



# Framingham Public Schools

Robert A. Tremblay, Ed. D., Superintendent of Schools

OFFICE OF FINANCE AND OPERATIONS  
Lincoln D Lynch IV, Executive Director of Finance and Operations  
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## MEMORANDUM

Date: January 9, 2020  
To: Framingham School Committee  
From: Lincoln D Lynch IV, Executive Director of Finance and Operations  
Re: Negative Food Service Balances Communications

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The following represents communications that have been sent to parents by the Food Service Department and the responses that were received. There continues to be a tremendous effort put forth by Brendan Ryan, our Food Service Administrator and his staff to make sure communications are sent out. Without their efforts, this program will not work. The data here shows the number of emails sent, texts & phone calls that were made and letters sent to parents that have children with **negative balances of -\$10.00 or more**:

### Round 1 of Communications to Families/Guardians

#### Email

Date: October 18, 2019  
Number Sent: 418  
Replies: 10  
Percentage of Replies: 2.39%

#### Text and Phone Call

Date: October 25, 2019  
Number Sent: 487  
Replies: 15  
Percentage of Replies: 3.08%

#### Letter

Date: November 1, 2019  
Number Sent: 521  
Replies: 9  
Percentage of Replies: 1.73%

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### Round 2 of Communications to Families/Guardians

#### Email

Date: November 14, 2019  
Number Sent: 738  
Replies: 18  
Percentage of Replies: 2.44%

Text and Phone Call

Date: November 4, 2019

Number Sent: 699

Replies: 8

Percentage of Replies: 1.14%

Letter

No Letter sent. Thanksgiving week.

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**Round 3 of Communications to Families/Guardians**

Email

Date: December 5, 2019

Number Sent: 708

Replies: 8

Percentage of Replies: 1.13%

Text and Phone Call

Date: December 12, 2019

Number Sent: 708

Replies: 18

Percentage of Replies: 2.54%

Letter

No Letter sent. Holiday week.

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