



## Lowell Public Schools

### Charles W. Morey Elementary School

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Lowell, MA 01851

Frederick McOsker  
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December 11, 2017

Dr. Salah Khelifaoui, Superintendent  
Lowell Public Schools  
155 Merrimack St.  
Lowell, MA 01852

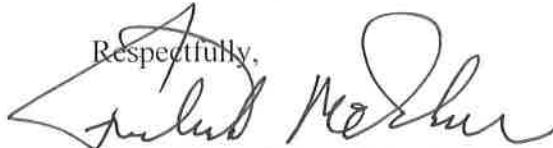
Dear Superintendent Khelifaoui,

As Principal of the Morey School, I am requesting permission for Patricia Shepherd, Morey School Literacy Specialist to attend the Coaching of Reading Institute Grades K-8 at Teachers College, New York, NY from Sunday, January 28, 2018 through Wednesday, January 31, 2018. The conference cost of \$1,000.00, which includes \$50.00 per day for meals, will be paid by Morey School Professional Development funds and Ms. Shepherd has made arrangements for lodging and travel. There will be no need for a substitute.

This particular coaching institute supports participants to help teachers use the Units of Study in Reading. She'll learn about how to best use and support teachers as they implement the Units of Study. The institute will help her to hone her demonstration teaching. She'll learn to deliver efficient and engaging mini-lessons and small group lessons and to research and teach readers in one-on one conferences. Participants will return home ready to demonstrate for and coach other teachers, support a wide spectrum of teachers, and use powerful methods of staff development to differentiate that support.

Thank you for your consideration.

Respectfully,

  
Frederick McOsker, Principal

*"We Promote the Love of Learning"*