



Lowell Public Schools

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



Michael Fiato
Head of School

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Email: MFiato@lowell.k12.ma.us

January 5, 2024

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

SUBJECT: OVERNIGHT STATE LEADERSHIP CONFERENCE FOR BUSINESS PROFESSIONALS OF AMERICA

I am writing to request permission for 24 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 Sheraton Four Points Hotel in Norwood, MA on Saturday, March 2-Sunday, March 3, 2024.

Chaperones attending will be business teachers Jill Taylor, Wayne Taylor & Charlotte Tacito. Teacher costs for the trip will be paid through chapter funds of approximately \$900 total. The cost for students is \$300 per student and 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 at the Sheraton. 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. No substitute is needed due to this being a weekend conference only.

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

Table with 4 columns: Extemporaneous Speech, Management/Marketing/Human Resources Concepts, Fundamental Accounting, Business Law and Ethics; Graphic Design Promotion, Prepared Speech, Banking & Finance, Computer Programming; Interview Skills, Presentation Management-Individual, Fundamental Word Processing Skills, Desktop Publishing; Advanced Interview Skills, Human Resource Management, Administrative Support Concepts, Administrative Support - Team Event.

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 3, 2024 after all competitive events have taken place. Students will return to LHS by 8 pm on Sunday.

Thank you for your consideration,

[Handwritten signature]

Michael Fiato
Head of School

MEMO

TO: Michael Fiato, Head of School

FROM: Jill Taylor, Business Professionals of America Advisor

DATE January 5, 2024

SUBJECT: OVERNIGHT STATE LEADERSHIP CONFERENCE FOR BUSINESS PROFESSIONALS OF AMERICA

I am writing to request permission to take 24 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 Sheraton Four Points Hotel in Norwood, MA on Saturday, March 2-Sunday, March 3, 2024.

I am requesting permission to attend the conference with student members of LHS BPA and teachers Charlotte Tacito and Wayne Taylor. Teacher costs for the trip will be paid through chapter funds of approximately \$900 total. The cost for students is \$300 per student and 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 at the Sheraton. 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. No substitute is needed due to this being a weekend conference only.

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

| | |
|------------------------------------|---|
| Fundamental Accounting | Business Law and Ethics |
| Banking & Finance | Computer Programming |
| Fundamental Word Processing Skills | Desktop Publishing |
| Administrative Support Concepts | Advanced Interview Skills |
| Graphic Design Promotion | Interview Skills |
| Extemporaneous Speech | Human Resource Management |
| Prepared Speech | Administrative Support - Team Event |
| Presentation Management-Individual | 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 3, 2024 after all competitive events have taken place. Students will return to LHS by 8 pm on Sunday.

Thank you for your consideration,

Jill Taylor

Jill Taylor

Lowell High School Field Trip Request Form
(Must be turned in 4 Weeks in advance)

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

A field trip form MUST be filed with the Main Office for the Head of School's signature 4 (four) weeks prior to the event. The Head of School's signature is required for ALL trips. Keep a copy of this request for your files.

Name: Jill Taylor Date: 12/21/2023
Name and cell phone of staff member on trip: 508 451-3056

Date(s) of the trip: Saturday, March 2 - Sunday March 3, 2024
(day and date)

Hours: Leaving: 7am/Sat Returning: 8pm/Sun

Number of Students: 24 Number of Chaperones: 3

Description of Field Trip: State Leadership Conference

Type & Number of Vehicles: 1 Approximate Mileage: 30 miles

| Charges to Student (per person) | Charges to School Department |
|---------------------------------|------------------------------|
| Transportation: <u>0</u> | Transportation: <u>0</u> |
| Entry Fees: <u>\$50</u> | Entry Fees: <u>0</u> |
| Meals: <u>0</u> | Meals: <u>0</u> |

How many substitute teachers are you requesting? 0
 Full Day OR Specific mods _____
(list all mods needing coverage)

- You are required to meet the following conditions:
- Obtain parental and teacher permission
 - Notify House Dean of students attending
 - Meet all requirements of the field trip site
 - File a post-trip report to the Head of School if requested
 - Arrange for students to be returned to LHS or home

Reviewed by: [Signature] Date: 1/9/24
Department Head: [Signature]

Approved by: _____ Date: _____
Head of School: _____

NRT BUS
16 COMMERCIAL DR.
DRACUT, MA 01826
Phone-978-788-6249 / Fax 978-746-8912
Request for Bus Transportation

Date Requested for Bus: 1-3-2024

Number of Buses: 1 Number of Passengers: 25

Pick Up Location: Lowell High School
50 Father Morissette Blvs
Lowell, MA 01852
Phone: (978) 446-7474/ Fax: (978)937-8902

Please note specific area for pickup (examples: in front of the cafeteria, gym, Freshman academy, etc.)

Pick-up Time: 7am 3/2/24 Return Time: 8pm 3/3/24

Destination Location: Sherraton Four Points
Norwood, MA 0

Name of the requestor: Jill Taylor Date of Request: 1/3/2024
Signature of requestor: Jill Taylor
Phone Number of Requestor: 508 451-3056

Responsible Party for Billing: Student Activities
Billing Address _____
P.O. # _____

Special Notes: _____

Please scan the form to Kim to charters@nrtbus.com. You will receive this form faxed back with a confirmation number and pricing. Email confirmation to nbedard@lowell.k12.ma.us

Confirmation # _____

Price per bus _____

Name of North Reading Employee _____

Date Confirmed _____

**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, Instruction & Assessment Office

Name of Staff Member: Wayne Taylor
 School: LHS Grade Level: _____ Subject: Business
 Workshop Title: BPA State Leadership Conf
 Organization/Department Presenting Workshop: MA BPA Cost: 293.00
 Date(s) of Workshop: 3/2/24 - 3/3/24
 Substitute Coverage Needed? No Yes (Please circle one)

If Para is to serve as the coverage, indicate Para's name here: _____

In State *Out of State () *Overnight (Please one)
 ** Letter to the Superintendent of Out of State/Overnight attached **

Signature of Applicant: _____ Date: 1/4/24
 Signature of Approval by Principal: _____ Date: _____

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

| <u>Funding Source</u> | <u>Workshop</u> | <u>Substitute</u> | <u>Initials of Approval Department</u> |
|--|-----------------|-------------------|--|
| Title I School | | | |
| 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, Instruction & Assessment Office

Name of Staff Member: Jill Taylor
 School: LHS Grade Level: 9-12 Subject: Business
 Workshop Title: Business Prof of America - State Leadership Conf
 Organization/Department Presenting Workshop: MA BPA Cost: \$300
 Date(s) of Workshop: March 2 + March 3, 2024
 Substitute Coverage Needed? No Yes (Please circle one)
 If Para is to serve as the coverage, indicate Para's name here: _____

In State *Out of State *Overnight (Please one)
 ** Letter to the Superintendent of Out of State/Overnight attached **

Signature of Applicant: Jill A. Taylor Date: 12/21/2023
 Signature of Approval by Principal: _____ Date: _____

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

| <u>Funding Source</u> | <u>Workshop</u> | <u>Substitute</u> | <u>Initials of Approval Department</u> |
|--|-----------------|-------------------|--|
| Title I School | | | |
| 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, Instruction & Assessment Office

Name of Staff Member: Charlotte Tacito
 School: Lowell High Grade Level: 9-12 Subject: Business
 Workshop Title: State Leadership Conference - MA BPA
 Organization/Department Presenting Workshop: MA - BPA Cost: \$300
 Date(s) of Workshop: March 2 + March 3, 2024
 Substitute Coverage Needed? No Yes (Please circle one)
 If Para is to serve as the coverage, indicate Para's name here: _____

In State *Out of State () *Overnight (Please one)
 ** Letter to the Superintendent of Out of State/Overnight attached **

Signature of Applicant: Charlotte Tacito Date: 12/21/23
 Signature of Approval by Principal: [Signature] Date: _____

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

| <u>Funding Source</u> | <u>Workshop</u> | <u>Substitute</u> | <u>Initials of Approval Department</u> |
|--|-----------------|-------------------|--|
| Title I School | | | |
| 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.

Lowell Public Schools:
OVERNIGHT FIELD TRIP CHECKLIST

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

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

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

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

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

Signature of Head of School: 
Signature of Central Administrator: _____

Date: _____
Date: _____