



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

Latifah Phillips
Chief Equity &
Engagement Officer

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October 3, 2019

Dr. Joel D. Boyd
Superintendent of Schools
155 Merrimack Street
Lowell, MA 01852

Dear Superintendent Boyd,

Please accept this request for an overnight out of state conference for Latifah Phillips, Chief Equity & Engagement Officer, to attend the C4 Bragfest + Sustainability Workshop from October 21, 2019 through October 22, 2019 in Hartford, Connecticut.

This conference will allow me to connect and network with people who are committed to authentic community and family engagement.

In order to participate, Ms. Phillips will be out of the district for two (2) days and no substitute will be required in her absence. There is no charge to the district other than food (\$50.00 a day) and travel (mileage reimbursement) which will not exceed \$400.00 and will be charged to travel reimbursement from the general budget.

Sincerely,

A handwritten signature in black ink, appearing to be "Latifah Phillips".

Latifah Phillips