



LOWELL PUBLIC SCHOOLS
Henry J. Mroz Administration Offices
155 Merrimack Street
Lowell, Massachusetts 01852

Robin Desmond
Assistant Superintendent
Curriculum, Instruction & Assessment

Tel: (978) 674-4324
Fax: (978) 275-6363
email: rdesmond@lowell.k12.ma.us

March 28, 2018

Dear Superintendent Khelfaoui:

I am writing to request permission for Melissa Newell, Coordinator of Language Arts & Literacy K-12, to attend the MRA (Massachusetts Reading Association's) Annual Reading Conference in Quincy, MA on April 8th and 9th 2018. This educational conference is focused on implementing and sustaining a culture of reading 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 Melissa strategies to offer them to support our students. In addition, Melissa is presenting with Scholastic books to highlight our successful summer reading initiatives.

Melissa Newell is requesting to stay overnight for the 3-day conference and receive hotel accommodations for Sunday and Monday evening. The conference begins on Sunday in the late afternoon and begins early on Monday and Tuesday. Melissa is presenting with Scholastic at 7am on Tuesday morning.

The cost to attend the workshop of \$230.00 (Presenter) will be paid by the District Professional Development Account. The total cost for the hotel of \$300.00 for 2 nights at the conference location will be paid by Title 1. No meals would need to be provided for this conference.

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

Sincerely,

Robin Desmond
Assistant Superintendent