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TO: Liam Skinner, Superintendent

FROM: Wendy Crocker-Roberge, Assistant Superintendent for Schools & Leadership

DATE: January 9, 2025

RE: *Overnight Travel Request*

Assistant Superintendents Dr. Oneida Fox Roye and Wendy Crocker-Roberge, along with Associate Head of School Meghan Branco and 3-4 LHS staff, request permission for overnight travel on January 29, 2025- January 30, 2025, to Springfield, MA for a high school peer visit as part of the ongoing work on the Portrait of a Graduate initiative. All costs associated with the travel, school visit, and substitute coverage will be paid by The Barr Foundation.

The learning excursion is intended to allow the Barr grantees to visit sites that have undergone school transformation to share information about overcoming challenges, problem-solve with other grantees, and hear from expert advisors. Lowell High School hosted a similar visit last fall for teams from Springfield, MA, and the Berkshires as part of their ongoing work.

Thank you for your consideration of this request.

Overnight Travel Request- January 9, 2025