Lowell Public School Committee

Regular Meeting Agenda

Date:	January 21, 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 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. **SPECIAL ORDER OF BUSINESS**

   3.1. Spotlight On Excellence: Social Emotional Learning At McAvinnue Elementary School

   Documents:

   MCAVINNUE SPOTLIGHT OF EXCELLENCE SLIDE.PDF

4. **MINUTES**

   4.1. The Approval Of The Minutes Of The Inauguration Exercises Of Tuesday, January 5, 2026

Documents:

LSC INAUGURATION MEETING MINUTES.PDF

4.2. The Approval Of The Minutes Of The Regularly Scheduled Lowell School Committee Meeting Of January 7, 2026

Documents:

LSC REGULAR MEETING MINUTES - JANUARY 7, 2026.PDF

5. PERMISSION TO ENTER

5.1. Permission To Enter – January 21, 2026

Documents:

FINAL PERMISSION TO ENTER.PDF

6. MOTIONS

6.1. [By David Conway]: Request The Superintendent To Supply A Detailed Safety Protocol Update For Each School In Our System. Further Describe The System That Is In Place To Make Sure The Police Department Is Aware Of Current Policy And How They Receive Annual Updates.

6.2. [By Connie Martin]: Requesting A Nomination And Vote From The Lowell School Committee For Member Connie Martin To Continue As The Committee's Representative On The Board Of Directors For The Lowell TeleMedia Corporation For Another Term.

6.3. [By Fred Bahou]: Have The Proper Department Report Transportation Costs For Homeless Students Being Transported And Attend LPS District, Being Transported And Attend Other School Districts, As Well As How Many Of Those Students Are Being Transported More Than 40 Miles Round-Trip Per Day.

7. SUBCOMMITTEES

7.1. 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

8. REPORTS OF THE SUPERINTENDENT

8.1. Strategic Plan Update: Refining And Implementing Standardized Procedures And Processes

Documents:

STRATEGIC PLAN UPDATE.PDF

8.2. Lowell High School Construction Update

Documents:

LHS CONSTRUCTION MEMO.PDF
REPORT ON LHS CONSTRUCTION UPDATE.PDF

8.3. Response To Motion (By Dave Conway, 08/21/24) Regarding Spotlight On Anti Bullying Initiatives Update

Documents:

RTM - SPOTLIGHT ON ANTI BULLYING INITIATIVES UPDATE.PDF

8.4. Response To Motion (By Eileen DelRossi, 12/17/25) Regarding Bridge Street Pedestrian Crossing.

Documents:

RTM - BRIDGE STREET PEDESTRIAN CROSSING.PDF

8.5. Finance Updates

Documents:

FINANCE UPDATES.PDF

8.6. US Department Of Ed FY26 Community Schools Grant Update

Documents:

US DEPARTMENT OF ED FY26 COMMUNITY SCHOOLS GRANT UPDATE.PDF

8.7. Home Education

Documents:

REQUEST FOR HOME SCHOOLING.PDF

9. NEW BUSINESS

9.1. Summary Of Proposed Changes To K-12 School Assignment Policy

Documents:

SUMMARY OF PROPOSED CHANGES TO K-12 SCHOOL ASSIGNMENT POLICY.PDF
PROPOSED SCHOOL ASSIGNMENT POLICY.PDF

9.2. Approval To Accept And Expend Allocated FY26 Awards

Documents:

APPROVAL TO ACCEPT ALLOCATED AWARDS.PDF

9.3. Approval To Accept Donation For Student Activities Account

Documents:

DONATION LETTER TO STUDENT ACTIVITIES ACCOUNT.PDF

9.4. Approval To Accept Donation From Greater Lowell Tech

Documents:

DONATION LETTER FROM GREATER LOWELL TECH.PDF

9.5. Approval To Accept Donation From Massachusetts Technology Collaborative

Documents:

DONATION LETTER FROM MASSACHUSETTS TECHNOLOGY COLLABORATIVE.PDF

9.6. Request To Accept Donation From United Way Of Massachusetts Bay

Documents:

DONATION LETTER FROM UNITED WAY GRANT AWARD TO COMMUNITY SCHOOLS.PDF

9.7. Approval For Food Service Vacation Pay

Documents:

APPROVAL FOR FOOD SERVICE VACATION PAY.PDF

9.8. Budget Modification Request

Documents:

BUDGET MODIFICATION REQUEST.PDF

10. CONVENTION/CONFERENCE REQUESTS

10.1. Overnight Out Of State Travel Request - LHS To Portland, OR

Documents:

OVERNIGHT OUT OF STATE TRAVEL REQUEST - LHS TO PORTLAND, OR.PDF

10.2. Overnight Travel Request - LHS To Southbridge, MA

Documents:

OVERNIGHT TRAVEL REQUEST - LHS TO SOUTHBRIDGE, MA.PDF

10.3. Overnight Out Of State Travel Request - LHS To Japan

Documents:

OVERNIGHT OUT OF STATE TRAVEL REQUEST - LHS TO JAPAN.PDF

10.4. Overnight Out Of State Travel Request - LHS To Stratford, Connecticut

Documents:

OVERNIGHT OUT OF STATE TRAVEL REQUEST - LHS TO STRATFORD, CONNECTICUT.PDF

10.5. Overnight Conference Travel Request - Norwood, MA

Documents:

OVERNIGHT CONFERENCE TRAVEL REQUEST - NORWOOD, MA.PDF

10.6. Overnight Out Of State Conference Travel Request - Nashville, TN

Documents:

OUT OF STATE OVERNIGHT CONFERENCE TRAVEL REQUEST - NASHVILLE, TN.PDF

11. ADJOURNMENT

Thank you for giving us the opportunity to share our Social-Emotional Learning (SEL) program at McAvinnue.

The best way to describe our program is through our SEL mission:

Driven by behavioral data, we proactively teach and assess our core values and the CASEL-5 social-emotional competencies across our school community in an explicit, trauma-informed, and equitable way. Through these efforts, McAvinnue School cultivates a safe and inclusive environment that fosters a positive school culture by consistently acknowledging expected behaviors. This approach creates an optimal learning environment in which all students and staff feel supported and successful.

At the McAvinnue Elementary School, our Social Emotional Learning program isn't just a series of activities—it's a comprehensive system designed to ensure every student feels safe, seen, and ready to learn.

Our work is guided by three lenses: Trauma Sensitivity, Academic Integration, and Systemic Alignment.

Trauma Sensitivity-cultivate culture and develop an understanding of the practices that advance a compassionate, respectful, and safe environment with growing awareness and sensitivity to students under emotional stress or who have experienced trauma.

Academic Integration- Social-emotional skills are woven into the curriculum so that students learn how to manage their brains while they learn their ABCs.

Systemic Alignment-It ensures that the curriculum, teaching methods, assessments, and support services are all working toward the same goals across every grade level.

McAvinnue School: Social Emotional Learning (SEL) Framework

FOCUS LENSES 1. Trauma Sensitive Lens • 2. SEL & Academics Integration • 3. Alignment within our Practices

TIER 1: UNIVERSAL SUPPORT

- Core Value Program (PBIS Framework): RESPECT, RESPONSIBILITY, SAFETY
- Incentive Assemblies (Monthly)
- Open Circle (2x/week, DESSA Measured)
- Bounce Resilience Initiative
- Interactive SEL Bulletin Boards
- Bully Prevention (Boston vs Bullies, Donut Bully)
- Trauma Sensitive Practices (Mindfulness, Sensory Halls, Lama Library, Peaceful Place)
- Attendance Practices & Incentives

TIER 2: TARGETED SUPPORT

- Check in Check Out
- Lunch Bunches
- Skill Based Groups
- Attendance Club

RESOURCES: SEL TEAM

- 2 Social Workers
- 1 Social Emotional Tutor

LOWELL SCHOOL COMMITTEE

INAUGURATION MEETING MINUTES

Date: January 5, 2026
Time: 11:30 AM
Location: City Council Chamber, 375 Merrimack Street, 2nd Floor, Lowell, MA 01852

1. SALUTE TO FLAG

2. ROLL CALL

On a roll call at 11:35 a.m., all members were present, namely: Mr. Bahou, Mr. Conway, Ms. Delrossi, Mayor Gitschier, Mr. Lay and Ms. McFadden. Ms. Martin was absent.

3. SPECIAL ORDER OF BUSINESS

3.1. Pledge Of Allegiance/National Anthem: presented by the Lowell High School Air Force Junior Reserve Officer and Training Corps Cadet Color Guard

3.2. Oath of Office Administered by Lowell District Court Justice Honorable Stephen Geary

Each School Committee member stood in front of their desk as Lowell District Court Justice Honorable Stephen Geary administered the oath of office.

4. NEW BUSINESS

4.1. Election of the Secretary

Superintendent Skinner was elected Secretary to the Lowell School Committee.

The motion was made by Mr. Conway; the motion was seconded by Mr. Lay. The motion passed with 6 yeas, 1 absent (Ms. Martin).

4.2. Election of Vice Chairperson

Mr. Conway was elected Vice Chairperson of the Lowell School Committee.

Mr. Conway expressed his gratitude to his family and the committee members present for their support and affirmed his confidence in all members.

The motion was made by Ms. Delrossi; the motion was seconded by Ms. McFadden. The motion passed with 6 yeas, 1 absent (Ms. Martin).

4.3. Adoption Of Rules

Mr. Lay moved to approve the Adoption of Rules of the School Committee for 2026-2027; the motion was seconded by Mr. Bahou. The motion passed with 6 yeas, 1 absent (Ms. Martin).

4.4. Vote Of Authorization

Mr. Conway moved to approve the Vote of Authorization; the motion was seconded by Mr. Lay. The motion passed with 6 yeas, 1 absent (Ms. Martin).

4.5. Establishment of Subcommittees

Mayor Gitschier requested that Committee members send him their preferred subcommittees and he will provide the assignments at the first meeting in February.

Ms. Delrossi moved to approve the Establishment of Subcommittees with member's assignments to follow; the motion was seconded by Ms. McFadden. The motion passed with 6 yeas, 1 absent (Ms. Martin).

4.6. Adoption of the Voting Ballot

Ms. Delrossi moved to approve the Adoption of the Voting Ballot; the motion was seconded by Mr. Conway. The motion passed with 6 yeas, 1 absent (Ms. Martin).

5. <u>ADJOURNMENT</u>

Ms. Delrossi moved to adjourn at 11:48 a.m.; the motion was seconded by Ms. McFadden. The motion passed with 6 yeas, 1 absent (Ms. Martin).

Respectfully submitted,

Liam Skinner, Superintendent and
Secretary to the Lowell School Committee

LS/mes

5.1. Honor Guard

LOWELL SCHOOL COMMITTEE

REGULAR MEETING MINUTES

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

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. 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. Conway, Ms. Delrossi, Mayor Gitschier, Ms. McFadden and Mr. Bahou. Mr. Lay and Ms. Martin were absent.

3. MINUTES

3.1. The Approval of the Minutes of the Regularly Scheduled Lowell School Committee Meeting of December 17, 2025

Mr. Bahou moved to accept and place on file the minutes of the Regularly Scheduled School Committee meeting that was held on December 17, 2025; the motion was seconded by Mr. Conway. The motion passed with 5 yeas, 2 absent (Mr. Lay, Ms. Martin).

4. PERMISSION TO ENTER

4.1. Permission to Enter – January 7, 2026

Ms. McFadden moved to approve the Permission to Enter; the motion was seconded by Ms. Delrossi. The motion passed with 5 yeas, 2 absent (Mr. Lay, Ms. Martin).

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?

Mr. Bahou moved to approve; the motion was seconded by Ms. McFadden. The motion passed with 5 yeas, 2 absent (Mr. Lay, Ms. Martin).

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.

Mr. Bahou moved to approve; the motion was seconded by Mr. Conway. The motion passed with 5 yeas, 2 absent (Mr. Lay, Ms. Martin).

6. SUBCOMMITTEES

6.1. The Approval of the Minutes of the AD HOC Building Naming Subcommittee Meeting of December 16, 2025

This was deferred to the next School Committee meeting on January 21, 2026.

7. REPORTS OF THE SUPERINTENDENT

7.1. Finance Office Updates

Dr. Pinto, Assistant Superintendent of Finance, presented a report summarizing recent budget meetings. These meetings included reviews of budget workbooks, position control (including grant-funded positions), and the new account ledger tool used for budget monitoring. The team also collaborated on reallocating funds and proposing amendments to existing plans. The FY27 budget development process has begun. The report notes that budget guardrails, funding formulas, and the budget meeting process have been established by the Superintendent's Cabinet. The budget calendar was approved in the December 17, 2025 packet, and the district is awaiting the release of the Governor's Budget and January enrollment projections. Updates will be provided as decisions become available.

Mr. Bahou moved to accept the following Reports of the Superintendent 7.1 and 7.2 as reports of progress; the motion was seconded by Ms. McFadden. The motion passed with 5 yeas, 2 absent (Mr. Lay, Ms. Martin).

7.2. Updated SY 2025-2026 Calendar

Superintendent Skinner informed the Committee that he is continuing to work with the City Manager and the Elections Department to determine whether schools can remain open on these special election days and future election days. Superintendent Skinner stated that if the proper safeguards are put in place he is hopeful that school can remain open. Mr. Rosenberg, Director of the Elections Department, was available to address any questions from Committee members and is also collaborating with the Superintendent and City Manager on this matter. Superintendent Skinner will have a revised calendar at the next meeting if needed.

Mr. Bahou moved to accept the following Reports of the Superintendent 7.1 and 7.2 as reports of progress; the motion was seconded by Ms. McFadden. The motion passed with 5 yeas, 2 absent (Mr. Lay, Ms. Martin).

7.3. Home Education

Superintendent Skinner recommended that the following parents/guardians be allowed to home educate their child:

Juan Soto
Jennifer Grisales
Phommavong Xayasane

Mr. Conway moved to approve Home Education; the motion was seconded by Ms. McFadden. The motion passed with 5 yeas, 2 absent (Mr. Lay, Ms. Martin).

8. NEW BUSINESS

8.1. Request to Accept Donation from United Way of Massachusetts Bay

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).

Mr. Conway moved to accept the donation from United Way of Massachusetts Bay; the motion was seconded by Mr. Bahou. The motion passed with 5 yeas, 2 absent (Mr. Lay, Ms. Martin).

8.2. Budget Modification Request

Ms. McFadden moved to approve the budget modification in the amount of $17,500; the motion was seconded by Mr. Conway. The motion passed with 5 yeas, 2 absent (Mr. Lay, Ms. Martin).

9. CONVENTION/CONFERENCE REQUESTS

9.1. Overnight Out of State Travel Request - LHS to Clifton, NY

Ms. McFadden moved to bundle and approve the convention/conference requests; the motion was seconded by Mr. Bahou. The motion passed with 5 yeas, 2 absent (Mr. Lay, Ms. Martin).

9.2. Overnight Out of State Travel Request - LHS to Providence, RI

Ms. McFadden moved to bundle and approve the convention/conference requests; the motion was seconded by Mr. Bahou. The motion passed with 5 yeas, 2 absent (Mr. Lay, Ms. Martin).

10. ADJOURNMENT

Ms. McFadden moved to adjourn at 6:52 p.m.; the motion was seconded by Mr. Bahou. The motion passed with 5 yeas, 2 absent (Mr. Lay, Ms. Martin).

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

Phone: (978) 674-4325
Fax: (978) 937-7620
dpinto@lowell.k12.ma.us

PERMISSION TO ENTER

To: Liam Skinner, Superintendent of Schools
From: Derek Pinto, Assistant Superintendent of Finance
Date: January 16, 2026
Subject: Permission to Enter – **January 21, 2026** School Committee Meeting

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ABA CENTERS OF AMERICA, LLC **$ 172,000.00**
542 Amherst Street
Nashua, NH

To *amend* the existing contract to extend the termination date from February 28, 2026, to April 30, 2026, and a cost increase for the continuing services for one (1) student per their special education IEP.

Funding provided by the School Department Budget: SPED OOD Tuition

LAKESIDE TLF PED, LLC **$ 25,340.00**
1962 Vandolah Road
Wauchula, FL

To *amend* the existing contract due to a price increase.

Funding provided by the School Department Budget: SPED OOD Tuition

ROCKINGHAM CONTRACTING AND THERAPY SERVICES **$ 46,200.00**
10 Buckhide Road
Windham, NH

To *amend* the existing contract for additional speech and language services according to students' individual IEPs and to perform evaluations for students as needed and requested.

Funding provided by the School Department Budget: SPED OOD Tuition

ACTIVATING LANGUAGE ACCESS **$ 17,250.00**
144 High Street
Holyoke, MA

To provide Tier III Interpreter in Education training to certify up to fifteen (15) Lowell Public School Parent Liaisons for high quality and effective interpretation services between schools and families.

Funding provided by the Interpreter in Education Training Grant

PROJECT LEARN **$ 17,000.00**
26 Central Street
Lowell, MA

To provide experiential, hands-on learning opportunities, academic support, community events and outreach for LHS Early College Programming.

Funding provided by the Early College Support Grant

PATRICIA SCHOLOTH **$ 6,000.00**
64 Van Buren Street
Haverhill, MA

To provide tuition assistance for an early childhood educator per the CPPI Grant for the completion of coursework toward completing a BA degree.

Funding provided by the CPPI Grant

NORTH SHORE AAC LLC **$ 6,300.00**
3A Black Duck Circle
Newbury, MA

To provide professional development and coaching to LPS preschool teachers and paraprofessionals on the implementation of LAMP Words for Life for non-verbal students with autism and other developmental disabilities.

Funding provided by the GLEAM Grant

ANLAR, LLC **$ 5,941.00**
4040 North Fairfax Drive
Arlington, VA

To provide professional development in implementing a Multi-Tiered System of Support (MTSS) in early childhood settings.

Funding provided by the GLEM Grant

NEW ENGLAND LONG-TERM CARE, INC. **$ 39,647.23**
78 Boston Road
N. Billerica, MA

To *amend* the existing contract to increase the number of students from one (1) to two (2).

Funding provided by the School Department Budget: SPED OOD Tuition

ELEVATE NEW ENGLAND **$ 30,000.00**
403 Andover Street
Lowell, MA

To provide a social emotional learning curriculum for Tier III support in middle and high school toward mental health and wellness goals.

Funding provided by the Supporting Students SEL, Behavioral & Mental Health & Wellness Grant

MARY ANN CAMPBELL **$ 15,000.00**
206 Berkeley Avenue
Lowell, MA

To provide speech and language evaluations as a part-time Speech Language Pathologist.

Funding provided by the IDEA Grant

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

Daniel Rourke
Mayor and Chairperson

Dominik Lay
Vice-Chairperson

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

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

AD-HOC Building Naming Subcommittee Meeting

Tuesday, December 16, 2025
TV Studio - 5th Floor
5:30 p.m.

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

dpinto@lowell.k12.ma.us
www.lowell.k12.ma.us
978-674-4325

To: Liam Skinner, Superintendent
From: Derek Pinto, Assistant Superintendent of Finance
Date: January 16, 2026
Subject: Strategic Plan Update

Purpose
To provide a **progress update** for **Strategic Initiative 4.1**, a Finance Office responsibility.

Overview
Strategic Initiative 4.1: *Refine and implement standardized procedures and processes across schools to improve efficiency, accountability, and transparency*. This is nested in the district strategic plan under **Strategic Priority 4**: *Supportive & Efficient Systems: Streamline district systems and processes to strategically respond to data, identify and address inequities, and prioritize student outcomes*.

The Finance Office continues to make measurable progress on Strategic Initiative 4.1. This work is intentionally sequenced into 15 steps spanning **April 2025-June 2027**, ensuring thoughtful diagnosis, development, implementation, training, and continuous improvement. To date, the Office is on track with the established timeline and has completed or advanced several processes important to district systems.

Work Completed to Date
Consistent with the early phases of the Strategic Plan (Steps 4.1.1–4.1.7), the Finance Office has focused on clarifying decision rights, identifying inefficiencies, and developing core **Standard Operating Procedures** (SOPs) that directly support school and central office operations.

Draft & Completed SOPs
- **Acceptance of Financial and Material Donations:** A standard process for accepting and managing financial and material donations.
- **Purchase of Food:** Ensuring compliance with state and federal financial regulations, including the appropriate use of public funds.
- **Position and Budget Verification for New Hires:** requiring all offices to verify the availability of a position and confirm funding exists in the budget before proceeding with a new hire.
- **Outstanding Prior Year Expenditures**: Establishing a standardized process for identifying, reviewing and resolving outstanding prior year expenditures in compliance with the Massachusetts office of Elementary and Secondary Education (DESE) financial reporting requirements and Massachusetts General Laws as they relate to procurement.
- **Disposal of Surplus Materials:** A standard process for disposing of materials that have exceeded their useful life.

Developed and Implemented Best Practices
These represent the creation of some standard procedures that are now in practice for various areas.
- **Budget Development Calendar:** Establishing a roadmap to organize and schedule all activities needed to create a budget. This ensures timely data collection, coordination between offices and a breakdown of the complex budgeting process into manageable steps with specific deadlines for submissions, reviews and approvals.
    - **Budget Guardrails**: Established clear fiscal parameters to promote consistency, equity, and compliance in school-based budgeting decisions.
    - **Budget Weights & Transitions**: Formalized enrollment-based and programmatic weights, as well as transition rules to create manageable year-over-year changes, in the development of the upcoming fiscal year budget.
- **Parking Guidelines**: Standardized internal guidance to ensure consistent application and oversight.

- **Early Release Administrative Assistant Check-Ins**: Implemented structured sessions focused on:
    - Reviewing common practices across schools
    - Sharing best practices
    - Conducting monthly purchase order (PO) reviews
    - Monitoring year-to-date (YTD) budget status

These efforts have strengthened internal controls, improved budget monitoring, and increased shared understanding across school-based administrative staff.

Communication and Socialization

A key component of Strategic Initiative 4.1 is ensuring that procedures are developed, clearly communicated and understood. To that end, the Finance Office has actively socialized new SOPs and Best Practices through multiple channels:

- Posting and maintaining resources on the Finance Office website
- Regular updates via the LPS Leader weekly publication
- Direct communication during in-person budget meetings, leadership meetings, and all-administrator meetings

This multi-channel approach has supported transparency, consistency, and broad access to guidance across the district.

Alignment to Strategic Plan Timeline

The work completed aligns with the plan's initial sequencing, including:

- Diagnostic work and feedback collection
- Development of core procedures and tools
- Early implementation and communication of standardized practices

Upcoming phases will focus on formal stakeholder feedback, refinement of procedures, development of training plans, and structured training for central office staff and school leaders, consistent with Steps 4.1.8–4.1.12.

Next Steps

Over the next phase of the timeline, the Finance office will:

- Continue refining SOPs based on stakeholder feedback
- Expand the SOP library
- Develop and deliver targeted training for central office staff and school leaders
- Prepare for mid-year and end-of-year assessments of clarity, effectiveness, and implementation fidelity

Conclusion

The Finance office's progress on Strategic Initiative 4.1 reflects a deliberate, phased approach to building sustainable systems that promote efficiency, accountability, and transparency. Early wins in budgeting procedures, operational guidance, and communication have established a strong foundation for the remaining phases of this multi-year initiative.

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

dpinto@lowell.k12.ma.us
www.lowell.k12.ma.us
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To: Liam Skinner, Superintendent
From: Derek Pinto, Assistant Superintendent of Finance
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The Finance Office continues to make measurable progress on Strategic Initiative 4.1. This work is intentionally sequenced into 15 steps spanning **April 2025-June 2027**, ensuring thoughtful diagnosis, development, implementation, training, and continuous improvement. To date, the Office is on track with the established timeline and has completed or advanced several processes important to district systems.

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- **Acceptance of Financial and Material Donations:** A standard process for accepting and managing financial and material donations.
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- **Position and Budget Verification for New Hires:** requiring all offices to verify the availability of a position and confirm funding exists in the budget before proceeding with a new hire.
- **Outstanding Prior Year Expenditures**: Establishing a standardized process for identifying, reviewing and resolving outstanding prior year expenditures in compliance with the Massachusetts office of Elementary and Secondary Education (DESE) financial reporting requirements and Massachusetts General Laws as they relate to procurement.
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Developed and Implemented Best Practices
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    - **Budget Guardrails**: Established clear fiscal parameters to promote consistency, equity, and compliance in school-based budgeting decisions.
    - **Budget Weights & Transitions**: Formalized enrollment-based and programmatic weights, as well as transition rules to create manageable year-over-year changes, in the development of the upcoming fiscal year budget.
- **Parking Guidelines**: Standardized internal guidance to ensure consistent application and oversight.

- **Early Release Administrative Assistant Check-Ins**: Implemented structured sessions focused on:
    - Reviewing common practices across schools
    - Sharing best practices
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These efforts have strengthened internal controls, improved budget monitoring, and increased shared understanding across school-based administrative staff.

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Over the next phase of the timeline, the Finance office will:

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978-674-4325

To: Liam Skinner, Superintendent
From: Derek Pinto, Assistant Superintendent of Finance
Date: January 16, 2026
Subject: Strategic Plan Update

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Fax: (978) 937-7609
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Lowell High School Construction

To: Superintendent
From: Assistant Superintendent for HR & Operations
Date: January 16, 2026
Re: Motion Response: Status of Lowell High School Construction

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Updates on LHS Construction Project: Request the Superintendent provide the Committee with monthly (or more frequent as needed) updates on the status of the LHS construction project.

Enclosed is a report on the LHS Construction Project.

School Building Committee Meeting

Meeting Agenda

Date: January 15, 2026

Time: 6:00 PM

Location: Mayor's Reception Room and Zoom

I. City - Accept Minutes of November 20, 2025 Meeting

II. Suffolk/Skanska/PE - Presentation

a. Project Schedule

b. Phase 3 – Completion

c. Phase 4 - Update

III. Suffolk - MBE/WBE and Workforce Update

IV. Skanska

a. Budget Update

V. City - Next SBC Date

VI. Skanska - Next Step

City of Lowell

This project is funded in part by the Massachusetts School Building Authority

Mayor
Daniel Rourke

City Manager
Thomas A. Golden, Jr.

City Coucil
Vice Chair Paul Ratha Yem
Councilor Sokhary Chau
Councilor Erik Gitschier
Councilor John Leahy
Councilor John Descoteaux
Councilor Vesna Nuon
Councilor Corey Robinson
Councilor Wayne Jenness
Councilor Kim Scott
Councilor Rita Mercier

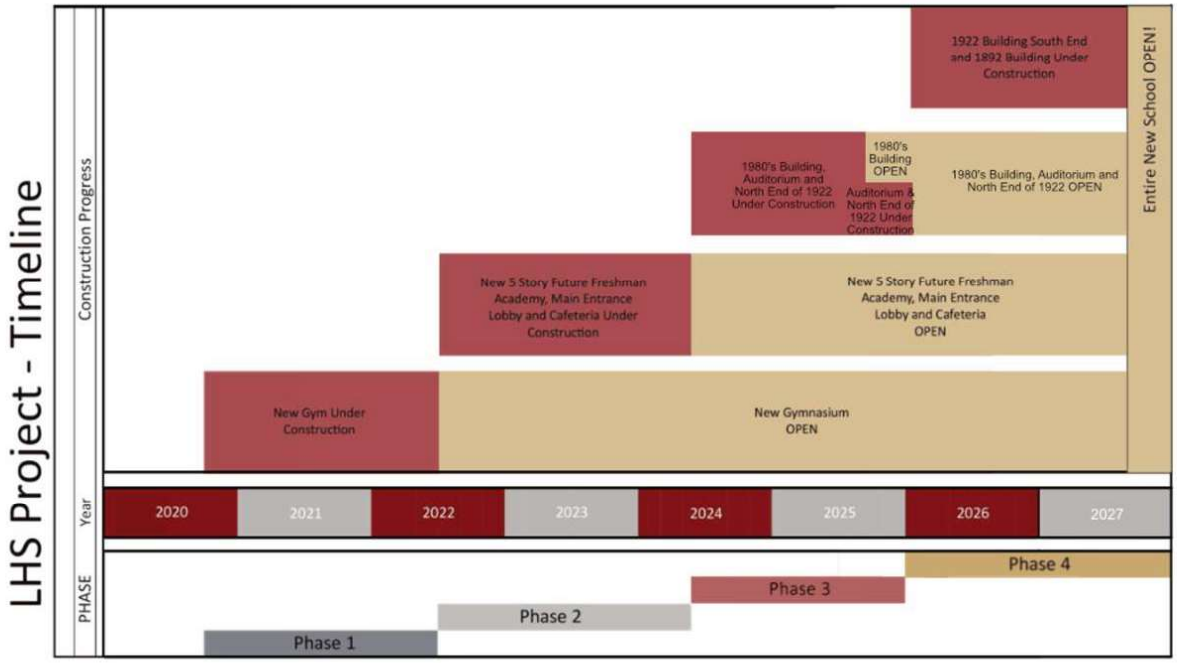
SKANSKA
Owner's Project Manager

SUFFOLK
Construction Manager

PERKINS — EASTMAN
Architect

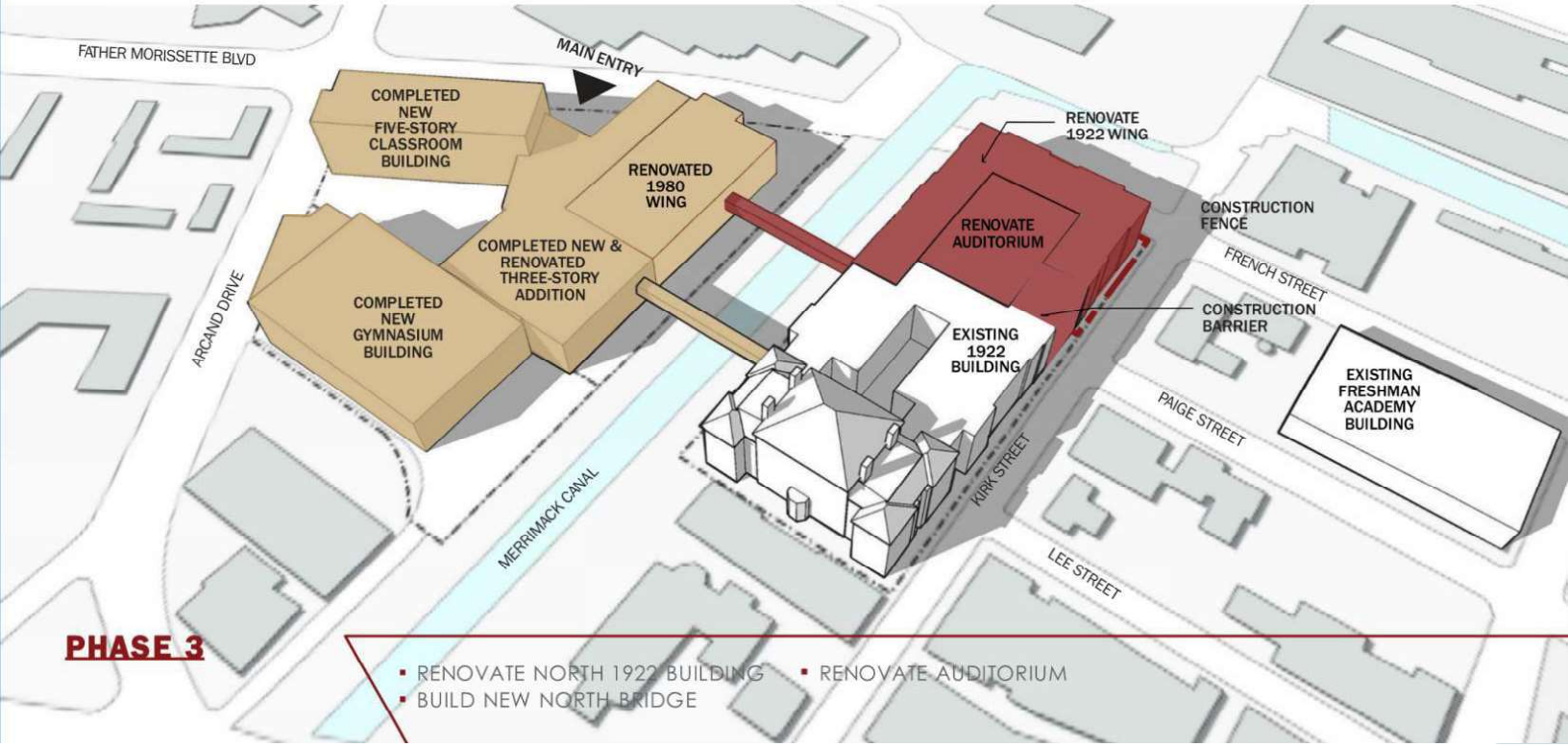
Part 1: **Construction Presentation**

LOOKING FORWARD



PHASING PLAN

FALL '25

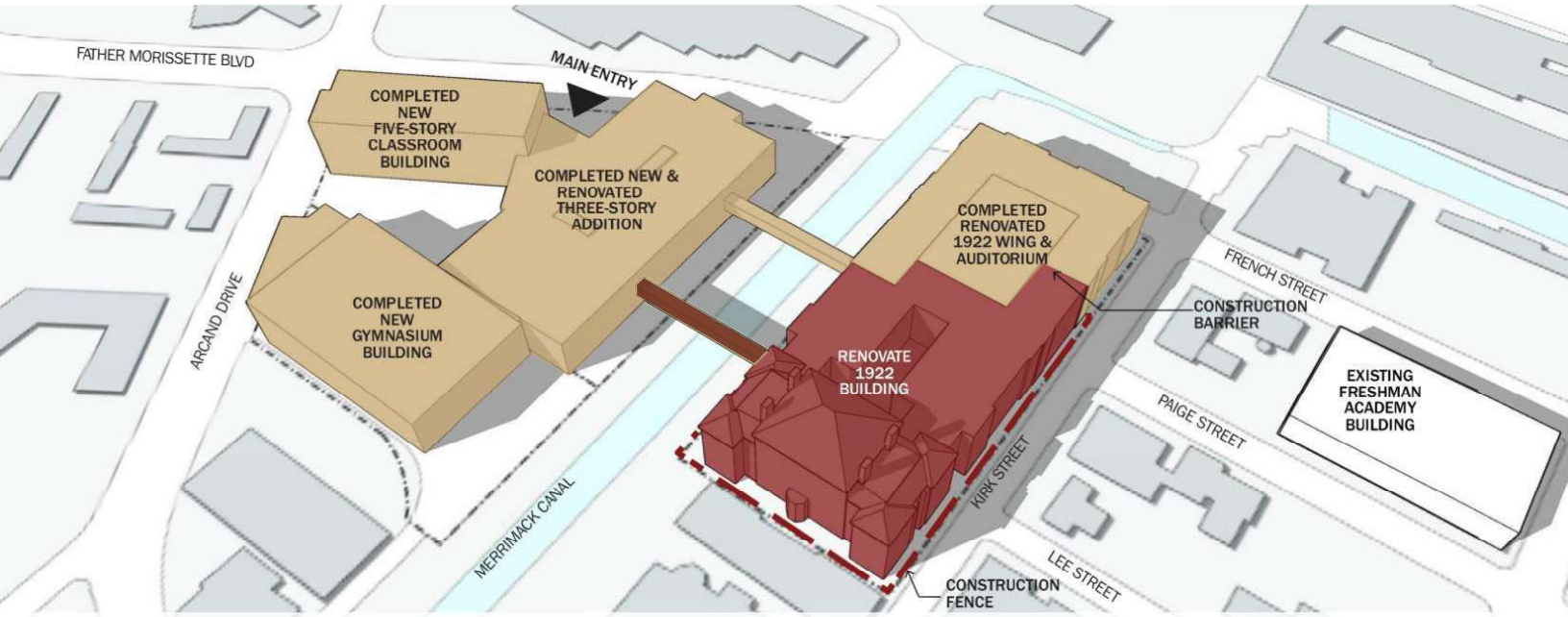


PHASE 3

- RENOVATE NORTH 1922 BUILDING
- BUILD NEW NORTH BRIDGE
- RENOVATE AUDITORIUM

PHASING PLAN

JANUARY '26 - SUMMER' 27

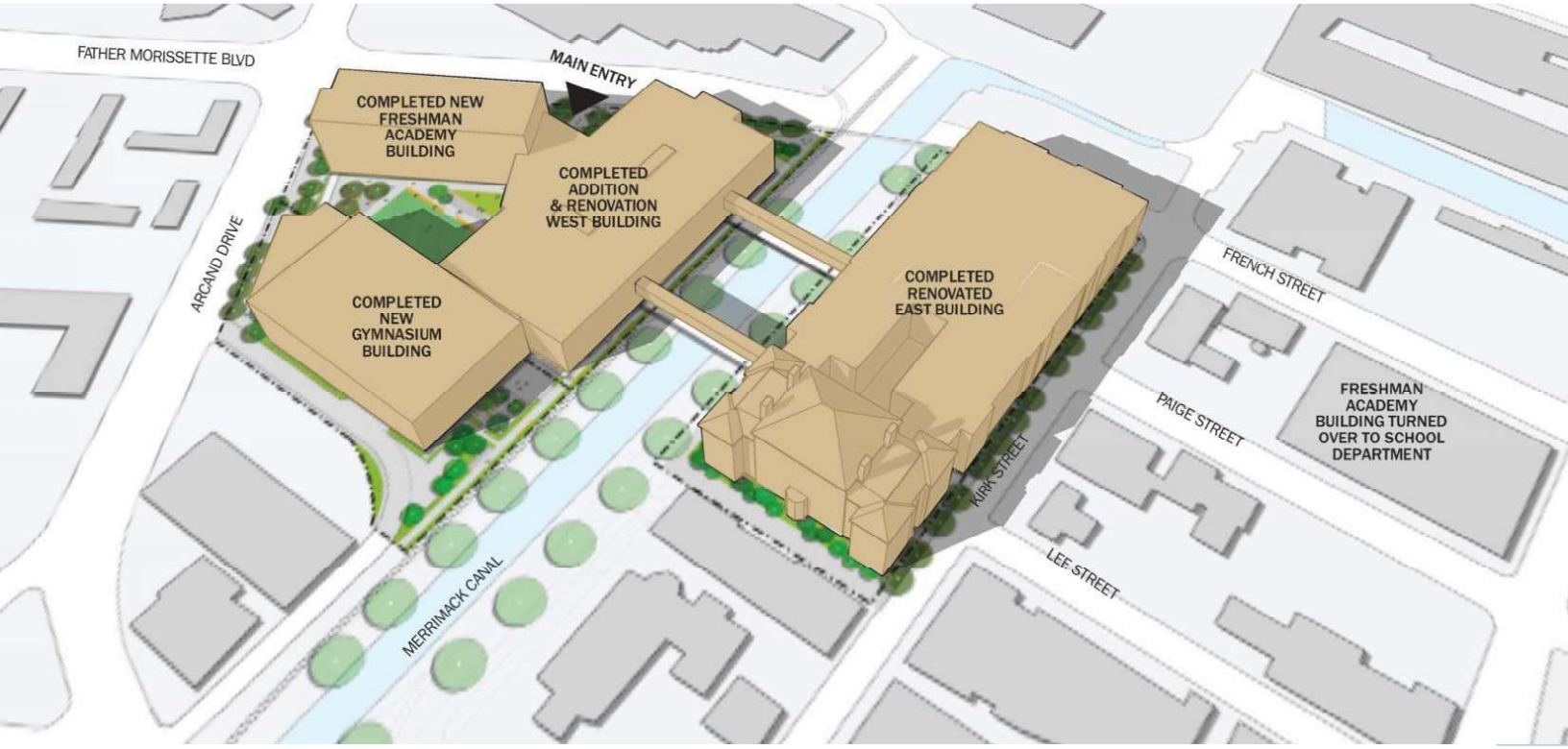


PHASE 4

- RENOVATE REMAINDER OF 1922 + 1892 BUILDING

PHASING PLAN

FALL '27



BUILDING A
CLASSROOM PROGRESS

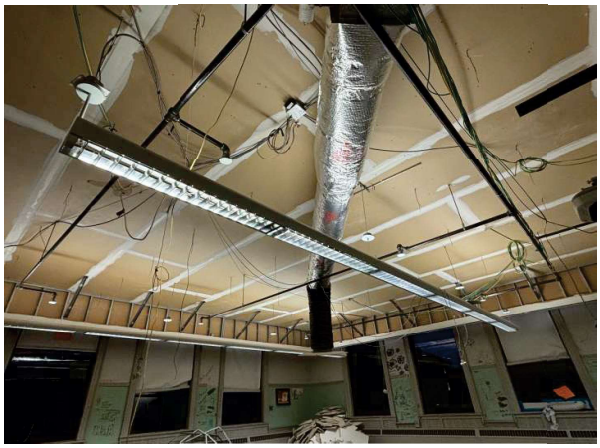
BUILDING A
CORRIDORS

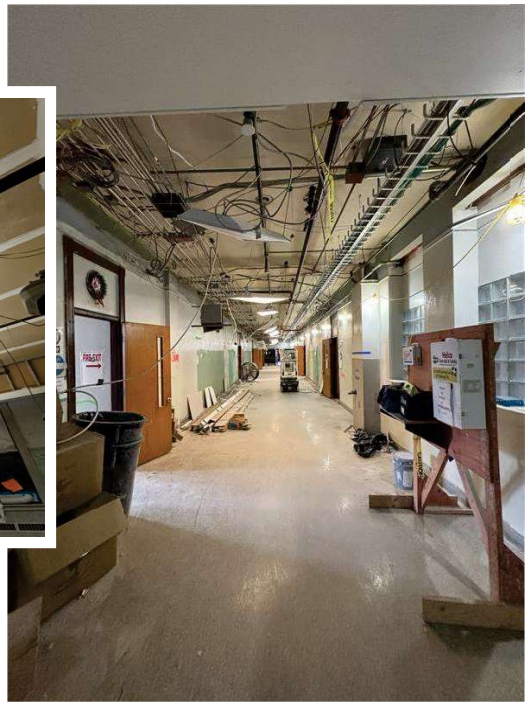
BUILDING A
RESTROOMS

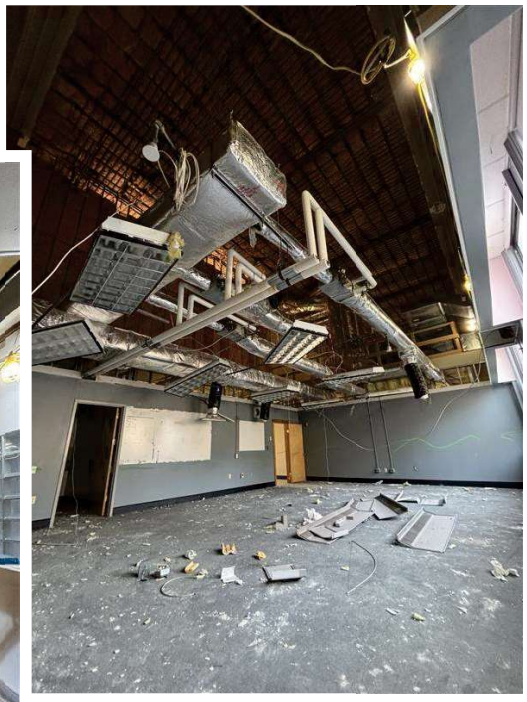
BUILDING A
BASEMENT PROGRESS

BUILDING A
AUDITORIUM PROGRESS

BUILDING A
ENTRY PROGRESS







BUILDING B
DEMO PROGRESS

PHASE 3

PUNCHLIST OVERVIEW:

OPEN ITEMS: 291

Part 2: **MBE/WBE and Workforce Progress**

MBE/WBE and Workforce Participation Comparison*

Total MBE/WBE Contracts Awarded
$23,036,066

Total Construction Minority Workforce
26.9% of workers
(1088 workers @ 261,900 hours)
Project Goal: 15.3%

Total Construction Female Workforce
5.9% of workers
(163 workers @ 50,309 hours)
Project Goal: 6.9%

Total Construction Lowell Resident
4.94% of workers
(144 workers @ 73,668 hours)

*updated January 9, 2025

Part 3: **Budget**

Budget Summary – December 2025

Feasibility Study	$2,600,000
Arch., Eng., & OPM	$35,545,082
CM Preconstruction	$800,000
CM Construction	$324,637,477
Utilities, Testing & Moving	$2,286,257
FF&E and Technology	$10,521,267
Construction Contingency	$3,775,274
Owner's Contingency	$1,801,874
TOTAL PROJECT BUDGET	$381,967,231

	Budget Summary	
Overall Project Budget Total Project Budget: $381,967,231 Encumbered to Date: $373,072,178 Invoiced to Date: $315,160,405 MSBA Reimbursement to Date: $207,336,907 Rejected Potential Claims $678,400 (not included in pending changes)	**Construction Contingency** Budget Amount: $23,202,474* 41 Change Orders to Date: $19,427,200 Remaining: $3,775,274* Pending Change Requests: $9,277,847 *Includes $2,000,000 temp FFE transfer ---------- Breakdown of Change Orders to Date Structural $2,621,256 Site $1,309,217 Utilities $109,736 Mech/Elec/Plumbing $3,830,778 Other Trades $11,556,213 TOTAL thru CO41 $ 19,427,200	**Owner Contingency** Budget Amount: $2,052,815 Utilized to Date: $594,271 Remaining: $1,458,544 Pending Change Requests: $0 ---------- **Construction Manager Contingency** Budget Amount: $7,127,302 Utilized to Date: $6,991,300 Remaining: $136,002 Pending Change Requests: $122,081

SKANSKA

Lowell High School Project Budget

1/12/2026

TOTAL PROJECT BUDGET - ALL COSTS ASSOCIATED WITH THE PROJECT ARE SUBJECT TO 963 CMR 2.16(5)	ProPay Cost Codes	12/21/2023 PFA Bid Amdt #1 10/24/2023	Updated PFA Budget thru BRR 3	CURRENT CURRENT TPB	Encumbered to Date Total	December, 2025	Invoiced to Date	Paid to Date	Percent Complete	Remaining
Feasibility Study Agreement										
Feasibility Study Agreement Subtotal		$ 2,600,000	$ 2,600,000	$ 2,600,000	$ 2,588,894	$ -	$ 2,583,346.00	$ 2,583,346.00	99.36%	$ 16,654.00
Administration										
Legal Fees	*0101-0000*	$ -	$ -	$ -	$ -					
Owner's Project Manager										
Administration Subtotal		$ 8,910,010	$ 8,910,010	$ 8,910,010	$ 8,910,010	$ 105,120.00	$ 8,278,677.00	$ 8,173,557.00	92.91%	$ 631,333.00
Architecture and Engineering										
Basic Services										
TOTAL BASIC SERVICES		$ 25,245,782	$ 25,245,782	$ 25,245,782	$ 25,245,782	$ 115,180.53	$ 23,384,802.53	$ 23,269,622.00	92.63%	$ 1,860,979.47
Reimbursable Services										
Architectural/Engineering Subtotal		$ 1,389,290	$ 1,732,620	$ 1,732,620	$ 1,315,485	$ 27,366.47	$ 1,340,395.44	$ 1,313,028.97	77.36%	$ 392,224.56
Construction Costs - SUFFOLK										
Preconstruction		$ 800,000	$ 800,000	$ 800,000	$ 800,000	$ -	$ 797,180.00	$ 797,180.00	99.65%	$ 2,820.00
Construction Base Budget		$ 305,210,277	$ 305,210,277	$ 305,210,277	$ 305,210,277	$ 3,218,305.52	$ 264,311,078.78	$ 261,092,773.26	86.60%	$ 40,899,198.22
Change Order to Date Total			$ -		$ 19,427,200	$ 323,426	$ 17,294,903.39	$ 16,970,477.15	0.00%	
Total Construction Budget		$ 305,210,277	$ 305,210,277	$ 305,210,277	$ 324,637,477	$ 3,541,731.76	$ 281,605,982.17	$ 278,064,250.41	86.60%	$ 43,031,495.19
Retainage	0502-9900		$ -		$ -	$ 177,087	$ 11,099,518.87	$ 10,922,432.25	0.00%	
Amount Paid to Contractor		$ 305,210,277	$ 305,210,277	$ 305,210,277	$ 324,637,477	$ 3,364,645.14	$ 270,506,463.30	$ 267,141,818.16	86.60%	$ 54,131,014.06
Miscellaneous Project Costs										
Misc. Project Costs Subtotal		$ 2,090,912	$ 2,286,257	$ 2,286,257	$ 1,715,410	$ 4,024.51	$ 1,617,303.36	$ 1,613,278.85	70.74%	$ 98,106.64
Furnishings and Equipment										
FF&E Subtotal		$ 10,934,775	$ 10,521,267	$ 10,521,267	$ 7,859,120	$ 120,694.00	$ 6,652,238.00	$ 6,531,544.00	63.23%	$ 3,869,029.00
				$ -						
Total Project Budget		$ 357,181,046	$ 357,306,213	$ 357,306,213	$ 373,072,178	$ 3,914,117.27	$ 326,259,924.50	$ 322,345,807.23	91.31%	$ 49,902,641.86
					Remaining Contingencies					
Construction Contingency	*0507-0000*	$22,733,370	$ 23,202,474	**$23,202,474**	$ 3,775,274					
Owner's Contingency	*0801-0000*	$2,052,815	$ 1,458,544	**$1,458,544**	$ 1,458,544					
TOTAL PROJECT BUDGET		**$381,967,231**	**$ 381,967,231**	**$381,967,231**	$ 378,305,996					

$ 315,160,405.63	INVOICED NET (less retainage)

Part 4: Attachments

SKANSKA

Lowell High School Project – Weekly OAC Meeting

SBC Summary – January 2026

Meetings are held every Thursday at 8:30am in person at Project Boott Mills office with Teams remote option. Regular attendees are representatives from City Manager's Office, DPW, LHS Administration, LPS Facilities, Suffolk, Perkins Eastman and Skanska.

Safety, Schedule, & Logistics

Environmental Health and Safety

- Suffolk focusing on demo safety with start of Phase 4.
- 1/7/26 Harold Bros employee received hand laceration requiring stitches while demolishing HVAC unit. This is a "recordable" incident.

Schedule

- Suffolk is installing fire alarm heat detectors per Suffolk walk through with LFD in last week which has pushed out shutdown of power to the building by 1 week. Phase 4 is currently 1 week behind due to untimely coordination of temporary phase conditions with the authority having jurisdiction as required by CM contract.
- Suffolk provided updated schedule and TIA's for schedule extension change order which Skanska has reviewed and found acceptable. Skanska requested schedule extension to be submitted formally in a PCO for schedule extension with TIA's and latest Phase 4 Schedule. Still awaiting Suffolk issuance of update #62 which is supposed to issue Tuesday 1/13 per latest from Suffolk.
- Suffolk has stated no Saturday work 1/10.
- Auditorium December completion for finishes was substantially achieved but electronics, lighting and commissioning of auditorium will take an additional two months. Auditorium will not open until March 1st. Electrical and commissioning workers will need access into auditorium through the occupied school for January and February. Suffolk will arrange access and badging with LHS administration.

Logistics

- Phase 3 was a last minute finish with Certificate of Occupancy received at 2pm on Sunday 1/4/26 hours before Phase 3 area of school was to be occupied.
- Suffolk has had 1 of 2 elevators inspected in 1922 Phase 3. Elevator SE-2 has not been inspected due to elevator contractor failure to install contractually required line to FD Control in 1980s building.
- Phase 4 basement slab soil testing revealed eastern 2/3 of both buildings can be sent to Peabody landfill. Western 1/3 of both building was found to have a high pH that can't go to Peabody and needs to Chicopee. Chicopee may be challenge as bricks and other debris must be under 5% which will be close. Plan B for high pH soil would be Rochester, NH which will be explored but may have challenges. High pH soil will be additional cost to floor replacement.
- Suffolk adjusting jersey barriers on Kirk Street to allow for 2 Clergy parking spots and allow buses to pass.
- Project had Sterling Movers remove junk left behind by school as it is more cost effective than with Suffolk. Amount of books, furniture, cabinets and other items was extensive.
- Temp boiler on Kirk St will remain on until Suffolk can shutdown the fire protection system.
- Skanska has submitted the elevator fine appeal of the fine due to extenuating circumstances. School Facilities and DPW have been informed that they need to get elevator PE3 (1980s) on 3 Phase Elevator Contract and also need to get Elevators PE1 (5 story building) and SE1 (cafeteria) elevators on the 3 Phase Elevator maintenance contract. Delta elevator has informed Suffolk that they spoke with the state who confirmed receipt of the appeal and that it is under review. 1/12/26 still no word.
- Suffolk is still addressing numerous problems with exterior doors. All issues addressed except for changing out lock mechanisms that can be left open inadvertently and new ones have a 2-4 week lead time. This issue is still being addressed daily by Skanska with Suffolk. Perkins did not have Assa Abloy review all the installed doors over Christmas break as previously planned and will now be late January.
- Large historic "Caproni" statues in original auditorium have been transferred to Caproni Studios in Woburn. Quote for restoration of both statues is $8,000 and replacement of the existing bases would be an additional $3,080. We will review further with Steve Stowell and Shawn Machado.

Budget/Change Orders

Budget Summary

- Through Change Order 41 $19,427,200 in Construction Contingency has been utilized, with $1,775,274 remaining in Construction Contingency, there are well in excess of that amount in submitted Change Requests under review and identified potential Cost Events. The Project may run out of Construction Contingency prior to additional funding being appropriated. With the Project Schedule being extended and schedule extension costs not yet included in the forecast, the Project will require $39,850,848 in additional budget, however as that was rejected by the City Council a new request of increased budget of $36,185,757. The project has temporarily transferred funds from FFE to avoid running out of Construction Contingency, which will provide to be very useful given delays in fund appropriation.
- Basement slab replacement in June was to be just 1922 building when presented to City Council. Further investigation in July by engineers concluded 1892 slab needs to be removed and replaced also. This information was provided to SBC on August 14th. We are still working on the cost with Suffolk, but it will be significant. We are encountering significant savings with subcontractor schedule extension and Suffolk GC/GR that will offset the cost.
- Skanska received BRR 3 back signed by MSBA to move FFE funds temporarily to Construction Contingency as Contingency will likely run out before additional funds are approved by the City Council. BRR also included transferring $200,000 for testing from Owner Contingency.

Change Orders

- Change Order #41 is executed and Change Order #42 is being drafted.

Utilities & Permitting

Utilities –

- Suffolk installed new water main feed from Kirk Street.
-

QA/QC, Inspections & Commissioning

QA/QC

- Perkins Eastman has been directed to perform a QA/QC review of the Phase 4 drawings because of the design issues with the Phase 3 drawings. PE issued QA/QC report last week and is following up with Field Bulletins by early January Suffolk issued a QA/QC drawings review of their own to Perkins Eastman which had 92 items which Perkins is reviewing to issue Field Bulletins as necessary and has stated a reply will issue from PE by next Thursday 1/15. Field Bulletins for additional demo are issuing after 1/8.
- Fire Dept Stand Pipes in stairwells of Phases 2 and 3 will be painted at no cost. PE exploring moving Phase 4 standpipes into wall chases.

Furniture Fixtures & Equipment – Move Coordination

FFE

- FFE deliveries are complete. Perkins Eastman is still finalizing purchasing list for TV studio that won't be occupied until September.

Move Management

- The Phase 3 moves are complete.

Field Bulletins and Change Management

Upcoming Bulletins

- Bulletin issuing for Phase 4 demo missed in drawings.
- Bulletin issuing adding 2 way glass film in 1922 security office
- Bulletin issuing adding camera at base of auditorium entrance ramp at Stair U
- Bulletin issuing resolving missed info in 1922 courtyard
- Bulletin will issue adding sanitary line cleanouts in 1980 Building and new freshman Academy based on meeting with DPW.

Potential Change Orders

- 1922 Basement Schedule extension costs with subcontractors are still being negotiated. Agreement has been reached with Suffolk on GC/GR in amount of $11.9M.

Invoicing & MSBA Reimbursement

ProPay (reimbursement request to MSBA)

- ProPay 43 is with MSBA for payment.

Monthly Invoices

- December Invoices will be sent to the City by this Friday.

SBC

School Building Committee (SBC) -

- Next meeting is January 15, 2026 at 6pm. Project teams will provide slides on Tues 1/13.
- Project Team attended 12/2 City Council meeting and loan order did not pass. Project Team issued a revised loan order amount to City Manager along with draft City Council presentation. Project Team will attend 2nd Reading City Council meeting on 1/20 and provide a presentation. For revised Loan Order Request, PE and Skanska have revised pricing down as requested but Suffolk has not moved below previous $11.9M amount.

Other

HVAC System internet connectivity -

- Project Team is working with City MIS on numerous issues with connecting the HVAC Building controls system to the internet for remote access to the system by City employees and for the system to send out alarms via text and email. Getting the Alerton Building Management System and the City system to talk to work compatibly has been a challenge and just became worse when Alerton upgraded their software. Skanska met with GGD (HVAC Engineer) and BR+A (Cx Agent) on Thursday 9/25 to strategize solutions. Follow up meeting with GGD, City IT, Suffolk and ABS (HVAC Controls contractor) took place 10/2. Suffolk has action items to address. City will be getting a TOSI box that Alerton system can tie into that will allow remote access to the system while meeting the City's IT security requirements. The Alerton system and all other system cannot send out texts anymore because the mobile carriers changed their systems. Work around is to get a 3rd party service called Text Magic per John Meyer.

	Contracts Summary	
Suffolk Original Contract Precon: $800,000 GMP Amount: $305,210,277 # Change Orders: 41 Change Order Total: $19,427,200 Total Contract Amount: $324,637,477 Invoiced to Date: $267,141,805	**Perkins Eastman** Original Contract Amount: $1,095,000 Contract Amendments: 9 Value of Contract Amendments: $26,174,816 Total Contract Amount: $27,269,816 Invoiced to Date: $26,719,543	**Skanska** Original Contract Amount: $458,760 Contract Amendments: 2 Value of Contract Amendments: $9,006,810 Total Contract Amount: $9,465,570 Invoiced to Date: $8,729,086

Budget Updated through December 2025

Alice L. Brown-LeGrand
Assistant Superintendent
155 Merrimack Street
Lowell, Massachusetts
01852

LOWELL PUBLIC SCHOOLS
Phone: (978) 674-2006
E-mail: abrown-legrand@lowell.k12.ma.us

TO: Mr. Liam Skinner, Superintendent of Schools

FROM: Alice Brown-LeGrand, Assistant Superintendent of Student Support Services

DATE: January 13, 2026

RE: *Response to Motion:*

This report is in response to the following motion by committee member David Conway:

Request from the superintendent, a spotlight on excellence to highlight the various initiatives across the system that are in place to address bullying, harassment, and violence. As well, please contact the district attorney Marion Ryan's office and invite them to present an informational session on this matter for our middle school students.

Lowell Public Schools Mental Health Department is implementing a coordinated, districtwide approach to bullying prevention focused on skill development, student safety, engagement, and well-being. Through updated policy, targeted professional development, evidence-based curriculum, and strengthened family and community partnerships, the district is building consistent systems to prevent and respond to bullying behaviors. The initiatives presented below reflect an intentional strategy to strengthen adult capacity, support positive peer relationships, and address social-emotional factors that impact student attendance, engagement, and academic success.

In June 2025, the district updated its Bullying Prevention and Intervention Plan (BPIP) to ensure alignment with the Department of Elementary and Secondary Education expectations, current best practices and district priorities. This updated plan provides for a clear framework for prevention, reporting, response, and ongoing support for students.

To build staff capacity, the LPS Mental Health Department provided the Massachusetts Aggression Reduction Center (MARC) *Train-the-Trainer* professional development to school-based building leaders in August 2025. Dr. Elizabeth Englander, the founder and Executive Director of MARC facilitated this training which provided participants the background and skill to respond to bullying behaviors. By training staff to identify and address

“gateway” behaviors (e.g., eye rolling, whispering, ignoring, or mocking) in the classroom, the program’s focus is to set clear expectations for appropriate behavior and strengthen students’ sense of emotional safety.

To support classroom-based prevention efforts, the Mental Health Department has compiled a range of evidence-based bullying prevention and social-emotional learning curricula that are already available and in use across the district. At the elementary level, schools emphasize teaching and reinforcing respectful behavior during Morning Meeting through Wayfinder lessons, Open Circle, and Responsive Classroom. At the middle school level, bullying prevention lessons are typically delivered through Allied Arts health/SEL rotations, and both middle and high schools use Restorative Practices to address harm caused by social conflict and bullying. Many of these schools also offer mediation and peer mediation programs to strengthen positive peer interactions. In addition, schools use Positive Behavioral Interventions and Supports (PBIS) to clearly teach expectations and reinforce the positive behaviors we want to see in all students.

The department is further developing a centralized, online, teacher-friendly library of lessons organized by grade spans (PreK–2, Grades 3–5, Grades 6–8, and High School) to allow for easier, more organized access for staff. Curricula include Wayfinder as the primary resource, along with BrainPOP Jr., Boston vs. Bullies, Random Acts of Kindness, the National Bullying Prevention Center, and The NED Show. The goal is to ensure that, at the start of the next school year, teachers have access to ready to use mini-lessons that can be implemented immediately to build skills and address classroom concerns. The core lessons for all will include the definition of bullying, roles in a bullying situation (target, bystander, bully), types of bullying (Physical, Verbal, Relational/Social, Cyberbullying, Damage to property) and prevention. Alongside this library, the department is creating a suggested scope and sequence of lesson topics for each grade span to support skill-building throughout the school year. This approach is designed to ensure developmentally appropriate instruction that builds students’ social awareness, empathy, conflict resolution, and positive peer relationships over time. Once the library is complete, the Mental Health Department will provide this information to all teachers PreK-12 to use throughout the school year.

In addition, as part of the Strategic Priority 2: Safe and Welcoming Schools, the district is designing a bullying prevention and peer-relationship pilot program connected to Initiative 2.1, of integrating social-emotional principles into its efforts to reduce chronic absenteeism. This work recognizes that peer conflict and bullying are frequently cited reasons for student absences. As part of this effort, Lowell Public Schools plans to offer bullying prevention and relational skills pilots to schools during the next school year to proactively address student relationships and improve engagement and attendance.

Finally, Lowell Public Schools is expanding family and community engagement around bullying prevention through a partnership with the Massachusetts Partnership for Youth (MPY). On

January 27, 2026, at 6:00 PM, MPY will offer a community presentation for all families at the **STEM Academy Cafeteria, 43 Highland Street**, designed to help parents/guardians understand the impact of screen time on their child's well-being while building skills for safe and responsible online behavior. The presentation will focus on developing healthy digital habits, online safety, and respectful communication, with a discussion of bullying and cyberbullying to reinforce prevention efforts at home and school.

Thank you to Andrew Rosenshine, and Amanda Delworth from the LPS Mental Health Department for their work on this response to motion and initiative.

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

Liam Skinner
Superintendent

Tel: 978-674-4324
Fax: 978-937-7609
E-Mail: jhall@lowell.k12.ma.us

To: Superintendent
From: Assistant Superintendent for HR & Operations
Re: Motion Response
Date: January 15, 2026

Motion- 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 [Eileen DelRossi].

I contacted Paul St. Cyr last week. He detailed Land & Buildings to inspect the area from the sidewalk on Bridge Street to the driveway behind the Robinson School. On January 14, 2026, the assigned masons found two loose pieces of concrete tread on the stairs at Bridge Street. They cleaned and then filled the voids with an etching agent and concrete to complete a repair. The railings need to be painted, but will be on hold until the weather allows.

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

dpinto@lowell.k12.ma.us
www.lowell.k12.ma.us
978-674-4325

To: District/School Leadership
From: Derek Pinto, Assistant Superintendent of Finance
Date: January 16, 2025
Subject: Finance Updates

Budget Process
The budget process has begun in earnest and in keeping with the School Committee approved Budget Calendar. Recent developments include but are not limited to the following:

- **Cabinet review**: The Superintendent's Cabinet has begun their review and approval of various components of the school funding formula, and agreed to the following:
    - **Guardrails**: minimum staffing levels as calculated by enrollment per school.
    - **Weights**: weighting of student categories. This is done either as a per pupil dollar amount or as ratio, both of which translate to a total dollar amount per school.
    - **Transitions**: parameters to minimize variances in budget amounts in transitioning from one budget year to the next.
    - **Workbooks**: for schools and departments. These workbooks will be shared with SSCs and Community members for review and approval. These remain largely unchanged from FY26and
- **Principal-Cabinet budget briefs** are being created. This is a 1-page snapshot of relevant budget changes to be shared with Cabinet members for discussion approval.
- **School Site Council (SSC) and Community Budget Basics information** has been shared via a video recorded slide show that has been distributed to all school sites. This is to be shared with SSCs and Community members to inform them and to allow them to better participate in the budget process.
- **Budget Book**: A line-by-line review and update is underway of the draft budget that will be presented to School Committee for review and approval. Historical spending records and trends are considered in determining budget line amounts.

Community Participation
These opportunities have been created to afford the community an opportunity to be more informed about how to participate in the budget process. These opportunities have been publicized through the **LPS Leader** to school site leaders which goes out weekly. It has been sent out through **LPS Connect** messaging to all LPS staff and families and posted on the **LPS website**. It has been posted on **Facebook** and on **Inside Lowell**'s Facebook page. It will be reposted on FB again on Monday, January 19th, and a reminder about the survey the following Tuesday, January 20th. The survey will be in the **LPS Connector** which will be sent out on Wednesday, January 28th.

- **Community Input Meetings**: have been scheduled to one morning session (Jan 20, 10 am) and one late afternoon session (January 21st, 5 pm) have been scheduled to allow options for willing participants. Meetings are remote for convenience and to maximize participation
- **Community Survey**: has been released and will remain open through January 30, 2026.

Information Technology: A "strike team" of IT personnel has been assembled and is meeting weekly to formulate a refresh plan for our 1:1 devices, to determine the district standard model, life cycle and whether lease or buying devices is the best option.

Payroll: Midpoint pay increases of 1% for employees as per negotiated contractual agreements and for some eligible affiliated staff is in process, starting on the 1/22 paychecks.

Solangel Alonzo
District Community Schools Manager
salonzo@lowell.ma.us | 978-206-1325

MEMORANDUM

To: Alice Brown-LeGrand, Assistant Superintendent of Student Support Services
From: Solangel Alonzo, Community Schools Manager
Date: January 8, 2026
Subject: US Department of Ed FY26 Community Schools Grant Update

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The US Department of Education has notified Lowell Public Schools that we have been awarded the full continuation amount of $500,000 for our Full Service Community School (FSCS) grant for the current federal FY26 (January 1 - December 31, 2026). FY26 is the fourth year of the five year FSCS grant cycle awarded initially in 2022 to expand the community school strategy to high need schools. The continuation award was granted after the department's review deemed adequate progress in program activities and fiscal management toward the community school strategy.

LOWELL PUBLIC SCHOOLS
Office of Teaching and Learning
155 Merrimack Street, 5th Floor, Lowell, MA 01852

Oneida Fox Roye, EdD
Assistant Superintendent for Academics & Instruction

Phone: (978) 674-2116
email: ofoxroye@lowell.k12.ma.us

To: Liam Skinner, Superintendent

From: Oneida Fox Roye, Assistant Superintendent

Date: January 15, 2026

RE: Request for Home Education

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

Christian Blomquist

Vanessa Catana

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 **143,** and the total number of children will be **202.**

Alice L. Brown-LeGrand
Assistant Superintendent
155 Merrimack Street
Lowell, Massachusetts
01852

LOWELL PUBLIC SCHOOLS
Phone: (978) 674-2006
E-mail: abrown-legrand@lowell.k12.ma.us

TO: Mr. Liam Skinner, Superintendent of Schools

FROM: Alice Brown-Le Grand, Assistant Superintendent of Student Support Services

DATE: January 14, 2026

RE: Summary of Proposed Changes to the K–12 School Assignment Policy

As part of the Lowell Public Schools Strategic Priority 4: Supportive and Efficient Systems, a team has been working on Initiative 4.2, Design and implement equitable and efficient systems for student assignment, school enrollment and access to high quality academic programs with a focus on optimizing operational efficiency and access to transportation. The focus of this work to date has been to review and update based on the district needs, our kindergarten enrollment policy.

In 2021, Lowell Public Schools revised the Kindergarten registration and enrollment process from a single lottery to a three-lottery system. The rationale for this change was to increase access to preferred (lottery) schools for families who enroll later in the spring and early summer. Under the current policy, lotteries are typically conducted in early May, mid June and a final round in early July, after the close of the school year.

After several years of implementation, clear patterns and concerns have emerged from both building principals and families. Most notably, the second and third lottery rounds have resulted in significant delays in final school placements. Elementary principals report that these delays limit their ability to finalize classroom rosters, assign staff, plan classroom configurations, and provide timely information to teachers and parents prior to the start of the school year. The late completion of the final lottery, often occurring after the school year ends, compresses critical planning timelines and creates operational challenges for schools.

Families have also expressed a strong preference for receiving school placement information as early as possible, particularly prior to summer travel and childcare planning. The lateness of the second and third lotteries further delays notifications, with some families receiving assignments

in early July if they remain in the process after not receiving their first choice. Additionally, many elementary schools traditionally host Kindergarten orientation or information sessions before the end of the school year; however, the current three-lottery system prevents full participation, as not all students have been assigned at that time.

District enrollment data further indicates that the majority of Kindergarten registrations occur early in the cycle, reducing the overall effectiveness of multiple lottery rounds. In prior years, approximately 76% of Kindergarten registrations were submitted before the conclusion of the second lottery, and approximately 86% of students enrolled during the lottery period overall, with only about 14% enrolling during the summer months. Data also shows that at least 70% of active LPS PK and CPPI students register during the first lottery window.

Proposed Policy Changes

Based on the operational impact, family feedback, and enrollment data, it is proposed that the Kindergarten lottery be reduced from three lotteries to a single lottery, that is to occur no later than May 15th. This change is intended to improve efficiency, provide earlier and more predictable school placements for families, and allow schools sufficient time to plan and prepare for incoming Kindergarten students.

In addition, the following related policy clarifications and adjustments are also proposed:

- **PreK to K:** Changing the language in the preschool registration period from "A Students Preschool placement is for one year and <u>does not</u> have bearing on a student's kindergarten placement" to "A Students Preschool placement is for one year and <u>may not have</u> any bearing on a student's kindergarten placement". This is to create flexibility in Prek to K placements as the early childhood team will be exploring these options over the coming months.

- **Sibling Preference:** Sibling preference will continue to apply only to in-zone placements. Out-of-zone school choice will not be permitted in the Kindergarten lottery, even if a sibling is currently enrolled at the school. Currently, sibling preference for out of zone students is only allowed if there is space available. For lottery schools this makes this impossible as students in the lottery are placed first typically taking all available seats. This is not a policy change but just a clarification.

- **Appeals:** Changing the person responsible for the placement appeals from the Chief Equity Officer to the Assistant Superintendent of Student Support Services or Superintendent designee.

- **Withdrawals:** This is not a policy change but to include in the policy existing practice.

Collectively, these proposed changes are intended to provide equitable access, early family notification and clarity, and operational readiness, while aligning the Kindergarten assignment process more closely with demonstrated enrollment patterns and school-based planning needs.

Thank you for your consideration of these policy changes.

(Proposed) LOWELL PUBLIC SCHOOLS

SCHOOL ASSIGNMENT POLICY File: JCA

All students in grades pre-school to grade 12 enroll at the Family Resource Center. This policy outlines assignment criteria unique to pre-school, grades kindergarten to 8, and high school (grades 9-12).

Preschool Programs

Lowell Public Schools offers Full-day and Half-Day Preschool Programs to children 4 years old by September 1st.

Students with Individual Education Programs (IEPs):

Three and four-year-old students with IEPs are assigned to preschool based on IEP, required services, residency, and available space. Children with IEPs are not included in the lottery. Preschool programming will begin on their third birthday in accordance with Part B of the Individuals with Disabilities Education Act.

Pre-Registration Period for Preschool:

Lowell Public Schools holds a registration period for preschool lottery during the months of February through March each year. At the time of registration, parent(s)/guardian(s) will be asked to indicate three (3) different school choices. A student's preschool placement is for one year and **may not have any** bearing on a student's kindergarten placement. There are a limited number of full-day preschool placements in select schools (Bartlett Community Partnership, Cardinal O'Connell Early Learning Center, Frederic T. Greenhalge Elementary and Murkland Elementary). Families must register on-line or at the Family Resource Center. Families can access computers and support to submit the on-line application, as needed.

To be included in the preschool lottery, families must register by completing on-line application and provide the following documentation (unless the student qualifies for McKinney-Vento services) before the deadline:

- proof of residency,
- child's birth certificate,

- current immunization/health records, and
- photo ID of parent/guardian(s) registering the child.

Given the fact that transportation is not provided to preschoolers, we strongly encourage families to consider selecting schools where the family can ensure on-time, regular attendance by the student. Regular attendance is required, and children missing more than 10% of total days of attendance may be unenrolled in the program given the scarcity of preschool seats in the community.

Preschool Lottery:

Families registering before the deadline are entered into the preschool lottery. A random and blindly generated five-digit number is assigned to each student at the conclusion of the registration period (no later than May 3rd) and recorded against their registration number.
Any family registering after the lottery pre-registration deadline will automatically be placed on the preschool waitlist by date of registration. The Early Childhood Department will maintain the preschool waitlist.

Pre-registered families will receive written notification (an Email) providing the student's lottery number and their proposed school assignment before May 31st.Families must respond in writing to the email, selecting from one of the following options upon receiving notification of preschool assignment:

- Accept placement
- Accept placement and remain on waitlist at preferred school until October 15.
- Reject placement and remain on waitlist at preferred school until October 15.
- Reject placement and seek alternative preschool programming

Families must return the proposed placement offer response via email within 7 business days to the Early Childhood Department indicating one of the selections above. Families not responding to the preregistration placement offer within 7 days will be placed on the waitlist in the order of their lottery numbers. Upon receipt of acceptance of the proposed placement offer, the Early Childhood Department will generate an official assignment letter by June 30th.
The Early Childhood Department diligently considers gender and minority status in adherence. Students accepting and receiving assignments must attend school or contact their child's assigned school within five days from the start of preschool to maintain enrollment. After five school days, if the family has not contacted the school or the child has not attended, the child will be unenrolled and their seat will be filled by a student on the waitlist. Students with IEPs in foster care or covered under McKinney-Vento Homeless Assistance Act are exempt from this policy.

Attendance: Preschool

It is the parent(s)'/guardian(s)' responsibility to ensure regular attendance.
Regular attendance matters. Given that there are limited seats in preschool classrooms available in Lowell Public Schools for preschool-age children and high demand, the district has established an attendance policy.

Children with unexcused absences of more than 10% of the total number of days of school will be provided with written notice of attendance concerns. Families not meeting the conditions of the written attendance notice may be unenrolled by the school. Schools must notify the Early Childhood Department about any child that is unenrolled. Unexcused absences are defined in the Elementary & Middle School Handbook. See attendance 3-1.

Children may be unenrolled if they are absent for more than 10% of their total days of membership without an excused absence. For example, a child enrolled for 50 days should have no more than 5 absences. A child enrolled for 180 days should miss no more than 18 days. Regular attendance supports children in learning routines, making connections with peers, and actively engaging in exploring and applying new concepts and skills.

Kindergarten Registration and Lottery

Students may attend kindergarten in the Lowell Public Schools (LPS) if they are 5 on or before September 1. All current preschool students enrolled in Lowell Public Schools are required to **re-register for kindergarten in order** to be eligible for enrollment. P**reschool placement in a particular school does not guarantee placement in the same school for kindergarten.**
Each year, the Lowell Public Schools will hold a pre-registration period for kindergarten starting in February. Pre-registration shall take place through the Family Resource Center. The specific dates for pre-registration will be published annually on the district's website, social media, and other official communications channels.

In instances where the number of pre-registration applications exceeds the number of available seats at a given school, a lottery process shall be conducted. **The kindergarten lottery will be held no later than May 15 of each year and will be used to establish the waitlist for kindergarten placement.** The lottery will determine the waitlist placement for kindergarten. To be included in the lottery, pre-registration must be completed before or before the deadline for the lottery. **The deadline to be included in the lottery will not be later than April 5. The pre-registration start date, deadline to be included in the lottery, and the lottery date will be published on the district website, social media, and other means of communication no later than January 31st annually. Out-of zone school choices are not allowed for lottery schools.**

The kindergarten lottery shall be a weighted lottery that considers the following priorities: siblings, McKinney-Vento status, minority/non-minority balance (for schools whose enrollment is above or below the targeted minority/non-minority balance of the zone). The "proximity of home to school" (the school assigned as closest to a student's home by the neighborhood street directory created by the Transportation Department) lottery weight will also be added for non-citywide schools that hold a lottery for open seats. The results of the lottery will be published online within a week following the date of the lottery. This applies only to schools where demand for seats (early registrations) exceeds the number of seats available.
Families who did not receive a seat in the lottery will be called with the option of selecting their second or third choice, if they are not lottery schools. If they are lottery schools, the family will choose new schools. All school options will be approved after considering some factors like space availability, English Language and Special Education percentages in that particular school. Families will be required to accept the options by sending an email to the registrar or staff designated by the Family Resource Center Coordinator within 48 hours. Failure to respond within 48 hours of receipt of notification will mean they forfeit their option, and the Family Resource Center will place the student in school according to the placement criteria (1-4) cited below.

To ensure equity in the Lowell Public Schools for all students, students will be assigned to a school in kindergarten to grade 8 based on the following placement criteria:

1. Space Availability - space available in a particular school, program or grade is defined according to the policy in effect as class size.
2. Sibling Preference - Students whose parents submit timely registration for a particular school and have a sibling currently attending that school will be given priority for school assignment to that school. Timely registration is the period during which the registration opens to the deadline to be included in the lottery. Enrollment in a preschool does not qualify a student for sibling preference. **Sibling preference does not apply to an out-of-zone placement.**
3. Diversity Balance - As relates to the minority/non-minority balance, the goal is to achieve a balance within each school, program and grade that reflects, within 10% above or below, the minority/non-minority percentage of the zone as indicated by the Voluntary Consent Decree. In addition, other factors which contribute to a school's diversity will be considered such as gender, English learner status and economic status as part of the district's goal to ensure equity across schools.
4. Place of Residence (proximity of residence to school) - all other priorities being equal. The student living within the school neighborhood street directory as defined by the Transportation Department has priority of assignment for that school.

For schools where no lottery is required, seats will be filled incrementally throughout the summer following the placement criteria 1-4 as listed above.

Private, Parochial or Charter School Students

Students attending private, parochial or charter schools and who are seeking placement in the Lowell Public Schools may register beginning February 1 if they desire placement in the subsequent school year.
To be accepted for enrollment**,** families must register by completing on-line application and provide the following documentation (unless the student qualifies for McKinney-Vento services) before the deadline for kindergarten lottery to be included in the kindergarten lottery. Registration for grades 1-12 will be reviewed and accepted continuously if they have the complete document.

- Student's birth certificate
- Student's fully updated immunization record, and a current physical exam (dated within one year of enrollment date)
- Student's transcript (for high school students only)
- IEP with pages signed if your child receives Special Education Services
- Photo ID of parent/guardian registering the child
- Proof of residency (copy of current utility bill, lease, or mortgage that is dated within the last thirty days).

Registration submitted without the required document will be considered incomplete. Families will be notified of any missing documents, and if the required documents are not provided within 48hrs of notification, the registration will be returned. Parents may resubmit the registration once all required documents are available.

Grades 9-12

New students wishing to enroll in Lowell High School, a full-service Community High School, may do so through the Family Resource Center. All high school students are encouraged to bring with them, at the time of enrollment, their current transcripts. Missing transcripts will delay the development of a full and accurate schedule but will not delay students from attending high school.

House placements will take into consideration McKinney-Vento, Foster Care, Special Education needs, minority/non-minority balance, gender, and English Language Learner status, to ensure students in all houses are being placed equitably.

Out of Zone Placements

Active students

Students who move from one geographical zone to the other in the city **may request to remain in the school they are presently attending** provided that:

- There is space available at the grade level at the school.
- The minority/non-minority balance of the school is not adversely affected.
- The parent provides transportation to and from school, or the child's transportation needs can be accommodated by existing school bus routes.
- The student is not chronically absent or excessively tardy.

Parents/legal guardians may request a school of choice outside the zone in which they reside based on their childcare needs provided that:

- There is space available at the grade level at the school.
- The minority/non-minority balance of the school is not adversely affected.
- The parents provide transportation to and from school.

The Attendance Supervisor shall recommend if a student is not eligible for out of zone placement, based on this requirement. Such a finding may result in a student being placed at a school in their geographical zone. The transfer must be approved by the Assistant Superintendent of Student Support Services.

Newly Enrolled Students

Parents/legal guardians who requested an out of zone school for their initial placement will only be approved if the placement criteria 1-3 has been reviewed and the family confirmed that they agreed with the following in writing:

- For incoming future siblings, siblings' preferences will not be considered for an out-of- zone placement.
- The parents will provide transportation to and from school.
- The student will be transferred to a school in their geographical zone if the student is chronically absent or excessively tardy.

Student Transfer and Waitlist Policy

Once a student has attended a school, a parent who is dissatisfied with the assignment may request a voluntary transfer no later than 10 working days after the initial placement of the student in the school. Voluntary transfer requests will be honored if there are available seats. Transfer requests after the 20th day of school will be reviewed on a case-by-case basis by the Assistant Superintendent Student Support Services or as assigned by the Superintendent.

All current fourth graders enrolled in the fifth grade will follow the current feeder pattern designated by the district and posted on the Lowell Public Schools website.

Transfer Eligibility

Only one (1) transfer request per student per academic year is allowed. All transfer requests must be submitted through the Family Resource Center prior to the published deadline.
The district will hold an annual transfer lottery for currently enrolled K-8 students who wish to transfer to another school within Lowell Public Schools. The transfer request period will start on February 1 each year. Students must be actively enrolled in the Lowell Public Schools at the time of the request to be eligible for inclusion in the lottery. **Active preschool students or incoming Kindergarten students are not eligible to request a transfer to a new school. Out of zone transfer requests may not be included in any lottery. The Special Education department must confirm placement of students with IEP services in the transfer lottery, to ensure specialized services can be provided.**

Transfer lottery and Waitlist Procedures

The deadline to submit a transfer request and be included in the transfer lottery shall be the last day of the school year. Transfer requests will be honored based on space availability, and the lottery is weighted. Requests received after the last day of school will be honored in the order they are received. Routine placements from the waitlist will be made beginning on July 1 and continue until the 20th day of school. During peak placement period, from August 13 through the 20th day of school, the Family Resource Center will make every effort to prioritize transfer placements for students on the waitlist over new entrants. No placements from the waitlist will be made after the 20th day of school, and no waitlist will be maintained beyond that date.

Notification

The adult listed as the primary contact in ASPEN will be notified by the Family Resource Center, by telephone or email, if their child is eligible for a transfer from the waitlist. All phone calls will be logged into the student's file in the ASPEN.
In the event the primary contact cannot be reached, the Family Resource Center shall notify the second contact listed for the student, provided that the second contact is listed as residing with the student and is listed as a custodial parent or legal guardian.

Families have forty-eight hours (two business days) to accept the transfer. The family must accept the transfer in writing by emailing the Family Resource Center. After forty-eight hours (two business days), if the family has not accepted the transfer assignment in writing, the family has forfeited their seat and the next student will be called.

If families anticipate being away during the summer, they must submit their summer contact information via email to the Family Resource Center. Families are responsible for maintaining current mailing addresses and phone numbers on file with the Lowell Public Schools in ASPEN.

Publishing the Waitlist

The district will publish, on the district's website, a graph representing the number of students on each school's waitlist. The district will also provide family members with information regarding their child's placement on the waitlist, either through a list of student identification numbers, or by providing student-specific information in the parent portal of the district's Student Information System. This information will be updated at least bi-weekly by the District's Data Department.

Transfers

Once a student has attended a school, a parent who is dissatisfied with the assignment may request a voluntary transfer. Only one transfer per year is allowed and must be requested through the Family Resource Center before the 20th day of school or no later than twenty (20) calendar days after the initial placement of the student in the school. Voluntary transfer requests will be honored if there are available seats. Transfers requested after the 20th day of school will be reviewed on a case-by-case basis by the **Assistant Superintendent Student Support Services or Superintendent designee.** All current fourth graders enrolling in the fifth grade ~~**for the 2022-23 school year**~~ will follow the current feeder pattern designated by the district and posted on the Lowell Public Schools website.

Address Changes

For families who move to a new residence in the city, the family must complete a change of address form with the Family Resource Center and submit proof of their new address. The Family Resource Center accepts the following as acceptable proof of address: current gas bill, current electricity bill, current cable/internet bill, mortgage statement, or lease. Current is defined within the past 30 days. Only one proof of address is required. If families are unable to produce sufficient documentation or if their housing is insecure, the McKinney-Vento Liaisons will assist families. The district abides by the McKinney-Vento Homeless Assistance Act.

If a family moves out of zone, the family will be asked at the time of their address change to provide three school choices in their new zone. Families will be placed in their new zone unless an out-of-the- zone placement is requested (see Out of Zone Placements).

Families who change addresses over the summer and require a new in-zone placement will be given priority over students on the waitlist. Families are encouraged to update their new addresses over the summer with the Family Resource Center by August 15th. This will ensure students are placed in zones prior to the start of the school year, and families can request bussing with the Transportation Department if they are eligible for bussing.

Families will be reminded, and encouraged, to update their new address over the summer through messages announced on the district website, social media, and other means of communication.

Appeals

Any appeal of a placement decision must be made in writing on the district's approved form, addressed to the **Assistant Superintendent Student Support Services or Superintendent designee** within 10 business days of attending the school.

Withdrawal

Once a student has started attending a school, the attending school has the responsibility to withdraw a student if required. The next school the student would be attending must be confirmed by the school before withdrawal, except for preschool students or students less than 6 years old. The Family Resource Center may withdraw active students only when schools are on summer vacation, and no school staff are available.

LOWELL
PUBLIC SCHOOLS

Business Office
Navey Nuon
Grants Manager
155 Merrimack Street
Lowell, Massachusetts 01852

nnuon@lowell.k12.ma.us
www.lowell.k12.ma.us
978-674-2031

Memorandum:

To: Derek Pinto, Assistant Superintendent of Finance
From: Navey Nuon, Grants Manager
Date: January 16, 2026
Re: Approval to Accept and Expend Allocated FY26 Awards

DP 1/13/26

I respectfully request that the School Committee vote to approve and accept the enclosed list of FY26 grant allocations, as well as the donation of 500 Dell 2-in-1 touchscreen Chromebooks from the Massachusetts Technology Collaborative.

These grant funds have been secured by the Lowell Public Schools through the Department of Elementary and Secondary Education.

Donation - Massachusetts Technology Collaborative (State)

A donation of 500 Dell 2-in-1 touchscreen Chromebooks

Estimated total value of $150,000

Warranty for Three years

The purpose of the program is to expand access to education, workforce training, and telehealth by establishing public device-lending programs and on-site device stations. This new initiative will distribute up to 27,000 internet-enabled devices, along with assistive technology and other supportive equipment, to eligible organizations throughout Massachusetts.

These 500 donated Dell devices will be used until the end of their useful life.

Growing Literacy Equity Across Massachusetts (GLEAM) (508)(Federal Grants)

Allocation Amount: $44,000.00

Project Duration: 12/01/2025 - 6/30/2026

This grant program is to support deep and lasting improvements to schools' multi-tiered system of support for literacy, enabling schools to better serve all students, especially historically underserved students; and ensuring that all students can reach their literacy potential..

FY24 (1/23/23 - 8/31/23) Approved $174,000.00 - 100% spent

FY24 (9/5/23 - 6/30/24) Approved $155,500 - 100% spent

FY25 (7/1/24 - 9/30/24) (Cohort I) Approved $18,000 - 25.77% spent

FY25 (7/1/24 - 9/30/24) (Cohort II) Approved $10,000 - 100% spent

FY25 (10/1/24 - 9/30/25) (school year) Approved $177,500.00 - 99.11% spent

FY26 (12/1/25 - 6/30/26) Approved $44,000.00 expected to be fully spent by 6/30/2026

Interpreter In the Education Setting Training (199) (Federal Grants)

Allocation Amount: $35,000.00

Project Duration: 10/28/2025 - 8/31/2026

The purpose of this grant is to help districts train bilingual staff to become educational interpreters, aiming to boost services for non-English speaking students and families, with applications open in systems like GEM$ for eligible Local Education Agencies.

FY25 (11/15/24 - 6/30/25) Approved $35,000 - 100% spent

FY26 (10/28/25 - 8/31/26) Approved $35,000 expected to be fully spent by 6/30/2026

Rethinking Discipline Initiative (122) (Federal Grants)

Allocation Amount: $75,000.00

Project Duration: 10/22/2025 - 6/30/2026

The purpose of this targeted competitive grant is to support districts and schools in strengthening equitable practices and increasing student engagement related to school climate and culture. This includes reexamining discipline practices, promoting effective alternatives to exclusionary practices, and developing and implementing action plans that foster safer, more supportive, and more equitable learning environments for all students.

FY25 (11/13/24 - 6/30/25) Approved $40,000 - 100% spent

FY26 (10/22/25 - 6/30/25) Approved $75,000 expected to be fully spent by 6/30/2026

MassGrad Promising (320) (Federal Grants)

Allocation Amount: $40,000

Project Duration: 1/18/26 - 6/30/2026

The purpose of this federally funded competitive grant opportunity is to provide supplemental support for dropout prevention and reengagement initiatives at high schools with elevated dropout rates. The grant is intended to serve students who may face significant barriers to graduation, including but not limited to expectant or parenting responsibilities, substance use challenges, current or prior involvement with the courts or juvenile justice system, being at least one year behind the expected grade level for their age, limited English proficiency, gang involvement, prior dropout status, high or chronic absenteeism, or other factors that place students at increased risk of not graduating.

FY24 (12/19/23 - 6/30/24) Approved $ 100,341.52 - 100% spent

FY25 (12/17/24 - 6/30/25) Approved $49,000 - 99.84% spent

FY26 (1/1826 - 6/30/26) Approved $40,000 - expected to be fully spent by 6/30/2026

Safe and Supportive Schools (335) (State Grants)

Allocation Amount: $10,000.00

Project Duration: 9/4/25 - 6/30/26

The purpose of this state-funded competitive grant program is to provide funding to school districts, and their selected schools, to organize, integrate, and sustain school and district wide initiatives that promote safe and supportive learning environments.

FY24 (10/27/23-6/30/24) Approved $10,000.00 - 97% spent

FY25 (8/29/24 - 6/30/25) Approved $10,000.00 - 91.5% spent

FY26 (9/4/25 - 6/30/26) Approved $10,000 - expected to be fully spent by 6/30/2026

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

dpinto@lowell.k12.ma.us
www.lowell.k12.ma.us
978-674-4325

To:	Liam Skinner, Superintendent
From:	Derek Pinto Assistant Superintendent of Finance
Date:	January 15, 2026
Re:	Donations to Student Activities Accounts

Purpose

To request School Committee approval to accept the donations from Hannaford and the Museum of Science for the benefit of the Student Activity Accounts at the respective schools.

Background

The Lowell Public Schools periodically receives monetary donations from individuals, community organizations, and businesses intended to support student programs, activities, and school-based initiatives. These donations are restricted for student use and are deposited into the applicable school's Student Activities Account.

Donation details are as follows:

- **Three hundred sixty-six dollars ($366.00) from Hannford** for the benefit of the Shaughnessy School.
- **Three hundred thirty-six dollars ($336.00) from Hannaford** for the benefit of the Wang Middle School.
- **Three hundred fifty dollars ($350.00) from the Museum of Science in Boston** for the benefit of the Bartlett Community Partnership School.

Fiscal Impact

The acceptance of these donations will have no fiscal impact on the City of Lowell's General Fund or the School Department's operating budget. The donated funds are restricted for student use and will be deposited into the appropriate Student Activities Accounts.

Recommendation

It is recommended that the School Committee vote to accept the donations listed above.

Recommended Motion

Vote: That the Lowell School Committee vote to accept the donations as presented to support student programs and activities, and authorize the deposit of said funds into the appropriate Student Activities Accounts.

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

dpinto@lowell.k12.ma.us
www.lowell.k12.ma.us
978-674-4325

To:	Liam Skinner, Superintendent
From:	Derek Pinto Assistant Superintendent of Finance
Date:	January 15, 2026
Re:	Donation Greater Lowell Tech Van to Lowell High School

Purpose

To request School Committee approval to accept the donation of a surplus vehicle from the Greater Lowell Technical High School Committee.

Background

By letter dated January 7, 2026, the Greater Lowell Technical High School Committee notified the district that, pursuant to a vote taken at its December 18, 2025, meeting, it authorized the disposal and donation of a surplus vehicle no longer required for district operations. In accordance with its disposal policy and based on comparable auction values, the Committee has offered the vehicle to Lowell High School.

Vehicle details are as follows:

- **Make/Model:** 2012 Ford E450
- **Mileage:** Approximately 21,166 miles

The donor has requested notification following a formal vote of acceptance by the Lowell School Committee, at which time coordination will occur for vehicle pickup and completion of the title transfer.

Fiscal Impact

There is no purchase cost to the district. Acceptance of the vehicle is anticipated to result in operational savings by reducing reliance on contracted transportation for student activities and community-based programming. Costs may include vehicle insurance, related operating, and routine maintenance.

Recommendation

It is recommended that the School Committee vote to accept the donation of the 2012 Ford E450 from the Greater Lowell Technical High School Committee.

Recommended Motion

Vote: That the Lowell School Committee accept the donation of a surplus 2012 Ford E450 vehicle from the Greater Lowell Technical High School Committee, as presented, and authorize the Superintendent or designee to execute any documents necessary to effectuate the transfer of title.

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

dpinto@lowell.k12.ma.us
www.lowell.k12.ma.us
978-674-4325

To:	Liam Skinner, Superintendent
From:	Derek Pinto Assistant Superintendent of Finance
Date:	January 15, 2026
Re:	Donation Massachusetts Technology Collaborative to Lowell Public Schools

Purpose: Request School Committee approval to accept a technology donation from the Massachusetts Technology Collaborative (MassTech).

Background: Lowell Public Schools was awarded a state-provided grant administered by the Massachusetts Technology Collaborative (MassTech) through its **Connected & Online Program**, a statewide initiative funded by the U.S. Treasury Capital Projects Fund and led by the Executive Office of Economic Development. MassTech serves as the implementing subrecipient.

As a result of this award, MassTech is donating **500 Dell 3120 2-in-1 touchscreen Chromebooks**, each with a **three-year hardware warranty and accidental damage coverage**, with an estimated total value of **$150,000**. The award was received in **January 2026**, and delivery of devices is anticipated within the next several weeks.

Use, Oversight, and Conditions: Devices will be deployed at **Lowell High School** to support instruction and equitable access to technology. Approximately **30 devices** will be maintained on-site in mobile carts, with the remaining devices distributed to students through a lending model for at-home use.

Lowell High School will be responsible for inventory control, usage oversight, and compliance with all program requirements. Devices must be provided **at no cost** to end users and remain **publicly accessible** through the period of performance ending **December 21, 2026**. All devices remain the **property of Lowell Public Schools**.

The program requires **quarterly and year-end reporting**, which will be coordinated by district staff in collaboration with school leadership. Close-out guidance anticipates continued use through the end of the devices' useful life, subject to final direction from MassTech.

Fiscal Impact: No hard cost to the district. Soft costs include IT personnel responding to tickets/work to be performed on these devices to ensure they are working properly.

Recommendation: The administration recommends acceptance of this donation as it supports district goals related to instructional access, workforce readiness, and digital equity.

Recommended Motion: *Vote: That the Lowell School Committee accept the donation of 500 Dell 3120 2-in-1 touchscreen Chromebooks from the Massachusetts Technology Collaborative through its Connected & Online Program, as presented, and authorize the Superintendent or designee to execute all documents necessary to effectuate acceptance and compliance.*

Solangel Alonzo
District Community Schools Manager
salonzo@lowell.ma.us | 978-206-1325

MEMORANDUM

To: Alice Brown-LeGrand, Assistant Superintendent of Student Support Services
From: Solangel Alonzo, Community Schools Manager
Date: January 8, 2026
Subject: United Way Grant Award to Community Schools

The Community Schools program in the Office of Student Support Service has received a grant award of $35,000 from United Way of Massachusetts Bay, funded by the Lubin Foundation. The purpose of this award is to expand contractual services including community partnerships and enrichment program transportation at the district's eight Community Schools: Bartlett Community Partnership School, Butler Middle School, Career Academy, Greenhalge Elementary, Lowell High School Freshman Academy, Reilly Elementary School, STEM Academy, and Sullivan Middle School. In addition to the $35,000 direct award for contractual services, United Way will sponsor travel and registration costs for Community Schools Managers to attend the National Community Schools conference on May 27-29, pending further School Committee approval.

The award to Lowell Public Schools from the Lubin Foundation via United Way of Massachusetts Bay is in acknowledgement of the promising progress and outcomes of the community schools strategy in Lowell. The strategy has contributed to overall school improvement including improved attendance, school connectedness, credit attainment, graduation. Last school year, Lowell Community Schools engaged more than 5000 students, 2300 families, and 2500 community residents.

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

Tel: 978-674-4324
Fax: 978-937-7609
E-Mail: jhall@lowell.k12.ma.us

To: Superintendent
From: James Hall
Date: January 15, 2026

I request the following rates of pay be approved by the Lowell School Committee to support cafeteria operations for February, April, and summer vacations:

DRIVER: $24.00/hour
CAFETERIA WORKER: $22.00/hour
COOK: $26.00/hour

Working during these vacation periods is optional and is not contractually obligated. These rates of pay are recommended in recognition of the rate of pay needed to staff kitchens in consideration of the optional nature of this additional work outside of the school year.

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

dpinto@lowell.k12.ma.us
www.lowell.k12.ma.us
978-674-4325

TO: Liam Skinner, Superintendent of Schools
FROM: Derek Pinto, Assistant Superintendent of Finance
DATE: January 14, 2026
RE: Budget Modification Request

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	$29,533.80
Total Amount to be Transferred Out	($29,533.80)
Net Budget Impact	$0.00

Transfers In: (Increased Budget Authority)
The following accounts will receive additional funding:

- Rogers Technology Expense (Org. 98710624) - $24,500.00
- Bridge/Brady – General Supplies (Org. 99210612) - $5,033.80

Transfers Out: (Funding Source)
Funds will be reallocated from various accounts where either unspent balances or reprioritized funds are available. These include:

- Rogers SA – General Supplies
- Bridge/Brady – Professional Development

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

Justification
Per Principal request, funds are being shifted among school-based discretionary (non-salary) accounts to purchase new student devices and replace aging equipment and instructional supplies. 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 $29,533.80 within Fund 0010, as outlined above and in the attached documentation.

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The City of Lowell
City Hall • 375 Merrimack Street • Lowell, MA 01852
P: 978.446.7200 • F: 978.970.4007
www.LowellMA.gov
Office of the City Auditor

Budget Increase/Decrease Request Form

Requestor: Jaclyn Kelleher- Roy **Date:** 1/14/2026

Fund	Organizational ID	Object	DESE		Amount Requested	Source of Additional Funding***			DESE		Amount (transfers only)
0010	98710624	541000	2450	Rogers Technology Expense	24,500.00	0010	98710612	544400	2300	Rogers SA - General Supplies	-24,500.00
0010	99210612	544400	2300	Brady - General Supplies	5,033.80	0010	99237070	530064	2350	Brady - Prof Development	-5,033.80
					29,533.80						-29,533.80
											0

***Include Fund, Org, and Object if this is a budget transfer

Reason for budget adjustment:

Modifications as requested by building Principals and/or Department Heads to expend the budget.

Department Head Approval:

Auditor Approval:

Lowell Public Schools

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

Michael Fiato
Head of School

Tel. (978) 937-8900
Fax (978) 937-8902
Email: Mfiato@lowell.k12.ma.us

Liam Skinner, Superintendent
Lowell Public Schools
155 Merrimack Street
Lowell, MA 01852

December 8, 2025

Re: OVERNIGHT REQUEST

Dear Superintendent Skinner,

I am writing to request permission for two of our Lowell High teachers to travel with up to 30 students/members of the Lowell Chapter of Business Professionals of America to participate in the State Leadership Conference sponsored by the MA Business Professionals of America at the Wellsworth Hotel, Southbridge, MA on Friday, March 6-March 8, 2026.

Attending the conference will be Jill Taylor and Charlotte Tacito. Teacher costs for the trip will be paid through chapter funds of approximately $950 total. The cost for students is $100 per student and the remaining $250 per student will be covered by The 1826 School Store funds based on the number of students attending. The cost includes all meetings, meals, and activities for the students. Transportation costs to the hotel will be covered by the Student Activities Fund. There is no additional cost to the Lowell School Department for students. There is no cost for substitutes as the conference will take place on a weekend.

Students will be competing in a variety of events offered. Each student will choose three events in their areas of their choice. Additionally, members will attend professional development workshops, business meetings, and chapter meetings when not in competitive events. The Grande Awards Session will be held in person on Sunday, March 8, 2026 after all competitive events have taken place. Students will return to LHS by 4:00pm on Sunday, March 8.

Thank you for your consideration.

Respectfully,

Michael Fiato
Head of School

MEMO

TO: Michael Fiato, Head of School

FROM: Jill Taylor, Business Professionals of America Advisor

DATE December 8, 2025

SUBJECT: OVERNIGHT STATE LEADERSHIP CONFERENCE FOR BUSINESS PROFESSIONALS OF AMERICA

I am writing to request permission to take 30 members of the Lowell Chapter of Business Professionals of America to participate in the State Leadership Conference sponsored by the MA Business Professionals of America at the Wellsworth Hotel, Southbridge, MA on Friday, March 6 and Sunday, March 8, 2026.

I am requesting permission to attend the conference with student members of LHS BPA and teacher Charlotte Tacito. Teacher costs for the trip will be paid through chapter funds of approximately $950 total. The cost for students is $100 per student and the remaining $250 per student will be covered by The 1826 School Store funds based on the number of students attending. This cost includes all meetings, meals and activities for students. Transportation costs to the hotel will be covered by the Student Activities Fund. There is no additional cost to the Lowell School Department for students. There is no cost for substitutes as the conference will take place over a weekend.

Students will compete in a variety of events, including but not limited to:

Fundamental Accounting	Business Law and Ethics
Banking & Finance	Prepared Speech
Fundamental Word Processing Skills	TV News Production - Team Event
Administrative Support Concepts	Advanced Interview Skills
Graphic Design Promotion	Interview Skills
Extemporaneous Speech	Human Resource Management
Prepared Speech	Digital Media Production
Podcast Production -Team Event	Management/Marketing/Human Resources Concepts

Members will demonstrate their competency in three areas of their choice. Additionally, members will attend professional development workshops, business meetings, and chapter meetings when not in competitive events. The Grand Awards Session will be held in person on Sunday, March 8, 2026 after all competitive events have taken place. Students will return to LHS by 4 pm on Sunday, March 8.

Thank you for your consideration.

c Stephen Gervais, Department Chair

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: Jill Taylor		PF Number: PF1887
School: LHS	Grade Level: 9-12	Subject: Business
Workshop Title: MA BPA State Leadership Conference		
Organization/Department Presenting Workshop: Massachusetts Business Professionals of AMerica		
Cost: 350	Date(s) of Workshop: from: 3/6/2026 to: 3/8/2026	
Substitute Coverage Needed? No	If **Para** is to serve as the coverage, indicate **Para's** name here:	
In State, * Overnight ** Letter to the Superintendent of Out of State/Overnight attached **		

Signature of Applicant: Jill Taylor	Date: 1/15/2026
Signature of Approval by Principal: Stephen L. Gervais Jr.	Date: 1/15/2026

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

Funding Source	Workshop	Substitute	Initials of Approval Department
Title I School	**Field Trip**	**Substitute needed**	**SLG**
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: Charlotte Tacito		PF Number: PF1886
School: LHS	Grade Level: 9-12	Subject: Business Professionals of America (BPA) Club
Workshop Title: BPA MA State Leadership Conference		
Organization/Department Presenting Workshop: Business Professionals of America (BPA)		
Cost: 0	Date(s) of Workshop: from: 3/6/2026 to: 3/8/2026	
Substitute Coverage Needed? No	If **Para** is to serve as the coverage, indicate **Para's** name here:	
In State ** Letter to the Superintendent of Out of State/Overnight attached **		

Signature of Applicant: Charlotte Tacito	Date: 1/14/2026
Signature of Approval by Principal: Stephen L. Gervais Jr.	Date: 1/14/2026

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

Funding Source	Workshop	Substitute	Initials of Approval Department
Title I School	**Field Trip**	**One substitute requested**	
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:

Lowell Public Schools

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

Michael Fiato
Head of School

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Liam Skinner, Superintendent
Lowell Public Schools
155 Merrimack Street
Lowell, MA 01852

December 8, 2025

Re: OVERNIGHT REQUEST

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Attending the conference will be Jill Taylor and Charlotte Tacito. Teacher costs for the trip will be paid through chapter funds of approximately $950 total. The cost for students is $100 per student and the remaining $250 per student will be covered by The 1826 School Store funds based on the number of students attending. The cost includes all meetings, meals, and activities for the students. Transportation costs to the hotel will be covered by the Student Activities Fund. There is no additional cost to the Lowell School Department for students. There is no cost for substitutes as the conference will take place on a weekend.

Students will be competing in a variety of events offered. Each student will choose three events in their areas of their choice. Additionally, members will attend professional development workshops, business meetings, and chapter meetings when not in competitive events. The Grande Awards Session will be held in person on Sunday, March 8, 2026 after all competitive events have taken place. Students will return to LHS by 4:00pm on Sunday, March 8.

Thank you for your consideration.

Respectfully,

Michael Fiato
Head of School

MEMO

TO: Michael Fiato, Head of School

FROM: Jill Taylor, Business Professionals of America Advisor

DATE December 8, 2025

SUBJECT: OVERNIGHT STATE LEADERSHIP CONFERENCE FOR BUSINESS PROFESSIONALS OF AMERICA

I am writing to request permission to take 30 members of the Lowell Chapter of Business Professionals of America to participate in the State Leadership Conference sponsored by the MA Business Professionals of America at the Wellsworth Hotel, Southbridge, MA on Friday, March 6 and Sunday, March 8, 2026.

I am requesting permission to attend the conference with student members of LHS BPA and teacher Charlotte Tacito. Teacher costs for the trip will be paid through chapter funds of approximately $950 total. The cost for students is $100 per student and the remaining $250 per student will be covered by The 1826 School Store funds based on the number of students attending. This cost includes all meetings, meals and activities for students. Transportation costs to the hotel will be covered by the Student Activities Fund. There is no additional cost to the Lowell School Department for students. There is no cost for substitutes as the conference will take place over a weekend.

Students will compete in a variety of events, including but not limited to:

Fundamental Accounting	Business Law and Ethics
Banking & Finance	Prepared Speech
Fundamental Word Processing Skills	TV News Production - Team Event
Administrative Support Concepts	Advanced Interview Skills
Graphic Design Promotion	Interview Skills
Extemporaneous Speech	Human Resource Management
Prepared Speech	Digital Media Production
Podcast Production -Team Event	Management/Marketing/Human Resources Concepts

Members will demonstrate their competency in three areas of their choice. Additionally, members will attend professional development workshops, business meetings, and chapter meetings when not in competitive events. The Grand Awards Session will be held in person on Sunday, March 8, 2026 after all competitive events have taken place. Students will return to LHS by 4 pm on Sunday, March 8.

Thank you for your consideration.

c Stephen Gervais, Department Chair

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: Jill Taylor		PF Number: PF1887
School: LHS	Grade Level: 9-12	Subject: Business
Workshop Title: MA BPA State Leadership Conference		
Organization/Department Presenting Workshop: Massachusetts Business Professionals of AMerica		
Cost: 350	Date(s) of Workshop: from: 3/6/2026 to: 3/8/2026	
Substitute Coverage Needed? No	If **Para** is to serve as the coverage, indicate **Para's** name here:	
In State, * Overnight ** Letter to the Superintendent of Out of State/Overnight attached **		

Signature of Applicant: Jill Taylor	Date: 1/15/2026
Signature of Approval by Principal: Stephen L. Gervais Jr.	Date: 1/15/2026

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

Funding Source	Workshop	Substitute	Initials of Approval Department
Title I School	**Field Trip**	**Substitute needed**	**SLG**
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: Charlotte Tacito		PF Number: PF1886
School: LHS	Grade Level: 9-12	Subject: Business Professionals of America (BPA) Club
Workshop Title: BPA MA State Leadership Conference		
Organization/Department Presenting Workshop: Business Professionals of America (BPA)		
Cost: 0	Date(s) of Workshop: from: 3/6/2026 to: 3/8/2026	
Substitute Coverage Needed? No	If **Para** is to serve as the coverage, indicate **Para's** name here:	
In State ** Letter to the Superintendent of Out of State/Overnight attached **		

Signature of Applicant: Charlotte Tacito	Date: 1/14/2026
Signature of Approval by Principal: Stephen L. Gervais Jr.	Date: 1/14/2026

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

Funding Source	Workshop	Substitute	Initials of Approval Department
Title I School	**Field Trip**	**One substitute requested**	
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:

Lowell Public Schools

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

Michael Fiato
Head of School

Tel. (978) 937-8900
Fax (978) 937-8902
Email: Mfiato@lowell.k12.ma.us

Liam Skinner, Superintendent
Lowell Public Schools
155 Merrimack Street
Lowell, MA 01852

December 8, 2025

Re: OVERNIGHT REQUEST

Dear Superintendent Skinner,

I am writing to request permission for three Lowell High teachers to travel with up to 30 students on an international trip to Japan during the school vacation week of February 2027. Travel arrangements are being organized by Explorica, an organization frequently used to plan other Lowell High School international trips. Per policy, one chaperone is assigned to every six student travelers. Expedited school committee äpproval will result in lower monthly payments for students and families.

The trip will explore the culture of Japan, including Tokyo, Hakone region and Kyoto. The students will have guided tours exposing them to many sightseeing locations and will have the opportunity to experience and immerse themselves in aspects of Japanese culture including food, language, religion and social norms through experiences and tours.

The cost for the school department will be substitute coverage for chaperones Taylor Gannon, Hannah Roy, Ralph Saint-Louis and any additional teacher chaperones needed if the student travelers exceed 18 enrolled travelers on February 12, 2027. This will be dependent upon the flight schedule, and Explorica is aware the flight cannot conflict with the Thursday school schedule. Additional non-teacher chaperones include Asa Roy and Curtis Allard. (CORI completed)

Program Fee: $4,431 includes round trip airfare, ground transportation, Explorica director, daily breakfast and dinner, (including tips) additional travel insurance will be the responsibility of the participants with varying options for coverage. Transportation to and from Logan Airport will be determined through local bus transportation, divided by the number of students attending, and at no cost to the school.

Thank you for your consideration.

Respectfully,

Michael Fiato
Head of School

December 4 th, 2025
Liam Skinner, Superintendent of
Lowell Public Schools
Michael Fiato, Head of School
Lowell High School
50 Father Morissette Blvd.
Lowell, MA 01852

Dear Superintendent Skinner and Head Of School Mr. Fiato,

I request permission to travel with up to 30 students on an international trip to Japan during the school vacation week of February 2027. Travel arrangements are being organized by Explorica, an organization frequently used to plan other Lowell High School international trips. Per policy, one chaperone is assigned to every six student travelers. Expedited school committee approval will result in lower monthly payments for students and families.

The trip will explore the culture of Japan, including Tokyo, Hakone region and Kyoto. The students will have guided tours exposing them to many sightseeing locations such as the Meji Shrine, Shibuya, Akihabara Electric Town, Lake Ashi, Takayama, Matsumoto castle, Shirakawago, the bronze Buddha in Todai-ji, Kasuga Shrine, Zen Buddhist Temple Kinkakuji or Golden Temple and Sanjusangendo Temple. Students will have the opportunity to experience and immerse themselves in aspects of Japanese culture including food, language, religion and social norms through experiences and tours.

The cost to the school department will be substitute coverage for chaperones Taylor Gannon, Hannah Roy, Ralph Saint-Louis and any additional teacher chaperones needed if the student travelers exceed 18 enrolled travelers on February 12th, 2027. This will be dependent upon the flight schedule, and Explorica is aware the flight cannot conflict with the Thursday school schedule. Additional non-teacher adult chaperones include Asa Roy and Curtis Allard (CORI completed).

Student Costs: Pricing Information

Program Fee: $4,431 this includes round trip airfare, ground transportation, Explorica director, daily breakfast and dinner, all entrance fees, and local guides; travelers will be responsible for their lunch daily, and include tips; additional travel insurance will be the responsibility of the participants with varying options for coverage.

Transportation To/From Logan Airport: To be determined through local bus transportation, divided by the number of students attending, and at no cost to the school department.

Massachusetts Curriculum Standards:

The trip complies with the Massachusetts Curriculum Standards:

Standard 1: Culture. Students will demonstrate an understanding of the culture studied through history, literature, and the arts.

Standard 2: Communities. Students will use languages other than English beyond the school setting.

Standard 3: Communication. Demonstrate active listening skills. Listen attentively and respectfully to others. Focus attentively, make eye contact or other affirming gestures, confirm understanding and follow directions.

Standard 4: Professionalism. Demonstrate attendance and punctuality. Identify and practice professional time-management and attendance behaviors, including punctuality, reliability, planning, and flexibility.

Standard 5: Technology. Students will view and explore how Japan is a technological leader and innovator for the globe through a guided tour of a prominent Tokyo-based showroom for technology.

Standard 6: Environmental. Students will look at how Japan protects their ecosystems and natural landmarks as well as their city communities. The students will compare those cultures and communities' habits with those of the US and look at strategies for improving environmental protection in the US.

Thank you for your consideration,

Taylor Gannon

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: Hannah Roy		PF Number: PF1791
School: LHS	Grade Level: 10-12	Subject: Science
Workshop Title: Japan Highlights		
Organization/Department Presenting Workshop: Explorica		
Cost: 0	Date(s) of Workshop: from: 2/12/2027 to: 2/19/2027	
Substitute Coverage Needed? Yes - One sub to cover one staff member	If **Para** is to serve as the coverage, indicate **Para's** name here:	
* Out of State, * Overnight ** Letter to the Superintendent of Out of State/Overnight attached **		

Signature of Applicant: Hannah Roy	Date: 12/4/2025
Signature of Approval by Principal: Tara Goodhue	Date: 12/8/2025

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

Funding Source	Workshop	Substitute	Initials of Approval Department
Title I School			
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)

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REMIT TO: CURRICULUM OFFICE

Name of Staff Member: Taylor Gannon		PF Number: PF1790
School: LHS	Grade Level: 10-12	Subject: Science
Workshop Title: Japan Highlights		
Organization/Department Presenting Workshop: Explorica by World Strides		
Cost: 0	Date(s) of Workshop: from: 2/12/2027 to: 2/19/2027	
Substitute Coverage Needed? Yes - One sub to cover one staff member	If **Para** is to serve as the coverage, indicate **Para's** name here:	
* Out of State, * Overnight ** Letter to the Superintendent of Out of State/Overnight attached **		

Signature of Applicant: Taylor Gannon	Date: 12/4/2025
Signature of Approval by Principal: Tara Goodhue	Date: 12/8/2025

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

Funding Source	Workshop	Substitute	Initials of Approval Department
Title I School			
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:

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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)

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REMIT TO: CURRICULUM OFFICE

Name of Staff Member: Ralph Saint-Louis		PF Number: PF1793
School: LHS	Grade Level: 9	Subject: Science
Workshop Title: Japan Highlights		
Organization/Department Presenting Workshop: Explorica		
Cost: 0	Date(s) of Workshop: from: 2/12/2027 to: 2/19/2027	
Substitute Coverage Needed? Yes - One sub to cover one staff member	If **Para** is to serve as the coverage, indicate **Para's** name here:	
* Out of State ** Letter to the Superintendent of Out of State/Overnight attached **		

Signature of Applicant: Ralph Saint-Louis	Date: 12/5/2025
Signature of Approval by Principal: Tara Goodhue	Date: 12/5/2025

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

Funding Source	Workshop	Substitute	Initials of Approval Department
Title I School			
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:

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Lowell Public Schools

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

Michael Fiato
Head of School

Tel. (978) 937-8900
Fax (978) 937-8902
Email: mfiato@lowell.k12.ma.us

MEMORANDUM

To: Liam Skinner, Superintendent
Fr: Michael Fiato, Head of Schools, Lowell High School
Re: Overnight Travel Request

The Barr Foundation and The Learning Agenda have organized a peer site visit for **Portrait of a Graduate** on February 26, 2026, in Stratford, Connecticut.

At present, LHS is a Portrait of a Graduate grant recipient who receives support for school transformation by the Barr Foundation. The project's goal is to "do high school differently" to ensure that all Lowell High School graduates possess not only content knowledge, but also the skills necessary for post-secondary success. This year, the focus is on systems to improve instructional practices through classroom discourse.

The school visit is intended to allow the Barr grantees to visit sites that are also undergoing school transformation, share challenges and problem solve with other grantees, and hear from expert advisors from The Learning Agenda.

Participants will travel to Stratford, CT, on February 25, 2026, after the conclusion of the school day and return following the visit on February 26, 2026. All costs associated with the trip, , including hotel and food, will be funded by the Barr Foundation. The following Lowell Public Schools employees request permission to attend this convening:

- Patricia Adams- Science Teacher & PoG Fellow
- Meghan Branco- Associate Head of Schools
- Amanda Ernst- Social Studies Teacher & PoG Fellow
- Connor Malek- ELA Teacher & PoG Fellow
- Emily Steinberg- Science Teacher & PoG Fellow
- Katelyn Ventola- Instructional Specialist & PoG Grant Manager
- Ruth Whalen Crockett- ELD Teacher & PoG Fellow

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)

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REMIT TO: CURRICULUM OFFICE

Name of Staff Member: Amanda Ernst-		PF Number: PF
School: LHS	Grade Level: 11-12	Subject: Social Studies
Workshop Title: POG Stratford Peer Visit		
Organization/Department Presenting Workshop: Barr Foundation		
Cost: 0	Date(s) of Workshop: from: 2/26/2026 to: 2/26/2026	
Substitute Coverage Needed? Yes - One sub to cover one staff member	If **Para** is to serve as the coverage, indicate **Para's** name here:	
* Out of State, * Overnight ** Letter to the Superintendent of Out of State/Overnight attached **		

Signature of Applicant: Amanda Ernst	Date: 1/15/2026
Signature of Approval by Principal: Meghan Branco	Date: 2/26/2026

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

Funding Source	Workshop	Substitute	Initials of Approval Department
Title I School			
Title I District			
Individual School Fund #			
Professional Development District			
SPED			
Other Grants/Programs (Provide Grant/Program Name & No.#)	**Targeted Assistance Grant (TAG) (16630005.512401.00026)**		**MB**

Signature of Central Administrator:	Date:
Sub Reserved:	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)

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REMIT TO: CURRICULUM OFFICE

Name of Staff Member: Connor Malek		PF Number: PF
School: LHS	Grade Level: 11-12	Subject: ELA
Workshop Title: POG Stratford Peer Visit		
Organization/Department Presenting Workshop: Barr Foundation		
Cost: 0	Date(s) of Workshop: from: 2/26/2026 to: 2/26/2026	
Substitute Coverage Needed? Yes - One sub to cover one staff member	If **Para** is to serve as the coverage, indicate **Para's** name here:	
* Out of State, * Overnight ** Letter to the Superintendent of Out of State/Overnight attached **		

Signature of Applicant: Connor Malek	Date: 1/15/2026
Signature of Approval by Principal: Meghan Branco	Date: 1/15/2026

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

Funding Source	Workshop	Substitute	Initials of Approval Department
Title I School			
Title I District			
Individual School Fund #			
Professional Development District			
SPED			
Other Grants/Programs (Provide Grant/Program Name & No.#)	**Portrait of a Graduate (POG) (11680005.512401.00026)**		

Signature of Central Administrator:	Date:
Sub Reserved:	Date:
Request Denied by:	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: Emily Steinberg		PF Number: PF
School: LHS	Grade Level: 10-12	Subject: Science
Workshop Title: POG Stratford Peer Visit		
Organization/Department Presenting Workshop: Barr Foundation		
Cost: 0	Date(s) of Workshop: from: 2/26/2026 to: 2/26/2026	
Substitute Coverage Needed? Yes - One sub to cover one staff member	If **Para** is to serve as the coverage, indicate **Para's** name here:	
* Out of State, * Overnight ** Letter to the Superintendent of Out of State/Overnight attached **		

Signature of Applicant: Emily Steinberg	Date: 1/15/2026
Signature of Approval by Principal: Meghan Branco	Date: 1/15/2026

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

Funding Source	Workshop	Substitute	Initials of Approval Department
Title I School			
Title I District			
Individual School Fund #			
Professional Development District			
SPED			
Other Grants/Programs (Provide Grant/Program Name & No.#)	**Portrait of a Graduate (POG) (11680005.512401.00026)**		**MB**

Signature of Central Administrator:	Date:
Sub Reserved:	Date:
Request Denied by:	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: Patricia Adams		PF Number: PF
School: LHS	Grade Level: 9-10	Subject: Science
Workshop Title: POG Stratford Peer Visit		
Organization/Department Presenting Workshop: Barr Foundation		
Cost: 0	Date(s) of Workshop: from: 2/26/2026 to: 2/26/2026	
Substitute Coverage Needed? Yes - One sub to cover one staff member	If **Para** is to serve as the coverage, indicate **Para's** name here:	
* Out of State, * Overnight ** Letter to the Superintendent of Out of State/Overnight attached **		

Signature of Applicant: Patricia Adams	Date: 1/15/2026
Signature of Approval by Principal: Meghan Branco	Date: 1/15/2026

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

Funding Source	Workshop	Substitute	Initials of Approval Department
Title I School			
Title I District			
Individual School Fund #			
Professional Development District			
SPED			
Other Grants/Programs (Provide Grant/Program Name & No.#)	**Portrait of a Graduate (POG) (11680005.512401.00026)**		**MB**

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

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REMIT TO: CURRICULUM OFFICE

Name of Staff Member: Ruth Whalen Crockett		PF Number: PF
School: LHS	Grade Level: 9-12	Subject: MLE
Workshop Title: POG Stratford Peer Visit		
Organization/Department Presenting Workshop: Barr Foundation		
Cost: 0	Date(s) of Workshop: from: 2/26/2026 to: 2/26/2026	
Substitute Coverage Needed? Yes - One sub to cover one staff member	If **Para** is to serve as the coverage, indicate **Para's** name here:	
* Out of State, * Overnight ** Letter to the Superintendent of Out of State/Overnight attached **		

Signature of Applicant: Ruth Whalen Crockett	Date: 1/15/2026
Signature of Approval by Principal: Meghan Branco	Date: 1/15/2026

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

Funding Source	Workshop	Substitute	Initials of Approval Department
Title I School			
Title I District			
Individual School Fund #			
Professional Development District			
SPED			
Other Grants/Programs (Provide Grant/Program Name & No.#)	**Portrait of a Graduate (POG) (11680005.512401.00026)**		**MB**

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

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REMIT TO: CURRICULUM OFFICE

Name of Staff Member: Meghan Branco		PF Number: PF1889
School: LHS	Grade Level: 9-12	Subject: Administrator
Workshop Title: POG Peer Visit		
Organization/Department Presenting Workshop: Barr Foundation		
Cost: 0	Date(s) of Workshop: from: 2/26/2026 to: 1/26/2026	
Substitute Coverage Needed? No	If **Para** is to serve as the coverage, indicate **Para's** name here:	
* Out of State ** Letter to the Superintendent of Out of State/Overnight attached **		

Signature of Applicant: Meghan Branco	Date: 2/26/2026
Signature of Approval by Principal: Michael Fiato	Date: 1/16/2026

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

Funding Source	Workshop	Substitute	Initials of Approval Department
Title I School			
Title I District			
Individual School Fund #			
Professional Development District			
SPED			
Other Grants/Programs (Provide Grant/Program Name & No.#)	**Portrait of a Graduate (POG) (11680005.512401.00026)**		

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

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REMIT TO: CURRICULUM OFFICE

Name of Staff Member: Katelyn Ventola		PF Number: PF1893
School: LHS	Grade Level: 9-12	Subject: Math
Workshop Title: Katelyn Ventola-		
Organization/Department Presenting Workshop: Barr Foundation		
Cost: 9	Date(s) of Workshop: from: 2/26/2026 to: 2/26/2026	
Substitute Coverage Needed? No	If **Para** is to serve as the coverage, indicate **Para's** name here:	
* Out of State, * Overnight ** Letter to the Superintendent of Out of State/Overnight attached **		

Signature of Applicant: Katelyn Ventola	Date: 1/15/2026
Signature of Approval by Principal: Meghan Branco	Date: 1/15/2026

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

Funding Source	Workshop	Substitute	Initials of Approval Department
Title I School			
Title I District			
Individual School Fund #			
Professional Development District			
SPED			
Other Grants/Programs (Provide Grant/Program Name & No.#)	**Portrait of a Graduate (POG) (11680005.512401.00026)**		**MB**

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

LOWELL PUBLIC SCHOOLS
Office of Teaching and Learning
155 Merrimack Street, 5th Floor, Lowell, MA 01852

Oneida Fox Roye, EdD
Assistant Superintendent for Academics & Instruction

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

To: Liam Skinner, Superintendent

From: Oneida Fox Roye, Assistant Superintendent of Academics and Instruction

Date: January 14, 2026

Re: Overnight Travel Request-OpenSciEd

The Coordinator of Science and Social Studies, K-12, is seeking permission for a sixth-grade and a seventh-grade science teacher from Robinson Middle School to travel to Norwood, MA, to participate in OpenSciEd professional learning in February 2026, hosted by One8 Foundation and OpenSciEd Massachusetts. All travel costs will be covered by the grant, while substitutes will be paid by the Lowell Public Schools, totaling $750.00.

This professional learning series deepens teachers' understanding of the OpenSciEd curriculum and instructional routines. Through immersive, practice-based sessions, participants will engage as learners, analyze student work, and collaborate with peers statewide to enhance strategies for deeper student learning.

Thank you for considering this request.

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

LOWELL
PUBLIC SCHOOLS

Kaitlin Urban
Science & Social Studies
Coordinator

Tel: (978) 674-2115
kurban@lowell.k12.ma.us

Dr. Oneida Fox Roye, Assistant Superintendent
Lowell Public Schools
155 Merrimack Street
Lowell, MA 01852

SUBJECT: OpenSciED Teacher February PD Overnight Request

I am writing to request permission for a grades 6 and 7 teachers from the Robinson Middle School to travel to Norwood, MA, to participate in OpenSciEd professional learning, hosted by the One8 Foundation and OpenSciEd Massachusetts on February 5th and February 6th. Attendance at this professional learning is a requirement of the One8 Foundation grant, awarded to the Robinson Middle School in the amount of $23,600 over a three-year period, ending in FY28.

This professional learning series is designed to deepen teachers' understanding of the OpenSciEd curriculum and its instructional routines. Participants will take part in immersive, practice-based sessions where they experience lessons as learners, analyze student work, and collaborate with science educators from across the state to strengthen instructional strategies that promote deeper student learning.

All hotel accommodations, as well as breakfast and lunch, will be covered by the One8 Foundation grant. The district will only be responsible for substitute coverage costs for 2 days.

Sincerely,
Kaitlin Urban
Coordinator of Science & Social Studies, K-12

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

LOWELL
PUBLIC SCHOOLS

Kaitlin Urban
Science & Social Studies
Coordinator

Tel: (978) 674-2115
kurban@lowell.k12.ma.us

2026 OpenSciED Teacher PD Overnight Request List

The Robinson Middle School:
Amanda Lyons: Grade 6
(Overnight February 4th and February 5th)

Nicole St. Clair: Grade 7
(Overnight February 2nd and February 3rd)

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)

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REMIT TO: CURRICULUM OFFICE

Name of Staff Member: Amanda Lyons		PF Number: PF
School: Robinson	Grade Level: 6	Subject: Science
Workshop Title: OpenSciED MA PL		
Organization/Department Presenting Workshop: Science: One8 Foundation		
Cost: 360	Date(s) of Workshop: from: 2/5/2026 to: 2/6/2026	
Substitute Coverage Needed? Yes - One sub to cover one staff member	If **Para** is to serve as the coverage, indicate **Para's** name here:	
In State ** Letter to the Superintendent of Out of State/Overnight attached **		

Signature of Applicant: Amanda Lyons	Date: 12/17/2025
Signature of Approval by Principal: Kaitlin Urban	Date: 12/17/2025

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

Funding Source	Workshop	Substitute	Initials of Approval Department
Title I School	OSE MA PL	Robinson Substitute for 2 days	KU
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: 12/17/2025

*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)

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REMIT TO: CURRICULUM OFFICE

Name of Staff Member: Nicole St.Clair		PF Number: PF1803
School: Robinson	Grade Level: 7/8	Subject: Science
Workshop Title: Open SciEd		
Organization/Department Presenting Workshop: One 8 Foundation		
Cost: 0	Date(s) of Workshop: from: 2/3/2026 to: 2/4/2025	
Substitute Coverage Needed? Yes - One sub to cover one staff member	If **Para** is to serve as the coverage, indicate **Para's** name here:	
In State ** Letter to the Superintendent of Out of State/Overnight attached **		

Signature of Applicant: NicoleSt.Clair	Date: 12/9/2025
Signature of Approval by Principal: BridgetDowling	Date: 12/9/2025

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

Funding Source	Workshop	Substitute	Initials of Approval Department
Title I School			
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:

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Lowell Public Schools

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

Michael Fiato
Head of School

Tel. (978) 937-8900
Fax (978) 937-8902
Email: Mfiato@lowell.k12.ma.us

DATE: November 12, 2025

Liam Skinner, Superintendent
Lowell Public Schools
155 Merrimack St
Lowell, MA 01852

SUBJECT: OVERNIGHT NATIONAL LEADERSHIP CONFERENCE FOR BUSINESS PROFESSIONALS OF AMERICA

Dear Superintendent Skinner,

I am requesting permission for Wayne Taylor to attend the Business Professionals of America (BPA) National Leadership Conference to participate in the national meetings during the conference as a member of the Classroom Educators Advisory Council (CEAC), as he is the Massachusetts Representative. The National Leadership Conference will be held in Nashville, TN, from Wednesday, May 6th, through Sunday, May 10th, 2026.

The cost to local school funds for Lowell High School will be substitute coverage for 3 days. Local chapter funds will cover all transportation costs. Meals and other incidental costs will be covered at Wayne's personal expense.

In addition to being the CEAC representative, I am a Co-Advisor to the Lowell High School Chapter.

As part of Wayne's membership to BPA CEAC, he is required to attend the National Leadership Conference, where he is required to attend meetings during the conference.

Thank you for your consideration.

Michael Fiato
Head of Schools

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)

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REMIT TO: CURRICULUM OFFICE

Name of Staff Member: Wayne Taylor		PF Number: PF1663
School: LHS	Grade Level: 9-12	Subject: Business
Workshop Title: NATIONAL LEADERSHIP CONFERENCE		
Organization/Department Presenting Workshop: Business Professionals of America		
Cost: 0	Date(s) of Workshop: from: 5/6/2026 to: 5/10/2026	
Substitute Coverage Needed? Yes - One sub to cover one staff member	If **Para** is to serve as the coverage, indicate **Para's** name here: n/a	
* Out of State, * Overnight ** Letter to the Superintendent of Out of State/Overnight attached **		

Signature of Applicant: Wayne Taylor	Date: 11/12/2025
Signature of Approval by Principal: Stephen L. Gervais Jr.	Date: 11/20/2025

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

Funding Source	Workshop	Substitute	Initials of Approval Department
Title I School	**Conference**	**One needed**	**SLG - if approved by School Committee**
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.