

**Reginald McNeil**  
Chief Operating Officer

February 2, 2021

Dear Jessica Brown,

I would like to thank you for your time today to discuss progress at Julia R. Masterman Laboratory and Demonstration School. Our Offices of Facilities and Maintenance, and Environmental Management and Services resolved many of the work orders that were in our system.

In the true spirit of collaboration, we requested the attendance of a representative from the School Advisory Council (SAC) and Home and School Association (HSA). We believe that we met the intent of the meeting by providing a facilities and environmental update. A lot of progress has been made since our last meeting, and we will continue to work hard toward keeping your school safe. You can view the slide presentation that we used to inform the attendees [here](#).

Thank you for your continued cooperation and participation in this joint effort. In the future, communications regarding the status of work orders will come from your Facilities Area Coordinator and Building Engineer. Feel free to contact me if more details are needed.

Sincerely,



Reggie McNeil  
Chief Operating Officer

cc:

Debora Carrera, Assistant Superintendent

Barbara Dallao, HSA President

Maria Beatty, SAC President