



TO: Liam Skinner, Superintendent
FROM: Oneida Fox Roye, EdD, Assistant Superintendent
DATE: January 10, 2025
RE: Request for out-of-state travel



I am requesting permission for Anna Hueston, Coordinated Family and Community Engagement (CFCE) Team Leader, to attend the Parent Child Plus conference, which will be held in Washington DC on April 28 and 29, 2025.

The Massachusetts Department of Early Education and Care encourages grantees to include this conference in their proposed budgets; however, we will be using funding received from the Webber Donated Funding for her attendance.

Conference attendance will allow LPS to strengthen our current Parent Child Plus program as well as improve practices as part of our current initiatives, including playgroups, family education, and engagement. The Fall Parent Child Plus Conference is hosted by the Parent-Child Plus, and our program in Lowell is considered a national replication site for home-visiting model focused on supporting families to be children's first teachers at home.

This conference will require Ms. Hueston to be out of the district for three days; no substitute will be needed.

The total cost of registration is covered by the CFCE grant. Travel expenses, including airfare at \$400.00 and lodging at \$239.00 per night for three nights, will not exceed \$717.00. Additionally, the per diem will not exceed \$433.00, and these expenses are covered by the Webber Donated Parent-Child Plus Grant.

Thank you for your consideration.

