



# Framingham Public Schools

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

## SCHOOL COMMITTEE

Adam Freudberg, Chair • Gloria Pascual, Vice Chair • Tracey Bryant, Clerk  
Noval Alexander • Geoffrey Epstein • Richard A. Finlay  
Beverly Hugo • Tiffanie Maskell • Scott Wadland  
Yvonne M. Spicer, Mayor  
73 Mount Wayte Avenue, Second Floor, Framingham, MA 01702  
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November 6, 2019

Dear School Committee Member-Elect,

Congratulations on your election to the Framingham School Committee!

In my role as Chair of the School Committee I am writing to provide you with all of the information and training that will help you prepare for January 1, 2020 and beyond.

### **RESOURCES:**

- **[FY20 Budget Book](#)**: This contains all of the budget information that will be very helpful for you as the new Committee addresses budget development and progress in January.
- **[Framingham School District Policy Manual](#)**: All current Framingham Policies are listed here.
  - Here is the specific policy on your transition, which this memo was based upon: **[BIA](#)**
- **[Bargaining Unit Contracts](#)**: All unit contracts along with any updates (Memorandum of Agreements and MOAs) can be found here. All of these contracts are scheduled for renegotiations in 2021.
- **[Rules and Administration Recommendations Report](#)**: The 2018-2019 Committee developed and adopted these rules.
- **[Massachusetts Association of School Committees \(MASC\)](#)**: MASC is a great resource for general School Committee issues and questions. You can check out presentations from their **[Summer Institute](#)** or **[Charting the Course Program](#)**. Note that these presentations are informational only and are not considered a substitute for participating in these courses.
- **[Massachusetts Open Meeting Law](#)**: This is the ultimate guidebook for public body operations and the open meeting law rules that we are required to follow. Additionally, here is a **[copy of all of the determinations from the last five years](#)**.
- **[School Handbooks](#)**: **[BLOCKS Family Handbook](#)**, **[Elementary School Handbook](#)**, **[Cameron Middle School Handbook](#)**, **[Fuller Middle School Handbook](#)**, **[Walsh Middle School Handbook](#)**, **[High School Handbook](#)**, **[Thayer Campus Handbook](#)**, **[Athletics Handbook](#)**. These are presented to the School Committee every year and voted upon.
- **[State Conflict of Interest Regulations](#)**
- **[Framingham Public Schools Strategic Plan](#)**: This is the current Plan in place until the new, multi-year Strategic Plan is developed with comprehensive stakeholder input and ultimately voted upon by the School Committee.

## **SCHOOL COMMITTEE AND CENTRAL OFFICE MEETINGS:**

There are several meetings scheduled between now and January that you are welcome to attend.

- November 13, December 4, and December 18, 2019: School Committee Open Sessions in the Blumer Room. All Member-Elects are invited to sit at a table and participate as non-voting members during the Open Session meetings in November and December. At the first meeting you attend, you will have up to two minutes to introduce yourself.
- November 12: Finance and Operations Subcommittee. Location TBD
- November 18: Accountability and Student Achievement Subcommittee. Location TBD
- January 1: Save the Date for around January 1st for your Swearing In Ceremony. The Mayor's Office will be in touch with the exact date and time.
- January-February School Committee Meetings TBD: In December we will confirm the date for the first January meeting. Additionally, the Blumer Room has been reserved for the following dates where meetings may be scheduled: January 15 and 29, February 5 and 26.
- The Superintendent and the School Committee's Executive Assistant Joanna Hastry will reach out to you in the next 30 days to schedule individual meetings with each of you.

## **TRAININGS/WORKSHOPS:**

- **Charting the Course Training:** This is a required 8 hour training course offered by MASC. All members are required to take this course within a year of Election day. This is also offered at the **Annual Conference** this Friday afternoon through Saturday morning (November 8-9). In addition, at this conference there are more than 20 sessions (November 6-9) that count towards the required hourly participation in orientation. You can register for this conference on site as first time attendees for the orientation or any part of the program.
- **State Ethics Required Training:** Newly elected or appointed public employees must complete this training within 30 days of beginning public service, and every two years thereafter.
- **Training on Superintendent Evaluation:** This is a free event being held by MASC on November 25th for Superintendents and School Committee members who want to acquire a better understanding of the evaluation process, there will also be an introduction to the pilot Initiator Level Rubric.
- **Open Meeting Law Training:** Through the Attorney General's Office, they offer in person and online trainings about the Open Meeting Law. There is one on Wednesday, November 20th from 5:30-7:30 at the Southborough Senior Center located at 9 Cordaville Road Southborough, MA.
- **School Committee Workshop:** A team building workshop and training is being coordinated as part of the elected official transition. We will be back in touch.

## **LOGISTICS:**

- **District Email:** Once you are sworn in you will receive a Framingham Public Schools email address. The address is generally first initial, last name the public schools extension, for example: [jhastry@framingham.k12.ma.us](mailto:jhastry@framingham.k12.ma.us). A few things to note about your district email:
  - Starting in January, all School Committee related communication MUST go through your district email address.
  - All district emails are public records and can be accessed by technology at any time. Anyone can file a public records request to obtain access to any emails sent or received on your school district email.
  - The Open Meeting Law prohibits School Committee Members from emailing a quorum of members (more than 4 members in your case, and more than 2 members for a subcommittee of 4) and a serial deliberation is possible.

- **Chromebook/Paperless Materials:** In our efforts to be more environmentally friendly and reduce paper consumption, FPS Technology will be offering you the option to use a Chromebook for School Committee business. If you would like one, please let the Executive Assistant to the School Committee Joanna Hastry know. If used, this will need to be turned in at the end of your term, and is only for School Committee business. The Superintendent will also work with you directly to provide any necessary training.
- **Meeting Materials Through Google Drive:** School Committee members receive meeting materials through Google Drive. You will receive Google Drive access and training on how to access materials. If there is ever a time that you wanted a printed copy of something, Joanna would be happy to provide one for you.
- **Central Office Access at the Perini Building:** Upon swearing in you will also receive a key card to the Perini Building where the Framingham Public School Central Offices are located. This card gives you access to the Perini Building from 8:00 AM – 4:00 PM every week day. All visits to Perini need to be set up in advance through the School Committee Chair or Executive Assistant.
- **Stipends/Reimbursements:** Under the City Charter, you will receive a stipend of \$5000, or \$7500 for the Chair. Additionally, to be reimbursed, the city requires that you register as a vendor, which includes completing a [W-9](#). School Committee Members are considered City of Framingham employees with the HR efforts led by FPS HR. FPS HR will be contacting you with information in the near future. Their outreach will include information on payroll process, reimbursement process, retirement eligibility, and online log in information you will need.

#### **WHOM DO YOU CONTACT WITH QUESTIONS?**

Joanna Hastry, Executive Assistant to the School Committee:  
jhastry@framingham.k12.ma.us or 508-626-9121

Congratulations again. I am happy to answer any questions you may have as you prepare for January!

Sincerely,

Adam Freudberg  
Chair, Framingham School Committee