



*Lowell Public Schools*

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



*Michael Fiato  
Head of School*

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DATE: November 12, 2025

Liam Skinner, Superintendent  
Lowell Public Schools  
155 Merrimack St  
Lowell, MA 01852

**SUBJECT: OVERNIGHT NATIONAL LEADERSHIP CONFERENCE FOR BUSINESS  
PROFESSIONALS OF AMERICA**

Dear Superintendent Skinner,

I am requesting permission for Wayne Taylor to attend the Business Professionals of America (BPA) National Leadership Conference to participate in the national meetings during the conference as a member of the Classroom Educators Advisory Council (CEAC), as he is the Massachusetts Representative. The National Leadership Conference will be held in Nashville, TN, from Wednesday, May 6th, through Sunday, May 10th, 2026.

The cost to local school funds for Lowell High School will be substitute coverage for 3 days. Local chapter funds will cover all transportation costs. Meals and other incidental costs will be covered at Wayne's personal expense.

In addition to being the CEAC representative, I am a Co-Advisor to the Lowell High School Chapter.

As part of Wayne's membership to BPA CEAC, he is required to attend the National Leadership Conference, where he is required to attend meetings during the conference.

Thank you for your consideration.

*Michael Fiato*  
Michael Fiato  
Head of Schools

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: <b>Wayne Taylor</b>		PF Number: <b>PF1663</b>
School: <b>LHS</b>	Grade Level: <b>9-12</b>	Subject: <b>Business</b>
Workshop Title: <b>NATIONAL LEADERSHIP CONFERENCE</b>		
Organization/Department Presenting Workshop: <b>Business Professionals of America</b>		
Cost: <b>0</b>	Date(s) of Workshop: from: <b>5/6/2026</b> to: <b>5/10/2026</b>	
Substitute Coverage Needed? <b>Yes - One sub to cover one staff member</b> If Para is to serve as the coverage, indicate Para's name here: <b>n/a</b>		
<p><b>* Out of State, * Overnight</b></p> <p><b>** Letter to the Superintendent of Out of State/Overnight attached **</b></p>		

Signature of Applicant: <i>Wayne Taylor</i>	Date: <b>11/12/2025</b>
Signature of Approval by Principal: <i>Stephen L. Gervais Jr.</i>	Date: <b>11/20/2025</b>

**\*\*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	<b>Conference</b>	<b>One needed</b>	<b>SLG - if approved by School Committee</b>
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.