Fairhaven Select Board & Finance Committee
Joint Meeting Minutes
March 20, 2024

FAIRHAVEN TOWN CLERK
RCVD 2024 APR 9 PM1:44

Select Board Members Present: Chair Leon Correy, Vice-Chair Charles Murphy Sr., Clerk Stasia Powers, member Keith Silvia, member Robert Espindola, Town Administrator Angie Lopes Ellison, Assistant Town Administrator of Finance Anne Carreiro.

Finance Committee Members Present: Chair Padraic Elliott, Stephen Levesque, Robert Grindrod, Peter Gardner, James Souza, Pattie Pacella, Chris Fidalgo, Linda Gallant and David Patterson

School Committee Members: Colin Veitch, Donna McKenna, Nicole Pacheco and Stephanie Pickup

Not Present: Finance Committee Vice-Chair Claire Millette

Mr. Correy called to order the Select Board meeting at 6:33 p.m.
Mr. Elliott called to order the Finance Committee meeting at 6:33 p.m.
Mr. Correy called to order the School Committee meeting at 6:37 p.m. and took a roll call of members

MINUTES

Select Board Motion: Mr. Espindola motioned to accept the March 13, 2024 joint Select Board and Finance Committee minutes. Ms. Powers seconded. The motion passed unanimously (5-0-0).

Finance Committee Motion: Mr. Souza motioned to accept the March 13, 2024 joint Select Board and Finance Committee minutes. Mr. Fidalgo seconded. The motion passed unanimously (9-0-0).

BUDGET REVIEW

Ms. Ellison addressed the Board and Committees and reviewed the materials in the packet which is also posted online. We received an update regarding health insurance which will add one hundred and fifty thousand dollars to that line item and in reviewing the school numbers and that difference was about one hundred and sixty thousand dollars which offsets the health insurance change and the FY25 budget request sheet will be updated and a new draft provided as a follow up to this meeting.

Ms. Ellison also gave an update on the regional dispatch assessment and advised that the assessment for Fairhaven is tiered with the first three years at zero percent assessed, the fourth year at fifty percent and the fifth year at seventy five percent and then in year six we would be assessed at one hundred percent.

Mr. Espindola was asked to clarify the question about the spreadsheet he emailed earlier. Mr. Espindola referred to FY24 budget consultant Rich Bienvenue and discussions last year about percent to budget and actual and said he went to the Department of Revenue's site (DOR) and put together information he thought would be helpful (***Attachment A***). He distributed copies to the Select Board and Finance Committee members. Ms. Carreiro explained that the percentage used by Mr. Bienvenue was ninety-two and not eighty-five and she would send it to everyone.

FY2025 BUDGET – INFORMATION TECHNOLOGY (IT)

IT Director Steven Rosa reviewed and answered questions relative to the IT budget line items, salary, staff changes, repair and maintenance, phone system increase, software needs and usage, computer upgrades, potential kiosk for self-service and testing on platforms for meetings to potentially replace zoom.

FY2025 BUDGET – SCHOOL DEPARTMENT

Superintendent Tara Kohler and School Committee Chair Colin Veitch reviewed a presentation on the School

Department budget line items and answered questions (***Attachment B***).

Discussion ensued regarding Net School Spending (NSS), Foundation Budget Spending level, Chapter 70, per pupil expenditures, relative district wealth including definition, School percentage of Town Expenditures, annual spending requirements, compliance with NSS and impacts for non-compliance, Student Opportunity Act, ending of COVID grant funds and the budget number of $24,149,917 is a level funded budget number.

Brief discussion on other set aside funds, trust funds and stabilization funds that could be used for some budget requests. Superintendent Kohler explained how those funds are and plan to be used.

Concerns were raised and discussed on school choice impacts, neighboring towns, concerns heard from Acushnet regarding Fairhaven's commitment to schools and budget cuts. The School Committee is maintaining discussions.

Capital Item – replace maintenance truck. Superintendent Kohler explained the need and use of the truck being replaced. School Business Manager Nikki Potter explained the existing vehicle is sixteen years old, rusting out and unable to be inspected. It is used to plow the schools during smaller snow events.

Superintendent Kohler discussed other capital projects with the high school roof and gables and the phased of the project. She also added that the other funds discussed earlier have been tapped for these projects as issues come up in between phases.

Mr. Veitch adjourned the School Committee meeting at 8:21pm.

The Select Board and Finance Committee recessed from 8:21pm to 8:28pm.

REVIEW FY25 REQUESTED BUDGET

Ms. Ellison reviewed the line items and explained the changes and cuts that have been made to get to a balanced budget.

Ms. Ellison explained the change in Assessors Department salaries due to the stipends for the Board of Assessors being cut. After researching the history and comparable boards, it was determined that a cut was appropriate.

A short discussion on the budget for the Building Department ensued relative to the resignation of the Building Commissioner and market trends in hiring. These will continue to be monitored.

Ms. Ellison thanked each department for reviewing and cutting their budgets and noted that Public Works made significant cuts. As reviewed and reflecting the cuts discussed, the FY25 budget shows the end result is a balanced budget. With the cuts, free cash will continue to be reduced year over year.

Mr. Elliot thanked the administration and department heads. He added that as we cut closer the free cash allocation is affected delaying the inevitable, overtime reduction is a concern and will there be overtime used that results in year end transfer requests.

Ms. Carreiro confirmed that the impacts to free case discussed would be seen in FY2027.

WARRANT ARTICLES

Ms. Ellison referred to handouts given tonight on warrant articles (***Attachment C***). These are for a Special Revenue Fund (SRF) needed to transfer the Opioid Abatement Funds to, Zoning bylaw amendments proposed by the Planning Board and bylaw amendments from Animal Control. Ms. Ellison reviewed the history of opioid funds and the state's guidance and requirements on how they are held.

Mr. Fidalgo asked if he should recuse himself from the Planning Board bylaw discussion item considering his wife's role on the Planning Board. Mr. Elliott advised if there were any concerns Mr. Fidalgo could recuse himself.

Ms. Ellison reviewed each of the articles in draft three of the Town Meeting Warrant and answered questions.

Mr. Espindola asked if there would be a Five-Year Capital Plan sent prior to voting recommendations on the Capital Planning Article and referred to a handout with documents related to Capital Planning (***Attachment D***). Discussion ensued on what the Capital Planning Committee discussed. Ms. Carreiro explained that the Capital Planning Committee did not vote on a Five-Year Capital Plan and she can review to put it into a schedule like Mr. Bienvenue had.

Mr. Espindola referred to potential use of stabilization funds set aside for a public safety complex on other projects if a public safety complex is not going to happen.

Mr. Grindrod asked if there were any supporting documents on the Article for a Municipal Fiber Optic Program. Mr. Espindola said the chair of the Broadband Study Committee plans a presentation at Town Meeting and hopes to have it prior to.

Mr. Espindola asked if there were fund balance sheets like Mr. Bienvenue had included in last years packet. Ms. Carreiro said she can send those out, they are prepared on a quarterly basis.

The Select Board and Finance Committee asked for the following:

- Mr. Bienvenue's budget vs. actual percentage from FY24
- Veterans Service Medical Expenses breakdown
- Updated FY25 Requested Budget sheets
- Animal Control Memo outlining the bylaw amendment request
- Capital Five-Year Schedule
- Fund Balance Reports

Finance Committee adjourned at 9:57pm
The Select Board adjourned at 9:57pm

Respectfully submitted on behalf of the Select Board Clerk (ah)

ATTACHMENTS:

A. RJE 3-20-24 DOR-DLS-Estimated vs. Actual
B. FY25 School Budget Presentation
C. Warrant Article additions
D. RJE 3-20-24 Capital Planning referenced documents

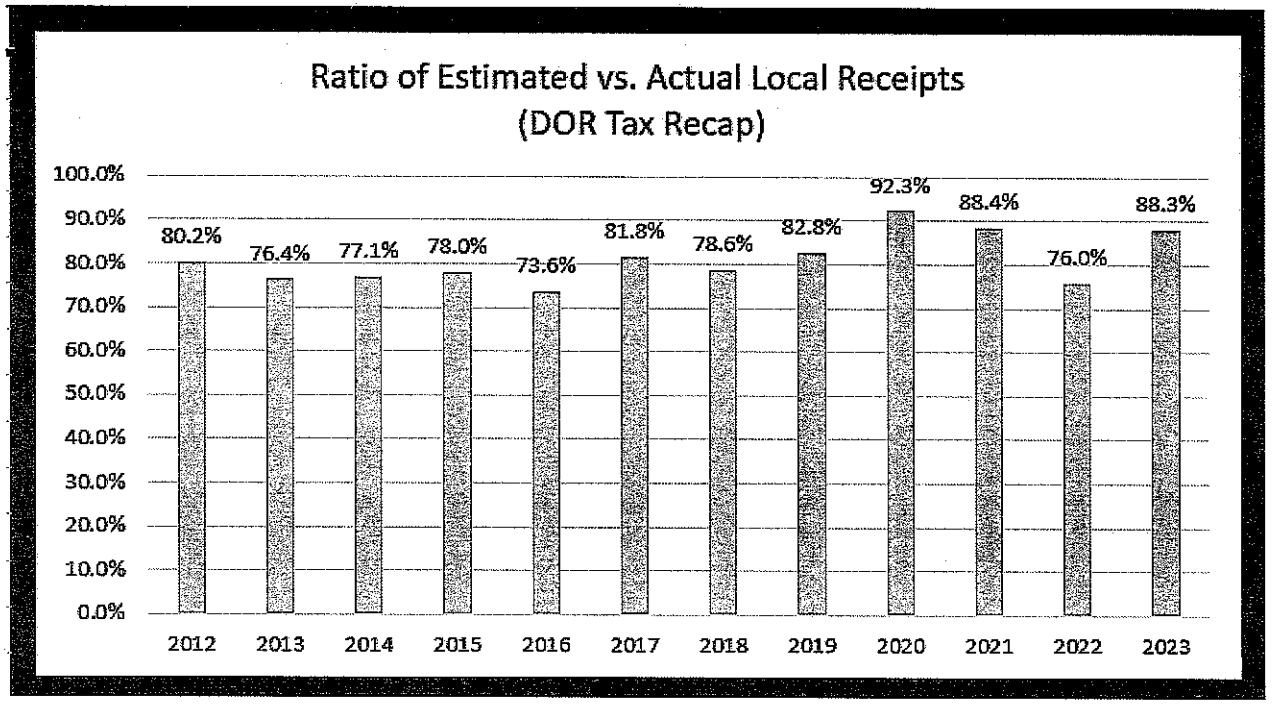
Approved on March 25, 2024

DLS
DIVISION OF LOCAL SERVICES
MA DEPARTMENT OF REVENUE

Data Analytics and Resources Bureau
Local Receipt Estimate vs. Actual
Data current as of 03/20/2024

Select Municipalities: Fairhaven | Select Fiscal Years: 21 Selected | Select Receipt Types: 31 selected | Submit | Export Table | E-Mail The Databank

DOR Code	Municipality	Fiscal Year	Receipt Type ID	Receipt Description	Estimate	Actual
094	Fairhaven	2023	1	MOTOR VEHICLE EXCISE	2,000,000	2,214,162
094	Fairhaven	2023	2	OTHER EXCISE	0	0
094	Fairhaven	2023	2.1	a.Meals	400,000	445,233
094	Fairhaven	2023	2.2	b.Room	350,000	402,601
094	Fairhaven	2023	2.3	c.Other	35,000	34,847
094	Fairhaven	2023	2.4	d.Cannabis	350,000	399,452
094	Fairhaven	2023	3	PENALTIES AND INTEREST ON TAXES AND EXCISES	300,000	264,297
094	Fairhaven	2023	4	PAYMENTS IN LIEU OF TAXES	5,000	0
094	Fairhaven	2023	5	CHARGES FOR SERVICES - WATER	0	0
094	Fairhaven	2023	6	CHARGES FOR SERVICES - SEWER	0	0
094	Fairhaven	2023	7	CHARGES FOR SERVICES - HOSPITAL	0	0
094	Fairhaven	2023	8	CHARGES FOR SERVICES - SOLID WASTE FEES	175,000	88,834
094	Fairhaven	2023	9	OTHER CHARGES FOR SERVICES	60,000	91,453
094	Fairhaven	2023	10	FEES	241,000	311,920
094	Fairhaven	2023	28	a.Cannabis Impact Fee	450,000	405,881
094	Fairhaven	2023	29	b.Community Impact Fee Short Term Rentals	0	5,863
094	Fairhaven	2023	11	RENTALS	37,000	119,891


Ratio of Estimated vs. Actual Local Receipts
(DOR Tax Recap)
100.0%
90.0%
80.0%
70.0%
60.0%
50.0%
40.0%
30.0%
20.0%
10.0%
0.0%
80.2%
76.4%
77.1%
78.0%
73.6%
81.8%
78.6%
82.8%
92.3%
88.4%
76.0%
88.3%
2012
2013
2014
2015
2016
2017
2018
2019
2020
2021
2022
2023

Fiscal Year	Estimated Local Receipts	Actual Local Reciepts	Actual vs. Estimated
2012	4,155,410	5,181,793	80.2%
2013	4,200,514	5,495,772	76.4%
2014	4,729,000	6,134,807	77.1%
2015	5,716,512	7,332,179	78.0%
2016	5,640,000	7,667,951	73.6%
2017	6,265,000	7,660,590	81.8%
2018	6,837,000	8,693,349	78.6%
2019	7,169,000	8,654,581	82.8%
2020	8,135,000	8,809,299	92.3%
2021	7,421,340	8,392,980	88.4%
2022	8,333,000	10,965,471	76.0%
2023	8,545,547	9,682,995	88.3%

DOR Co	Municipal	Fiscal Ye	Receipt Type	Receipt Description	Fiscal Year	Estimate	Estimated Total for Year	Actual	Actual Toal for the Year	Difference
094	Fairhaven	2023.	1	MOTOR VEHICLE EXCISE		2,000,000		2,2 62		
094	Fairhaven	2023.	2	OTHER EXCISE		0		0		
094	Fairhaven	2023.	2.1	a.Meals		400,000		445,233		
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094	Fairhaven	2023.	4	PAYMENTS IN LIEU OF TAXES		5,000		0		
094	Fairhaven	2023.	5	CHARGES FOR SERVICES - WATER		0		0		
094	Fairhaven	2023.	6	CHARGES FOR SERVICES - SEWER		0		0		
094	Fairhaven	2023.	7	CHARGES FOR SERVICES - HOSPITAL		0		0		
094	Fairhaven	2023.	8	CHARGES FOR SERVICES - SOLID WASTE FEES		175,000		88,834		
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094	Fairhaven	2023.	28	a.Cannabis Impact Fee		450,000		405,881		
094	Fairhaven	2023.	29	b.Community Impact Fee Short Term Rentals	2023	0	8,545,547	5,863	9,682,995	88.3%
094	Fairhaven	2023.	11	RENTALS		37,000		119,891		
094	Fairhaven	2023.	12	DEPARTMENTAL REVENUE - SCHOOLS		2,520,547		2,720,090		
094	Fairhaven	2023.	13	DEPARTMENTAL REVENUE - LIBRARIES		0		0		
094	Fairhaven	2023.	14	DEPARTMENTAL REVENUE - CEMETERIES		0		0		
094	Fairhaven	2023.	15	DEPARTMENTAL REVENUE - RECREATION		100,000		207,007		
094	Fairhaven	2023.	16	OTHER DEPARTMENTAL REVENUE		750,000		652,445		
094	Fairhaven	2023.	17	LICENSES AND PERMITS		0		0		
094	Fairhaven	2023.	17.1	a.Building Permits		650,000		438,268		
094	Fairhaven	2023.	17.2	b.Other licenses and permits		0		148,353		
094	Fairhaven	2023.	18	SPECIAL ASSESSMENTS		0		0		
094	Fairhaven	2023.	19	FINES AND FORFEITS		7,000		6,959		
094	Fairhaven	2023.	20	INVESTMENT INCOME		25,000		538,404		
094	Fairhaven	2023.	26	MEDICAID REIMBURSEMENT		90,000		29,456		
094	Fairhaven	2023.	21	MISCELLANEOUS RECURRING		0		72,780		
094	Fairhaven	2023.	22	MISCELLANEOUS NON-RECURRING		0		84,799		

TOWN OF FAIRHAVEN
FINANCIAL MANAGEMENT
POLICIES AND GUIDELINES

2 / 15 100%

appropriated for any lawful purpose, including without limitation, an approved school project under Chapter 70B or any other purpose for which the City, Town or District may lawfully borrow money.

Fairhaven will utilize this fund for the "depreciation" or replacement of major pieces of rolling stock or operating equipment such as fire engines, rescue vehicles, backhoes,

Updated September 19, 2016

graders, rollers, street sweepers, trucks and the like. Purchases should be made utilizing equipment replacement reserves and accumulated interest earnings without the necessity of relying on outside funding. Continued maintenance of this fund will benefit the Town in the long run.

The Town should maintain a Stabilization Fund balance of at least seven percent (7%) of General Fund operating budget with a minimum of five percent (5%) after appropriation for capital improvement or equipment. The Fund should be replenished within three (3) years to seven percent (7%).

Alternately, have two stabilization accounts: one that would be maintained at 5% (five percent) and a second stabilization account for equipment and improvements with 2-3% (two to three percent) replenished within three (3) years.

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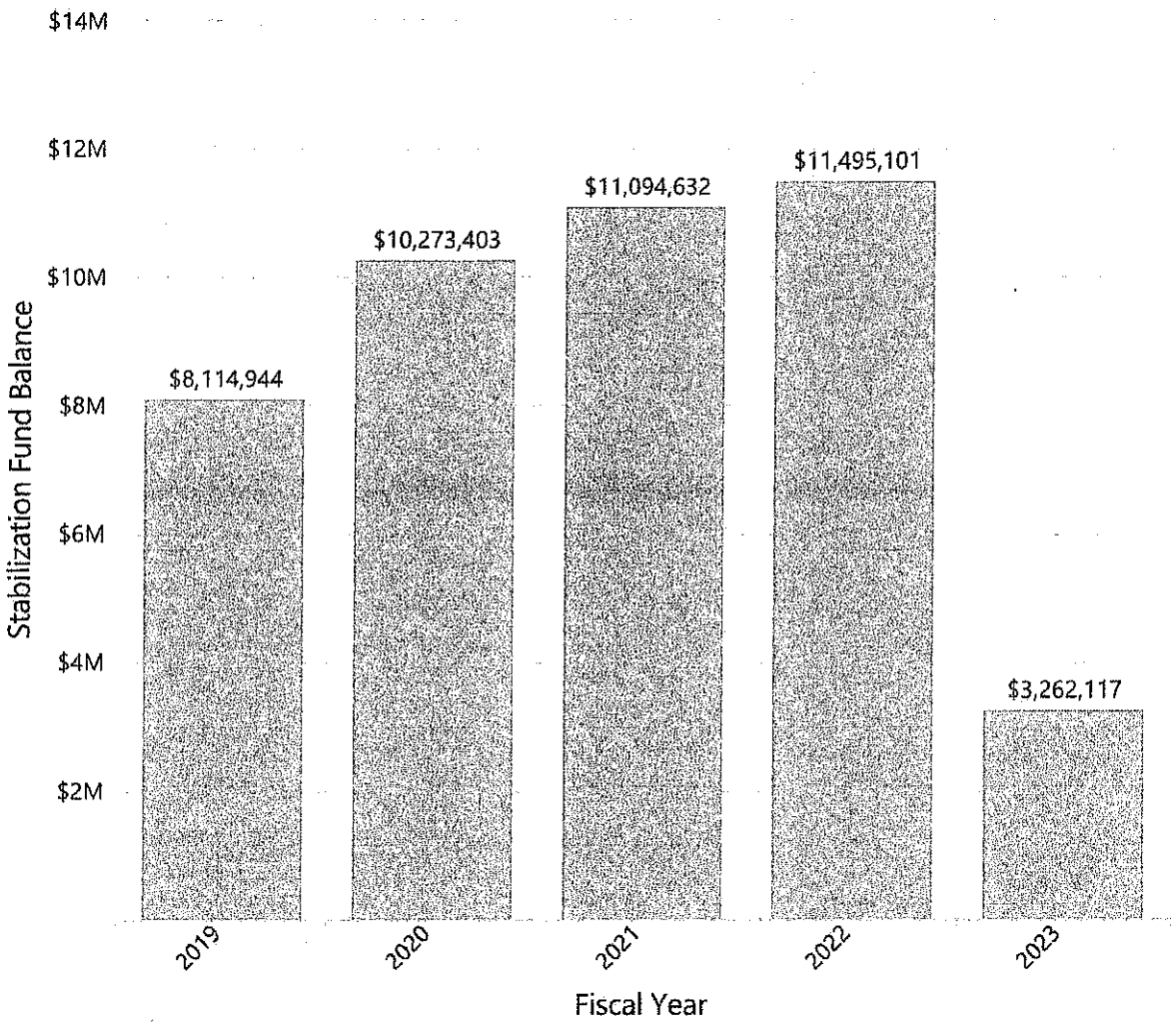
DIVISION OF LOCAL SERVICES
MA DEPARTMENT OF REVENUE

Data Analytics and Resources Bureau

Category 1 - Stabilization Fund Balance
Data current as of 03/20/2024

Town of Fairhaven

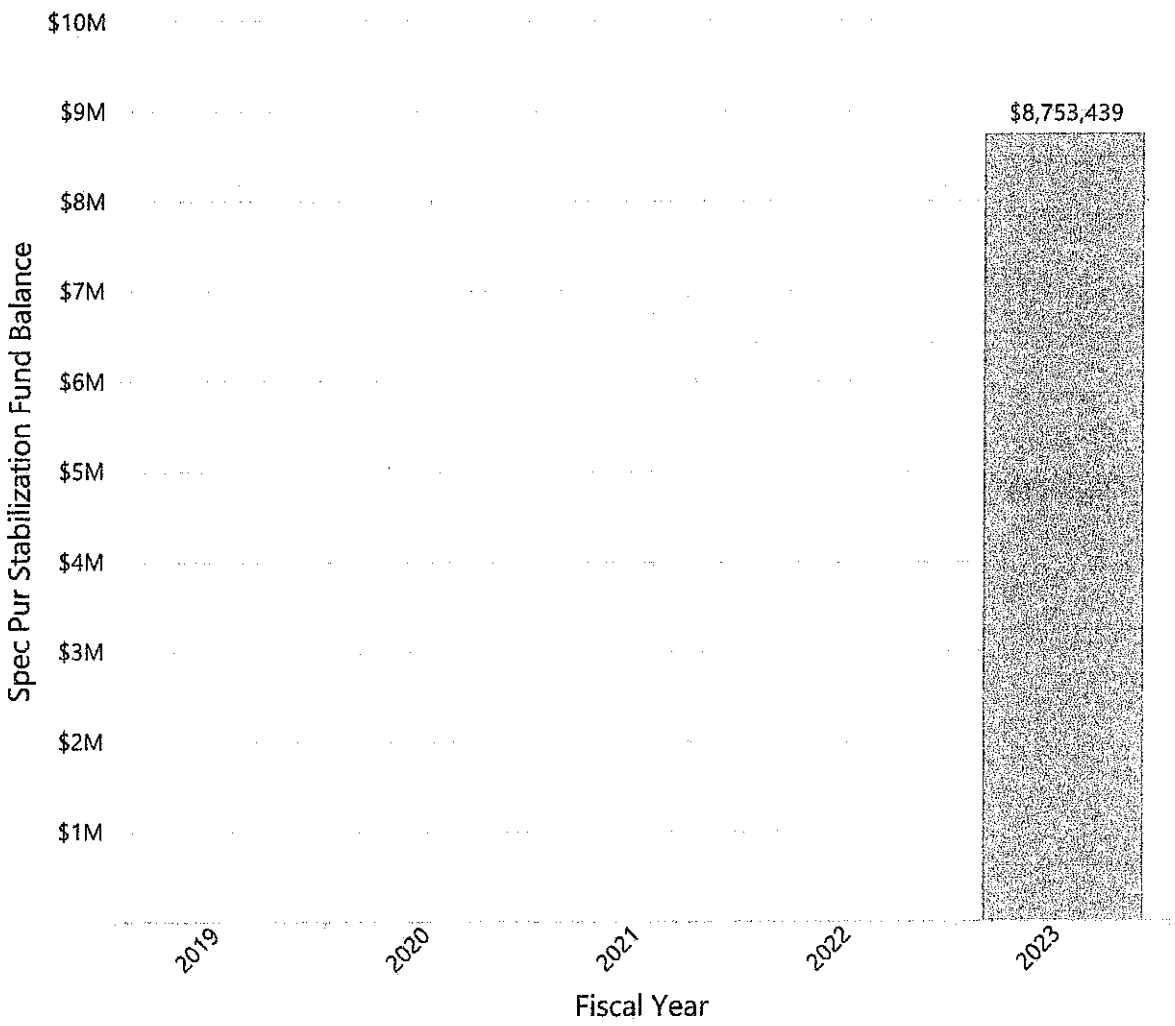


DLS
DIVISION OF LOCAL SERVICES
MA DEPARTMENT OF REVENUE

Data Analytics and Resources Bureau

Category 1 - Speceal Purpose Stabilization Fund Balance
Data current as of 03/20/2024

Town of Fairhaven



FAIRHAVEN PUBLIC SCHOOLS

Integrity • Ambition • Perseverance

FISCAL YEAR 2025
DRAFT BUDGET
School Committee Budget
July 1, 2024 – June 30, 2025

School Committee Members:

Colin Veitch, Chair
Brian Monroe, Vice Chair
Erik Andersen
Donna McKenna
Stephanie Pickup
Nicole Pacheco

Superintendent of Schools:
Tara M. Kohler

March 13, 2024

Fairhaven Public School District | 128 Washington Street | Fairhaven, MA 02719 |www.fairhavenps.org

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Budget Approval Process and Contact Information

Capital Budget Project Requests	November 30, 2023
Budget Discussion: East Fairhaven Elementary School	December 4, 2023
Budget Discussion: Elizabeth Hastings Middle School	December 7, 2023
Budget Discussion: LeRoy L. Wood Elementary School	December 7, 2023
Budget Discussion: Fairhaven High School & Athletics	December 7, 2023
Budget Discussion: School Business Office	December 8, 2023
School Committee Meeting: FY25 Draft Budget Timeline	December 13, 2023
Budget Discussion: Town Hall	December 22, 2023
Budget Discussion: Student Services Department	January 2, 2024
Budget Discussion: LeRoy L. Wood Elementary School	January 9, 2024
School Committee Meeting: Draft Budget Presentation	January 10, 2024
School Committee Meeting: FY25 Budget Updates/Discussion	February 7, 2024
Budget Discussion: Town Hall	February 13, 2024
Budget Discussion: Town Hall	February 20, 2024
Budget Discussion: Town Hall	February 27, 2024
Budget Discussion: Town Hall	March 5, 2024
Budget Discussion: Town Hall	March 12, 2024
School Committee Meeting: Recommended FY25 School Budget	March 13, 2024
Budget Discussion: Town Hall	March 19, 2024
School Committee/Select Board/Finance Committee Joint Hearing	March 20, 2024
Budget Discussion: Town Hall	March 26, 2024
School Committee: Public Hearing	March 27, 2024
Budget Discussion: Town Hall	April 2, 2024
Budget Discussion: Town Hall	April 9, 2024
Budget Discussion: Town Hall	April 16, 2024
Budget Discussion: Town Hall	April 23, 2024
Budget Discussion: Town Hall	April 30, 2024
School Committee Meeting: Vote	Spring 2024
Annual Town Meeting	May 4, 2024

Copies of the budget document are available at the Fairhaven Public School's website (www.fairhavenps.org). For additional information or clarification, please feel free to contact us for assistance at:

Fairhaven Public Schools Administrative Building
Phone: 508-979-4000

FAIRHAVEN PUBLIC SCHOOLS

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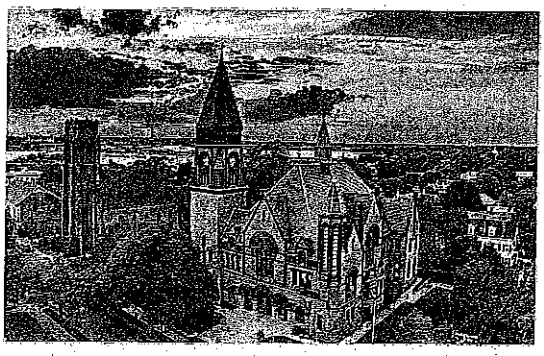
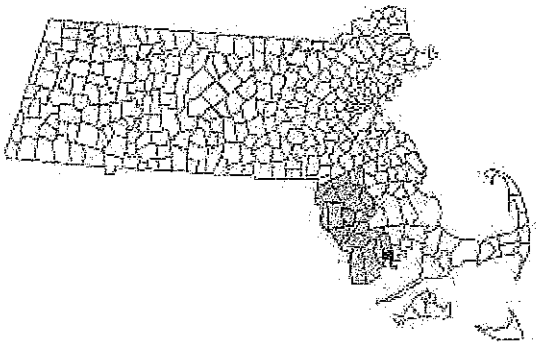
Organizational Information Summary

ORGANIZATIONAL SECTION

The organizational section of the budget is intended to provide the reader with an overview of the structure of the Fairhaven Public Schools as well as our core values and guiding principles. This section includes FPS governance, organizational structure and the budget design process.

Town of Fairhaven





The Town of Fairhaven was settled in 1653 and incorporated in 1812. It is governed by the Selectmen - Representative Town Meeting form of government and is located in Southeastern Bristol County. Fairhaven is located approximately 50 miles south of Boston, Massachusetts and 35 miles east of Providence, Rhode Island.

Fairhaven encompasses 12.53 square miles of land including 1.7 miles of coastline and is bordered by the Towns of Acushnet, Mattapoisett, and the city of New Bedford. The Town of Fairhaven has a representative Town Meeting form of government with a five (5) member Select Board.

Fairhaven has a population of approximately 15,837. Based on 2022 data, the average assessed residential value is $394,058 and the average median household income is $86,676. The average single-family tax bill $3,834.

Legal Autonomy

Fairhaven Public School District is a department of the Town of Fairhaven. As it is not an independent entity, the school district does not have the authority to levy taxes, issue bonds, or incur debt. Additionally, surplus funds in the general fund account as of June 30th are returned to the Town and may not be held as a positive fund balance.

Information about Fairhaven Public School District

Fairhaven Public Schools includes two (2) elementary schools, one (1) middle school, and one (1) high school. In Fairhaven, our elementary schools houses grade preK-5, our middle school houses grades 6-8, and our high school serves grades 9-12 for students in Fairhaven and Acushnet. Resident elementary students are assigned to their neighborhood school.

FPS Enrollment as of October 1, 2023:

School	Grades Served	Enrollment
East Fairhaven School	PreK-5	305 Students
LeRoy Wood School	PreK-5	435 Students
Elizabeth Hastings Middle School	6-8	428 Students
Fairhaven High School	9-12	591 Students
Subtotal Enrollment: 1,759 Students		
Out of District	Varied	16
Total Fairhaven Public Schools Enrollment: 1,775 Students		

Elementary School

Elementary School students generally attend the school in the district zone in which they live unless they are participating in a program outside of their home school or are reassigned due to redistricting. Each elementary school has one (1) principal, one (1) assistant principal, and one (1) adjustment counselor.

Elizabeth Hastings Middle School

Students from both the East Fairhaven and LeRoy Wood Schools transition to EHMS as they enter grade six (6). The middle school has one (1) principal, one (1) Assistant Principal, one (1) adjustment counselor, and two (2) guidance counselors.

Fairhaven High School

All Fairhaven students are eligible to attend Fairhaven High School. Additionally, students from Ford Middle School in Acushnet, MA have the opportunity to attend FHS as part of the Tuition Agreement between the Fairhaven and Acushnet School Districts. FHS has one (1) principal, two (2) assistant principals, two (2) guidance counselors, two (2) adjustment counselors, and one (1) Director of College and Career Readiness.

Fairhaven School Committee

The School Committee is a legislative body comprised of six (6) members elected to three-year terms. All members serve without compensation. The School Committee has the authority to select and evaluate the superintendent, review and approve the budget, and establish goals and policies for the district consistent with the federal, state, and local laws as well as regulations set forth by the Department of Elementary and Secondary Education.

Members
Mr. Colin Veitch, Chair
Mr. Brian Monroe, Vice Chair
Mrs. Donna McKenna, Member
Mr. Erik Andersen, Member
Mrs. Stephanie Pickup, Member
Mrs. Nicole Pacheco, Member

Student Advisors to the School Committee
Elizabeth DaCunha, Class of 2024
Finley Reynolds, Class of 2025

School Committee Meetings are held on the second and fourth Wednesday of each month with the exception of singular meetings in the months of November, December, February, and April. Meetings are posted on the Town of Fairhaven website as well as on the Fairhaven Public Schools website under the "School Committee" tab. Meetings can be viewed via Zoom and Fairhaven Public Television.

Building Projects Underway: Fairhaven High School Phase I

There is significant deterioration to the large gables on the east and west wings. The gables are suffering from water infiltration in numerous areas. There is also an ominous gap over the head of the third-floor windows, which appears to be caused by the oxidation of steel lintels inside the masonry wall. The building was constructed at a time when curtain wall systems were being invented and is a combination of masonry load-bearing walls with curtain-frame-like aspects. This phase has been proposed to deconstruct one of these gables to garner full comprehension of the wall build-up, the extent of deterioration, and a method for remediation.

In April of 2021, a lift survey was performed of the major exterior wall surfaces and accessible roof areas. The observations from that lift survey have been incorporated into the individual partial exterior elevation drawings that were originally created in the 2010-2011 Building Conditions Survey and updated for the 2016 5-Year Exterior Major Improvements Plan. These updated partial exterior elevation drawings have been included in this report.

These sheets should be used for referencing proposed repair work to existing stone and brick masonry only. In the original 2011 Master Plan, it was noted that the southeast and southwest gables were deteriorating due to the rusting and expansion of embedded steel. The district's architectural consultant proposes disassembling and rebuilding these two gables.

The southeast gable should be disassembled and explored first, prior to any work done on the southwest gable. An excerpt from the 2010-2011 report has been reproduced below, which summarizes the overall issues here. "In summary, the exterior of Fairhaven High School was constructed from materials carefully selected for their aesthetic appeal and durability. At the time of construction, however, there did not yet exist standardized time-tested details for incorporating steel elements into masonry construction. The designers and builders underestimated the degree that the steel would be adversely affected by water infiltration. The steel is set too far forward within the masonry, and it is only protected by a coat of shop paint. There are no flashings or waterproofing agents applied over the steel and there are no gaps between the steel and the masonry that would have minimized the impact of expansion due to the corrosion of the steel. These problems are typical for large masonry buildings constructed in the first decades of the 20th century. In the locations where the steel jacking is the most advanced, the required repairs will entail removing the masonry to gain access to the steel and then rebuilding it with new flashing detailing to protect the steel in the future. In locations where the steel jacking is not advanced, preventative steps are required to halt, or at least slow down, the rate of deterioration. These preventative measures will, at the minimum, entail repointing open mortar joints and repairing defective flashing, roof tiles, bricks, and window frames. Additional preventative measures, such as cathodic protection of the steel and the selective application of water repellents, should be evaluated. The displacement of the masonry due to the expansion of corroded steel is a localized problem that has resulted not only in the cracking of the bricks, limestone, and mortar joints located directly above and below the steel elements but also in the deterioration of the same materials in the walls that run perpendicular to the gables. The cracking in the perpendicular walls appears to be related to the pressure exerted on those walls by the displacement of the masonry at the upper portion of the gable." The southeast gable is the most noticeably impacted by the steel oxidation, or 'rust jacking,' and is the first candidate for disassembly, steel repairs, and reconstruction. The next priority is the small gable on the east side of the auditorium block. Given the significant investment in reconstruction, we recommend an experimental treatment of the southwest gable with cathodic protection – basically arresting further deterioration by setting up electric current in the steel beam, creating a galvanic reaction. The total estimated cost of Phase I priorities is $2,274.000. Architectural Services Request for Qualifications is underway and set to be determined by the end of March 2024.

Building Projects Underway: LeRoy L. Wood School Playground Surface Replacement

The playground surface is a critical component of any outdoor recreational space, providing a safe environment for children to play and explore. Over time, however, wear and tear can compromise its safety and functionality, necessitating replacement. Playground surface replacement involves removing the existing surface material, assessing the substrate, and installing a new surface that meets current safety standards and offers improved

durability. By investing in playground surface replacement, communities can enhance the safety, accessibility, and overall enjoyment of their outdoor recreational spaces, providing children with a vibrant and secure environment to play and thrive. A contract was awarded in December 2023 with construction beginning May 2024. The total cost of the project is: $298,896. This project is being funded through the Bristol County Commissioner's ARPA funding.

Budget Architecture

Historically, the Fairhaven budget process begins with the district's standard architecture that builds on Level Service needs with Strategic Plan and Other Critical Needs to reach a complete budget request to submit to the School Committee in approximately February on each year. Through careful financial planning, maximizing federal revenue sources, and maintaining spending restraints, the Town of Fairhaven and Fairhaven Public Schools are entering the fiscal year 2025 in a more challenging financial position than expected. We are mindful that the Town is still working on policies and projections for FY25.

A budget is an estimate of funds needed to cover planned expenses in a fiscal year. Staffing and special education are the two segments of the budget that can have significant variability between initial budget proposal and close out of the fiscal year. The district spends significant time and effort in recruiting candidates for each position. The actual salary for the hired individual may vary from the budgeted amount. Although there is turnover throughout the year in our teaching assistants and paraprofessional positions, most teacher positions are filled and salaries known by mid-August. Therefore, a re-set to the budget in the winter is appropriate. These budget changes include personnel changes (budget versus actual); and student needs, both in terms of general and special education. As part of this process, the district updates the budget across types of expenses (Salary and Other Compensation and Expenses) and across the four categories (Instruction, Administration, Operations, and Student Services). The FY'24 Adjusted Budget is the basis for building the FY'25 Voted Budget. The Fairhaven Public Schools District Administration will report any facility improvements or safety concerns to be considered funded before the end of the fiscal year.

Chapter 70 funding for FY24 brought in an additional $600,000 and this year is expected to add an additional $30/student. For FY25, we should be mindful that some changes could occur with Acushnet tuition.

Comparable Community Data

Fairhaven Public Schools has, like many other public schools, emphasized the use of data to drive decision-making.

Per Pupil Expenditure (In-District Only):

The Per Pupil Expenditure (PPE) is calculated for each district based on the submission of data contained in the End-of-Year (EOY) report. The table below is a comparison of PPE amounts for our comparable communities.

Topic	2022			Enrollment (2022-23 school year)			
Org Name	Region	$/In-district per pupil	Relative District Wealth	Total Enrollment (2022-23)	EL %	Low Inc %	SWD %
Abington	Southeast	15,676	60.4%	2,138	11.0	34.4	17.8
Bourne	Southeast	21,395	117.0%	1,554	1.5	35.1	21.2
Carver	Southeast	17,793	54.8%	1,525	2.2	31.0	18.9
Fairhaven	Southeast	15,680	63.1%	1,826	1.4	39.0	18.1
State		19,554		913,735	12.1	42.3	19.4
Swansea	Southeast	15,016	61.6%	1,988	0.6	28.6	14.4
Westport	Southeast	17,581	115.8%	1,446	1.7	34.5	20.4

As indicated in the above table, the Per Pupil Expenditure for Fairhaven ranks in the bottom third of our comparable communities ranking above only the Swansea and Abington Public School Districts. The Per-Pupil costs are driven by staff salaries; programs and course offerings; successful in-district special education programs; and collaboration with the Town on joint services.

Additional Comparable Community Data can be found in other data resources including:

- Massachusetts Department of Elementary and Secondary Education (MA DESE)
  - Spending Comparisons: https://www.doe.mass.edu/finance/statistics/
  - Chapter 70 Funding: https://www.doe.mass.edu/finance/chapter70/default.html
  - Circuit Breaker: https://www.doe.mass.edu/finance/circuitbreaker/default.html
  - Accountability Data: https://www.doe.mass.edu/DataAccountability.html

District Leadership

The Administrative Center Team includes the Superintendent, Assistant Superintendent, Business Manager, and a Director of Student Services.

Superintendent:
Tara M. Kohler
tkohler@fairhavenps.net

Assistant Superintendent:
Mark L. Balestracci
mbalestracci@fairhavenps.net

Business Manager:
Nicole V. Potter
npotter@fairhavenps.net

Director of Student Services:
Tanya L. Dawson
tdawson@fairhavenps.net

Compliance Statement

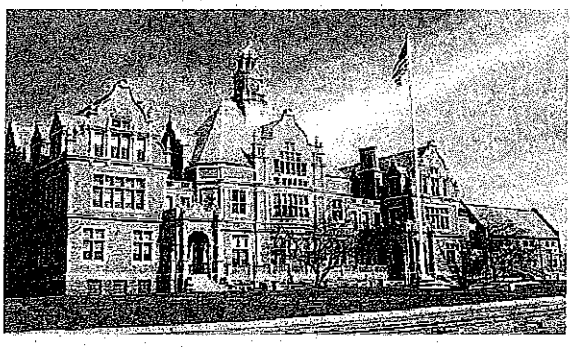
The Fairhaven Public School system does not and shall not discriminate on the basis of race, color, religion, creed, gender identity, age, national origin, ancestry, ethnicity, disability, pregnancy/parenting status, marital status, sexual orientation, homelessness, veteran or military status, or political affiliation in any of its programs, activities, employment practices, provision of and access to programs and services, as well as selection of volunteers, vendors and employers recruiting at the Fairhaven Public Schools. The following person has been designated as the District Contact: Tanya Dawson, Director of Student Services; 508-979-4000.

	AP/ Coordinator of Teaching & Learning	Tracy Higgins
	Assistant Director of Student Services	Nicole McNeil
Department Leads:	English Language Arts	Dr. Stephen Boucher
	Mathematics	Scott Francis
	Science	Dr. David Welty
	Special Education	Angela Allaire
Department Coaches:	English Language Learners	Melissa Duarte
	Fine Arts	Christine Neville
	Health & Physical Education	Christopher Foster
	Music	Molly McNulty
	World Language	Kevin Beaulieu
Directors:	Information Technology Director for the Fairhaven Public School District & Town of Fairhaven	Steven Rosa

School Leadership

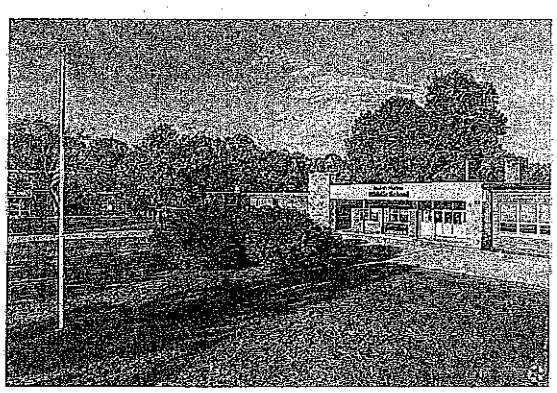
In addition to the Central Office Administration team, the District Leadership team includes Principals, Assistant Principals, Department Leads and Coaches. Below is a listing of the District Leaders:

Fairhaven High School



Principal: Mr. Andrew Kulak
Assistant Principal: Ms. Nicole Giannandrea
Assistant Principal: Mr. Andrew Davey

Elizabeth Hastings Middle School

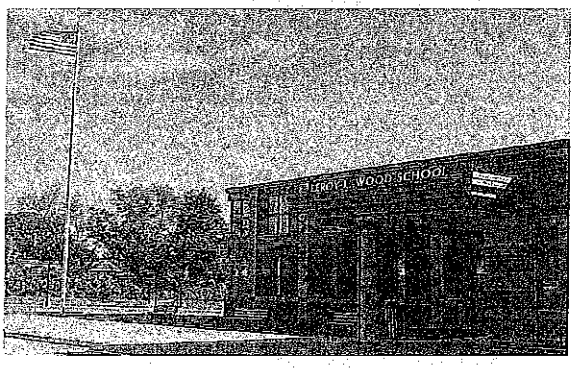


Principal: Mr. Kyle Alves
Assistant Principal: Mr. Jeremy Kennefick

East Fairhaven School

Principal: Mrs. Wendy Weidenfeller
Assistant Principal: Mrs. Amy Silva

LeRoy Wood School



Principal: Mrs. Pamela Pacheco
Assistant Principal: Mr. Derek Galvam

FAIRHAVEN PUBLIC SCHOOLS

Integrity • Ambition • Perseverance

District Budget

Theory of Action for Budget Development

If the Fairhaven Public School District strategically allocates its human and financial resources to support high level learning for all, creating safe and supportive learning environments, and provides a professional community centered around a common mission, then our students will graduate from high school ready for college or career opportunities.

Our budget is developed with the educational programs of the district as a top priority. Our administrative team conducts a full-scale analysis of data and utilizes that information to develop our Goals for District Improvement. It allows us to take a critical look at all available resources and sets a clear path for what we must do. Programs that fall into alignment with the District Improvement Plan may be expanded or enhanced; while programs that do not, may be reduced or eliminated. Our budget process, in alignment with our District Improvement process, serves as a reflection of our core values and beliefs for student learning.

Blueprint for District Improvement

A core value within the mission of the Fairhaven Public Schools is to ensure high level learning for all children. The essential components necessary for the achievement of high level learning for all children is a highly effective teacher that delivers instruction within an optimal class size setting. Our educational program is our formal process to ensure high-levels of learning for all children. The school department budget is a policy statement that drives the educational program. It is the tool that provides the support and resources to our mission. We have begun the work of Planning for Success to have a 3-5 year roadmap for our District.

Profile of a Learner

The Fairhaven Public School District in partnership with our school community provides opportunities for all of our students to become independent, productive, and successful contributors to a global society. The Fairhaven Public Schools, in collaboration with the Fairhaven Community, has developed a district-wide Profile of a Learner. The Profile of a Learner consists of five key characteristics that all FPS graduates will be able to demonstrate proficiency in.

The Five Characteristics or "5 C's" of our FPS Profile of a Learner are:
Collaboration
Communication
Creativity
Critical Thinking
Civic Participation

Core Values

The implementation of our district's vision for all of our graduates states our shared beliefs regarding the purpose of our schools, the role of our adults, and the fundamental principles and practices around teaching and learning.

1. We strive to provide a **safe and supportive learning** environment and the **climate, conditions, and culture** so that all students have the opportunity to achieve the stated vision of our graduates.

2. We strive to promote the proper **mindsets** to our students so that they may excel in life. The cornerstones of which are **ambition, perseverance, and integrity.**

3. We strive to provide an **educational program** delivered by a consistent **system of teaching and learning** supported by a **continuum of student services** so that all students are ready for the next grade, school, college, career, and life.

4. We strive to place the people, structures, and systems in position to provide the **resources and to support** the vision of our graduates.

5. We strive to **forge strategic partnerships** that promote collaborative planning to identify and advance opportunities for cooperation between town departments, neighboring municipalities, and community organizations, to examine possible areas of collaboration and partnership so as to improve efficiency and effectiveness of the services that we provide.

6. We strive to give students **opportunities to explore College and Career Options** throughout their experience in the Fairhaven Public School District and to create pathways that ensure their readiness to be successful upon graduation from High School.

Safe and Supportive Environment

- A physically safe environment for learners and adults.
- Policies and processes that ensure the safety of learners and adults.
- A safe, positive, respectful, and inclusive culture that ensures equity and honors diversity in identity and thought.
- Policies and protocols that define and support respectful treatment of all members of the school community.

Climate Conditions, and Culture

- Decisions that are made in the best interest of students.
- Decisions that are based upon the integrity of the institution and not on the special interest of the individual.
- Our educators are our greatest assets.
- Our educators are highly effective with a mindset for growth.
- Our educators are responsible for all learners and all learning.
- Our educators possess a spirit of continuous improvement.
- Our educators constructively utilize the time and structures provided for ongoing formal and informal collaboration.
- Our district supports our educators in maintaining expertise in their content area and in content-specific instructional practices.
- Our district values our educators as collaborative problem solvers, curriculum creators, and co-learners.
- Our district promotes intellectual risk taking and personal and professional growth.

College and Career Readiness

- Our district supports all students in the exploration and identification of college and/or career pathways.
- Our district provides students with important access to programs and information to ensure they are well-educated on their options post-high school.
- Our district provides training and resources for students, staff and families to ensure equity and access to the college and career process/experience.
- Our district provides real-world experiential learning opportunities for FPS students during the school day.
- Our district builds and fosters strong relationships with our local businesses and community partners.

Student Engagement

- Our district is committed to providing unique and innovative course offerings and programs that are reflective of highly engaging learning opportunities for all students.
- Our district values student voice and feedback to support decision-making.
- Our district continually reflects on the programs offered to students and families in order to ensure that we are providing the best and most engaging educational experience for all students.
- Our district builds and supports partnerships throughout the local and state communities to provide real-world, authentic, and engaging learning experiences inside our classrooms and beyond.

Communication

- Our district values clear, open, and transparent communication with all stakeholders.
- Our district priorities are clearly communicated to town departments and all stakeholders.
- Our district has a clear vision that is communicated to all stakeholders.
- Our district values feedback for continuous improvement and seeks it through a variety of modalities.

BUDGET BY STATE CODES

The school department budget is presented in compliance with the state classification system. This classification system enables the Commissioner to determine each school district's actual net school spending in the prior year and the estimated net school spending in the current year from information contained in the End-of-Year Pupil and Financial Report. Each school district shall report the following expenditures in the annual Department of Education End-of-Year Pupil and Financial Report in accordance with G.L. c. 72, s.3.

The following State Codes are utilized in the FY25 Budget Proposal:

1000 ADMINISTRATION: Activities which have as their purpose the general direction, execution, and control of the affairs of the school district that are system wide and not confined to one school, subject, or narrow phase of school activity.

2000 INSTRUCTIONAL SERVICES: Instructional activities involving the teaching of students, supervising of staff, and developing and utilizing curriculum materials and related services.

3000 OTHER SCHOOL SERVICES: Services other than instructional provided for students.

4000 OPERATION and MAINTENANCE OF PLANT: Housekeeping activities relating to the physical plant and maintenance activities for grounds, buildings, and equipment.

5000 FIXED CHARGES: Retirement and insurance programs, rental of land and buildings, debt service for current loans, and other recurring items, which are not generally provided for under another function.

9000 PROGRAMS WITH OTHER SCHOOL DISTRICTS: Transfers of payments to other school districts or to non-public schools for services provided to students residing in the sending city or town.

The state code classification system specifies the criteria for reporting functional categories of expenditures and gives the specific items, which should be reported under these categories. Thus, the following presentation of our FY25 Fairhaven Public School District Budget is presented in compliance with the state classification system. We present our budget that is in alignment with the annual Department of Education End-of-Year Pupil and Financial Report in accordance with G.L. c. 72, s.3.

BUDGET DEVELOPMENT PROCESS

The FY25 budget is presented utilizing the cost centers of District Leadership and Operations, Teaching and Learning (the Elementary Educational Program, the Secondary Educational Program), and Student Services. Each cost center is presented by utilizing the previously described state code system and its corresponding definition provided by the Department of Education.

The services needed to deliver the educational program to our students are presented in the salary portion of each cost center. The operational portion of each cost center shows the actual expenditures of the previous three years, the budgeted figure for the current year, and the requested figure for FY25.

The figures presented in the salary portion are presented based upon the educational program. Each component of the educational program is broken down by school, department/area, the number of personnel in each area, and the total amount of the expenditure to deliver that specific component of the salary budget. The level service projections of contractual obligations for all collective bargaining units for each current employee determines the increase to the FY25 budget figure. We itemize the base salary of each and every employee taking into consideration any step increases, lane changes, stipends, known retirements, early retirement incentives and longevity, and any other contractual obligations.

To develop the operational portion of the budget, we continue to use a zero-based philosophy, not a percentage-based increase. In October, teachers are asked to submit their budget requests to their building principal. In November, District Administration meet with building principals and present them with blank templates regarding dues and fees, supplies and materials, new equipment, replacement of equipment, teaching and instructional materials, textbooks and workbooks, and staffing requests. The operational budget development requires building principals to inventory existing items and provision for needed resources for our teachers and students.

Principals and other department heads present their requests to District Administration for consideration in the FY25 budget. District Administration ensures programmatic and educational equity in all budget decisions. The District Administration's job is to present the School Committee with a comprehensive budget request reflective of the District's core values and beliefs.

This FY25 preliminary budget recommendation from the administration to the school committee begins with the overall salary budget summary and the overall operational budget summary. The details of each cost center and educational program requests are summarize throughout the document.

FAIRHAVEN
PUBLIC SCHOOLS

OPERATIONAL BUDGET

State Code		FY21 Actual	FY22 Actual	FY23 Actual	FY24 Budgeted	FY25 Budgeted
1000	**District Leadership & Administration**	**129,713**	**218,806**	**277,278**	**201,700**	**246,200**
2210	School Leadership	29,376	34,642	42,619	58,125	65,225
2250	Tech/Maintenance Agreements	5,351	0	2,780	6,200	28,975
2357	Professional Development	26,295	62,782	42,349	79,823	82,951
2410	Textbooks	44,287	37,924	99,559	54,905	56,802
2430	Instructional Equip./General Supplies	97,479	174,140	204,340	159,708	188,363
2440	Other Instructional Services (Tutoring)	99,418	96,088	92,086	84,450	89,780
2450	Instructional Technology	309,490	470,370	454,956	248,308	353,549
2710	Guidance and Adjustment	543	329	0	18,605	18,000
2800	Psychological Services	18,643	13,617	12,740	9,000	9,000
	TOTAL INSTRUCTION	**630,882**	**889,892**	**951,329**	**719,124**	**892,645**
3200	Medical Health Services	3,280	11,082	18,195	9,441	9,866
3300	Transportation Services	1,236,807	1,642,392	1,713,425	2,134,943	2,092,506
3500	Athletics/Student Activities	173,082	233,894	226,408	303,894	383,691
3400	Food Service	165,487	42,952	0	1,200	1,200
3600	School Security	209	115,354	3,291	2,000	35,000
	TOTAL STUDENT SERVICES	**1,578,865**	**2,045,674**	**1,961,319**	**2,451,478**	**2,522,263**
4110	Custodial Services	1,715	1,600	1,726	1,500	1,500
4120	Heating of Buildings	219,933	218,094	247,399	228,000	240,000
4130	Utility Services	357,100	354,147	266,360	397,750	402,260
4200	Maintenance	647,389	895,111	991,286	311,025	321,925
4225	Building Security Equipment	21,765	2,280	3,657	29,582	30,882
4400	Networking and Telecommunications	2,171	12,648	1,840	2,500	2,500
	TOTAL MAINTENANCE	**1,250,073**	**1,483,880**	**1,512,268**	**970,357**	**999,067**
5260	**Non-Employee Insurance**	**3,390**	**3,390**	**3,390**	**3,390**	**3,390**
5300	**Lease Agreements**	**49,185**	**51,943**	**46,352**	49,900	28,950
7100	**Capital Expenditures**	**727,161**	**155,068**	**126,868**	0	0
9000	**Out of District Tuitions**	**1,177,789**	**1,067,477**	**1,207,809**	**1,057,447**	**1,545,753**
	TOTAL REQUEST		**22,179,843**	**22,910,638**	**23,953,641**	**25,149,917**
	REDUCTION*				-200,000	
					23,753,641	
	INCREASE					1,396,276
	PERCENTAGE INCREASE					5.88%
	*Override Failed to Support					As of 3/13/24

SALARY BUDGET

STATE CODE			FY 2025 REQUESTED
	DISTRICT LEADERSHIP AND OPERATIONS		
1000	District Leadership and Administration		723,273
	TOTAL		**723,273**
	TEACHING AND LEARNING		
2210	Building Leadership/Secretarial		1,403,279
2305	TEACHERS CLASSROOM		
	Kindergarten		595,494
	Primary Grades 1-2		1,206,411
	Intermediate Grades 3-5		1,807,205
	Intermediate Grade 6		377,253
	Specialists (Art, Music, Phys Ed, Inst. Tech)		641,983
	English 6 - 12		876,640
	Social Studies/History 6 - 12		978,720
	World Language 6 - 12		349,648
	Mathematics 6 - 12		1,010,112
	Science and Technology 6 - 12		1,105,145
	Art 6 - 12		415,515
	Music 6 - 12		319,158
	Health and Physical Education 6 - 12		512,253
	Media/Instructional Technology/Library		54,283
	English Language Learner		272,227
	Sick Leave		47,100
		Teacher Classroom Total	10,569,147
		TOTAL	**11,972,426**
	STUDENT SERVICES		
2120	Curriculum Directors/Supervisory		259,694
2305/2330	PROGRAM		
	Pre-School		336,753
	Inclusion/Reading		1,150,031
	Sub Seperate Classrooms		664,253
	Child Specific Student Support		159,823
2320	Speech Therapists/OT/BCBA		361,062
		Sped Program Total	2,671,922
2330	K-2 WIN Program		TITLE I
2330	STEP Program		20,478
		Program Total	20,478
2440	Tutorial/Instructional Services		57,000
2710	Guidance Counselors/School to Career		464,779
2800	Psychological Services/Social Workers		659,008
		Counseling Services Total	1,180,787
		TOTAL STUDENT SERVICES	**4,132,881**
2325	SUBSTITUTE TEACHERS		305,000
3100	FAMILY ENGAGEMENT CENTER		62,424
3200	MEDICAL HEALTH SERVICES		324,993
	INSTRUCTIONAL LEADERSHIP		
2120	Curriculum Directors/Supervisory		53,796
3510	Athletics		188,104
3520	Student Activities		80,002
		TOTAL	**321,902**
	SECURITY		
3400	Cafeteria Monitors		38,151
3600	School Security		39,424
5550	Crossing Guards		22,320
		TOTAL	99,895
4110	Custodial Services		645,404
4220	Maintenance of Buildings		244,821
4400	Technology		78,630
		TOTAL	**968,855**
	FY 2025 Salary Budget		**18,911,649** +/-

DISTRICT LEADERSHIP

District and school leadership includes the School Committee, Office of the Superintendent of Schools, the Director of Student Services, and the Building Principals. District and School Leadership demonstrate effectiveness by having an established and effective team with the same set of expectations for all principals and;

- Designating administrators and/or staff with primary responsibility for conducting a continuous improvement planning cycle in the district, including monitoring progress with implementation and tracking effectiveness of planned activities
- District and School Leadership demonstrate effectiveness by exercising educational and operational leadership among administrators and program directors and;
- Facilitating teacher leadership, collaboration, supervision as well as an evaluation of school practices

1000 DISTRICT LEADERSHIP AND ADMINISTRATION - SALARY

- *Salaries for School Committee Stipends, Superintendent/Assistant Superintendent and office personnel*
- *Salaries for Business and Finance and other District-Wide Administration, and office personnel*

AREA	STAFF CATEGORY	FTE	SALARY
ADMIN	SCHOOL COMMITTEE	STIPEND	
ADMIN	OFFICE OF THE SUPERINTENDENT	4	
ADMIN	DISTRICT OPERATIONS	3.5	
	TOTAL LEADERSHIP & ADMINISTRATION	**7.5**	**723,273**

1000 - DISTRICT LEADERSHIP AND ADMINISTRATION - OPERATIONAL

State Code	Line	Description
1110	SCHOOL COMMITTEE	Meeting costs; equipment; travel
1210	SUPERINTENDENT	Expenses of Superintendent and office
1220	ASSISTANT SUPERINTENDENT	Expenses of the Assistant Superintendent and office
1410	BUSINESS AND FINANCE	Expenses for Business and Finance office
1430	LEGAL FEES	School Committee representation for collective bargaining and other litigation
1450	INFORMATION MANAGEMENT/TECH	Expenses for District Information Management and Technology

STATE CODE	DISTRICT LEADERSHIP & ADMINISTRATION	FY21 ACTUAL	FY22 ACTUAL	FY23 ACTUAL	FY24 BUDGET	FY25 BUDGET
1110	SCHOOL COMMITTEE	5,604	5,890	6,203	6,000	6,000
1210	SUPERINTENDENT	18,305	39,182	53,602	18,100	18,100
1220	ASSISTANT SUPERINTENDENT	8,822	7,549	30,065	7,200	7,200
1410	BUSINESS AND FINANCE	39,818	54,162	11,287	4,400	4,400
1430	LEGAL FEES	34,715	89,349	109,403	70,000	100,000
1450	INFORMATION MANAGEMENT/TECH	22,449	22,674	66,718	96,000	110,500
	TOTAL LEADERSHIP & ADMINISTRATION	**129,713**	**218,806**	**277,278**	**201,700**	**246,200**

Educational Program

The Fairhaven Public School Educational Program ensures equity and access to a full range of educational programs and services for all learners.

The Fairhaven Public School Educational Program provides knowledge, skills, and understandings in core academic areas of student learning to all of our students.

Knowledge, skills, and understandings

- Communicate literal, interpretive, and critical understandings in clear expository, narrative, and descriptive writing.
- Write effective persuasive essays by taking a clear position, supporting that position with accurate and relevant information, organizing ideas logically and effectively, and expressing ideas with clarity and fluency.
- Speak clearly and concisely, communicating effectively and accurately in meaningful conversation, so as to defend a position and exchange information.
- Add, subtract, multiply, divide and use numbers in calculation, or educational exercises.
- Understand important mathematical concepts and procedures, and engage in complex mathematical tasks and methods to solve problems.
- Have a knowledge base in the biological, earth, and physical sciences, understanding unifying themes in the science, and applying the scientific principles and methods through research, investigations, and inquiry-based activities.
- Have a fundamental knowledge of a language other than English and understand and respect the diversity of languages and cultures.
- The Fairhaven Public School Educational Program values increasing student membership in co-curricular opportunities to create a sense of belonging in all students.

System of Teaching and Learning

- The Fairhaven Public School District's System of Teaching and Learning maximizes the allocation of structured learning time for students with highly effective educators.
- The Fairhaven Public School District's System of Teaching and Learning provides a vertically articulated curriculum and a corresponding cycle for review and renewal that are aligned with the state standards.
- The Fairhaven Public School District's System of Teaching and Learning delivers instructional practices that are designed to meet the learning needs of each student.
- The Fairhaven Public School District's System of Teaching and Learning implements quality assessments and a focused assessment protocol that informs classroom instruction and curriculum renewal, and are able to predict outcomes for statewide criterion referenced indicators.

- The Fairhaven Public School District's System of Teaching and Learning examines evidence of student learning and well-being to improve the cycle of curriculum, instruction, assessment practices and programs and services.

The essential conditions necessary for the achievement of high-level learning for all children is a highly effective teacher that delivers instruction within an optimal class size setting.

2210 - INSTRUCTIONAL LEADERSHIP - SALARY

- *Salaries for principal(s) and school office staff.*

SCHOOL	STAFF CATEGORY	FTE	SALARY
FHS	PRINCIPAL	1	
FHS	PRINCIPAL - VICE	2	
FHS	SECRETARY	4	
	TOTAL FHS LEADERSHIP	***7***	**498,142**
EHMS	PRINCIPAL	1	
EHMS	PRINCIPAL - VICE	1	
EHMS	SECRETARY	2	
	TOTAL EHMS LEADERSHIP	***4***	**298,678**
EAST	PRINCIPAL	1	
EAST	PRINCIPAL - VICE	1	
EAST	SECRETARY	2	
	TOTAL EAST LEADERSHIP	***4***	**305,960**
WOOD	PRINCIPAL	1	
WOOD	PRINCIPAL - VICE	1	
WOOD	SECRETARY	2	
WOOD	***TOTAL WOOD LEADERSHIP***	***4***	**300,499**
	TOTAL - SCHOOL LEADERSHIP BUILDING	***19***	**1,403,279**

2200 - INSTRUCTIONAL LEADERSHIP - OPERATIONAL

State Code	Line	Description
2110	CURRICULUM DIRECTORS SUPERVISORY	Expenditures for Curriculum Directors and Department Heads by program including Director of Student Services.
2210	SCHOOL LEADERSHIP	Expenditures, salaries, and expenses for School Leadership personnel including principal and school office staff.
2250	ADMIN. TECHNOLOGY	Expenditures for non-instructional building technology including hardware and software.

STATE	DISTRICT LEADERSHIP & ADMINISTRATION	FY21	FY22	FY23	FY24	FY25
CODE	**INSTRUCTION**	ACTUAL	ACTUAL	ACTUAL	**BUDGET**	**BUDGET**
2110	DIRECTOR/SUPERVISORY	5,151	6,478	6,783	11,050	14,375
2210	SCHOOL LEADERSHIP	24,225	28,164	35,736	47,075	50,850
		29,376	**34,642**	**42,519**	**58,125**	**65,225**
2250	TECH MAINT AGREEMENT	**5,351**	**0**	**2,780**	**6,200**	**28,975**

ELEMENTARY EDUCATIONAL PROGRAM (K-5)

All elementary school students are provided the following essential components that comprise the educational program:

Provide sufficient instructional time for all students in the Core Academic Areas for Student Learning (English Language Arts, Mathematics, Science and Social Studies).

A highly effective teacher that delivers instruction within an optimal class size setting.

Each grade level is positioned side door to side door by rabbit run grade level. This allows for team teaching, differentiating instruction, and intervention blocks of time based upon level of student need as determined by student achievement data.

All Primary Grade Level Classrooms (PreK-2) are located within the same floor or level. All Intermediate Grade Level Classrooms (3 – 5) are located within the same floor or level. This structure allows for a smooth transition of effort in order to provide services to all children.

The ability to collaborate and have collegial discourse is provided via a common planning time. Each year's learning targets are derived from the previous year's targets, providing continuity among grade levels. Teachers are located in the same area in order to assure effective curricular coordination between and among all grade level teachers within the school.

All teachers in grades K-5 have scheduled planning periods per day. The advantages of this common time allows teachers to share their best practices; examine standards students are required to master; collaborate to provide students with accurate, timely, and specific feedback; plan effective units and lessons; examine student work; solve common problems of teaching; and consult with special education, and or ELL staff regarding the delivery of inclusion and support services. Planning periods are provided to classroom teachers when their students participate in the Specialty areas of Art, Music, Physical Education and Innovation classes.

East Fairhaven School

Contact Information:
Principal: Wendy Weidenfeller
Secretary: Donna Charpentier
Address: 2 New Boston Road
Fairhaven, MA 02719
Phone: (508) 979-4058

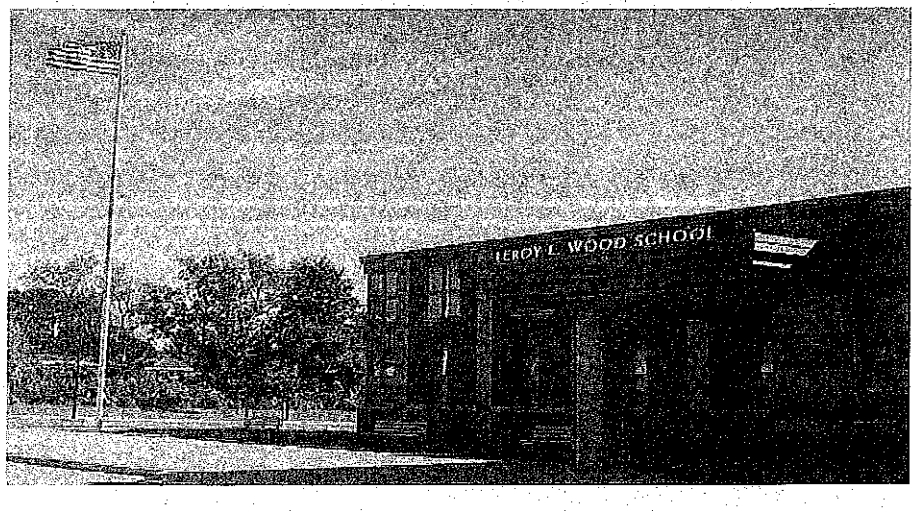
Overview:

The East Fairhaven School provides a safe, inclusive, and welcoming environment for all learners and families. EFS boasts a strong culture of collaboration with families and within the community. Guided by our core values, the East Fairhaven School embodies its school motto, "This is important. We can do it. You Won't give up on us." EFS provides a learning environment that prioritizes the "whole" learner and focuses on both the academic as well as the social and emotional needs of students. All families are encouraged to participate in their student's education and learning experience at the East Fairhaven School.

Recent Accomplishments:

- Provided 20 weeks of after-school Enrichment Programming for grades K-5
- Performed in the top 60th percentile on MCAS
- Implemented the DESSA (Deveraux Students Strengths Assessment) Universal Screener Tool
- Book Character Parade
- Veterans Day Assembly
- Monthly Cross-Grade Level Buddy Projects
- Canned Food Drive
- All School Thanksgiving Meal
- Winter Holiday Concert
- PTO Lip Sync Showcase
- PTO Bingo for Books
- PTO Spaghetti Dinner and Experience Raffle
- Science Fair
- Spring Concert
- SOLE Sisters and Band of Brothers

LeRoy Wood School



Contact Information:
Principal: Pamela Pacheco
Secretary: Erin Messier
Address: 60 Sconticut Neck Road
Fairhaven, MA 02719
Phone: (508) 979-4073

Overview:

The LeRoy Wood School provides a safe, inclusive, and welcoming environment for all learners and families. The Wood School boasts a strong culture of collaboration with families and within the community. LWS provides a learning environment that prioritizes the "whole" learner and focuses on both the academic as well as the social and emotional needs of students. All families are encouraged to participate in their student's education and learning experience at the LeRoy Wood School.

Recent Accomplishments:

- Performed in the 75th percentile for 2023 MCAS Assessment
- Provided 20 weeks of after-school Enrichment Programming for grades K-5
- Implemented the DESSA (Deveraux Students Strengths Assessment) Universal Screener Tool
- Kindness Week
- Holiday Paint Night
- All School Thanksgiving Meal
- Winter Holiday Concert
- Spirit Week

2305 - CLASSROOM TEACHERS - SALARY

- *Expenditures for salaries of certified teachers.*

KINDERGARTEN

SCHOOL	STAFF CATEGORY	FTE	SALARY
EAST	KINDERGARTEN TEACHERS	3	
WOOD	KINDERGARTEN TEACHERS	4	
	TOTAL KINDERGARTEN TEACHERS	**7**	**595,494**

PRIMARY GRADES 1-2

SCHOOL	STAFF CATEGORY	FTE	SALARY
EAST	FIRST GRADE TEACHERS	3	
EAST	SECOND GRADE TEACHERS	3	
	TOTAL EAST PRIMARY TEACHERS	**6**	**494,079**
WOOD	FIRST GRADE TEACHERS	4	
WOOD	SECOND GRADE TEACHERS	4	
	TOTAL WOOD PRIMARY TEACHERS	**8**	**712,332**
	TOTAL PRIMARY TEACHERS	**14**	**1,206,411**

INTERMEDIATE GRADES 3-5

SCHOOL	STAFF CATEGORY	FTE	SALARY
EAST	THIRD GRADE TEACHERS	3	
EAST	FOURTH GRADE TEACHERS	3	
EAST	FIFTH GRADE TEACHERS	3	
	TOTAL EAST INTERMEDIATE TEACHERS	**9**	**762,596**
WOOD	THIRD GRADE TEACHERS	4	
WOOD	FOURTH GRADE TEACHERS	4	
WOOD	FIFTH GRADE TEACHERS	4	
	TOTAL WOOD INTERMEDIATE TEACHERS	**12**	**1,044,609**
	TOTAL INTERMEDIATE TEACHERS	**21**	**1,807,205**

ELEMENTARY SPECIALTY AREA TEACHERS

SCHOOL	STAFF CATEGORY	FTE	SALARY
EAST	ART TEACHER	1	
WOOD	ART TEACHER	1	
	TOTAL ART TEACHERS	**2**	**168,934**
EAST	MUSIC TEACHER	1	
WOOD	MUSIC TEACHER	1	
	TOTAL MUSIC TEACHERS	**2**	**112,216**
EAST	PHYSICAL EDUCATION TEACHER	1	
WOOD	PHYSICAL EDUCATION TEACHER	1	
	TOTAL PHYSICAL EDUCATION TEACHERS	**2**	**182,579**
EAST	INNOVATION SPECIALIST	1	
WOOD	INNOVATION SPECIALIST	1	
	TOTAL INNOVATION SPECIALIST	**2**	**178,254**
	TOTAL SPECIALTY AREA	**8**	**641,983**

K-5 Literacy Initiative

At Fairhaven Public Schools, we believe that strong early literacy skills lead to future literacy success. Our K-5 teachers and staff began implementing flexible literacy groups in the fall of 2019. We call these flexible literacy groups, What I Need-WIN time. We are excited for the opportunities this model provides for students to work with our teachers to accelerate their growth as readers and writers.

What is flexible grouping?
Flexible grouping is a term that describes a variety of ways to group students for the purpose of delivering specific instruction to maximize growth for individual learners. Our entire team of teachers, assistants, and small group interventionists collaborate to implement flexible grouping as part of our overall literacy instruction.

How are flexible groups determined?
In the beginning of the year, we administer reading assessments to gather up-to-date literacy information on each student to form our groups. The information is reviewed by our assessment team to place students in the appropriate group based on the results. Each group experience provides specific instructional strategies designed to improve each student's literacy skills.

What does it look like?
Students begin in their homeroom classroom with a whole group activity to activate their brains for learning. Students then transition to their WIN Groups, which may be in a different classroom, to work with a teacher or staff member on targeted literacy skills. WIN Groups include all students. In addition to WIN time, students spend approximately 70 minutes of whole group and small group instruction with their homeroom teacher.

How is progress monitored?
Each teacher monitors the progress of individual students during daily center-based activities. Students will be reassessed at the end of the WIN intervention cycle (6-8 weeks), and may be re-grouped accordingly. Even if the student works with a different teacher during centers, the information about his or her progress will be shared with homeroom teachers throughout the 6-8 week time period.

How is this funded?
The Student Opportunity Act (SOA) was created to help close learning gaps. Fairhaven has prioritized literacy programs and improving class size goals. This increase in funding comes in the form of an increase to our Chapter 70 funding.

LITERACY PARAPROFESSIONALS

- *Salaries for Paraprofessionals supporting Literacy.*

SCHOOL	STAFF CATEGORY	FTE	SALARY
DISTRICT	K-2 PARAPROFESSIONALS	4	
DISTRICT	INTERVENTIONIST	2	
DISTRICT	ASST PRINCIPAL FOR TEACHING & LEARNING	1	
	TOTAL	**7**	**281,506**
	GRANT OFFSET	TITLE I (7)	281,506
	TOWN BUDGET AMOUNT	**0**	**0**

SECONDARY EDUCATIONAL PROGRAM (6 – 12)

The recommended program of study that Massachusetts high school students need in order to be prepared for college and a career consists of units. A *unit* represents a full academic year of study or its equivalent in a core academic area.

The Educational Program at the Secondary Level (6 – 12) provides sufficient instructional time in the Core Academic Areas for Student Learning (English Language Arts, Mathematics, Science and Technology, History/Social Science, and World Language). A highly effective teacher delivers this subject matter within a class size that adheres to the district's class size goals. In additional to core academic areas, there are also exploratory/elective programs available at all grade levels.

SUBJECT	UNITS	DESCRIPTION
ENGLISH LANGUAGE ARTS	4	English 9-12; may include AP in Sophomore, Junior and/or Senior year
MATHEMATICS	4	This Academic Pathway should conclude with the completion of Geometry through Algebra II; may include AP in Junior and/or Senior year
SCIENCE	3	The Board of Higher Education admissions standards require three (two lab-based) physical and natural science units; may include AP in Sophomore, Junior, and/or Senior year
HISTORY/SOCIAL STUDIES	3	The Academic Pathway should conclude with World History and US History I and II; may include AP in Freshman, Sophomore, Junior and/or Senior year
WORLD LANGUAGE	2	Two units of the same language.

Academic Pathways (Grades 6 – 12)
The following is an example of the implementation of an Academic Pathway in the area of History/Social Science at the secondary level:

What is the flow of coursework beginning with the end in mind based upon completion of the History/Social Science Program of Studies?

- History/Social Science 3 Units
- The Academic Pathway should conclude with World History and US History I and II
- Each course will flow from the accomplishment of grade or course specific benchmarks within a content area and looking backwards to ensure success.

When does the academic pathway begin?

- Academic Pathways are organized into sequenced units of study that serve as the detailed road map ensuring that all students achieve the desired outcome.
- The Academic Pathway for History/Social Science shows the sequence of study for coursework in Grades 6 – 12:
    - Grade 6 Geography, Grade 7 Ancient Civilizations, Grade 8 World History, Grade 9 World History, Grade 10 US History, and Grade 11 US History.

Elizabeth Hastings Middle School

Contact Information:
Principal: Kyle Alves
Secretary: Theresa Sinko
Address: 30 School Street
Fairhaven, MA 02719
Phone: (508) 979-4063

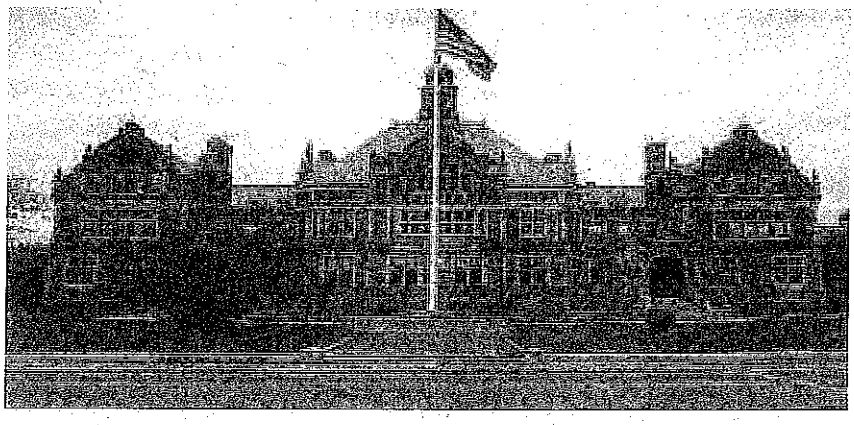
Overview:

The Elizabeth Hastings Middle School provides a safe, inclusive, and welcoming environment for all learners and families. EHMS boasts a strong culture of collaboration with families and within the community. Guided by our core values, the Elizabeth Hastings Middle School strives to foster and maintain a culture of kindness, respect, inclusivity, and achievement. EHMS provides a learning environment that prioritizes the "whole" learner and focuses on both the academic as well as the social and emotional needs of students. All families are encouraged to participate in their student's education and learning experience at the Elizabeth Hastings Middle School.

Recent Accomplishments:

- EHMS was named a Unified Champion School by the Massachusetts Special Olympics for its Unified athletics program
- Implemented new support programming for students needed both intervention and/or enrichment during the school day
- Provided Middle School Athletics program for Spring Season (flag football and co-ed volleyball)
- Provided 20 weeks of after school enrichment programming for students in grades 6-8
- All students participated in Rachel's Challenge presentation
- FHS Girls Up club sponsored a STEM program for all grade 8 students
- College and Career Programing Implemented for students in grades 6-8, including the MefaPathway program
- Implemented the DESSA (Deveraux Students Strengths Assessment) Universal Screener Tool

Fairhaven High School



Contact Information:
Principal: Andrew Kulak
Secretary: Tina Lafountain
Address: 12 Huttleston Avenue
Fairhaven, MA 02719
Phone: (508) 979-4063

Overview:

The Fairhaven High School provides a safe, inclusive, and welcoming environment for all learners and families. FHS boasts a strong culture of collaboration with families and within the community. Guided by our core values, the Fairhaven High School strives to foster and maintain a culture of kindness, respect, inclusivity, innovation, and achievement. FHS provides a learning environment that prioritizes the "whole" learner and focuses on both the academic as well as the social and emotional needs of students. All families are encouraged to participate in their student's education and learning experience at the Fairhaven High School.

Recent Accomplishments:

- CollegeBoard Advanced Placement Honor Roll for increased access and participation in AP Programs
- Recognized as Unified Champion School by the Massachusetts Special Olympics for unified athletics
- Recipient of MyCAP (My Career and Academic Planning Grant) to support student college and career programming
- FHS Football team won the Division VI MIAA Super Bowl Championship
- Provided 20 weeks of after school enrichment programming for students in grades 9-12
- Participated in the MyCAP planning grant
- Provided a new Innovation Pathway model for students in the area of Business
- Implemented the DESSA (Deveraux Students Strengths Assessment) Universal Screener Tool

2305 - CLASSROOM TEACHERS - SALARY

- *Expenditures for salaries of certified teachers.*

SIXTH GRADE

SCHOOL	STAFF CATEGORY	FTE	SALARY
EHMS	SIXTH GRADE TEACHERS	6	
	TOWN BUDGET REQUEST	**6**	**377,253**

ENGLISH LANGUAGE ARTS

SCHOOL	STAFF CATEGORY	FTE	SALARY
FHS	ENGLISH TEACHERS	7	
EHMS	ENGLISH TEACHERS	4	
	TOTAL ENGLISH TEACHERS	**11**	**876,640**

HISTORY/SOCIAL STUDIES

SCHOOL	STAFF CATEGORY	FTE	SALARY
FHS	HISTORY TEACHERS	8	
EHMS	HISTORY TEACHERS	4	
	TOTAL HISTORY TEACHERS	**12**	**978,720**

WORLD LANGUAGE

SCHOOL	STAFF CATEGORY	FTE	SALARY
FHS	WORLD LANGUAGE TEACHERS	4	
	TOTAL WORLD LANGUAGE TEACHERS	**4**	**349,648**

MATHEMATICS

SCHOOL	STAFF CATEGORY	FTE	SALARY
FHS	MATHEMATICS TEACHERS	8	
EHMS	MATHEMATICS TEACHERS	4	
	TOTAL MATHEMATICS TEACHERS	**12**	**1,010,112**

SCIENCE/TECHNOLOGY

SCHOOL	STAFF CATEGORY	FTE	SALARY
FHS	SCIENCE TEACHERS	9	
EHMS	SCIENCE TEACHERS	5	
	TOTAL SCIENCE TEACHERS	**14**	**1,105,145**

VISUAL ARTS

SCHOOL	STAFF CATEGORY	FTE	SALARY
FHS	ART TEACHERS	4	
EHMS	ART TEACHER	1	
	TOTAL ART TEACHERS	5	**415,515**

MUSIC

SCHOOL	STAFF CATEGORY	FTE	SALARY
DISTRICT	MUSIC TEACHER	1	
FHS	MUSIC TEACHERS	2	
EHMS	MUSIC TEACHER	1	
	TOTAL MUSIC TEACHERS	**4**	**319,158**

HEALTH/PHYSICAL EDUCATION

SCHOOL	STAFF CATEGORY	FTE	SALARY
FHS	PHYSICAL EDUCATION TEACHERS	2	
FHS	HEALTH TEACHER	1	
EHMS	PHYSICAL EDUCATION TEACHERS	2	
EHMS	HEALTH TEACHER	1	
	TOTAL PE/HEALTH TEACHERS	**6**	**512,253**

LIBRARY/MEDIA

SCHOOL	STAFF CATEGORY	FTE	SALARY
FHS	MEDIA PRODUCTION	1	
FHS	LIBRARY/MEDIA CENTER/ELA	1	
EHMS	MEDIA PRODUCTION	1	
	TOTAL LIBRARY/MEDIA TEACHER	**3**	**169,497**
	GRANT OFFSET	COMCAST (2)	115,214
	TOWN BUDGET REQUEST	**1**	**54,283**

ENGLISH LANGUAGE LEARNER

SCHOOL	STAFF CATEGORY	FTE	SALARY
DISTRICT	ENGLISH LANGUAGE LEARNER TEACHERS	3	272,227

INSTRUCTION - OPERATIONAL

State Code	Line	Description
2356	PROFESSIONAL DEVELOPMENT (INSTRUCTIONAL STAFF)	Expenditures for teachers and instructional support staff to participate in professional development, both inside and outside the district, including stipends, reimbursements to take courses, registration fees, and cost of publications.
2358	PROFESSIONAL DEVELOPMENT (OUTSIDE PROVIDERS)	Expenditures for vendors who provide professional development to instructional staff.
2410	ACADEMIC TEXTBOOKS	Expenditures for Textbooks and Related Software/Media/Materials including consumable workbooks, materials, and accessories, provided as an integrated package as well as printed manuals used to support direct instructional activities.
2415	OTHER INSTRUCTIONAL MATERIALS (LIBRARIES)	Expenditures of Other Instruction Materials including books and other materials excluding textbooks, for use in school libraries or classroom libraries.
2420	INSTRUCTIONAL EQUIPMENT	Expenditures for Instructional Equipment science lab equipment irrespective of unit cost. Also includes lease/purchase of equipment used to produce instructional material.
2430	GENERAL CLASSROOM SUPPLIES	Expenditures for paper, pens, pencils, crayons, chalk, paint, toner printer cartridges, calculators, etc.

STATE		FY21	FY22	FY23	FY24	FY25
CODE	INSTRUCTION	ACTUAL	ACTUAL	ACTUAL	BUDGET	BUDGET
2356	PD INSTRUCTIONAL	22,648	25,614	28,947	57,750	57,750
2358	PD PROVIDERS	3,647	37,168	13,402	22,073	25,201
		26,295	**62,782**	**42,349**	**79,823**	**82,951**
2410	ACADEMIC TEXTBOOKS	43,405	36,293	99,040	51,605	53,652
2415	OTHER INSTRUCT MATL.	882	1,631	519	3,300	3,150
		44,287	**37,924**	**99,559**	**54,905**	**56,802**
2420	INSTRUCTIONAL EQUIPMENT	15,593	13,262	50,804	15,953	21,453
2430	CLASSROOM SUPPLIES	81,886	160,878	153,536	143,755	166,910
		97,479	**174,140**	**204,340**	**159,708**	**188,363**

2451 - INSTRUCTIONAL TECHNOLOGY - OPERATIONAL

State Code	Line	Description
2451	CLASSROOM INSTRUCTIONAL TECHNOLOGY	Expenditures such as computers, servers, networks, scanners, digital cameras, etc. used in the classroom or computer laboratories.
2453	OTHER INSTRUCTIONAL HARDWARE	Expenditures for Other Instructional Hardware including computers, servers, networks, scanners, digital cameras, etc. used in school libraries and media centers.
2455	INSTRUCTIONAL SOFTWARE	Expenditures for Instructional Software including the cost of programs and licenses.

STATE		FY21	FY22	FY23	FY24	FY25
CODE	**TECHNOLOGY**	ACTUAL	ACTUAL	ACTUAL	BUDGET	**BUDGET**
2451	INSTRUCTIONAL HARDWARE	181,041	337,123	253,258	169,140	228,155
2453	INSTRUCTIONAL OTHER	0	5255	41586	800	800
2455	INSTRUCTIONAL SOFTWARE	128,449	127,992	160,112	78,368	124,594
		309,490	**470,370**	**454,956**	**248,308**	**353,549**
STATE		FY21	FY22	FY23	FY23	FY25
CODE	**EQUIPMENT LEASE**	ACTUAL	ACTUAL	ACTUAL	BUDGET	**BUDGET**
5300	COPIER LEASES	**49,185**	**51,943**	**46,352**	**49,900**	**28,950**

Special Education/Student Services

Background

Special Education is a federally mandated program for students with disabilities and is regulated through the Individuals with Disabilities Education Act (IDEA), a federal law, and Massachusetts regulation 603 CMR 28.0. Eligible students ages 3-22 receive specialized educational services that meet the legal standards of a Free and Appropriate Public Education (FAPE) in the least restrictive environment (LRE). Each student receiving specialized instruction has an Individualized Educational Program (IEP) that identifies the type of disability as well as the types of services and specially designed instruction the individual student requires to make effective progress within the general education setting. IEPs are developed by a team process and are legally binding documents that must be fully adhered to by both the school and student/family.

Special Education Population by Year:

School Year	2020-2021	2021-2022	2022-2023	2023-2024
District % of Students on an IEP	18.7 %	18.9%	19.4%	18.5%

FPS provides multiple "in district" programs to support meeting the needs of our students with disabilities. FPS provides the following programs:

- Learning Center (LC) Pre-K-2 at the East Fairhaven School
- Learning Center (LC) Grades K-5 Social and Emotional Needs)
- Empowered Program (EP) at Elizabeth Hastings Middle School
- Empowered Program (EP) at Fairhaven High School
- EHMS Skills Program
- FHS Skills Program

FPS has tuition agreements with outside placements for students ith needs that are unable to be met through district-based programming. Our partners include:

- Southeastern Massachusetts Educational Collaborative (SMEC)

STUDENT SERVICES

Fairhaven Public Schools strives to ensure all students receive the appropriate support to achieve their academic, social and emotional success. Fairhaven Public Schools provides students with disabilities specially designed education services to support the development of the student's individual educational potential in the least restrictive environment. In Fairhaven, we deliver services with fidelity and have highly qualified personnel working with our students.

Our students are provided individualized services that meet their personal, social, emotional, academic, and college and career needs. Students that receive specialized services include but are not limited to those identified as English Language Learners and students with 504 Accommodation Plans. Our students are provided with a continuum of services so that their needs are met. We are proud of the continuum of student services that is defined for our district.

2120 - CURRICULUM DIRECTORS SUPERVISORY – SALARY

- *Salaries for Department Heads at the district level*
- *Salaries for Director of Special Education and other managers responsible for delivery of student instruction programs at district level and office staff*
- *Expenditures for salaries of certified teachers.*

SCHOOL	STAFF CATEGORY	FTE	SALARY
SPED DISTRICT	DIRECTOR OF STUDENT SERVICES	1	
SPED DISTRICT	ASST. DIR. STUDENT SERVICES/COORDINATOR OF STUDENT SERVICES	1	
SPED DISTRICT	SECRETARY	1	
SPED DISTRICT	SECRETARY	1	
	TOTAL SUPERVISORY	**4**	**296,925**
	GRANT OFFSET	(IDEA) 1	**37,231**
	TOWN BUDGET REQUEST	**3**	**259,694**

STUDENT SERVICES - OPERATIONAL

State Code	Line	Description
2440	OTHER INSTRUCTIONAL SERVICES	Expenditures for Other Instructional Services including field trips and distance learning.
2710	GUIDANCE AND SCHOOL ADJUSTMENT COUNSELORS (SACS)	Expenses related to Guidance Counselors and School Adjustment Counselors
2720	TESTING & ASSESSMENT	Expenses and materials used for testing and assessing students.
2800	PSYCHOLOGICAL SERVICES	Expenses for psychological evaluation, counseling, and other services provided by a licensed mental health professional (Psychologists, LICSWs)

STATE		FY21	FY22	FY23	FY24	FY25
CODE	**STUDENT SERVICES**	ACTUAL	ACTUAL	ACTUAL	BUDGET	**BUDGET**
2440	OTHER INSTRUCTIONAL SERVICES	99,418	96,088	92,086	84,450	89,780
2710	GUIDANCE AND SACS	543	329	0	4,305	3,700
2720	TESTING AND ASSESSMENT	0	0	0	14,300	14,300
2800	PSYCHOLOGICAL SERVICES	18,643	13,617	12,740	9,000	9,000
		118,604	**110,034**	**104,826**	**112,055**	**116,780**

EARLY CHILDHOOD/PRESCHOOL PROGRAM

There are three (3) early childhood preschool special education classrooms servicing the district. There are two (2) inclusion preschool classrooms and one (1) substantially separate early childhood preschool classroom. Three certified preschool teachers and four paraprofessionals (one is ABA trained) are needed to service this program.

The capacity of each inclusion preschool is fifteen (15) students; seven (7) special education students and eight (8) peer partner students. The capacity of the substantially separate preschool classroom is nine (9) students.

PRESCHOOL PROGRAM - SALARY

- *Salaries for Teachers and Paraprofessionals working in the Early Childhood/Preschool Program.*

SCHOOL	STAFF CATEGORY	FTE	SALARY
ELEMENTARY	PRESCHOOL TEACHERS	3	
ELEMENTARY	PARAPROFESSIONALS - PRESCHOOL	3	
ELEMENTARY	PARAPROFESSIONAL - PRESCHOOL	1	**SPED EC GRANT**
	TOTAL PRESCHOOL PROGRAM	**7**	**360,649**
	GRANT OFFSET	EC (1)	**23,896**
	TOWN BUDGET REQUEST	**6**	**336,753**

SPECIAL EDUCATION INCLUSION PROGRAM

For students whose IEP's prescribe services through an Inclusion model (Full or partial), special education services are delivered primarily by certified, licensed special education teachers. A collaborative partnership between a certified special education teacher and a highly qualified special education paraprofessional provides consultative, collaborative, and co-teaching services to identified and assigned grade level students.

At the elementary level, four (4) inclusion teachers with the assistance of counterpart special education paraprofessionals serve the needs of all identified elementary students requiring inclusive services.

At the secondary level, eight (8) certified, special education teachers and (9) counterpart special education paraprofessionals serve the needs of all identified middle school and high school students requiring inclusive services.

Special education teachers identified for inclusion will be provided with a dedicated partner paraprofessional. This team of two will deliver all inclusion services to all identified students on an Individual Education Plan. All identified highly effective special education personnel must be utilized primarily to deliver direct services to identified special education students only. We will prioritize the scheduling of special education teachers and the identified special education paraprofessionals needed to deliver direct services to identified special education students only. The partner paraprofessional shall be utilized solely for the purpose of special education inclusion services. The special education inclusion teacher will develop a weekly service schedule in collaboration with their partner paraprofessional.

Resource and Pull-Out Special Education Services: In addition, for specific services addressed in a partial inclusive setting, resource and pull-out special education services are also supported and delivered based on a student's identified need by assigned certified, special education personnel identified above. This service also supports students requiring a substantially separate ELA and/or substantially separate Math section. Groupings are non-categorical and based on the needs of each individual student.

Specialized Instructional Support Class: Additionally, At EHMS, as part of their daily schedule to ervice identified students, certified, Special Education teachers provide Instructional Support Class (ISC) sections in grades 6 - 8. Paraprofessional services support the small group, differentiated instruction as needed.

At FHS, as part of their daily schedule to support identified students, certified, Special Education teachers provide Instructional Support Class (ISC) sections in grades 9 - 12. Paraprofessional services support the small group, differentiated instruction as needed.

PHONETIC BASED READING SERVICES

Currently Phonetic Based Reading Services are provided to identified students in grades K-8. As part of the district's powerful teaching and learning practices, Fairhaven Public Schools maintains a focus on Literacy grades K-2. By the end of grade 2 and beyond, students with an identified disability may require phonetic based reading services to support their focus on literacy, language, and reading skills across all content areas. Currently, there are four (4) Special education teachers at the elementary and middle school who are certified and trained in phonetic based reading approaches. Program guidelines and requirements regarding service delivery include homogenous student groupings (by what level students are at) with either daily small group instruction or individual instruction. For maximum results and progress, service delivery must be provided consistently upon identification of the student's need. Students receiving this remediation service should move through the specialized program within 3 years of starting the program. Phonetic Based Reading will be provided as prescribed to identified students.

Ramp up to Literacy: At the end of Grade 8, students are assessed on their I-Ready scores. The bottom stanine of students are identified and enrolled into a grade 9 Ramp up to Literacy section at FHS, taught by a certified ELA teacher and a certified Special Education Teacher. In Grade 10, the same roster of Grade 9 Ramp up to Literacy students stay together to receive their Grade 10 Bridge, Inclusion ELA class delivered by the same two teachers.

INCLUSION AND PHONETIC BASED READING PROGRAM - SALARY

SCHOOL	STAFF CATEGORY	FTE	SALARY
EAST	INCLUSION TEACHERS	2	
EAST	PARAPROFESSIONALS	3	
WOOD	INCLUSION TEACHERS	2	
WOOD	PARAPROFESSIONALS	3	
EHMS	INCLUSION TEACHERS	3	
EHMS	PARAPROFESSIONALS	3	
FHS	INCLUSION TEACHERS	4	
FHS	PARAPROFESSIONALS	4	
	TOTAL INCLUSION PROGRAM	**24**	**1,296,442**
	GRANT OFFSET	(IDEA) 2	146,411
	TOWN BUDGET REQUEST	**22**	**1,150,031**

SPECIAL EDUCATION CHILD SPECIFIC SUPPORT

Child Specific Paraprofessionals provide student support services that are needed for specific students identified by their IEP as requiring intensive, on- going adult support throughout the day at all levels (PreK-12).

CHILD SPECIFIC SUPPORT - SALARY

- *Salaries Paraprofessionals working as Child Specific supports.*

SCHOOL	STAFF CATEGORY	FTE	SALARY
EAST	PARAPROFESSIONALS	2	
EHMS	PARAPROFESSIONALS	1	
FHS	PARAPROFESSIONALS	3	
	TOTAL PARAPROFESSIONALS	**6**	**159,823**

SPECIAL EDUCATION SUBSTANTIALLY SEPARATE PROGRAMS

SUBSTANTIALLY SEPARATE PROGRAM

There are two (2) substantially separate ASD/Cognitive classrooms in the district. Two Special Education certified Teachers, holding an Autism Endorsement, service these substantially separate programs. The programs are currently located in two classrooms (K-2; 3-5) at the East Fairhaven School. There is one ABA Assistant, RBT certified, for the program, and two ABA trained paraprofessionals in each (4 total) room required to support the students in this program in addition to a float para between the classrooms for ABA services.

Related service staff including: BCBA, Speech and Language Pathologist, Occupational Therapist/COTA, Physical Therapist/ PTA, Teacher of the Deaf, Teacher of the Visually Impaired, and School Adjustment Counselor (LICSW) support the students of this program and provide consultative services to the program staff. The projected number of students for capacity within this program is 12-14 students in each classroom.

SUBSTANTIALLY SEPARATE PROGRAM - SALARY

- *Salaries Paraprofessionals working in the Autism/Cognitive Program.*

SCHOOL	STAFF CATEGORY	FTE	SALARY
EAST	RESOURCE TEACHER	2	
ELEMENTARY	RESOURCE PARAPROFESSIONALS	6	
	TOTAL RESOURCE PROGRAMS	**8**	**354,973**
	GRANT OFFSET	IDEA (1)	51,698
	TOWN BUDGET REQUEST	**7**	**303,275**

SUBSTANTIALLY SEPARATE PROGRAM

There were two (2) substantially separate behavioral based/social emotional classrooms in the district for over a decade. Due to not receiving an override in FY24, we had to apply for a waiver and only service one classroom. This budget is reinstating the two (2) classrooms as follows. Two Special Education certified teachers service this substantially separate behavioral based/social emotional program. This program would return to be located at the Leroy Wood School. There is one Behavioral Assistant, RBT certified, for the program, and two ABA trained paraprofessionals in each room (4 total) required to support the students in this program.

Related service staff including: BCBA, School Adjustment Counselor (LICSW, LMHC), Speech and Language Pathologist, and Occupational Therapist /COTA, support the students of this program and provide consultative services to the program staff. The projected number of students for capacity within this program is 12-14 students.

SUBSTANTIALLY SEPARATE PROGRAM - SALARY

- *Salaries Paraprofessionals working in the Behavior and Social Emotional Programs.*

SCHOOL	STAFF CATEGORY	FTE	SALARY
WOOD	RESOURCE TEACHER	2	
ELEMENTARY	RESOURCE PARAPROFESSIONALS	4	
	TOTAL BEHAVIOR PROGRAMS	**7**	**288,272**
	GRANT OFFSET	IDEA (1)	**91,156**
	TOWN BUDGET OFFSET	**5**	**197,116**

SUBSTANTIALLY SEPARATE PROGRAM

There are two (2) substantially separate Life Skills classrooms in the district. Two (2) Special Education certified Teachers, holding an Autism Endorsement, service these substantially separate programs. The program services middle school level students (grades 6-8), located in the Elizabeth Hastings Middle School, and then as they transition into Fairhaven High School for 9th grade through graduation/completion. There are three ABA trained paraprofessionals required to support the students in this program.

Related service staff including: BCBA, School Adjustment Counselor (LICSW, LMHC), Guidance Counselor, Speech and Language Pathologist, Occupational Therapist / COTA, Physical Therapist / PTA, and Teacher of the Visually Impaired, support the students of this program and provide consultative services to the program staff. The projected number of students for capacity within this program is 12 - 14 students.

SUBSTANTIALLY SEPARATE PROGRAM - SALARY

- *Salaries for Teachers and Paraprofessionals working Life Skills Programs.*

SCHOOL	STAFF CATEGORY	FTE	SALARY
EHMS	LIFE SKILLS TEACHER	1	
EHMS	PARAPROFESSIONALS	2	
FHS	LIFE SKILLS TEACHER	1	
FHS	PARAPROFESSIONALS	2	
	TOTAL LIFE SKILLS PROGRAMS	**6**	**255,018**
	GRANT OFFSET	IDEA (1)	91,156
	TOWN BUDGET REQUEST	**5**	**163,862**

SPECIAL EDUCATION RELATED SERVICES

SPEECH, OCCUPATIONAL & BCBA THERAPISTS - SALARY

- *Salaries for speech therapists, occupational therapists, and BCBA therapist.*

SCHOOL	STAFF CATEGORY	FTE	SALARY
DISTRICT	SPEECH THERAPISTS	2	
DISTRICT	SPEECH THERAPISTS ASSISTANTS	2	
DISTRICT	OCCUPATIONAL THERAPIST	1	
EAST	OCCUPATIONAL THERAPIST ASST.	1	
DISTRICT	BCBA THERAPIST	1	
	TOTAL THERAPISTS	**7**	**494,484**
	GRANT OFFSET	**IDEA (2)**	**133,422**
	TOWN BUDGET AMOUNT	**5**	**361,062**

IN SCHOOL SUSPENSION PARAPROFESSIONALS - SALARY

- *Salaries for In School Suspension paraprofessionals.*
- *Paraprofessionals (1) provide services for STEP (ISS) and student supervision at EHMS*

SCHOOL	STAFF CATEGORY	FTE	SALARY
SECONDARY	PARAPROFESSIONALS	1	20,478
	TOTAL	**1**	**20,478**

2440 - OTHER SERVICES

- *Salaries for Tutorial Services.*
- *Tutorial Services are provided as needed throughout the district.*

TUTORIAL SERVICES

SCHOOL	STAFF CATEGORY	FTE	SALARY
DISTRICT	TUTORIAL SERVICES	HOURLY	57,000

2710 - GUIDANCE COUNSELORS - SALARY

- *Salaries for Guidance Counselors.*
- *Guidance Counselors (5) for Guidance, social adjustments, higher education and career planning (1).*

SCHOOL	STAFF CATEGORY	FTE	SALARY
FHS	GUIDANCE COUNSELORS	2	
FHS	SCHOOL TO CAREER	1	
	TOTAL FHS GUIDANCE	**3**	270,511
EHMS	GUIDANCE COUNSELORS	2	
	TOTAL EHMS GUIDANCE	2	194,268
	TOTAL GUIDANCE COUNSELORS	**5**	**464,779**

2800 - SCHOOL COUNSELORS & PSYCHOLOGICAL SERVICES - SALARY

- *Salaries for School Counselors and School Psychologists.*
- *Early Intervention services in coordination with licensed and certified School Counselors (5) to address social emotional and behavioral issues with PreK – 12 students.*
- *School Psychologists (3) provide Psychological Services for psychological evaluation, counseling, and other services related to educational intervention and planning.*

SCHOOL	STAFF CATEGORY	FTE	SALARY
DISTRICT	SCHOOL ADJUSTMENT COUNSELORS	5	
DISTRICT	SCHOOL PSYCHOLOGISTS	3	
	TOTAL	**8**	**723,637**
	GRANT OFFSET	IDEA (1)	64,629
	TOTAL GUIDANCE & ADJUSTMENT COUNSELORS	**7**	**659,008**

3100 - FAMILY ENGAGEMENT CENTER - SALARY

- *Family Engagement Coordinator and Parent liaison.*

SCHOOL	STAFF CATEGORY	FTE	SALARY
EHMS	FAMILY/STUDENT ENGAGEMENT COORDINATOR	1	
	TOTAL FAMILY ENGAGEMENT CENTER	**1**	**62,424**

OUT-OF-DISTRICT TUITION

MassBudget identified SPED Out-of-District (9000) as grossly underfunded in the foundation budget. The foundation formula understates SPED costs by $1 billion statewide. Further, the Foundation Budget Review Commission cites the disproportionate rise in special education costs.

The state special education reimbursement program, commonly known as the circuit breaker, was started in FY04 to provide additional state funding to districts for high-cost special education students. The threshold for eligibility is tied to four times the state average foundation budget per pupil as calculated under the Chapter 70 program. In FY'21 the Student Opportunity Act provides for 25% of out-of-district transportation costs to be a reimbursable expense at up to 75%, secondary to instructional costs.

The Fairhaven Public Schools utilizes the prior year's Circuit Breaker revenue to offset the total tuition costs for out-of-district students. Carrying forward the prior year's Circuit Breaker revenue is a "Best Practice" recommended by the Department of Elementary and Secondary Education. Many of our students are placed into collaboratives, the least restrictive environment. The district is seeing a significant increase in private and residential out-of-district placements.

	FY19 Actual	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Actual
Town Contribution	1,372,944	1,158,728	1,177,789	1,067,477	1,207,809
Circuit Breaker/ Offsets	294,465	353,714	358,157	383,740	458,128
Total Cost	1,667,409	1,512,442	1,535,946	1,451,217	1,665,937

9000 - STUDENT SERVICES - OPERATIONAL - TUITION

State Code	Line	Description
9100	TUITION TO MASS SCHOOLS	Tuition or transfer payments to other public school districts in Massachusetts for resident students
9200	TUITION TO OUT-OF-STATE SCHOOLS	Tuition or transfer payments to school districts in other states for resident students.
9300	TUITION TO NON-PUBLIC SCHOOLS	Tuition or transfer payments to non public schools for resident students.
9400	TUITION TO COLLABORATIVES	Payments of assessments to member collaboratives for administrative and instructional services in accordance with collaborative agreements.

STATE		FY21	FY22	FY23	FY24	FY25
CODE	**TUITION**	ACTUAL	ACTUAL	ACTUAL	BUDGET	**BUDGET**
9100	TUITION TO MASS SCHOOLS	0	0	0	0	0
9200	TUITION TO OOS SCHOOLS	0	0	0	0	0
9300	TUITION TO NON-PUBLIC SCHOOLS	113,077	70,506	415,873	118,188	657,753
9400	TUITION TO COLLABORATIVES	1,064,712	996,971	791,936	939,259	888,000
	TOTAL TUITION	**1,177,789**	**1,067,477**	**1,207,809**	**1,057,447**	**1,545,753**

FAIRHAVEN
PUBLIC SCHOOLS

SPECIAL EDUCATION EXPENSES

	ACTUAL EXPENSE	FY 2023 CIRCUIT BREAKER CARRYOVER OFFSET	TOWN BUDGETED FIGURE
9100 TUITION TO INSTATE DAY			0
9200 TUITION TO OUT OF STATE SCHOOLS			0
9300 TUITION TO NON-PUBLIC SCHOOLS	1,345,410	-687,657	657,753
9400 TOTAL TUITION TO COLLABORATIVES	888,000		888,000
TOTAL	2,233,410	-687,657	1,545,753

TRANSPORTATION SERVICES

Special Education Transportation

Transportation of special education students is a budgetary item that has increased from $521,047 in FY 2020 to a projected $1,109,310 in FY 2024. Concern is particularly expressed when individual educational plans (IEP's) can dictate the number of students to a transportation vehicle. Districts are required to educate students who have been placed by the state in foster care and state ward settings. If a student has special needs, the town is responsible for that student's education, even if the student is enrolled in a day or residential school that is not in town. Districts are also responsible for the transportation for the student.

This budgetary item is clearly linked to special education out of district services. Neither the placement nor the transportation for a student attending a day collaborative program that is the least restrictive environment for that individual child will reach the threshold for eligibility for circuit breaker relief. The entire fiscal responsibility falls upon the school district.

Homeless and Foster Care Transportation

Federal law requires that schools accept any homeless students who wish to attend the public school. In addition, The McKinney-Vento legislation requires the school district to transport any homeless students living in town to the schools in their old home district. This budgetary item did not exist prior to the enactment of the law.

It should be noted that the Commonwealth of Massachusetts does reimburse cities and towns a percentage of their homeless and foster care transportation expenses. Those monies go directly to the town and do not go to the schools. The school department must budget for 100% of the expense and has not received the offset from the state for homeless and foster care transportation. The total FY2020 transportation budget was $1,149,114. The total FY 2025 budgeted expense for transportation is $2,092,506.

3300 - TRANSPORTATION SERVICES - OPERATIONAL

State Code	Line	Description
3300	HOMELESS TRANSPORTATION	Tuition or transfer payments to other public school districts in Massachusetts for resident students
3300	SPED SUMMER TRANSPORT	Tuition or transfer payments to school districts in other states for resident students.
3300	SPED TRANSPORTATION	Tuition or transfer payments to non-public schools for resident students.
3300	PUPIL TRANSPORTATION K - 12	Payments of assessments to member collaboratives for administrative and instructional services in accordance with collaborative agreements.

STATE		FY21	FY22	FY23	FY24	FY25
CODE	TRANSPORTATION	ACTUAL	ACTUAL	ACTUAL	BUDGET	**BUDGET**
3300	HOMELESS TRANSPORTATION	38,155	79,340	126,133	65,000	128,000
	FOSTER CARE TRANSPORT	0	39,604	0	25,000	0
	SPED SUMMER TRANSPORT	17,774	54,508	71,796	88,283	88,283
	SPED TRANSPORTATION	584,879	833,387	863,143	1,109,310	1,010,623
	PUPIL TRANSPORTATION K - 12	595,999	635,553	652,353	847,350	865,600
		1,236,807	**1,642,392**	**1,713,425**	**2,134,943**	**2,092,506**

3200 - MEDICAL HEALTH SERVICES - SCHOOL NURSE - SALARY

- *Salaries for School Nurses*

SCHOOL	STAFF CATEGORY	FTE	SALARY
EAST	SCHOOL NURSE	1	
WOOD	SCHOOL NURSE	1	
EHMS	SCHOOL NURSE	1	
FHS	SCHOOL NURSE	1	
DISTRICT	SUBSTITUTE SCHOOL NURSE	HOURLY	
	TOTAL SCHOOL NURSES	**4**	**324,993**

3200 - MEDICAL HEALTH SERVICES - OPERATIONAL

State Code	Line	Description
3200	MEDICAL HEALTH SERVICES	Expenses for providers of medical services

STATE		FY21	FY22	FY23	FY24	FY25
CODE	HEALTH SERVICES	ACTUAL	ACTUAL	ACTUAL	BUDGET	BUDGET
3200	MEDICAL HEALTH SERVICES	3,280	11,082	18,195	9,441	9,866

3400 - FOOD SERVICES

State Code	Line	Description
3400	FOOD SERVICES	Expenses for providers of food services

STATE		FY21	FY22	FY23	FY24	FY25
CODE		ACTUAL	ACTUAL	ACTUAL	BUDGET	BUDGET
3400	FOOD SERVICES	165,487	42,952	0	1,200	1,200

Fairhaven Public Schools-District

Contact Information:
Superintendent: Tara Kohler
Assistant Superintendent: Mark Balestracci
Director of Student Services: Tanya Dawson
Business Manager: Nicole V. Potter
Secretary: Sheri Souza
Address: 128 Washington St
Fairhaven, MA 02719
Phone: (508) 979-4000

Overview:
The Fairhaven Public School endeavors to provide a high-quality, well-rounded, and comprehensive educational experience for all students and families. FPS maintains a focus on high achievement while meeting the needs of each student academically and socially and emotionally. The Fairhaven Public Schools strives to provide all graduates with the skills necessary to contribute to a global society.

Recent Accomplishments:

- Implementing Universal Design for Learning (UDL) as one of our instructional foundations
- Focus on Social and Emotional Learning (SEL) district-wide
- Provided 20 weeks of after school enrichment programming with free transportation
- Provided K-Boost Summer Academy for incoming grade K, 1, and 2 students
- Implemented the DESSA (Deveraux Students Strengths Assessment) Universal Screener Tool (all levels)
- Partnered with MASSHIRE Workforce Board of Greater New Bedford, South Coast Federal Credit Union and Massachusetts Maritime Academy for Innovation Pathway Grant in the sector of Business
- Partnered with Greater New Bedford Regional Vocational Technical High School on a new Storage Facility project at Alumni Stadium at FHS
- Partnered with town and community members for three-year Strategic Planning Process (Planning for Success)
- Provide a full-time Family Resource Center to support all families to ensure access to all academic and co-curricular activities as well as any other additional needs
- Continued efforts to finalize and implement our FPS Profile of a Learner
- Completed several facilities projects including a new roof in the 7th and 8th grades wings at EHMS

ATHLETICS

GRADES SERVED	7-12
% of Students Participating	54.7%
# of Athletes	378
# of EHMS Athletes	29

2110 CURRICULUM DIRECTORS SUPERVISORY - SALARY

- *Salaries for Department Heads at the district level. The Fairhaven Public Schools provides stipends for directors that serve the district in the capacity of K – 12 Music Director and Athletic Director.*

SCHOOL	STAFF CATEGORY	FTE	SALARY
DISTRICT	STIPENDS	STIPEND	53,796

3510 - ATHLETICS - SALARY

- *Salaries and stipends for coaches, trainers, and assistants in intramural and interscholastic sports. Athletic Professional Salaries are for the following Athletic Programs.*

SCHOOL	STAFF CATEGORY	FTE	SALARY
FHS	ATHLETICS	SALARY	188,104

3520 - STUDENT ACTIVITIES - SALARY

- *Salaries for Salaries and stipends for musical directors, drama coaches, and other extracurricular personnel including the salaries or prorated share of salaries for clerical and support staff. EHMS Athletics*

SCHOOL	STAFF CATEGORY	FTE	SALARY
DISTRICT	STIPENDS	SALARY	80,002

Unified Athletics:
The Fairhaven Public Schools is proud to offer Unified Athletics for all students within the district. Unified teams compete locally against neighboring schools as well as within the district. Current teams offered include basketball and track and field. Fairhaven High School was recently named one of just 12 schools in Massachusetts and just 167 nationwide to receive the prestigious designation of being named a National Unified Champion School by the Massachusetts Special Olympics. Each team is supervised by a highly qualified coach and students from our schools to support our athletes.

Elizabeth Hastings Middle School Athletics:
After a pilot program in FY23, the Middle School Athletics was not funded in FY24. The Fairhaven Public Schools would like to be able to offer a full slate of middle school-level athletics at no cost to families. Athletics offerings include boys and girls soccer, boys and girls basketball, boys and girls cross country, flag football, and volleyball. Each athletic offering would be supervised by a highly-qualified coach(es) as well as student volunteers from our high school athletic programs. Student-athletes would compete against local middle school programs from New Bedford and Acushnet.

3510 - ATHLETICS - OPERATIONAL

State Code	Line	Description
3510	ATHLETICS	Contracted services; transportation services for students to and from athletic events; athletic rental services; uniforms, athletic supplies and materials; dues and subscription; and travel expenses for staff.

STATE		FY21	FY22	FY23	FY24	FY25
CODE		ACTUAL	ACTUAL	ACTUAL	BUDGET	BUDGET
3510	ATHLETICS	172,642	220,415	213,693	250,084	309,626

5260 - NON-EMPLOYEE INSURANCE - OPERATIONAL

State Code	Line	Description
5260	ATHLETICS INSURANCE	Insurance premiums for property, fire, liability, fidelity bonds

STATE		FY21	FY22	FY23	FY24	FY25
CODE		ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET
5260	ATHLETIC INSURANCE	3,390	3,390	3,390	3,390	3,390

3520 - STUDENT ACTIVITIES - OPERATIONAL

State Code	Line	Description
3520	STUDENT ACTIVITIES	Printing; dues and subscriptions; supplies and materials; travel expenses for staff; and dues and subscriptions

STATE		FY21	FY22	FY23	FY24	FY25
CODE		ACTUAL	ACTUAL	ACTUAL	BUDGET	BUDGET
3520	STUDENT ACTIVITIES	440	13,479	12,715	53,810	74,065

3600 SCHOOL SECURITY - SALARY

- *Salaries for school police, monitors and security personnel.*

SCHOOL	STAFF CATEGORY	FTE	SALARY
FHS	SCHOOL SECURITY	1	
DISTRICT	CAFETERIA MONITORS	4	
DISTRICT	BREAKFAST/BUS DUTY	4	
DISTRICT	CROSSING GUARDS	HOURLY	
	TOTAL SCHOOL SECURITY TOWN BUDGETED AMOUNT	**9**	**99,895**

3600 - SCHOOL SECURITY - OPERATIONAL

STATE		FY21	FY22	FY23	FY24	FY25
CODE		ACTUAL	ACTUAL	ACTUAL	BUDGET	BUDGET
3600	SCHOOL SECURITY	209	115,354	3,291	2,000	35,000

DISTRICT FACILITY OPERATIONS

Operational systems enhance practices and procedures for the effective supervision and support of custodial, clerical, and other staff effectively so that the buildings are clean, attractive, welcoming, and safe. Our system of Facilities and Maintenance ensures that facilities are clean, safe, well-lit, well-maintained, and conducive to promoting student learning and achievement. Our Fiscal system strives to sustain community support and resources that are needed to implement the educational program and maintain class size goals to obtain an optimum learning environment.

4110 - CUSTODIAL SERVICES - SALARY

- *Salaries for custodial staff*

SCHOOL	STAFF CATEGORY	FTE	SALARY
DISTRICT	CUSTODIAL STAFF	2	
FHS	CUSTODIAL STAFF	3	
EHMS	CUSTODIAL STAFF	2	
EAST	CUSTODIAL STAFF	3	
WOOD	CUSTODIAL STAFF	3	
	TOTAL TOWN BUDGET AMOUNT	**13**	**645,404**

4220 - MAINTENANCE OF BUILDINGS - SALARY

- *Salaries for maintenance staff*

SCHOOL	STAFF CATEGORY	FTE	SALARY
DISTRICT	FACILITY DIRECTOR	1	
DISTRICT	MAINTENANCE STAFF	3	
	TOTAL MAINTENANCE	**4**	**244,821**

4400 - TECHNOLOGY - SALARY

- *Salaries for technology staff*

SCHOOL	STAFF CATEGORY	FTE	SALARY
DISTRICT	STUDENT ENGAGEMENT COORDINATOR	1	
	TOTAL TECHNOLOGY	**1**	**78,630**

4000 - CUSTODIAL SERVICES - OPERATIONAL

State Code	Line	Description
4110	CUSTODIAL SERVICES	Expenditures for custodial services including supplies and materials and travel
4210	HEATING OF BUILDINGS	Cost of fuel oil and gas
4130	UTILITY SERVICES	Cost of electricity services, telephone services and non-heating fuels
4210	MAINTENANCE OF GROUNDS	Expenditures for maintenance of grounds including the cost Contracted services, supplies and materials, travel expenses and dues and subscriptions for staff
4220	MAINTENANCE OF BUILDINGS	Expenditures for Maintenance of Buildings including expenses of maintenance personnel, engineers, licensed tradespeople, painters, etc
4230	MAINTENANCE OF EQUIPMENT	Expenditures for Maintenance of Equipment including repair, supplies, materials and tools, equipment parts and replacement of equipment and furnishings.
4400	RKING AND TELECOMMUNICATIONS	Expenditures for Networking and Telecommunication to support the school district's infrastructure.

STATE	MAINTENANCE	FY21	FY22	FY23	FY24	FY25
CODE		ACTUAL	ACTUAL	ACTUAL	BUDGET	BUDGET
4110	CUSTODIAL SERVICES	**1,715**	**1,600**	**1,726**	**1,500**	**1,500**
4120	HEATING OF BUILDINGS	219,933	218,094	247,399	228,000	240,000
4130	UTILITY SERVICES	357,100	354,147	266,360	397,750	402,260
		577,033	**572,241**	**513,759**	**625,750**	**642,260**
4210	MAINTENANCE OF GROUNDS	151,588	91,100	0	10,000	10,000
4220	MAINTENANCE OF BUILDINGS	486,063	790,841	972,224	288,325	299,225
4230	MAINTENANCE OF EQUIPMENT	9,738	13,170	19,062	12,700	12,700
		647,389	**895,111**	**991,286**	**311,025**	**321,925**
4440	NETWORKING & TELECOMMUNICATIONS	**2,171**	**12,648**	**1,840**	**2,500**	**2,500**
	TOTAL MAINTENANCE	**1,228,308**	**1,481,600**	**1,508,611**	**940,775**	**968,185**

STATE		FY21	FY22	FY23	FY24	FY25
CODE		ACTUAL	ACTUAL	ACTUAL	BUDGET	BUDGET
4225	BUILDING SECURITY	**21,765**	**2,280**	**3,657**	**29,582**	**30,882**

FAIRHAVEN PUBLIC SCHOOLS

Integrity • Ambition • Perseverance

Special Revenue
Grant Funds

- *Grant Funds* are awarded in one of five methods: entitlement, allocation, continuation, other non- competitive and competitive processes and must be used for their stated purpose. There are three mainsources of grant funds: Federal, State and Private. Examples of these funds include:

  Federal: Title I, Title IIA, Title III, Title IV
  State: Comprehensive Health Grant
  Private: FHS Alumni Association

- *Revolving Funds* allow the district to raise revenues from a specific service and use those revenues, without further appropriation, to support the service. There are several revolving funds including, butnot limited to:

  Food Services (sales and costs associated with providing healthy, nutritious meals to students);
  Athletics (athletic fees and gate receipts used to offset the cost of the athletic program); Music (ticket sales used to offset the cost of the performances);
  Facility Rental (revenue and expenses related to the rental of school buildings); Tripp School Lease (revenue and expenses related to the rental of Tripp School)
  Pre-School (typically developing student tuition fees used to offset their program costs)

IDEA Federal Special Education Grant: Quick Reference Guide – Fund Code 240

Supporting Students with Disabilities

dese
MASSACHUSETTS
Department of Elementary and Secondary Education

Priorities of IDEA:

1. Ensure that all children with disabilities have available to them a free and appropriate public education that emphasizes special education and related services designed to meet their unique needs and prepare them for further education, employment, and independent living;
2. Ensure that the rights of children with disabilities and their parents are protected;
3. Assist States, localities, education service agencies, and Federal agencies to provide for the education of all children with disabilities; and
4. Assess and ensure the effectiveness of efforts to educate children with disabilities.

Category	Examples of Allowable Costs	Examples of Unallowable Costs
1. Administrator Salaries	• Special education administrator; if the district administrator is a part-time special education administrator and a part-time other district administrator, then the appropriate percentage of the individual's time can be charged to the grant	• Superintendent salary • Principal/Assistant Principal salary
2. Instructional/ Professional Staff	• Salaries of special education teachers proportionate to their special education responsibilities • Salaries of staff to provide extended school year services as documented in the student's Individual Education Plan (IEP) • IEP team coordinator • Nurse (service must be in the IEP)	• Entire salary unless the staff's entire responsibility is related to special education • Routine nurse's and guidance counselor's services • Summer school staff salary
3. Support Staff Salaries	• Secretary/bookkeeper for IDEA related work – only the portion of salary dedicated to special education support • Paraprofessionals who work directly with students on IEPs and who work under a licensed special education teacher	• Entire salary unless the staff's entire responsibility is related to special education
4. Stipends	• Work or time related to special education over and above individual's regular responsibilities • Curriculum development targeting children with disabilities is allowed for both special education and general education staff • Targeted professional development related to special education	• Curriculum development for general education • Work or time that is already part of an individual's regular responsibilities • Professional development that does not target special education or the needs of children with disabilities
5. Fringe Benefits	• MTRS • Other fringe benefits such as health insurance	• For any salary unless the staff's entire responsibility is related to special education
6. Contractual Services	• Substitute teachers filling in for special education teachers or for general education teachers performing duties targeting children with disabilities • High Quality Professional Development targeting children with disabilities for both special education and general education staff • Direct or indirect services for eligible parentally-placed private school or home schooled students based on proportionate share calculation • Foreign language and Sign language interpreters for parents for IEP meetings • External vendors/related service providers	• Substitute teachers for general education teachers not performing duties targeting children with disabilities • Any services related to due process hearings • Costs related to Medicaid • CPI (crisis prevention) training for non-special education staff • Foreign language and Sign language interpreters for students
7. Supplies and Materials	• Items costing less than $5,000 per unit or having a useful life of less than one year. • Software and instructional technology • Curriculum materials	• Items not solely related to the unique needs of an individual student or special education related costs including software, instructional technology, and curriculum materials

Category	Examples of Allowable Costs	Examples of Unallowable Costs
8. Travel (Conference & Course Registration)	• Transporting children to and from school; children who are attending nonpublic schools who are required to leave the nonpublic school site to receive special education and related services; • Parents to attend educational planning meetings held outside the resident district; or to visit their child who is assigned to a residential program outside the district as agreed upon through the IEP process • Staff travel from work to another school site to support a student with an IEP	• Travel for staff from their home to work • Conference, course, or professional development related travel that does not target special education
9. Other Costs	• Child Find Activities for identification of children with disabilities • Advertising for recruitment of personnel and other specific purposes necessary to meet the requirements of the IDEA grant • Communication devices for staff allowed only for special education activities (must be inventoried and discretely labeled as an IDEA purchase) • Specialized desks, tables, and chairs for children with disabilities as indicated by their IEP (must be inventoried and discretely labeled as an IDEA purchase)	• May not be used for preschool Child Find Activities • Advertising should not be used to promote an agency • If a device is used for non-special education activities, documentation is required of the extent to which it is used for special education
10. Indirect Costs	• District indirect cost rates • Contracts over $25,000 for professional services normally provided in-house, such as a speech pathologist or nurse	• Contracts over $25,000 are not recoverable using indirect costs.
11. Equipment	• Items costing more than $5,000 per unit and having a useful life of more than a year. Must be itemized with a brief statement of the need for the item. • Assistive Technology (equipment must be inventoried and discretely labeled as an IDEA purchase) • Specialized classroom furniture/equipment for children with disabilities • Adaptive playground equipment • PT/OT Equipment	• Routine classroom furniture • Eye glasses or cochlear implant • Bus/van purchase, lease, or rental, if not solely dedicated to special education related costs. • Any capital equipment not pre-approved by DESE • Non-special education security devices

Private Schools

Districts must conduct timely and meaningful consultation for parentally placed private school and home-schooled students with disabilities who *attend* school within your district's geographic boundaries, regardless of where the students live.

Timely and meaningful consultation must include representatives of the public school district, the private school, and parents of parentally placed private and home-schooled children with disabilities. For more information, see Special Education Administrative Advisory SPED 2018-1.

Amendments

- Required when there is any significant change in program objectives; any increase or decrease in the total amount of the grant; an increase in a line of the budget that exceeds $100 or 10% of the line (whichever is greater) or exceeds $10,000.

Grants administered via EdGrants:

- Request and submit an amendment between the 1st and the 15th of the month as to not collide with the payment request windows. To request an amendment, email your district liaison. Please only request an amendment when you are ready to submit the amendment in EdGrants.

Grants administered via GEM$:

- For all FY24 and beyond FC 0180 grants approved or administered through the new Grants for Education Management System (GEM$), the amendments must be processed in GEM$.

Updated May 2023

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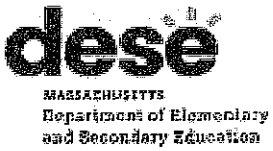
IDEA Federal Early Childhood Special Education Grant: Quick Reference Guide – Fund Code 262

Supporting Children aged 3-5 with Disabilities



Priorities of IDEA:

1. Serve eligible children, aged 3-5 years old with disabilities, through the provision of special education and related services deemed essential for the child's success in developmentally appropriate activities;
2. Ensure services and supports are available for eligible children with disabilities, aged 3 to 5 years old, that are developmentally appropriate and specifically designed for 3 to 5 year olds;
3. Provide special education services and supports in accordance with IDEA 2004 and MA Special Education laws and regulations;
4. Ensure that young children have available to them a free and appropriate public education (FAPE) that emphasizes special education and related services designed to meet their unique needs and prepare them for further education;
5. Support young children with disabilities, aged 3 to 5, in inclusive and natural environments;
6. Ensure that the rights of children with disabilities and their parents are protected;
7. Assist localities and education service agencies to provide for the education of all children with disabilities;
8. Assess and ensure the effectiveness of efforts to educate children with disabilities.

Category	Examples of Allowable Costs	Examples of Unallowable Costs
1. Administrator Salaries	• Special education or Early Childhood Special Education (ECSE) administrator; if the district administrator is a part-time special education or ECSE administrator and a part-time other district administrator, then the appropriate percentage of the individual's time can be charged to the grant	• Program administrator/grant manager • Superintendent salary • Principal/Assistant Principal salary
2. Instructional/ Professional Staff	• Salaries of special education teachers proportionate to their special education responsibilities • Salaries of staff to provide extended school year services as documented in the child's Individual Education Plan (IEP) • IEP team coordinator • Nurse (service must be in the IEP)	• Entire salary unless the staff's entire responsibility is related to special education • Routine nurse's and guidance counselor's service • Summer school staff salary
3. Support Staff Salaries	• Secretary/bookkeeper for IDEA related work: only the portion of salary dedicated to special education support • Paraprofessionals work directly with children on IEPs and who work under a licensed special education teacher	• Entire salary unless the staff's entire responsibility is related to special education
4. Stipends	• Work or time related to special education over and above individual's regular responsibilities • Curriculum development targeting children with disabilities is allowed for both special education and general education staff • College credit for special education instructional staff (with DESE approval) • Targeted professional development related to special education	• Curriculum development for general education • Work or time that is already part of an individual's regular responsibilities • Professional development that does not target special education or the needs of children with disabilities
5. Fringe Benefits	• MTRS • Other fringe benefits such as health insurance	• For any salary unless the staff's entire responsibility is related to special education
6. Contractual Services	• Substitute teachers filling in for special education teachers or for general education teachers performing duties targeting children with disabilities • High Quality Professional Development targeting children with disabilities for both special education and general education staff • Tuition for preschool programming, including child care centers, only for time necessary to provide Free Appropriate Public Education (FAPE): see the USED Dear Colleague Letter • Foreign language and Sign language interpreters for parents for IEP meetings • External vendors/related service providers	• Substitute teachers for general education teachers not performing duties targeting children with disabilities • CPI (crisis prevention) training for non-special education staff • Foreign language and Sign language interpreters for children

Category	Examples of Allowable Costs	Examples of Unallowable Costs
7. Supplies and Materials	• Items costing less than $5,000 per unit or having a useful life of less than one year. • Software and instructional technology • Books, supplies, and materials specifically for program improvement for children with IEPs, aged 3-5.	• Items not solely related to the unique needs of an individual student or special education related costs including software, instructional technology, and curriculum materials
8. Travel (Conference & Course Registration)	• Transporting children to and from school; children who are attending nonpublic schools, including child care settings, who are required to leave the nonpublic school site to receive special education and related services; • Parents to attend educational planning meetings held outside the resident district; or to visit their child who is assigned to a residential program outside the district as agreed upon through the IEP process • Staff travel from work to another school site, including child care settings, to support a child with an IEP	• Travel for staff from their home to work • Conference, course, or professional development related travel that does not target special education
9. Other Costs	• Advertising for recruitment of personnel and other specific purposes necessary to meet the requirements of the IDEA grant • Communication devices for staff allowed only for special education activities (must be inventoried and discretely labeled as an IDEA purchase)	• May not be used for preschool Child Find activities • Advertising should not be used to promote an agency • If a device is used for non-special education activities, documentation is required of the extent to which it is used for special education
10. Indirect Costs	• District indirect cost rates • Contracts exceeding $25,000 for professional services such as speech pathologist or nurse	• Indirect rate greater than the percentage assigned to district • Contracts exceeding $25,000
11. Equipment	• Items costing more than $5,000 per unit and having a useful life of more than a year. Must be itemized with a brief statement of the need for the item • Assistive Technology (equipment must be inventoried and discretely labeled as an IDEA purchase) • Specialized classroom furniture/equipment for children with disabilities • Adaptive playground equipment • PT/OT Equipment	• Routine classroom furniture • Bus/van purchase, lease, or rental, if not solely dedicated to special education related costs. • Any capital equipment not pre-approved by DESE

Private Schools

Districts must conduct timely and meaningful consultation for parentally placed private school and home-schooled students with disabilities who *attend* school within your district's geographic boundaries, regardless of where the students live.

Timely and meaningful consultation must include representatives of the public school district, the private school, and parents of parentally placed private and home-schooled children with disabilities. For more information, see Special Education Administrative Advisory SPED 2018-1.

Amendments

- Required when there is any significant change in program objectives; any increase or decrease in the total amount of the grant; an increase in a line of the budget that exceeds $100 or 10% of the line (whichever is greater) or exceeds $10,000.

Grants administered via EdGrants:

- Request and submit an amendment between the 1st and the 15th of the month as to not collide with the payment request windows. To request an amendment, email your district liaison. Please only request an amendment when you are ready to submit the amendment in EdGrants.

Grants administered via GEM$:

- For all FY24 and beyond FC 0180 grants approved or administered through the new Grants for Education Management System (GEM$), the amendments must be processed in GEM$.

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Title I, Part A: Quick Reference Guide – Fund Code 305

Improving Basic Programs Operated by Local School Districts

dese
MASSACHUSETTS
Department of Elementary and Secondary Education

Priorities of Title I:

1. Strengthen the core program in schools and provide academic and/or academically-related support services to low-achieving students at the preschool, elementary, middle, and high school levels;
2. Provide evidence-based programs that enable participating students to achieve the learning standards of the state curriculum frameworks;
3. Elevate the quality of instruction by providing eligible staff with substantial opportunities for professional development; and
4. Involve parents/guardians of participating public and private school children as active partners in their children's education at school through open, meaningful communication, training, and, as appropriate, inclusion in decision-making processes.
5. Support key district and school improvement initiatives in coordination with other federal grant funds and state and local resources so initiatives and their impact are sustained beyond the life of individual sources of funding.

Types of Title I Programs:

Title I Targeted Assistance Program (TA) – Funds may be spent on allowable Title I activities for participating, targeted Title I students, their teachers, and families only in targeted assistance schools.

Title I Schoolwide Program (SW) – Funds may be spent on allowable Title I activities for any students, teachers, and families of students enrolled in the school.

Categories	Allowable Costs*	Unallowable Costs
1. Administrator Salaries	• Program Administrator/Grant Manager/Professional Development Coordinator – only the portion of the salary dedicated to Title I, Part A support • McKinney-Vento Homeless Liaison	• Entire salary unless the manager's entire responsibility is Title I, Part A • *Administration costs should not exceed 10% of allocation without approved justification.*
2. Instructional/ Professional Staff	• Title I Teacher salaries • Academic/instructional coaches • Counselors/behavior support positions • Family and Community Engagement Coordinator • Differential and incentive pay for educators in high-need academic subject areas and specialty areas	• Entire salary unless the individual's entire responsibility is Title I, Part A • Time and work in non-Title I schools or with non-Title I students
3. Support Staff Salaries	• Title I instructional paraprofessionals • Family and Community Engagement Liaisons • Bookkeeper for Title I, Part A grant work – only the portion of salary dedicated to Title I, Part A support	• Entire salary unless the individual's entire responsibility is Title I, Part A • Time and work in non-Title I schools or with non-Title I students
4. Stipends	• Title I, Part A program administration • Extended day/week/year instruction • Professional development • Data analysis and improvement planning activities • Parent and community engagement activities and their costs (including janitorial services)	• Stipends for time and/or activities that are already compensated as part of regular contractual duties
5. Fringe Benefits	• MTRS (9% of salaries budgeted for staff who pay into MTRS) • Local retirement systems • Other fringe benefits such as health insurance	• Volunteer contribution accounts such as 401k and 403b
6. Contractual Services	• Contracted instructors that meet state certification requirements (including for equitable services in participating private schools) • Professional development providers • Consultants to upgrade curriculum, instruction, and student supports (instructional and behavioral) • Third-party providers of Title I supports and initiatives (including software licenses) • Dual or concurrent enrollment programs • Substitutes for teachers attending Title I, Part A funded professional development opportunities • Presenters for family engagement offerings • Grant administration activities (including translation)	• Substitutes for teachers not attending Title I, Part A funded PD • Training in the use of a dangerous weapon

Categories	Allowable Costs*	Unallowable Costs
7. Supplies and Materials	• Supplies and materials needed to carry out Title I activities • Academic assessments to gauge impact of Title I initiatives • Computers and software for use by Title I students • Materials and refreshments for Title I parent engagement activities/meetings • Supplies for students experiencing homelessness • Office supplies for administration of the grant	• Supplies and materials for non-Title I schools and students (including screening assessments for students who are not yet Title I participants) • Alcohol, gifts, awards, fundraising costs, gift cards, dangerous weapons • ***Supplies costs should not exceed 10% of allocation without approved justification.***
8. Travel (Conference & Course Registration)	• Professional development registration and travel costs for administrators and staff engaged in Title I activities • Course reimbursement to advance Title I initiatives • Travel associated with provision of Title I services	• Food and beverage reimbursement • Out of state travel not approved by ESE • Credit courses not specific to Title I • ***Travel costs should not exceed 10% of allocation without approved justification.***
9. Other Costs	• Memberships/subscriptions • Transportation to allow for student access to Title I-related initiatives if not available otherwise • Transportation costs to maintain educational stability for students in foster care • Costs to improve the recruitment, support, and retention of culturally competent and responsive educators, especially educators from underrepresented minority groups, to meet the needs of diverse student populations • Printing/copying for Title I-related activities • Space rental for Title I-related activities	
10. Indirect Costs	• District indirect cost rates	• Indirect rate greater than the percentage assigned to district
11. Equipment	• Equipment costing more than $5,000 per unit and having a useful life of more than a year. All equipment must be used for Title I programs. Must be itemized with a brief statement of the need for the item.	

** Please note: This is not an exhaustive list. Contact our office for more specific, situational and fiscal guidance as needed.*

Supplement not Supplant in Title I under ESSA

- Title I funds should add to (supplement) and not replace (supplant) state and local funds. Prior to reauthorization of ESEA under ESSA, supplement not supplant was typically tested by analyzing an individual Title I cost's compliance with "three presumptions of supplanting." *Under ESSA, compliance with SNS will no longer be tested through individual Title I costs, so these three presumptions no longer apply.*
- Under ESSA, districts must demonstrate that the methodology they use to allocate state and local funds to schools provides each Title I school with all of the state and local money it would receive if it did not participate in the Title I program. This should expand Title I's spending options. Title I costs must still be allowable and must still support eligible students among other requirements.

Private Schools

- Must have meaningful and timely consultation in the spring.
- Title I funds can only be used for supplemental academic and/or academically-related support services to eligible students, their teachers and families.
- District must maintain control of funds and may not pay or reimburse private schools directly.

Amendments

- Required when there is any significant change in program objectives; any increase or decrease in the total amount of the grant; an increase in a line of the budget that exceeds $100 or 10% of the line (whichever is greater) or exceeds $10,000.
- For ongoing FY23 grants administered via EdGrants, request and submit an amendment between the 1st and the 15th of the month as to not collide with the payment request windows. To request an amendment, email your district liaison.
- Amendments for grants administered through the new Grants for Education Management System (GEM$), i.e., FY24 FC 305, should be processed in GEM$.

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Title II, Part A: Quick Reference Guide – Fund Code 140

Building Systems of Support for Excellent Teaching and Leading

dese
Massachusetts Department of Elementary and Secondary Education

Priorities of Title IIA:

1. Increase student achievement consistent with challenging state academic standards;
2. Improve the quality and effectiveness of teachers, principals, and other school leaders;
3. Increase the number of teachers, principals, and other school leaders who are effective in improving student academic achievement in schools; and
4. Provide low-income and minority students equitable access to effective teachers, principals, and other school leaders.
5. Support key district and school improvement initiatives in coordination with other federal grant funds and state and local resources so initiatives and their impact are sustained beyond the life of individual sources of funding.

Categories	Allowable Costs	Unallowable Costs
1. Administrator Salaries	• Program Administrator/Grant Manager/Professional Development Coordinator – only the portion of the salary dedicated to Title II, Part A administration • District Mentoring/Induction Administrator	• Entire salary unless the manager's entire responsibility is Title II, Part A
2. Instructional/ Professional Staff	• Academic/Instructional Coaches for any subject • Teacher salary to reduce class-sizes: needs to be justified <u>based on evidence</u> • Incentivize and reward excellent educators serving in the district's highest-need schools* • Differential and incentive pay for educators in high-need academic subject areas and specialty areas*	
3. Support Staff Salaries	• Secretary/Bookkeeper for Title II, Part A grant work – only the portion of salary dedicated to Title II, Part A support	• Entire salary unless the individual's entire responsibility is Title II, Part A
4. Stipends	• Stipends for mentors or individuals serving as supervising practitioners to student teachers • Stipends to provide professional development, training, resources to teach/train on how to design, develop, align, map, or revise curriculum or assessments • Stipends for teacher-led High Quality Professional Development (HQPD) to close achievement gaps • Leading trainings to improve content knowledge, teaching strategies, and addressing issues related to school conditions for student learning • Development and support for district-based preparation programs for teachers, paraprofessionals and school leaders	• Stipends for tutors • Salaries for paraprofessionals • Stipends to develop, align, map, or revise curriculum, or assessments
5. Fringe Benefits	• MTRS • Other fringe benefits such as health insurance	
6. Contractual Services	• Consultants for HQPD to improve content knowledge and/or classroom practice for any subject • Consultants to provide training to enable educators to involve parents in their children's education • Consultants to improve classroom management • Substitutes for teachers attending TIIA funded HQPD or for class size reduction (CSR) • HQPD on social and emotional learning, school climate, inclusive practice, behavioral health, and other issues related to school conditions for student learning • Consultants for private school equitable participation	• Substitutes for teachers not attending TIIA funded PD or not CSR teacher • Contractual services not approved by DESE in budget • Training in the use of a dangerous weapon

Categories	Allowable Costs	Unallowable Costs
7. Supplies and Materials	• Supplies to be used *strictly* for HQPD such as books, software, instructional technology • HQPD Meeting supplies such as chart paper, pens, binders, easels	• Supplies to be used in the classroom or by students • Anything not directly connected to educators' HQPD • Books, software, instructional technology for private schools • Evaluation system-related data systems to manage linking student-teacher data
8. Travel (Conference & Course Registration)	• Conference registration for HQPD • Course reimbursement for HQPD • Private school allocation for HQPD • Expenses for transportation, per diem, and lodging if the costs are reasonable and necessary • Support for National Board Certification • Career advancement opportunities for current staff members, such as paraprofessionals	• Meals unless included in registration fee for conference • Meals for school/district HQPD meetings • Out-of-state travel not approved by DESE
9. Other Costs	• Memberships/subscriptions for HQPD • Costs to improve the recruitment, placement, support, and retention of culturally competent and responsive educators, especially educators from underrepresented minority groups, to meet the needs of diverse student populations • Printing/copying for HQPD • Space rental for HQPD	
10. Indirect Costs	• District indirect cost rates	• Indirect rate greater than the percentage assigned to district
11. Equipment		• Equipment

**Must be linked to measurable increases in student academic achievement produced by the efforts of that teacher or school leader.*

High Quality Professional Development activities are sustained (not stand-alone, 1-day, or short term workshops), intensive, collaborative, job-embedded, data-driven, and classroom-focused.

Supplement not Supplant in Title IIA

- Title IIA funds must be used to supplement, not supplant, any non-federal funds that would otherwise be used to pay for the activity. To "supplement" would be to enhance, expand, increase, or extend the programs and services offered with state and local funds.
- All Title IIA expenses, in addition to being allowable, have to be necessary and reasonable. § 200.403(a)

Private Schools

- Must have meaningful and timely consultation in the spring.
- TIIA funds can only be used for HQPD.
- Must meet the specific needs of students enrolled in a private school, and not the school itself.
- District maintains control of funds: district pays consultants/ registrations or reimburses individual educators for conference registration.
- Districts do not pay private schools directly.

Amendments

- Required when there is any significant change in program objectives; any increase or decrease in the total amount of the grant; an increase in a line of the budget that exceeds $100 or 10% of the line (whichever is greater), or exceeds $10,000.
- For grants administered via EdGrants, request and submit an amendment between the 1st and the 15th of the month as to not collide with the payment request windows. Please only request an amendment when you are ready to submit the amendment in EdGrants.
- Amendments for grants administered through the new Grants for Education Management System (GEMS), i.e., FY24 FC 140, should be processed in GEMS.

Updated April 2023

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dese
Department of Elementary and Secondary Education

Title IV, Part A: Quick Reference Guide – Fund Code 309

Creating Safe, Healthy and Supportive, High-Quality Educational Learning Environments for All

Priorities of Title IV, Part A – Student Support and Academic Enrichment (SSAE):

1. Provide all students with access to a well-rounded education;
2. Improve school conditions for learning to ensure safe and healthy students; and
3. Improve the use of technology to improve academic achievement.
4. Support key district and school improvement initiatives in coordination with other federal grant funds and state and local resources so initiatives and their impact are sustained beyond the life of individual sources of funding.

Categories	Allowable Costs	Unallowable Costs
1. Administrator Salaries	• Program Administrator/Grant Manager	• Entire salary unless the manager's entire responsibility is Title IV, Part A
2. Instructional/ Professional Staff	• Site coordinator to provide resources and support for schools to: o Establish partnerships within the community to provide resources and support for schools o Ensure that all service and community partners are aligned with the academic expectations of a school in order to improve student success o Strengthen relationships between schools and communities	• Entire salary unless the individual's entire responsibility is Title IVA
3. Support Staff Salaries	• Secretary/Bookkeeper for Title IVA grant work – only portion of salary dedicated to Title IVA support	• Entire salary unless the individual's entire responsibility is Title IVA
4. Stipends	• For staff to coordinate, implement activities and/or engage in high quality professional development related (but not limited) to the following activities: o Bullying prevention and intervention o Safe and supportive schools o Service-learning and civic engagement o Social and emotional learning o Emergency management planning o Comprehensive substance abuse prevention o Designing and implementing a locally-tailored plan to reduce exclusionary discipline practices and promote positive behavioral approaches o Comprehensive health prevention education (including sexuality education) o Behavioral/mental health supports/services o Reducing Chronic Absenteeism o Developing and/or offering accelerated coursework (*e.g.*, Advanced Placement courses) o Effective use of instructional technology	
5. Fringe Benefits	• MTRS • Other Fringe benefits such as health insurance	
6. Contractual Services	• See stipends section above for a list of SSAE topics/initiatives for which the following contractual services might be employed: o High-quality professional development for school personnel, including specialized instructional support personnel o Consultants to facilitate, coordinate or implement SSAE programming o Consultants to provide equitable services to private schools	• Substitutes for teachers not attending TIVA funded PD • Training in the use of a dangerous weapon

Categories	Allowable Costs	Unallowable Costs
7. Supplies and Materials	• Software, hardware and other instructional technology • Supplemental curriculum materials	• No more than 15% of funds used for activities to support the effective use of technology may be used for purchasing technology infrastructure (e.g., devices, equipment, software applications, platforms, digital instructional resources and/or other one-time IT purchases). • Dangerous weapons
8. Travel (Conference & Course Registration)	• Conference and course registration for Title IVA professional development opportunities • Other travel related to Title IVA activities (e.g. home visits)	• Out-of-state travel not approved by ESE
9. Other Costs	• Subsidize part or all of the costs of AP and IB exam fees for economically disadvantaged students	
10. Indirect Costs	• District indirect cost rates	• Indirect rate greater than the percentage assigned to district
11. Equipment	• Equipment costing more than $5,000 per unit and having a useful life of more than a year. Must be itemized with a brief statement of the need for the item.	• No more than 15% of funds used for activities to support the effective use of technology may be used for purchasing technology infrastructure

***Please note:** This is not an exhaustive list. Contact our office for more specific, situational and fiscal guidance as needed.*

Supplement not Supplant in Title IVA

- LEAs that receive Title IVA funds must comply with a supplement not supplant requirement. This means that Title IVA funds should add to (supplement) and not replace (supplant) state and local funds. Supplanting is presumed when:
  - A district uses IVA funds to pay for an activity that is required by federal, state or local law
  - A district uses SSAE funds to pay for an activity it supported with state or local funds the prior year

Private Schools

- Districts receiving these funds, must provide for the equitable participation in funded activities of private school students, teachers and other educational personnel in private schools located in the district boundaries.
- Districts must engage in timely and meaningful consultation in the spring
- District must maintain control of funds and do not pay private schools directly.

Amendments

- Required when there is any significant change in program objectives; any increase or decrease in the total amount of the grant; an increase in a line of the budget that exceeds $100 or 10% of the line (whichever is greater), or exceeds $10,000.
- For grants administered via EdGrants, request and submit an amendment between the 1st and the 15th of the month as to not collide with the payment request windows. Please only request an amendment when you are ready to submit the amendment in EdGrants.
- Amendments for grants administered through the new Grants for Education Management System (GEM$), i.e., FY24 FC 309, should be processed in GEM$.

Allocations

Districts that receive less than $30,000 must:

- Spend funds on one or more of the Title IV, Part A priorities listed at the very top of this guide.

Districts that receive $30,000* or more must:

- Conduct a comprehensive needs assessment that includes a focus on the Title IVA priorities (see above).
  Note: Districts may fulfill (or may have fulfilled) this requirement as part of the development of the districts' strategic plan, improvement plan, etc.
- Spend at least 20% of the allocation on access to well-rounded educational opportunities.
- Spend at least 20% of the allocation on safe and healthy schools.
- Spend some amount on improving the use of technology.
- Spend the remainder on activities that support any/all of the three priorities.

**Including funds that are "flexed" from Title IIA into Title IVA*

Updated April 2023

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GRANTS, REVOLVING, and SPECIAL FUNDS

Entitlement Grant Accounts	Account Description	FY'24 Award
Title I Part A	Title I Part A of the federal Elementary and Secondary Education Act provides financial assistance to districts and schools with high numbers or high percentages of children from low-income families to help ensure that all children meet challenging state academic standards.	$386,862
Title II Part A	Title II Part A of the federal Elementary and Secondary Education Act provides supplemental resources to school districts to support systems of support for excellent teaching and leading	$58,588
Title IV Part A	Title IV Part A of the federal Elementary and Secondary Education Act provides districts with funds to build capacity and ensure that all students have access to a high-quality educational experience.	$29,351
IDEA	The Individuals with Disabilities Education Act (IDEA) Federal Special Education Entitlement Grant provides funds to ensure that eligible students with disabilities receive a free and appropriate public education that includes special education and related services designed to meet their individual needs in the least restrictive environment	$588,176
IDEA Early Childhood	The Individuals with Disabilities Education Act (IDEA) Federal Special Education Entitlement Grant provides funds to ensure that eligible students with disabilities receive a free and appropriate public education that includes special education and related services designed to meet their individual needs in the least restrictive environment	$26,638

OTHER GRANTS

Other Grant Accounts	Account Description	FY'24 Award
Comprehensive School Health Services	The Massachusetts Department of Public Health (DPH) grants will be used to provide mental and physical health services aimed at improving student attendance and boosting their academic achievement.	$40,000
SPED IDEA Part B	Grant funds are to be used to implement IEP Improvement Project, with a strong emphasis on transitioning to utilization of the newly revised forms and processes.	$17,956
SEL & Mental Health	This grant aims to build capacity of school districts, charter schools, and educational collaboratives to develop comprehensive, integrated multi-tiered systems for student, family, and educator social-emotional and/or mental health supports; and build sustainable infrastructure to facilitate integrated coordination between school, students, families, school staff, and community-based services and/or providers.	$83,689
MyCAP	The purpose of this targeted grant opportunity is to provide supplementary support to school districts currently engaged in the implementation of MyCAP or interested in starting the planning of My Career and Academic Plan (MyCAP). MyCAP is a student-driven process designed to ensure all students graduate from high school college and career ready. The MyCAP process requires schools to create a scope and sequence to guide the implementation MyCAP. This grant will provide planning team members the supplementary support necessary to attend professional development, team meetings outside-of- school hours, or purchase materials for the MyCAP process.	$7,492

REVOLVING FUNDS

Revolving Fund	Account Description	FY'24 Balance
Athletic Revolver	Revenue generated by the Athletic Department	$25,848
Rental Property	Revenue and expenditures associated with renting school buildings.	$169,881
Tripp School Lease	Revenue and expenditures associated with renting Tripp School to SMEC.	$162,357
Preschool Tuition	Revenue and expenditures associated with Preschool Tuition.	$137,541

TRUSTS AND CIRCUIT BREAKER

Special Fund	Account Description	FY'23 Balance
FHS Trust*	Fairhaven High School Trust Fund established by Henry Huttleston	$482,842
Rogers Trust	Rogers Trust Fund established by Henry Huttleston	$22,648
Circuit Breaker	Circuit breaker reimbursements are for the district's prior year's expenses. Each summer, districts submit claim forms to DESE listing the types and amounts of special education instructional services provided to each student during the previous fiscal year. Administrative and overhead costs are not reimbursable. Standard rates for each type of service are established annually by DESE based on statewide surveys and are used to calculate the reimbursable cost for each student.	$687,657

* Expendable portion of the trust fund.

TOWN OF FAIRHAVEN as of 3/17/24

General Fund - Free Cash:

Certified Free Cash 7/1/23		4,754,631.00
Less: STM 11/14/23 Articles for FY2024:		(165,735.98)
Balance in Free Cash after STM 11/14/23		**4,588,895.02**
Financial Policy 3% of FY25 GF Budget Reserve (Est. $61,309,000)		(1,839,270.00)
Less: ATM 5/4/24 for **FY 2025 Articles:**		
Capital Projects Recommended	(1,328,206.00)	
Various articles (see attached)	(895,180.00)	
Consultant for Bylaw Revisions	(25,000.00)	(2,248,386.00)
Less: STM 5/4/24 for **FY 2024 Budgets & Articles:**		$
		501,239.02

Water:

Certified Retained Earnings 7/1/23	1,360,113
Less: STM 11/14/23 Articles for FY2024:	(6,647)
Balance: Water Retained Earnings after STM 11/14/23	**1,353,466**
Less: ATM 5/4/24 for **FY 2025 Articles:**	????
Balance in Water Retained Earnings after STM & ATM 5/4/24	**1,353,466**

Sewer:

Certified Retained Earnings 7/1/23	2,332,039
Less: STM 11/14/23 Articles for FY2024:	(374,460)
Balance: Sewer Retained Earnings after STM 11/14/23	**1,957,579**
Less: ATM 5/4/24 for **FY 2025 Articles:**	????
Balance in Sewer Retained Earnings after STM & ATM 5/4/24	**1,957,579**

Town Cable:

Certified Retained Earnings 7/1/23	678,564
Less: STM 11/14/23 Articles for FY2024:	-
Balance: Town Cable Retained Earnings after STM 11/14/23	**678,564**
Less: ATM 5/4/24 for **FY 2025 Articles:**	**????**
Balance in Town Cable Retained Earnings after STM & ATM 5/4/24	**678,564**

School Cable:

Certified Retained Earnings 7/1/23	370,870
Less: STM 11/14/23 Articles for FY2024:	-
Balance: School Cable Retained Earnings after STM 11/14/23	**370,870**
Less: ATM 5/4/24 for **FY 2025 Articles:**	**????**
Balance in School Cable Retained Earnings after STM & ATM 5/4/24	**370,870**

Line	Function/ Dept. #	Department Name/Function Totals	FY 2024 Budgeted	FY 2025 Requested Budget	*draft 4* (Increases) Reductions as of 3/17/24
	GENERAL GOVERNMENT (MISC.)				
1	114	**Moderator Salary**	$1,000.00	$1,000.00	
	122/195/405	**Select Board/Town Adm./Town Report/Engineering**			
2		Salaries & Wages	$322,412.00	$354,516.00	**(10,200.00)**
		001-122-00-5111-00 TA Progress Evaluation Increase			(10,200.00)
3		Operating Expenses	$27,910.00	$47,590.00	**7,000.00**
		001-122-00-5420-00 Office Supplies			2,000.00
		001-122-00-5712-00 Mileage			2,000.00
		001-122-00-5713-00 Seminars			3,000.00
	153	**Human Resources**			
4		Salaries & Wages	$193,943.00	$199,036.00	**20,913.00**
		001-153-00-5111-00 Portion of PR position			20,913.00
5		Operating Expenses	$20,975.00	$67,925.00	**3,000.0**
		001-153-00-5390-00 Contracted Services			1,000.00
		001-153-01-5201-00 Wellness			2,000.00
	113/131	**Town Meeting/Finance Committee**			
6		Salaries & Wages	$1,000.00	$1,500.00	
7		Operating Expenses	$7,945.00	$7,830.00	
8		Reserve Fund	$100,000.00	$100,000.00	**25,000.00**
					25,000.00
9	151	**Legal**	$180,000.00	$350,000.00	**75,000.00**
		001-151-00-5302-00			75,000.00
	192	**Town Hall**			
10		Salaries & Wages	$56,916.00	$177,516.00	**3,000.00**
		001-192-00-5111-00 Salaries			3,000.00
11		Operating Expenses	$76,150.00	$85,090.00	**3,200.00**
		001-192-00-5410-00 Contracted Services			2,000.00
		001-192-00-5713-00 Seminars			1,000.00
		001-192-00-5410-00 Gasoline			200.00
	155	**Consolidated Information Technology**			
12		Salaries & Wages	$339,994.00	$357,271.00	**12,000.00**
		001-155-00-5111-00			12,000.00
13		Operating Expenses	$202,415.00	$229,505.00	**3,300.00**
		001-155-00-5390-00 Contracted Services			2,000.00
		001-155-00-5341-00 Windstream			1,300.00
		General Government Salaries & Wages	**$915,265.00**	**$1,090,839.00**	**$25,713.00**
		General Government Operating Expenses	**$615,395.00**	**$887,940.00**	**$116,500.00**
		Subtotal General Government	**$1,530,660.00**	**$1,978,779.00**	**$142,213.00**
	GENERAL GOVERNMENT (MUNICIPAL FINANCE)				
	135	**Accounting**			
14		**Salaries & Wages**	**$162,616.00**	**$260,108.00**	**38,970.00**
		001-135-00-5111-00 Accounting Salaries & Wages			38,970.00
15		**Operating Expenses**	**$60,713.00**	**$67,342.00**	**985.00**
		001-135-00-5713-00 Seminars			985.00
	145	**Treasurer/Collector**			
16		**Salaries & Wages**	**$336,072.00**	**$339,206.00**	**46,211.00**
		001-145-00-5111-00			46,211.00
17		**Operating Expenses**	**$120,900.00**	**$82,925.00**	**16,750.00**
		01-5309-00 Tax Title			15,000.00

	Function/ Dept. #	Department Name/Function Totals	FY 2024 Budgeted	FY 2025 Requested Budget	(Increases) Reductions as of 3/17/24
		001-145-00-5713-00 Seminars			1,750.00
	141	**Assessors**			
18		**Salaries & Wages**	**$200,876.00**	**$150,632.00**	**10,610.00**
		001-141-00-5111-00 Assessors Salary			10,610.00
19		**Operating Expenses**	**$45,060.00**	**$52,125.00**	**1,000.00**
		001-141-00-5390-00 Contracted Services			1,000.00
		Municipal Finance Salaries & Wages	**$699,564.00**	**$749,946.00**	**$95,791.00**
		Municipal Finance Operating Expenses	**$226,673.00**	**$202,392.00**	**$18,735.00**
		Subtotal Municipal Finance	**$926,237.00**	**$952,338.00**	**$114,526.00**
	GENERAL GOVERNMENT (TOWN CLERK/ELECTIONS)				
20	161/163	**Subtotal Salaries & Wages**	**$143,328.00**	**$189,606.00**	
21	161/163	**Subtotal Operating Expenses**	**$29,258.00**	**$37,395.00**	**1,090.00**
		001-161-00-5713-00 Seminars			1,090.00
	PLANNING & DEVELOPMENT				
	175-00	**Planning Board**			
22		Salaries & Wages	$3,000.00	$0.00	
23		Operating Expenses	$2,930.00	$0.00	
	175-01	**Planning and Economic Development**			
24		Salaries & Wages	$132,942.00	$128,528.00	
25		Operating Expenses	$15,525.00	$16,046.00	**3,516.00**
		001-175-01-5341-00 Communications			516.00
		001-175-01-5713-00 Seminars			3,000.00
	175-02	**Economic Development Committee**			
26		Salaries & Wages	$1,500.00	$0.00	
27		Operating Expenses	$6,500.00	$0.00	
	176	**Board of Appeals**			
28		Salaries & Wages	$3,500.00	$3,060.00	
29		Operating Expenses	$3,700.00	$3,500.00	
	171	**Conservation Commission**			
30		Salaries & Wages	$98,758.00	$108,845.00	
31		Operating Expenses	$11,980.00	$12,150.00	**2,800.00**
		001-171-00-5316-00 Training			2,600.00
		001-171-00-5342-00 Postage			200.00
32	122	**Buzzards Bay Action Committee**	$1,800.00	$1,800.00	
		Planning & Development Salaries & Wages	**$239,700.00**	**$240,433.00**	**$0.00**
		Planning & Development Operating Expenses	**$42,435.00**	**$33,496.00**	**$6,316.00**
		Subtotal Planning & Development	**$282,135.00**	**$273,929.00**	**$6,316.00**
	TOTAL GENERAL GOVERNMENT				
		General Government Salaries & Wages	**$1,997,857.00**	**$2,270,824.00**	**$121,504.00**
		General Government Operating Expenses	**$913,761.00**	**$1,161,223.00**	**$142,641.00**
		Subtotal General Government	**$2,911,618.00**	**$3,432,047.00**	**$264,145.00**
	PUBLIC SAFETY				
	210/292	Police Department/Animal Control			
		Salaries & Wages	$4,519,338.00	$5,195,865.00	**101,744.00**
		001-210-00-5111-00 Salary Part-time IT position			10,000.00
		001-210-00-5131-00 Overtime			88,738.00
		001-292-00-5131-00 Animal Control OT			3,006.00
34		Operating Expenses	$488,520.00	$504,940.07	**42,410.00**

	Function/ Dept. #	Department Name/Function Totals	FY 2024 Budgeted	FY 2025 Requested Budget	(Increases) Reductions as of 3/17/24
		001-210-00-5343-00 Maintenance Agreements			8,470.00
		001-210-00-5308-00 Lockup			5,000.00
		001-210-00-5390-00 Contracted Services			18,440.00
		001-210-00-5245-00 Repair & Maint. Equip.			7,500.00
		001-210-00-5731-00 Seminars			2,500.00
		001-292-00-5731-00 Animal Control Seminars			500.00
	220/225/291	Fire Department/Emergency Management			
35		Salaries & Wages	$2,909,527.00	$3,667,607.00	**104,597.00**
		001-220-00-5111-00-0206 Call FF			20,000.00
		001-220-00-5111-00-0206 Capt Position			25,000.00
		001-220-00-5131-00-0206 OT			59,597.00
36		Operating Expenses	$451,657.00	$423,751.00	**41,474.00**
		001-220-00-5243-00-0206 Repair + Maint. Vehicle			5,000.00
		001-220-00-5244-00-0206 Repair + Maint. Building			2,500.00
		001-220-00-5245-00-0206 Repair + Maint. Equip.			600.00
		001-220-00-5361-00-0206 Training			1,000.00
		001-220-00-5361-01-0206 Continuing Ed.			8,000.00
		001-220-00-5390-00-0206 Contract Service (Gilfoil)			6,468.00
		001-220-00-5501-00-0206 Medical Supplies			5,000.00
		001-220-00-5585-00-0206 Equipment for Personnel			2,460.00
		001-220-00-5870-00-0206 Replacement Equipment			5,592.00
		001-225-00-5390-00 Fire Alarm Contracted Services			1,264.00
		001-291-00-5390-00 EMS Crisis Track Software			2,270.00
		001-291-00-5501-00 EMS Medical Supplies			100.00
		001-291-00-5585-00 EMS Equipment for Personnel			500.00
		001-291-00-5341-00 EMS Communication			720.00
	241	Building Department			
37		Salaries & Wages	$183,696.00	$197,655.00	**2,000.00**
		001-241-00-5111-00 Salaries			2,000.00
38		Operating Expenses	$5,350.00	$8,400.00	**4,370.00**
		001-241-00-5410-00 Gas			4,000.00
		001-241-00-5582-00 Uniforms			100.00
		001-241-00-5713-00 Seminars			270.00
	298	Marine Resources			
39		Salaries & Wages	$178,440.00	$188,195.00	**10,000.00**
		001-298-00-5111-00 Salaries			10,000.00
40		Operating Expenses	$43,110.00	$39,540.00	**3,400.00**
		001-298-00-5276-00 Dockage			2,700.00
		001-298-00-5432-00 Supplies			300.00
		001-298-00-5422-00 Preprinted Forms			400.00
	244	Weights & Measures			
41		Salaries & Wages	$7,140.00	$7,140.00	
42		Operating Expenses	$500.00	$375.00	
		Public Safety Salaries & Wages	**$7,798,141.00**	**$9,256,462.00**	**$218,341.00**
		Public Safety Operating Expenses	**$989,137.00**	**$977,006.07**	**$91,654.00**
		Subtotal Public Safety	**$8,787,278.00**	**$10,233,468.07**	**$309,995.00**
	EDUCATION				
43	300	**Fairhaven Public Schools**	**$23,753,641.00**	**$25,310,194.00**	**447,608.00**
44	301	**NB Regional Technical HS**	**$2,397,000.00**	**$2,636,000.00**	**10,000.00**
		001-301-00-5201-00			**10,000.00**

	Function/ Dept. #	Department Name/Function Totals	FY 2024 Budgeted	FY 2025 Requested Budget	(Increases) Reductions as of 3/17/24
45	302	NB Regional Technical HS	$235,000.00	$316,000.00	5,900.00
		001-302-00-5201-00			5,900.00
		Subtotal Technical Education	$26,385,641.00	$28,262,194.00	$15,900.00
	PUBLIC WORKS				
	421	Administration Division			
46		Salaries & Wages	$223,502.00	$86,615.00	
47		Operating Expenses	$13,525.00	$20,375.00	**1,000.00**
		001-421-00-5420-00 Office Supplies			500.00
		001-421-00-5713-00 Seminars			500.00
	403/420	Highways Division			
48		Salaries & Wages	$1,279,388.00	$1,409,321.00	**80,000.00**
		001-420-00-5111-00 Salaries			50,000.00
		001-420-00-5131-00 Overtime			30,000.00
49		Operating Expenses	$723,912.00	$745,637.00	**3,500.00**
		001-420-00-5390-00 Contracted Services GIS software			3,500.00
50		Snow & Ice	$60,000.00	$60,000.00	
	650	Parks Department			
51		Salaries & Wages	$139,896.00	$164,261.00	**2,000.00**
		001-650-00-5131-00 Overtime			2,000.00
52		Operating Expenses	$53,500.00	$58,300.00	**5,300.00**
		001-650-00-5356-00 Playground Expense			1,500.00
		001-650-00-5380-00 Misc			300.00
		001-650-00-5410-00 Gasoline			500.00
		001-650-00-5531-00 Materials/Supplies			3,000.00
	294/295	Tree Department			
53		Salaries & Wages	$27,321.00	$35,712.00	**1,330.00**
		001-295-00-5111-00 Salaries			1,330.00
54		Operating Expenses	$40,345.00	$38,145.00	
55	431	Sanitation - Operating Expenses	$1,682,679.00	$1,830,775.00	**38,000.00**
		001-431-02-5390-00 Recycle			38,000.00
56	424	Street Lighting	$61,000.00	$61,000.00	
		Public Works Salaries & Wages	$1,670,107.00	$1,695,909.00	$83,330.00
		Public Works Operating Expenses	$2,634,961.00	$2,814,232.00	$47,800.00
		Subtotal Public Works	$4,305,068.00	$4,510,141.00	$131,130.00
	HEALTH & ENVIRONMENT				
	510	Board of Health			
57		Salaries & Wages	$164,353.00	$174,797.00	1,000.00
		001-510-00-5111-00 Salaries			1,000.00
58		Operating Expenses	$24,570.00	$23,660.00	950.00
		001-510-00-5582-00 Uniform			150.00
		001-510-00-5712-00 Mileage			100.00
		001-0510-00-5713-00 Seminars			700.00
		Subtotal Board of Health	$188,923.00	$198,457.00	$1,950.00
	COMMUNITY SERVICES				
	541	Council on Aging			
59		Salaries & Wages	$189,296.00	$159,873.00	**2,000.00**
		001-541-00-51111-00 Salaries			2,000.00
60		Operating Expenses	$40,064.00	$38,583.00	**3,086.00**

	Function/ Dept. #	Department Name/Function Totals	FY 2024 Budgeted	FY 2025 Requested Budget	(Increases) Reductions as of 3/17/24
		001-541-00-5341-00 Communications			636.00
		001-541-00-5713-00 Seminars			2,450.00
	543	Veterans Services			
61		Salaries & Wages	$98,592.00	$91,433.00	
62		Operating Expenses	$695,800.00	$664,350.00	**100,000.00**
		001-543-00-5311-00 Medical Services			85,000.00
		001-543-00-5770-00 Benefits			15,000.00
63	611	Millicent Library	$752,336.00	$797,302.00	
	640	Recreation Department			
64		Salaries & Wages	$218,183.00	$215,138.00	
65		Operating Expenses	$143,800.00	$156,710.00	**9,735.00**
		001-640-00-7131-00 Seminars&Dues			3,235.00
		001-640-00-5211-00 Utilities			2,000.00
		001-640-01-5201-00 Program Expense			4,500.00
	189	Tourism Department			
66		Salaries & Wages	$78,697.00	$81,851.00	
67		Operating Expenses	$21,075.00	$25,825.00	**7,255.00**
		001-189-00-5303-00 Advertising			7,255.00
68	691	Fine Arts - expenses 001-691-00-5201-00	$1,200.00	$1,200.00	**200.00**
69	670	Historical Commission - expenses	$18,500.00	$15,800.00	
70	692	Memorial/Veterans Day - expenses 001-692-00-5201-00	$1,500.00	$2,500.00	**500.00**
	690	Cultural Council - expenses 001-690-00-5201-00	$2,750.00	$2,750.00	**1,250.00**
72	190	Commission on Disability - expenses	$1,000.00	$1,000.00	
73	191	Belonging Committee	$1,000.00	$1,000.00	
74	122	Rape Crisis Project - expenses	$2,000.00	$2,000.00	
		Community Services Salaries & Wages	**$584,768.00**	**$548,295.00**	**$2,000.00**
		Community Services Operating Expenses	**$1,681,025.00**	**$1,709,020.00**	**$122,026.00**
		Subtotal Community Services	**$2,265,793.00**	**$2,257,315.00**	**$124,026.00**
	NON-DEPARTMENTAL				
75	911	Contributory Retirement	$3,906,560.00	$4,134,792.00	
76	924	Group Insurance 001-925-00-5201-00	$4,800,000.00	$4,800,000.00	**(300,000.00)**
77	913	MA Employment Security	$63,000.00	$66,000.00	
78	925	Town General Insurance	$955,000.00	$1,112,000.00	
79	918	Medicare Taxes (Employer Share)	$462,000.00	$482,000.00	
80	122	Wind Turbine Electric Expense	$725,000.00	$725,000.00	**100,000.00**
		001-122-21-5201-17			100,000.00
81		Salary Reserve	$750,000.00	$0.00	
		Non-Departmental Salary & Wages	**$750,000.00**	**$0.00**	**$0.00**
		Non-Departmental Operating Expenses	**$10,911,560.00**	**$11,319,792.00**	**-$200,000.00**
		Subtotal Non-Departmental	**$11,661,560.00**	**$11,319,792.00**	**-$200,000.00**
	DEBT SERVICE				
82	710	**Debt Service**			
		Subtotal Debt Service	**$1,131,020.00**	**$1,094,605.00**	

Function/ Dept. #	Department Name/Function Totals	FY 2024 Budgeted	FY 2025 Requested Budget	(Increases) Reductions as of 3/17/24
GRAND TOTAL		**$57,636,901.00**	**$61,308,019.07**	**$647,146.00**
GRAND TOTAL BREAKDOWN				
	Salaries & Wages - Town	$12,965,226.00	$13,946,287.00	$426,175.00
	Operating Expenses - Town	$6,243,454.00	$6,685,141.07	$405,071.00
	Educational Services	$26,385,641.00	$28,262,194.00	$463,508.00
	Non-Departmental Costs	$10,911,560.00	$11,319,792.00	-$200,000.00
	Debt Service	$1,131,020.00	$1,094,605.00	$0.00
	Grand Totals	**$57,636,901.00**	**$61,308,019.07**	**$1,094,754.00**
	Total General Fund Deficit			**2,225,754.00**
	Less: Estimated Trash Fee Revenue			**(675,000.00)**
				1,550,754.00
	Less: Department Cuts as of 3-17-24			**(1,094,754.00)**
	Less: Other Available Funds			**(456,000.00)**
	Balanced Budget			**0.00**

From 2012 DOR Financial MAnagement Review

10. Establish a Capital Improvement Program

We recommend that the town administrator establish a capital improvement program. From what we understand, the town has periodically attempted to develop a capital program, but with little success. A comprehensive capital program is one of the cornerstones of sound financial planning. In its design, a capital program serves as an effective resource allocation tool by enabling officials to direct scarce resources to prioritized needs. Established through bylaw or town charter, it would facilitate a strategic planning process built upon an explicit long-term vision and a multi-year capital plan that embodies clear standards and capital spending priorities.

For additional assistance, we direct local officials to the Developing a Capital Improvement Program Manual available at www.mass.gov/dls under financial management assistance > publications and other useful links.

11. Adopt Stabilization and Free Cash Guidelines

We recommend that selectmen and the finance committee establish written guidelines for funding and appropriating from free cash and stabilization reserves. A free cash policy should limit the amount that can be used, or establish an amount that must remain as a starting point for next year's free cash calculation. For instance, if the town chooses to direct a portion of free cash to a recurring spending purpose, then an equal amount should be retained as unexpended so that it might carry forward into the subsequent year's free cash calculation. As a matter of practice, the town should resist using free cash to supplement current year operations (e.g., at a fall town meeting), using it instead to fund a portion of the capital budget or to serve as a funding source for next year's budget.

CAPITAL IMPROVEMENT PLANNING GUIDE

DEVELOPING A COMPREHENSIVE COMMUNITY PROGRAM

AUGUST 2016

WHAT IS A CAPITAL IMPROVEMENT PROGRAM?

A capital improvement program provides a blueprint for planning a community's capital expenditures and is one of the most important responsibilities of local government officials. It coordinates community planning, financial capacity, and physical development.

A CIP is composed of two parts—a capital program and a capital budget. The capital program is a community planning and fiscal management tool that spans five to ten years. The capital program identifies capital items, which are typically defined as tangible assets or projects that cost more than a certain threshold (e.g., $25,000) and that have a minimal useful life span (such as five years), provides a planning schedule, and offers financing options. The capital budget is the upcoming year's spending plan for capital items that is presented to the legislative body for approval.

Developing a CIP that will ensure sound fiscal and capital planning requires effective leadership and the cooperation of municipal departments. For this reason, responsibility for overseeing the CIP process should rest with a community's chief executive, the board of selectmen. If a town employs a town administrator or a similarly empowered administrative officer, that person could be assigned the duty to coordinate the CIP, in conjunction with a CIP committee as a local option. The role of a CIP committee is to objectively analyze capital proposals and make recommendations to the selectmen on the annual capital budget and the ongoing capital program.

A presentation by the town administrator or selectmen of the entire capital improvement program at annual town meeting demonstrates to the community that the capital budget is part of a long-range plan to maintain and upgrade the town's infrastructure. This practice thereby informs those present of the ongoing need for large capital expenditures and provides them with the opportunity to look into the future and consider the quality of services that will be provided. Town meeting's adoption of the capital budget informs the rest of the community of the commitment to plan for and fund the acquisition and/or development of capital facilities.

Step Nine **Monitor Approved Projects**

Once town meeting adopts the capital budget and the fiscal year begins, departments are authorized to begin implementing projects. Before purchasing authorized items departments should communicate with the treasurer to make sure the timing is right given the community's cash

FY-25 Budget Request	$61,308,019	Financial Policy
2%	$1,226,160	
3%	$1,839,241	
4%	$2,452,321	
5%	$3,065,401	Min after appropriation - Rebuild in 3 years
6%	$3,678,481	
7%	$4,291,561	Target to maintain - min
8%	$4,904,642	Conservative target to maintain

	FY-25 Budget Request ==>>	$61,308,019
Reference Point FY 25 Budget as Proposed	Current DOR Listed Values	% of Operating Budget
Stabilzation Fund (2023)	$ 3,262,117	5.3%
Special Purpose Stabilization Fund (Capital) Stablization)	$ 8,753,439	14.3%
Total	$ 12,015,556	19.6%

FY-25 Budget After Cuts	$59,082,265	Financial Policy
2%	$1,181,645	
3%	$1,772,468	
4%	$2,363,291	
5%	$2,954,113	Min after appropriation - Rebuild in 3 years
6%	$3,544,936	
7%	$4,135,759	Target to maintain - min
8%	$4,726,581	Conservative target to maintain

	FY-25 Budget After Cuts ==>>	$59,082,265
Reference Point FY 25 Budget after cuts	Current DOR Listed Values	% of Operating Budget
Stabilzation Fund (2023)	$ 3,262,117	5.5%
Special Purpose Stabilization Fund (Capital) Stablization)	$ 8,753,439	14.8%
Total	$ 12,015,556	20.3%