753,641	23,753,641	23,753,641	23,753,641	23,753,641

End-of-Cycle Summative Evaluation Report: Superintendent



Superintendent:							
Evaluator:							
	Name		Signature		Date	fe	
Step 1: Assess Progress Toward Goals (Reference performance goals; check on	ls (Reference perfo	rmance goals; chec	k one for each set of goal[s].)	oal[s].)			
Professional Practice Goal(s)	☐ Did Not Meet	☐ Some Progress	☐ Significant Progress	☐ Met	et —	☐ Exceeded	ded
Student Learning Goal(s)	☐ Did Not Meet	Some Progress	☐ Significant Progress	☐ Met	et	☐ Exceeded	ded
District Improvement Goal(s)	☐ Did Not Meet	Some Progress	☐ Significant Progress	□Met	et	☐ Exceeded	ded
Step 2: Assess Performance on Standards (Reference Performance Ratings per	dards (Reference P	erformance Ratings	per Standard; check one box for each Standard.)	ne box i	for each	1 Stand	ard.)
Unsatisfactory = Performance on a standard or overall has not significantly improved following a rating of Needs Improvement, or performance is considered below the requirements of a standard or overall and is considered inadequate, or both. Needs Improvement/Developing = Performance on a standard or overall is below the requirements of a standard or overall but is not considered to be Unsatisfactory at the time. Improvement is necessary and expected. Proficient = Proficient practice is understood to be fully satisfactory. This is the rigorous expected level of performance. Exemplary = A rating of Exemplary indicates that practice significantly exceeds Proficient and could serve as a model of practice regionally or statewide	not significantly improved follovered inadequate, or both. dered inadequate, or both. dard or overall is below the requected. satisfactory. This is the rigor ignificantly exceeds Proficient a	wing a rating of Needs Improvern irements of a standard or overa ous expected level of perform ind could serve as a model of pr	nent, or performance is consistently ll but is not considered to be ance.	Unsatisfactory	Needs Improvement	Proficient	Exemplary
Standard I: Instructional Leadership							
Standard II: Management and Operations	ns						
Standard III: Family and Community Engagement	ngagement						
Standard IV: Professional Culture							

End-of-Cycle Summative Evaluation Report: Superintendent



		Step 4: Add Evaluator Comments Comments and analysis are recommended for any rating but are required for an overall summative rating of Exemplary, Needs Improvement or Unsatisfactory. Comments:	Step 3: Rate Overall Summative Performance (<i>Based on Step 1 and Step 2 ratings; check one.</i>) Unsatisfactory Needs Improvement Proficient
		rating but are required for an overall summ	mance (<i>Based on Step 1 and Step</i>] Needs Improvement
		ative rating of <i>Exemplary, Needs Impr</i>	2 ratings; check one.) Proficient
		rovement or Unsatisfactory.	Exemplary

Superintendent's Performance Goals



and two to four district

District Improvement Goal 4	District Improvement Goal 3	District Improvement Goal 2	District Improvement Goal 1	Professional Practice Goal	Student Learning Goal	Superintendents must identify at least one student learning goal, one professional practice goal, and two to four district improvement goals. Goals should be SMART and aligned to at least one focus Indicator from the Standards for Effective Administrative Leadership. Goals Focus Indicator(s) Description
						Did Not Meet
						Some Progress
						Significant Progress
						Met
						Exceeded

	Standards and Indicators for Effective Administrative Leadership Superintendents should identify 1-2 focus Indicators per Standard aligned to their goals.	active Administrative Leadership dicators per Standard aligned to their goals	S
I. Instructional Leadership	II. Management & Operations	III. Family & Community Engagement	IV. Professional Culture
I-A. Curriculum	II-A. Environment	III-A. Engagement	IV-A. Commitment to High Standards
I-B. Instruction	II-B. HR Management and Development	III-B. Sharing Responsibility	IV-B. Cultural Proficiency
I-C. Assessment	II-C. Scheduling & Management Information	III-C. Communication	IV-C. Communication
I-D. Evaluation	Systems	III-D. Family Concerns	IV-D. Continuous Learning
I-E. Data-Informed Decisionmaking	II-D. Law, Ethics and Policies		IV-E. Shared Vision
I-F. Student Learning	II-E. Fiscal Systems		IV-F. Managing Conflict

Superintendent's Performance Rating for Standard I: Instructional Leadership



Ra	Rate each focus Indicator and indicate the overall Standard rating below. (*Focus Indicators are those aligned to superintendent goal(s).)	C	2	Ъ	т
. .	 A. Curriculum: Ensures that all instructional staff design effective and rigorous standards-based units of instruction consisting of well-structured lessons with measureable outcomes. □ Focus Indicator (check if yes) 				
I-B.	3. Instruction: Ensures that practices in all settings reflect high expectations regarding content and quality of effort and work, engage all students, and are personalized to accommodate diverse learning styles, needs, interests, and levels of readiness. □ Focus Indicator (check if yes)				
I-c.	2. Assessment: Ensures that all principals and administrators facilitate practices that propel personnel to use a variety of formal and informal methods and assessments to measure student learning, growth, and understanding and make necessary adjustments to their practice when students are not learning. □ Focus Indicator (check if yes)				
I-D.	 D. Evaluation: Ensures effective and timely supervision and evaluation of all staff in alignment with state regulations and contract provisions. □ Focus Indicator (check if yes) 	0			
Н	 ■ Data-Informed Decision Making: Uses multiple sources of evidence related to student learning—including state, district, and school assessment results and growth data—to inform school and district goals and improve organizational performance, educator effectiveness, and student learning. □ Focus Indicator (check if yes) 				
Ä	 Student Learning: Demonstrates expected impact on student learning based on multiple measures of student learning, growth, and achievement, including student progress on common assessments and statewide student growth measures where available. □ Focus Indicator (check if yes) 	The Student Leadescriptions descriptions learning bases growth, and acdetermining	arning Indicator of practice. Evic of practice with the model of the m	The Student Learning Indicator does not have correspondir descriptions of practice. Evidence of impact on student learning based on multiple measures of student learning, growth, and achievement must be taken into account when determining a performance rating for this Standard.	orrespondir in student in teaming, count wher andard.
ma The	OVERALL Rating for Standard I: Instructional Leadership The education leader promotes the learning and growth of all students and the success of all staff by cultivating a shared vision that makes powerful teaching and learning the central focus of schooling.				_
ç	Comments and analysis (recommended for any overall rating; required for overall rating of Exemplary, Needs Improvement or Unsatisfactory):	satisfacto	3;		

Superintendent's Performance Rating for Standard II: Management & Operations



Comments and analysis (recommended for any overall rating; required for overall rating of Exemplary, Needs Improvement or Unsatisfactory):	OVERALL Rating for Standard II: Management & Operations The education leader promotes the learning and growth of all students and the success of all staff by ensuring a safe, efficient, and effective learning environment, using resources to implement appropriate curriculum, staffing, and scheduling.	II-E. Fiscal Systems: Develops a budget that supports the district's vision, mission, and goals; allocates and manages expenditures consistent with district- and school-level goals and available resources. □ Focus Indicator (check if yes)	II-D. Law, Ethics, and Policies: Understands and complies with state and federal laws and mandates, school committee policies, collective bargaining agreements, and ethical guidelines. □ Focus Indicator (check if yes)	II-C. Scheduling and Management Information Systems: Uses systems to ensure optimal use of data and time for teaching, learning, and collaboration, minimizing disruptions and distractions for school-level staff. □ Focus Indicator (check if yes)	II-B. Human Resources Management and Development: Implements a cohesive approach to recruiting, hiring, induction, development, and career growth that promotes high-quality and effective practice. ☐ Focus Indicator (check if yes)	II-A. Environment: Develops and executes effective plans, procedures, routines, and operational systems to address a full range of safety, health, emotional, and social needs. □ Focus Indicator (check if yes)	Rate each focus Indicator and indicate the overall Standard rating below. (*Focus Indicators are those aligned to superintendent goal(s).)
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ory):							2
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Superintendent's Performance Rating for Standard III: Family and Community Engagement



Comments and analysis (recommended for any overall rating; required for overall rating of Exemplary, Needs Improvement or Unsatisfactory):	OVERALL Rating for Standard III: Family & Community Engagement The education leader promotes the learning and growth of all students and the success of all staff through effective partnerships with families, community organizations, and other stakeholders that support the mission of the district and its schools.	III-D. Family Concerns: Addresses family and community concerns in an equitable, effective, and efficient manner. □ Focus Indicator (check if yes)	III-C. Communication: Engages in regular, two-way, culturally proficient communication with families and community stakeholders ⊆ about student learning and performance. □ Focus Indicator (check if yes)	III-B. Sharing Responsibility: Continuously collaborates with families and community stakeholders to support student learning and development at home, school, and in the community. □ Focus Indicator (check if yes)	III-A. Engagement: Actively ensures that all families are welcome members of the classroom and school community and can contribute to the effectiveness of the classroom, school, district, and community. □ Focus Indicator (check if yes)	Rate each focus Indicator and indicate the overall Standard rating below. (*Focus Indicators are those aligned to superintendent goal(s).)
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Superintendent's Performance Rating for Standard IV: Professional Culture



Rate each focus Indicator and indicate the overall Standard rating below. (*Focus Indicators are those aligned to superintendent goal(s).)	C	2	ס	ш
IV-A. Commitment to High Standards: Fosters a shared commitment to high standards of service, teaching, and learning with high expectations for achievement for all. ☐ Focus Indicator (check if yes)		0		
IV-B. Cultural Proficiency: Ensures that policies and practices enable staff members and students to interact effectively in a culturally diverse environment in which students' backgrounds, identities, strengths, and challenges are respected. ☐ Focus Indicator (check if yes)				
IV-C. Communication: Demonstrates strong interpersonal, written, and verbal communication skills. ☐ Focus Indicator (check if yes)			0	
 IV-D. Continuous Learning: Develops and nurtures a culture in which staff members are reflective about their practice and use student data, current research, best practices, and theory to continuously adapt practice and achieve improved results. Models these behaviors in his or her own practice. □ Focus Indicator (check if yes) 				
IV-E. Shared Vision: Successfully and continuously engages all stakeholders in the creation of a shared educational vision in which every student is prepared to succeed in postsecondary education and become a responsible citizen and global contributor. □ Focus Indicator (check if yes)				
IV-F. Managing Conflict: Employs strategies for responding to disagreement and dissent, constructively resolving conflict and building consensus throughout a district or school community. □ Focus Indicator (check if yes)				
OVERALL Rating for Standard IV: Professional Culture The education leader promotes the learning and growth of all students and the success of all staff by nurturing and sustaining a districtwide culture of reflective practice, high expectations, and continuous learning for staff.				
Comments and analysis (recommended for any overall rating; required for overall rating of Exemplary, Needs Improvement or Unsatisfactory):	satisfactor	y):		

Office of the Superintendent FAIRHAVEN PUBLIC SCHOOL DISTRICT

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Tara M. Kohler Superintendent of Schools

Mark L. Balestracci Assistant Superintendent of Schools

> Nicole V. Potter School Business Manager

Tanya L. Dawson Director of Student Services

May 24, 2023

To: Fairhaven School Committee

From: Tara Kohler, Superintendent of School

Re: Proposed 23-24 School Committee Meeting Dates

Please note all dates are on a Wednesday

August 23, 2023

September 13, 2023 September 27, 2023

October 11, 2023 October 25, 2023

November 15, 2023

December 13, 2023

January 10, 2024 January 24, 2024

February 7, 2024

March 13, 2024 March 27, 2024

April 10, 2024

May 8, 2024 May 22, 2024

June 12, 2024 June 26, 2024