



## Lowell Public School Committee

### *Regular Meeting Agenda*

**Date:** January 7, 2026  
**Time:** 6:30PM  
**Location:** City Council Chamber, 375 Merrimack Street,  
2nd Floor, Lowell, MA 01852

Members Of The Public May View The Meeting Via LTC and Those Wishing to Speak Regarding A Specific Agenda Item Shall Register To Speak In Advance Of The Meeting By Sending Email To The Superintendent Indicating The Agenda Item, A Phone Number And Email Address. Email to [skeo@Lowell.k12.Ma.us](mailto:skeo@Lowell.k12.Ma.us) If No Access To Email You May Contact Us At 978-674-4324. All Requests Must Be Submit It Before 2:00 PM On The Day Of Meeting.

1. **SALUTE TO FLAG**

2. **ROLL CALL**

3. **MINUTES**

- 3.1. The Approval Of The Minutes Of The Regularly Scheduled Lowell School Committee Meeting Of December 17, 2025

Documents:

[LSC REGULAR MEETING MINUTES - DECEMBER 17, 2025.PDF](#)

4. **PERMISSION TO ENTER**

- 4.1. Permission To Enter – January 7, 2026

Documents:

[PERMISSION TO ENTER - JANUARY 7, 2026.PDF](#)

## 5. **MOTIONS**

- 5.1. [By Fred Bahou]: Have Proper Department Provide A Report On The Number Of Students Are Provided And Take Advantage Of Breakfast At Our Schools, What The Breakfast Is That LPS Is Providing & How It Is Implemented?
- 5.2. [By Fred Bahou]: Schedule A Finance Subcommittee Meeting To Discuss School Funding For '26-'27 School Year, Focusing Development Of Budget, School Transportation Costs, Contractual Commitments & Overall Scope Of Upcoming School Year Finances.

## 6. **SUBCOMMITTEES**

- 6.1. The Approval Of The Minutes Of The AD HOC Building Naming Subcommittee Meeting Of December 16, 2025

Documents:

[AD HOC BUILDING NAMING SUBCOMMITTEE MEETING MINUTES.PDF](#)

## 7. **REPORTS OF THE SUPERINTENDENT**

- 7.1. Finance Office Updates

Documents:

[FINANCE OFFICE UPDATES.PDF](#)

- 7.2. Updated SY 2025-2026 Calendar

Documents:

[UPDATED CALENDAR FOR THE SY 2025-2026.PDF](#)

- 7.3. Home Education

Documents:

[REQUEST FOR HOME EDUCATION.PDF](#)

## 8. **NEW BUSINESS**

- 8.1. Request To Accept Donation From United Way Of

## Massachusetts Bay

Documents:

[DONATION LETTER FROM UNITED WAY OF MASSACHUSETTS BAY.PDF](#)

### 8.2. Budget Modification Request

Documents:

[BUDGET MODIFICATION REQUEST.PDF](#)

## 9. **CONVENTION/CONFERENCE REQUESTS**

### 9.1. Overnight Out Of State Travel Request - LHS To Clifton, NY

Documents:

[OVERNIGHT OUT OF STATE REQUEST - CLIFTON, NY.PDF](#)

### 9.2. Overnight Out Of State Travel Request - LHS To Providence, RI

Documents:

[OVERNIGHT OUT OF STATE REQUEST - PROVIDENCE, RI.PDF](#)

## 10. **ADJOURNMENT**

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978.674.4324 • <http://www.lowell.k12.ma.us/>



# LOWELL SCHOOL COMMITTEE

## REGULAR MEETING MINUTES

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**Date:** December 17, 2025  
**Time:** 6:30PM  
**Location:** City Council Chamber, 375 Merrimack Street, 2nd Floor, Lowell, MA 01852

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Members of the public can view the meeting via LTC. Those wishing to speak about a specific agenda item must register in advance by emailing the Superintendent. Please include the agenda item, as well as your phone number and email address so we can provide a Zoom link for access. The email address is [skeo@lowell.k12.ma.us](mailto:skeo@lowell.k12.ma.us). If you do not have access to email, you may contact us at 978-674-4324. All requests must be submitted by 2:00 p.m. on the day of the meeting.

### 1. SALUTE TO FLAG

### 2. ROLL CALL

On a call at 6:36 p.m., members present were, namely: Mr. Bahou, Mr. Conway, Ms. Delrossi, Ms. Doherty, Ms. Martin and Mayor Rourke. Mr. Lay arrived at 6:48.

### 3. SPECIAL ORDER OF BUSINESS

#### 3.1. Tara Goodhue, Lowell High School, 2026 Massachusetts Teacher of the Year

The Special Order of Business featured Tara Goodhue of Lowell High School, the 2026 Massachusetts Teacher of the Year. Ms. Goodhue thanked the Committee, Lowell High School, and her students, and spoke about the wide range of subjects and lesson plans she teaches. Committee members once again congratulated her on this achievement.

### 4. MINUTES

#### 4.1. Approval of the Minutes of the Special Meeting of the Lowell School Committee of November 19, 2025

**Ms. Doherty moved to accept and place on file the minutes of the Special and Regularly Scheduled School Committee meetings that were held on November 19, 2025; the motion was seconded by Ms. Delrossi. The motion passed with 6 yeas, 1 absent (Mr. Lay).**

#### 4.2. The Approval of the Minutes of the Regularly Scheduled Lowell School Committee Meeting of November 19, 2025

**Ms. Doherty moved to accept and place on file the minutes of the Special and Regularly Scheduled School Committee meetings that were held on November 19, 2025; the motion was seconded by Ms. Delrossi. The motion passed with 6 yeas, 1 absent (Mr. Lay).**



## 5. PERMISSION TO ENTER

### 5.1. Permission to Enter – December 17, 2025

**Mr. Conway moved to approve the Permission to Enter; the motion was seconded by Mr. Bahou. The motion passed with 7 yeas.**

## 6. MOTIONS

**6.1. [By Connie Martin]:** Request the Administration provide a report on the current instruction offered to LPS students at all levels on the topic of on-line safety including social media and chat bots etc.

**Ms. Martin moved to approve; the motion was seconded by Ms. Doherty. The motion passed with 7 yeas.**

**6.2. [By Eileen DelRossi]:** Request for superintendent to work with proper school/city departments to survey the steps behind the Robinson school that lead to the Bridge street pedestrian crossing.

**Ms. Delrossi moved to approve; the motion was seconded by Mr. Bahou. The motion passed with 7 yeas.**

**6.3. [By Eileen DelRossi]:** Request the superintendent to post all school site council notes in regards to their budgets.

**Ms. Delrossi moved to approve; the motion was seconded by Ms. Doherty. The motion passed with 7 yeas.**

## 7. SUBCOMMITTEES

### 7.1. The Approval of the Minutes of School Improvement & Performance Management Subcommittee Meeting of November 19, 2025

Mr. Bahou, Chairperson of the School Improvement and Performance Management Subcommittee, reported that chronic absenteeism was discussed, including how the district continuously tracks attendance data throughout the year. He noted that over the past three years, chronic absenteeism has decreased significantly, while the district's daily attendance rate has increased. He also stated that the district has strong attendance intervention plans in place. Additionally, Mr. Bahou shared that absenteeism among 9<sup>th</sup> and 10<sup>th</sup> grade students has decreased significantly during the 2024–2025 school year, compared to higher rates observed in the previous year. The committee also discussed support offered during February vacation week, when students with chronic absenteeism may receive intensive academic support. Students with high needs are prioritized for summer school, and those with such services specified in their IEPs attend the district's Special Education summer program.

**Mr. Bahou moved to accept the report as a report of progress; the motion was seconded by Ms. Doherty. The motion passed with 7 yeas.**



## **8. NEW BUSINESS**

### **8.1. Approval to Accept and Expend Allocated FY26 Awards**

The grants funds provided in the report have been secured by the Lowell Public Schools through the Department of Elementary and Secondary Education and the Peter R. Marsh Foundation.

**Ms. Delrossi moved to approve, accept and expend the allocated FY26 awards; the motion was seconded by Mr. Lay. The motion passed with 7 yeas.**

### **8.2. Approval to Accept Donation from Hannaford for Lincoln, Butler, and Morey Schools**

Hannaford has offered to make the following donations in support of the Student Activity Accounts at the respective schools:

- Seven hundred sixty-eight dollars (\$768.00) to the Lincoln School
- Four hundred eighty-six dollars (\$486.00) to the Butler Middle School
- Four hundred eight dollars (\$408.00) to the Morey School

The total donation from Hannaford is one thousand six hundred sixty-two dollars (\$1,662.00) to benefit students across these schools.

**Mr. Conway moved to accept the donation of \$1,662 for the Lincoln, Butler and Morey Schools; the motion was seconded by Ms. Doherty. The motion passed with 7 yeas.**

### **8.3. Lowell High School Competency Determination Policy Addendum for Approval**

The Lowell High School Competency Determination (CD) Policy is as an addendum to the Lowell High School Graduation Policy and has been developed to ensure full alignment with the Massachusetts Department of Elementary and Secondary Education (DESE) Competency Determination requirements. The proposed policy outlines the standards, coursework, and assessment requirements through which Lowell High School students demonstrate mastery in English Language Arts, Mathematics, and Science and Technology/Engineering, as defined by state regulations and the district's academic expectations. It also clarifies the criteria for earning credit and ensures consistency across all academic departments in determining student competency toward graduation.

**Ms. Doherty moved to approve the Lowell High School Competency Determination Policy Addendum; the motion was seconded by Mr. Bahou. The motion passed with 7 yeas.**

### **8.4. FY 2027 Budget Development Calendar Draft**

**Ms. Martin moved to approve the draft FY 2027 Budget Development Calendar; the motion was seconded by Mr. Lay. The motion passed with 7 yeas.**



## **9. CONVENTION/CONFERENCE REQUESTS**

**9.1. Overnight Out of State Travel Request - LHS to Portland, OR**

**Mr. Lay moved to approve the convention/conference request; the motion was seconded by Mr. Conway. The motion passed with 7 yeas.**

**9.2. Overnight Travel Request - FY 2026 MASBO Conference'**

**Mr. Conway moved to approve the convention/conference request; the motion was seconded by Mr. Lay. The motion passed with 6 yeas, 1 nay (Mr. Conway).**

## **10. COMMUNICATIONS**

**10.1. Expression of gratitude from Lowell Public Schools to departing Committee Member Jackie Doherty**

School Committee members expressed their well wishes to Ms. Doherty, as she is not running for another term. Ms. Doherty reflected on the many issues she addressed during her time on the committee, shared how much she enjoyed serving, and wished the committee continued success in the future.

## **11. PROFESSIONAL PERSONNEL**

**11.1. The Members of the United Teachers of Lowell Hereby Donate sixty [60] Sick Leave Days to Courtney Toombs STEM Academy Teacher and Nine [9] sick leave days to Rachel Reller Wang Middle School Teacher.**

**Ms. Doherty moved to approve the professional personnel; the motion was seconded by Ms. Martin. The motion passed with 7 yeas.**

## **12. ADJOURNMENT**

**Mr. Bahou moved to adjourn at 7:41 p.m.; the motion was seconded by Mr. Conway. The motion passed with 7 yeas.**

**Respectfully submitted,**

**Liam Skinner, Superintendent and  
Secretary to the Lowell School Committee**

**LS/mes**



Derek Pinto Ed. D  
Assistant Superintendent of Finance  
Office of Finance and Operations  
155 Merrimack Street  
Lowell, MA 01852

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## PERMISSION TO ENTER

To: Liam Skinner, Superintendent of Schools  
From: Derek Pinto, Assistant Superintendent of Finance  
Date: January 2, 2025  
Subject: Permission to Enter – January 7, 2026 School Committee Meeting

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**ADVOCATES INC.** **\$ 81,391.14**  
1881 Worcester Road  
Framingham, MA

To provide for the out-of-district cost for one (1) student enrolled and receiving services as outlined in their special education IEP.

Funding provided by the School Department Budget: SPED OOD Tuition

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**WADE INSTITUTE FOR SCIENCE EDUCATION** **\$ 10,600.00**  
125 Manomet Point Road  
Plymouth, MA

To provide professional development for middle and high school physical education and health teachers to promote a safe and healthy learning environment, elevating student voice and wellbeing.

Funding provided by the Mass Life Science Center Grant

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**GREATER LOWELL YMCA** **\$ 20,705.00**  
35 YMCA Drive  
Lowell, MA

To provide high quality preschool programming to three (3) children in full time seats in CPPI classroom seats using tuition assistance.

Funding provided by the CPPI Grant

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**LOWELL SCHOOL COMMITTEE**  
**Henry J. Mroz Administration Office**  
**155 Merrimack Street**  
**Lowell, Massachusetts 01852**

**Daniel Rourke**  
**Mayor and Chairperson**

**Tel: (978) 674-4324**  
**Fax: (978) 937-7609**

**Dominik Lay**  
**Vice-Chairperson**

**AD-HOC Building Naming**  
**Subcommittee Meeting**  
**Tuesday, December 16, 2025**  
**TV Studio - 5<sup>th</sup> Floor**  
**5:30 p.m.**

**Fred Bahou**  
**David Conway**  
**Eileen Delrossi**  
**Jackie Doherty**  
**Connie A. Martin**

Subcommittee Members Present: Chairperson Martin, Ms. Delrossi and Mr. Lay

School Department Personnel Present: Dr. Hall, Assistant Superintendent of HR & Operations

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Chairperson Delrossi called the meeting to order at 5:34 p.m. The following agenda items were discussed:

1. [By Dominik Lay]: Request that the new academic building at Lowell High School, located at the corner of Arcand Drive and Father Morissette Blvd, be named in honor of the late Senator Edward J. Kennedy.
2. Update and approve the nomination form AD-HOC Building Naming Form

Ms. Martin opened the meeting by providing the subcommittee with an update on the nomination process. She explained that the nomination form must be completed with the required background information and letters of support from community members. The nomination is then placed on the next School Committee agenda to allow for community input and support. The process requires vetting of the nomination, completion of a background check, and thorough due diligence by the Committee. Following these steps, the full School Committee must vote in order to proceed.

Mr. Lay stated his appreciation for the meeting, describing it as a positive first step, and then moved to approve.

**Mr. Lay moved to move forward with the nomination form and to have it included on the next agenda for community input as well as for approval from Committee as a whole; the motion was seconded by Chairperson Martin. The motion passed with 2 yeas, 1 absent (Ms. Delrossi).**

**Ms. Delrossi made a motion to adjourn at 7:24 p.m.; seconded by Mr. Lay. The motion passed with 3 yeas.**

Respectfully submitted,



Dr. Hall, Assistant Superintendent for  
HR & Operations for Superintendent  
Skinner, Secretary to Lowell School  
Committee

JPH/mes



## Finance Office

Derek Pinto, Ed.D.  
Assistant Superintendent, Finance  
155 Merrimack Street  
Lowell, Massachusetts 01852

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978-674-4325

**To:** District/School Leadership  
**From:** Derek Pinto, Assistant Superintendent of Finance  
**Date:** January 2, 2025  
**Subject:** Finance Office Updates

**Budget Meetings:** To date we have completed 50+ budget meetings with our school sites and departments. We reviewed the Budget Workbooks, Position Control (to include grant funded positions), the new **account ledger** tool for monitoring budgets, collaborated on reallocating funding and proposed amendments to existing plans.

**Budget Update:** [Lowell City Council \(December 9 2025 \(11m30s\)\)](#) voted to approve FY25 Expenses in Excess of Appropriations. At the time of this writing, **we have reduced Outstanding Prior Year Expenditures by 99.3% over FY25.** Council member Gitschier “**commended the school department for amazing work**” and “**getting bills paid on time**”.

We have begun the FY27 **budget process.** Guardrails, funding formulas and the budget meeting process have been established by the Superintendent’s Cabinet. The budget calendar was approved in the SC Dec. 17, 2025 packet. We await the release of the Governor’s Budgets and enrollment projections in January.

LPS Finance is monitoring all **federal funding sources** through the federal budget process. Updates will be furnished as decisions become available. There are strong indications that reductions, consolidations and an elimination of funding sources are expected. Assessing the impact of these changes is underway.

**Information Technology:** 796 Google Chromebook Plus computers are in the process of being distributed to teaching staff as part of a pilot program to replace old technology and to ensure that we have dependable, current technology resources and can provide the best services to staff and students.

**Grants:** Grant meetings have been established with all grant coordinators to manage existing grants. There are two new portals to be managed in this area the: Executive Office of Education (EOE) grants portal and the Early Education and Care (EEC) grants portal which are in addition to two portals already managed: Grants and Education Management System (GEM\$) and Office of Refugee and Immigrants (ORI) virtual gateway.

**Payroll:** LPS Finance has completed three sessions of payroll related training for staff including: retirement registration, employee buybacks, buyouts (typically sick leave/vacation time) and retroactive payments. New team members and training have led to an earlier completion of payroll internally.

**Purchasing/Accounts Payable:** The Finance Department has broadcast Spending Deadlines/Important Dates via the LPS Leader - our internal weekly newsletter and primary channel of communication.

**LPS Finance Communication Plan:** This plan has been developed and broadcast to our constituents:

Communication Method	Frequency/Timing	Purpose & Content	Audience
Ad Hoc Communications (Email/Phone)	Daily, as needed	Address time-sensitive inquiries, clarifications, or emergent financial matters.	All constituents -open hour
Budget Meeting Recap Emails	Within 24–48 hours	Summarize key takeaways, next steps, and follow-up actions.	Cost Center Managers
Finance Office Hour	Mondays, 3:00–4:00 PM	Open forum for principals and staff to ask budget or process questions.	All constituents - open hour
Cabinet Meeting Broadcasts	Weekly (Tuesdays)	Provide status reports, budget progress, and strategic financial updates.	Cabinet
LPS Leader (Internal Newsletter) Notices	Weekly (Fridays)	Share short updates, reminders, tools, and financial tips for administrators.	LPS Leader
Email to Cost Center Managers	Monthly	Year-to-Date Budget Report, Open Purchase Orders	All budget leaders
All-Admin & Leadership Presentations / Q&A	Monthly	Present key financial updates, upcoming milestones, and respond to questions.	Leadership/All Admin Meetings
Clerical Updates/Training - Early Release	Bi-Monthly	Sharing information, reviewing processes, Q&A	Admin staff
Budget Meetings (Schools/Departments)	Quarterly or as needed	Review financial performance, discuss planning priorities, and gather feedback.	Cost Center Managers
School Committee Meetings	Twice monthly or as needed	Review financial performance, Responses to Motion, Information	School Committee/General public
Website	As needed	Positing of reports information	General Public



Superintendent of Schools – Lowell Public Schools – Lowell, MA  
2025-2026 School Year Calendar

<b>Monday, August 25, 2025</b>	Staff Return to School – Staff Orientation Day
Tuesday, August 26, 2025	First Day of School – Grades 1-12
<b>Friday, August 29, 2025</b>	No School – Labor Day Recess
<b>Monday, September 1, 2025 *</b>	No School – Labor Day
<b>Wednesday, September 3, 2025</b>	First Day of School – Pre-Kindergarten & Kindergarten
<b>Tuesday, September 9, 2025</b>	No School – Local Primary Elections – Professional Day for Staff
<b>Wednesday, October 8, 2025</b>	<b>Early Release for grades K-12 (No School PK)</b>
Monday, October 13, 2025 *	No School – Indigenous Peoples' Day
Tuesday, November 4, 2025	No School -Election Day
Tuesday, November 11, 2025 *	No School - Veterans Day Observed
<b>Wednesday, November 26, 2025</b>	<b>Early Dismissal – Thanksgiving Recess (No School PK)</b>
Thursday, November 27, 2025*	No School - Thanksgiving Day
Friday, November 28, 2025 *	No School – Thanksgiving Recess
Monday, December 1, 2025	Schools Re-Open
<b>Wednesday, December 3, 2025</b>	<b>Early Release for grades K-12 (No School PK)</b>
Friday, December 19, 2025	Winter Vacation Begins at the Close of Day
Wednesday, December 24, 2025 *	Christmas Eve
Thursday, December 25, 2025 *	Christmas Day
Wednesday, December 31, 2025 *	New Year's Eve
Thursday, January 1, 2026 *	New Year's Day
Monday, January 5, 2026	Schools Re-Open
<b>Wednesday, January 14, 2026</b>	<b>Early Release for grades K-12 (No School PK)</b>
Monday, January 19, 2026 *	No School – Martin Luther King, Jr. Day
Tuesday, February 3, 2026	No School -Election Day
<b>Wednesday, February 4, 2026</b>	<b>Early Release for grades K-12 (No School PK)</b>
Friday, February 13, 2026	Mid-Winter Vacation Begins at the Close of School
Monday, February 16, 2026 *	President's Day [Mid-Winter Vacation: Monday, February 16 – Friday, February 20, 2026]
Monday, February 23, 2026	Monday – Schools Reopen
Tuesday, March 3, 2026	No School -Election Day
<b>Wednesday, March 4, 2026</b>	<b>Early Release for grades K-12 (No School PK)</b>
Friday, April 3, 2026 *	No School – Good Friday
Friday, April 17, 2026	Spring Vacation Begins at the Close of School
Monday, April 20, 2026 *	Patriot's Day – [Spring Break: Monday, April 20– Friday, April 24, 2026]
Monday, April 27, 2026	Schools Re-Open
<b>Wednesday, May 13, 2026</b>	<b>Early Release for grades K-12 (No School PK)</b>
Monday, May 25, 2026 *	No School – Memorial Day
<b>Thursday, June 18, 2026</b>	<b>180th School Day - Early Release for grades K-12 on Last Day of School (No School PK)</b>
Friday, June 19, 2026 *	Juneteenth
Friday, June 26, 2026	185th School Day [Includes five (5) Snow Days]

Approved by the Lowell School Committee at their meeting of:  
April 2, 2025

\* Central Administration & Family Resource Center will be closed in observance of a holiday

Number of School Days Per Month

August	3	December	15	April	16
September	20	January	19	May	20
October	22	February	14	June	14
November	16	March	21		



**Oneida Fox Roye, EdD**  
Assistant Superintendent for Academics & Instruction  
Office of Teaching and Learning  
155 Merrimack Street, 5th Floor, Lowell, MA 01852

Phone: (978) 674-2120  
email: ofoxroye@lowell.k12.ma.us

To: Liam Skinner, Superintendent

From: Oneida Fox Roye, Assistant Superintendent

Date: December 18, 2025

A handwritten signature in black ink, appearing to read "O. Fox Roye", is written over the "From:" line of the email header.

**RE: Request for Home Education**

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The following parents/guardians seek permission to home education their children:

Juan Soto

Jennifer Grisales

Phommavong Xayasane

Under General Laws Chapter 76, Section 1, Home education is constitutionally permissible. Therefore, I recommend approval of this request.

If granted, the number of families approved by the Lowell School Committee to home school will total **127**, and the total number of children will be **182**.



**Finance Office**  
Derek Pinto, Ed.D.  
Assistant Superintendent, Finance  
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978-674-4325

To: Liam Skinner, Superintendent  
From: Derek Pinto Assistant Superintendent of Finance  
Date: January 2, 2026  
Re: Donation from United Way of Massachusetts Bay

The Community Schools Program in the LPS Office of Student Support Services received a rapid-response donation of gift cards from United Way of Massachusetts Bay to address food insecurity at our district's eight Community Schools.

United Way has provided 565 gift cards of \$100 value and designated for grocery purchases at grocery store and supermarket locations where debit Mastercard is accepted. Cards were distributed in accordance with documented need, with **Homeless students** being **first priority**. Schools included with the number of gift cards in parentheses: **Bartlett Community Partnership School (50)**, **Butler Middle School (70)**, **Career Academy (25)**, **Greenhalge Elementary (70)**, **Lowell High School Freshman Academy (90)**, **Reilly Elementary School (70)**, **STEM Academy (120)**, and **Sullivan Middle School (70)**.

The gift from United Way is in response to an increased need for food assistance in Massachusetts. Lowell is one of four public school districts in Massachusetts to have received this food assistance gift due to its partnership with United Way's Community School state coalition. Our Lowell Community Schools are grateful for the generous support of United Way and its donors for their rapid response support to families in need.

The federal government has made reductions to Supplemental Nutritional Assistance Program (SNAP – "food stamps") benefits that impact our population. As a result, LPS Student Support and Finance Offices in concert with the Superintendent agreed that the constituent need would be amplified and keenly felt at the Christmas/New Year's Holiday, so immediate distribution was critical.

Permission was sought from School Committee to move forward with distribution. This memo represents a request for formal acceptance of the donation in keeping with established practice.



**Business Office**  
 Derek Pinto  
 Assistant Superintendent of Finance  
 155 Merrimack Street  
 Lowell, Massachusetts 01852

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 978-674-4325

TO: Liam Skinner, Superintendent of Schools  
 FROM: Derek Pinto, Assistant Superintendent of Finance  
 DATE: December 22, 2025  
 RE: Budget Modification Request

*DP 12/22/25*

In accordance with Lowell Public Schools’ budgetary policies and procedures, the Administration respectfully submits for School Committee approval the following budget modification requests within Fund 0010 (General Fund). These adjustments reflect necessary reallocations to support operational priorities, staffing adjustments, and school-based instructional needs for FY26.

**Summary of Request**

Description	Amount
Total Amount to be Transferred In	\$17,500.00
Total Amount to be Transferred Out	(\$17,500.00)
Net Budget Impact	\$0.00

Transfers In: (Increased Budget Authority)

The following accounts will receive additional funding:

- Stoklosa SA – General Supplies (Org. 96010112) - \$8,000.00
- Daley SA – Professional Development (Org. 98537031) - \$9,500.00

Transfers Out: (Funding Source)

Funds will be reallocated from various accounts where either unspent balances or reprioritized funds are available. These include:

- Stoklosa SA – Prof Dev
- Daley Other Expenditures

A detailed breakdown of all source and destination accounts is available in the attached documentation.

**Justification**

These reallocations are requested to better align available resources with current operational needs. Funds are being shifted among school-based discretionary (non-salary) accounts. The adjustments do not increase the overall General Fund budget and are consistent with district budget policies and DESE guidelines.

**Requested Action**

To approve the proposed budget transfers totaling \$17,500.00 within Fund 0010, as outlined above and in the attached documentation.





*LOWELL PUBLIC SCHOOLS*

*Lowell High School  
50 Fr. Morissette Blvd  
Lowell, Massachusetts 01852-1050*



*Mike Fiato  
Head of Schools*

*Tel. (978) 937-8900  
Fax (978) 446-7445  
Email: mfiato@lowell.k12.ma.us*

November 13, 2025

Dear Superintendent Skinner,

Mr. Scott Ouellet is requesting permission for Lowell High School Wrestling team members, under the supervision of Coach Nick Logan and Assistant Coach Bryan Owen, to travel to an out of state athletic event, including an overnight stay. They will travel to this event in private vehicles with written parental permission slips.

The Varsity Wrestling team is requesting permission to attend the **Eastern States Classic** which is held at the Impact Athletic Center in Clifton, NY on Friday, January 9, 2026 and Saturday, January 10, 2026.

This event provides our elite wrestlers with an exceptional opportunity to compete at a highly competitive level while gaining valuable experience. With numerous colleges in attendance, it also offers outstanding exposure and the chance to make meaningful connections for future athletic and academic pursuits. Four of our student-athletes will miss a half day of school on Friday to attend this prestigious event, an investment of time that promises significant personal and athletic growth.

The cost of the trip will include:

TBD (Transportation):	Funded by FLHS
TBD (accommodations)	Funded by FLHS
Meals:	Funded by FLHS
Entry Fee:	Lowell Athletics
Total Cost:	\$0.00

With the exception of the entry fee, this trip is completely paid for through the fundraising efforts of the Friends of Lowell High School Wrestling Parent Boosters, no additional monies are being requested of the Lowell Public School Department.

Head Coach Nick Logan and Assistant Coach Bryan Owen will supervise the trip.

Thank you for your consideration in this matter.

Sincerely,

  
Mike Fiato

**LHS Field Trip Request Form  
(Must be turned in 4 weeks in advance)**

A trip is considered an official Lowell High School Field Trip when it is connected to any LHS class, student activity, club, sport or special program whether they occur on a school day or on a weekend.

Name of Staff Member making the request: Scott Ouellet C/O Wrestling Date of Request: 11/13/2025

Class or group attending: Wrestling Athletes Description of field trip and how it relates to the curriculum:  
Eastern States Classic wrestlers will compete at high level of competition and college exposure

Impact Athletic Center - Clifton, NY

Date of Trip: 1/9/26 & 1/10/26 Time of Departure: 1/9 10:00AM Time of Return: 1/10 8:00PM  in state  out of state

No. of Students: 4 No. of Chaperones: 2 Type and number of vehicles: Personal Approx. Mileage 140

There should be at least one chaperone for every 20 students. Names and cell-phone numbers for chaperones:  
Nick Logan (978) 996-8442

Bryan Owen (978) 265-9549

No. of substitutes requested 2 Coverage is needed for  Full Day (OR)  Specific Periods (list) \_\_\_\_\_

	Charges to Student (per person)	Charges to School Department (per person)	Covered by other Funding (specify grant or other source)
Transportation:	<u>\$ 0.00</u>	<u>\$ 0.00</u>	FLHS Wrestling
Entry Fees:	<u>\$ 0.00</u>	<u>\$ 0.00</u>	\$300 _____
Meals:	<u>\$ 0.00</u>	<u>\$ 0.00</u>	FLHS Wrestling
Other:	<u>\$ 0.00</u>	<u>\$ 0.00</u>	FLHS Wrestling

Please list any previous field trips you have taken this school year by date and description:  
This event provides our elite wrestlers with an exceptional opportunity to compete at a highly competitive level while

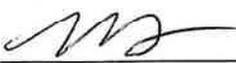
gaining valuable experience. With numerous colleges in attendance, it also offers outstanding exposure and the chance to make meaningful connections for future athletic and academic pursuits

**You are required to meet the following conditions:**

- Obtain parental and teacher permission
- Provide a list to Data Processing of students attending (48 hours prior to the field trip)
- Meet all requirements of the field trip site you are going to
- File a post-trip report to your department chair and the Head of School if requested
- Ensure that students have a post-field trip instructional follow-up if the field trip is classroom-based and academic in nature
- Arrange for students to be returned to LHS or home

Reviewed by Department Chair: 

Date: 11-13

Approved by Head of School: 

Date: 11-14-25

Lowell Public Schools:  
OVERNIGHT FIELD TRIP CHECKLIST

The School Committee recognizes that first-hand learning experiences provided by field trips are a most effective and worthwhile means of learning. It is the desire of the Committee to encourage field trips as an integral part of the program of the schools.

Specific guidelines and appropriate administrative procedures shall be developed to screen, approve and evaluate trips and to ensure that all reasonable steps are taken for the safety of the participants. These guidelines and appropriate administrative procedures shall ensure that all field trips have the approval of the Head of School and that all overnight trips have the prior approval of appropriate Administrative level.

Approval of the School Committee must be granted prior to money being collected, arrangements being made, or parental consent being issued for all overnight field trips.

The following guidelines are set to implement the planning of field trips as part of, and directly related to, classroom learning activities. All guidelines must be included in the request.

- The application for approval for an overnight field trip which requires students to miss a day or more of school must include written justification from the teacher proposing the trip.
- The application for approval for an overnight field trip which requires students to miss a day or more of school must include a written statement of the learning standards the trip will address.
- The application for approval for an overnight field trip must include an itemization of all costs associated with the trip and the funding source.
- All proposed field trips must have the approval of the school building administrator.
- All day trips must be within budgetary allotments for such purpose and be approved by the superintendent. Any trip, for which there is no budget allotment, must have advance approval of the School Committee.
- Each student who goes on a field trip must have written parental permission.
- Enough supervision must be provided so that discipline on the trip is effective.
- All trips must be well planned, properly timed, and related to regular learning activities.
- All Chaperones/other adults MUST be coried. Please list chaperones that are attending:

NICK Logan 978. 996. 8442  
Bryan Owen 978. 265. 9549

Signature of Head of School: WJ  
Signature of Central Administrator: \_\_\_\_\_

Date: 11-14-25  
Date: \_\_\_\_\_



## LOWELL PUBLIC SCHOOLS

Lowell High School  
50 Fr. Morissette Blvd  
Lowell, Massachusetts 01852-1050



Mike Fiato  
Head of Schools

Tel. (978) 937-8900  
mfiato@lowell.k12.ma.us

November 7, 2025

Dear Mr. Skinner,

Scott Ouellet is requesting permission for any qualifying members of the Lowell High School Wrestling Team, under the supervision of Coaches Nick Logan and Bryan Owen, to travel out of state to participate in an athletic event that includes an overnight stay.

The wrestling team is seeking approval to attend the New England Championships, scheduled for Friday, March 6, 2026, through Sunday, March 8, 2026, at the Providence Career and Technical Academy, 41 Fricker Street, Providence, RI.

This trip will only take place if we have student-athletes who qualify at the state level to compete. Lowell High School Wrestling has consistently attended this event in previous years, and it continues to be an important opportunity for our athletes to compete at the highest regional level.

Because we do not yet know which student-athletes, if any, will advance, the following costs are estimated:

- **Hotel accommodations (Hilton Hotel, 21 Atwells Ave, Providence, RI):** \$400 – \$600
- **Meals:** \$250 – \$400
- **Entry Fee:** \$20 – \$150
- **Estimated Total Cost:** \$1,000 – \$1,200

All expenses will be covered through the Lowell High School Athletic Account, using funds that have already been budgeted. Coaches Logan and Owen will provide and supervise all travel arrangements, with written parental permission required for each participating student-athlete.

Again, this trip will only occur if members of the Boys and Girls Wrestling Teams qualify for competition.

Thank you for your time and consideration.

Sincerely,

A handwritten signature in black ink, appearing to read "mfiato".

Mike Fiato, Head of Schools  
Lowell High School

Lowell Public Schools:  
OVERNIGHT FIELD TRIP CHECKLIST

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- Each student who goes on a field trip must have written parental permission.
- Enough supervision must be provided so that discipline on the trip is effective.
- All trips must be well planned, properly timed, and related to regular learning activities.
- All Chaperones/other adults MUST be coried. Please list chaperones that are attending:

NICK Logan  
Bryan Owen

Signature of Head of School:   
Signature of Central Administrator: \_\_\_\_\_

Date: \_\_\_\_\_  
Date: \_\_\_\_\_

REQUEST FOR PROFESSIONAL DAY(S) TO ATTEND A WORKSHOP/CONFERENCE/FIELD TRIP/ACTIVITY

**ALLOW 4 WEEKS FOR PROCESSING**  
**(6 WEEKS IF SCHOOL COMMITTEE APPROVAL IS NEEDED)**

~Please fill out all provided fields to avoid any delays of the approval process~

**REMIT TO: CURRICULUM OFFICE**

Name of Staff Member: <b>Nicholas Logan</b>		PF Number: <b>PF1641</b>
School: <b>LHS</b>	Grade Level: <b>9</b>	Subject: <b>Special Education</b>
Workshop Title: <b>Wrestling New Englands</b>		
Organization/Department Presenting Workshop: <b>Athletics- Scott Oullette</b>		
Cost: <b>0</b>	Date(s) of Workshop: from: <b>3/6/2026</b> to: <b>3/8/2026</b>	
Substitute Coverage Needed? <b>Yes - One sub to cover one staff member</b> If Para is to serve as the coverage, indicate Para's name here:		
<p><b>* Out of State</b></p> <p>** Letter to the Superintendent of Out of State/Overnight attached **</p>		

Signature of Applicant: <i>Nicholas Logan</i>	Date: <b>3/6/2026</b>
Signature of Approval by Principal: <i>Scott Oullette</i>	Date: <b>11/7/2025</b>

**\*\*Please provide source of funding, account number and/or grant name, and number for workshop and substitute\*\***

<u>Funding Source</u>	<u>Workshop</u>	<u>Substitute</u>	<u>Initials of Approval Department</u>
Title I School	<b>New England Wrestling Championship</b>	<b>yes</b>	<b>SO</b>
Title I District			
Individual School Fund #			
Professional Development District			
SPED			
Other Grants/Programs (Provide Grant/Program Name & No.#)			

Signature of Central Administrator:	Date:
Sub Reserved:	Date:
Request Denied by:	Date:

\*A letter to the Superintendent for all out-of-state or overnight activities is required at the time the Lilac Form is submitted and the "completed package" is to be sent to the Lowell Teacher Academy for processing.

REQUEST FOR PROFESSIONAL DAY(S) TO ATTEND A WORKSHOP/CONFERENCE/FIELD TRIP/ACTIVITY

**ALLOW 4 WEEKS FOR PROCESSING**

**(6 WEEKS IF SCHOOL COMMITTEE APPROVAL IS NEEDED)**

**~Please fill out all provided fields to avoid any delays of the approval process~**

**REMIT TO: CURRICULUM OFFICE**

Name of Staff Member: <b>Bryan Owen</b>		PF Number: <b>PF1645</b>
School: <b>LHS</b>	Grade Level: <b>9-12</b>	Subject: <b>Social Emotional</b>
Workshop Title: <b>NE wrestling</b>		
Organization/Department Presenting Workshop: <b>Wrestling</b>		
Cost: <b>0</b>	Date(s) of Workshop: from: <b>3/6/2026</b> to: <b>3/7/2026</b>	
Substitute Coverage Needed? <b>Yes - One sub to cover one staff member</b> If Para is to serve as the coverage, indicate Para's name here: <b>Katie Cremin</b>		
<p><b>* Overnight</b></p> <p>** Letter to the Superintendent of Out of State/Overnight attached **</p>		

Signature of Applicant: <i>Bryan Owen</i>	Date: <b>3/6/2026</b>
Signature of Approval by Principal: <i>Scott Ouellet</i>	Date: <b>11/7/2025</b>

**\*\*Please provide source of funding, account number and/or grant name, and number for workshop and substitute\*\***

<u>Funding Source</u>	<u>Workshop</u>	<u>Substitute</u>	<u>Initials of Approval Department</u>
Title I School	<b>New England Wrestling Championship</b>	<b>yes</b>	<b>yes</b>
Title I District			
Individual School Fund #			
Professional Development District			
SPED			
Other Grants/Programs (Provide Grant/Program Name & No.#)			

Signature of Central Administrator:	Date:
Sub Reserved:	Date:
Request Denied by:	Date:

\*A letter to the Superintendent for all out-of-state or overnight activities is required at the time the Lilac Form is submitted and the "completed package" is to be sent to the Lowell Teacher Academy for processing.