



# Framingham Public Schools

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

## SCHOOL COMMITTEE

Adam Freudberg, Chair • Tiffanie Maskell, Vice Chair • Priscila Sousa, Clerk  
Jessica Barnhill • Karen Dempsey • Geoffrey Epstein  
Beverly Hugo • William LaBarge • Scott Wadland  
Yvonne M. Spicer, Mayor  
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### Memo Regarding School Committee Office Space Needs

**Date:** June 26, 2020

**To:** School Committee Members

Dr. Tremblay, Superintendent

Lincoln Lynch, Executive Director of Finance and Operations

Matt Torti, Director of Buildings and Grounds

**From:** Joanna Hastry, Executive Assistant for the School Committee

With the nonrenewal of the Perini Lease, the following recommendations are being given in regards to space needed for the School Committee Office:

- The Executive Assistant will continue working remotely. If printers/copiers/other office equipment are needed, use of the new Central Office location in Fuller can be utilized, or equipment in another school building can, with advanced notice.
- A filing cabinet for the School Committee is to be provided in the new Central Office location in Fuller to house the printed copy of minutes that is required by the state, as well as a copy of the Policy manual.
- Meeting space, when needed, would continue to be set up via the permit process within schools, or in conjunction with the City Facilities Department.
- When/if the warrant process stops being digital, a recurring space be booked for this, preferably either near the Memorial Building where they are brought afterwards, or close to Business Operations in case questions arise during the process.
- If old materials/minutes are needed, the Executive Assistant will follow the process set up to contact Building and Grounds and the Director of Safety and Security to schedule time to do so, including any requests from members to have access.
- FPS is ready and willing to identify a location when the public health situation improves and a full time physical office is necessary again.