



Office of Teaching and Learning
155 Merrimack Street, 5th Floor, Lowell, MA 01852

Oneida Fox Roye, EdD
Assistant Superintendent for Academics & Instruction

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To: Liam Skinner, Superintendent

From:  Oneida Fox Roye, Assistant Superintendent of Academics and Instruction

Date: January 14, 2026

Re: Overnight Travel Request-OpenSciEd

The Coordinator of Science and Social Studies, K-12, is seeking permission for a sixth-grade and a seventh-grade science teacher from Robinson Middle School to travel to Norwood, MA, to participate in OpenSciEd professional learning in February 2026, hosted by One8 Foundation and OpenSciEd Massachusetts. All travel costs will be covered by the grant, while substitutes will be paid by the Lowell Public Schools, totaling \$750.00.

This professional learning series deepens teachers' understanding of the OpenSciEd curriculum and instructional routines. Through immersive, practice-based sessions, participants will engage as learners, analyze student work, and collaborate with peers statewide to enhance strategies for deeper student learning.

Thank you for considering this request.

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



Kaitlin Urban
Science & Social Studies
Coordinator

Tel: (978) 674-2115
kurban@lowell.k12.ma.us

Dr. Oneida Fox Roye, Assistant Superintendent
Lowell Public Schools
155 Merrimack Street
Lowell, MA 01852

SUBJECT: OpenSciED Teacher February PD Overnight Request

I am writing to request permission for a grades 6 and 7 teachers from the Robinson Middle School to travel to Norwood, MA, to participate in OpenSciEd professional learning, hosted by the One8 Foundation and OpenSciEd Massachusetts on February 5th and February 6th. Attendance at this professional learning is a requirement of the One8 Foundation grant, awarded to the Robinson Middle School in the amount of \$23,600 over a three-year period, ending in FY28.

This professional learning series is designed to deepen teachers' understanding of the OpenSciEd curriculum and its instructional routines. Participants will take part in immersive, practice-based sessions where they experience lessons as learners, analyze student work, and collaborate with science educators from across the state to strengthen instructional strategies that promote deeper student learning.

All hotel accommodations, as well as breakfast and lunch, will be covered by the One8 Foundation grant. The district will only be responsible for substitute coverage costs for 2 days.

Sincerely,
Kaitlin Urban
Coordinator of Science & Social Studies, K-12

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2026 OpenSciED Teacher PD Overnight Request List

The Robinson Middle School:

Amanda Lyons: Grade 6
(Overnight February 4th and February 5th)

Nicole St. Clair: Grade 7
(Overnight February 2nd and February 3rd)

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: Amanda Lyons		PF Number: PF
School: Robinson	Grade Level: 6	Subject: Science
Workshop Title: OpenSciED MA PL		
Organization/Department Presenting Workshop: Science: One8 Foundation		
Cost: 360	Date(s) of Workshop: from: 2/5/2026 to: 2/6/2026	
Substitute Coverage Needed? Yes - One sub to cover one staff member 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>Amanda Lyons</i>	Date: 12/17/2025
Signature of Approval by Principal: <i>Kaitlin Urban</i>	Date: 12/17/2025

****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	OSE MA PL	Robinson Substitute for 2 days	KU
Title I District			
Individual School Fund #			
Professional Development District			
SPED			
Other Grants/Programs (Provide Grant/Program Name & No.#)			

Signature of Central Administrator: <i>[Signature]</i>	Date:
Sub Reserved:	Date:
Request Denied by:	Date: 12/17/2025

*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

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(6 WEEKS IF SCHOOL COMMITTEE APPROVAL IS NEEDED)

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REMIT TO: CURRICULUM OFFICE

Name of Staff Member: Nicole St.Clair		PF Number: PF1803
School: Robinson	Grade Level: 7/8	Subject: Science
Workshop Title: Open SciEd		
Organization/Department Presenting Workshop: One 8 Foundation		
Cost: 0	Date(s) of Workshop: from: 2/3/2026 to: 2/4/2025	
Substitute Coverage Needed? Yes - One sub to cover one staff member 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>Nicole St.Clair</i>	Date: 12/9/2025
Signature of Approval by Principal: <i>Bridget Dowling</i>	Date: 12/9/2025

****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: <i>[Signature]</i>	Date:
Sub Reserved: <i>[Signature]</i>	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.