



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

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,

A handwritten signature in black ink that reads "MFiato".

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: <i>Jill Taylor</i>	Date: 1/15/2026
Signature of Approval by Principal: <i>Stephen L. Hervais Jr.</i>	Date: 1/15/2026

****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	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: <i>Charlotte Tacito</i>	Date: 1/14/2026
Signature of Approval by Principal: <i>Stephen L. Gervais Jr.</i>	Date: 1/14/2026

****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	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: