



LOWELL PUBLIC SCHOOLS
Henry J. Mroz Administration Offices
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Robin Desmond
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Curriculum, Instruction & Assessment

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Dear Superintendent Durkin:

I am writing to request permission for Melissa Newell, Coordinator of Language Arts & Literacy K-12, to attend Scholastic Reading Summit on July 18th in Greenwich, CT. This educational conference is focused on implementing and sustaining a culture of reading within a classroom, school, and district. This conference focuses on current instructional practices to support literacy. This work is directly related to her role as the English Language Arts and Literacy Coordinator K-12 because she supports reading and writing professional development at all levels. Teachers continue to struggle with how to reach all readers in their classrooms and this would give her strategies to offer them to support our students.

Melissa is requesting to attend the 1-day conference and receive hotel accommodations for Wednesday evening, the evening before the conference begins in order to be there on time for the morning workshop . She will be returning home after the conference concludes on Thursday evening.

The total cost for the workshop is free. Title 1 will reimburse up to \$600 to cover the total cost for the hotel, meals and mileage.

Thank you for this consideration. A description of the institute is attached.

Sincerely,

Robin Desmond
Assistant Superintendent