



**LOWELL PUBLIC SCHOOLS**  
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*Robin Desmond*  
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January 6, 2020

Dear Superintendent Boyd:

I am writing to request permission for Melissa Newell to stay overnight for the MRA (Massachusetts Reading Association's) Annual Reading Conference in Quincy, MA on April 1 & 2, 2020. This educational conference is focused on implementing and sustaining a culture of literacy within a classroom, school, and district. This conference focuses on current instructional practices to support literacy. This work is directly related to her role as the English Language Arts and Literacy Coordinator K-12 because she supports reading and writing professional development at all levels. Teachers continue to struggle with how to reach all readers in their classrooms and this would give her strategies to offer them to support our students.

Melissa Newell is requesting to stay overnight for the 3-day conference and receive hotel accommodations for Wednesday and Thursday evening. The conference begins on Wednesday in the late afternoon and begins early on Thursday and Friday.

The cost for attending the workshop was \$380.00. She is already registered and this was funded by Title 1. The total cost for the hotel is \$350.00 for 2 nights at the conference location. Mileage and meals are \$150 total. Title 1 will reimburse the cost of 2 nights lodging and travel up to \$500.00.

Thank you for this consideration. A description of the institute is attached.

Sincerely,

A handwritten signature in cursive script that reads "Robin Desmond".

Robin Desmond  
Chief Academic Officer