

KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT BOARD OF EDUCATION  
AGENDA STATEMENT

No. 8 c.

MEETING OF January 10, 2024

ITEM TITLE:

**CONSENT CALENDAR**

REVIEWED BY:

Motion to approve the Black Box  
Theater grant application

Superintendent  
 Finance  
 Administration

SUBMITTED BY: Melissa Johnson, Deputy Superintendent, 907 247 2109

APPROVED FOR SUBMITTAL: Michael Robbins, Superintendent, 907 247 2109

SUMMARY STATEMENT:

The School Board is being asked to approve the application and acceptance of a Black Box Theater grant.

ISSUE:

Per Board Policy 3291, School Board approval is required for grant applications exceeding \$5,000. Each year the District submits applications for the award of formula state and federal continuation grants.

BACKGROUND:

As the Ketchikan High School Drama Career and Technical Education (CTE) pathway continues to experience rapid growth, the demand for diverse and flexible performance spaces has become increasingly evident. The current facilities at Ketchikan High School lack a dedicated and versatile space to accommodate the expanding needs of the drama program. To address this critical gap, there is a compelling need to reconfigure and enhance an existing area into a Black Box Theater.

RECOMMENDATION:

Approval of the Black Box Theater grant application.

ATTACHMENTS:

- *Black Box Theater grant application*

FISCAL NOTE:

N/A

RECOMMENDED ACTION (*Only if not approved as part of the Consent Calendar*):

"I move that the Board of Education **approve the Black Box Theater grant application in the amount of \$40, 833**"

**Ketchikan Gateway Borough School District**

333 Schoenbar Rd. • Ketchikan, Alaska 99901

Ph. (907) 247-2109 • Fax: (907) 247-3820

Michael Robbins, Superintendent • Melissa Johnson, Deputy Superintendent

Daniel Schuler, Business and Operations Manager • Sally Stockhausen, Director of Special Services

Alonso Escalante, Human Resources Director • Michael Cron, Director of Student Supports



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Ketchikan Gateway Borough School District  
333 Schoenbar Road  
Ketchikan, Alaska 99901

Program Contact

Melissa Johnson

Melissa.Johnson@k21schools.org

907-247-2136 (office), 907-821-7047 (cell)

Fiscal Contact

Daniel Schuler

Daniel.Schuler@k21schools.org

907-247-2116

Project Title: Black Box Drama

Total Funding Requested: \$40,833

By Signing below, I certify that:

1. This application is consistent with the intent of the Request for Applications.
2. This grant will provide equitable access to program resources for participants.
3. I am authorized to legally bind the grantee to the conditions and responses of this application.

Project Duration: 1/30/2024 to 6/30/2024

Authorized Representative:

A handwritten signature in blue ink, appearing to read "Mel. Johnson".

Melissa Johnson Deputy Superintendent

December 15, 2023

Thank you for considering our proposal. We welcome the opportunity to discuss it further and provide any additional information you may require.

Sincerely,

A handwritten signature in blue ink, appearing to read "Mel. Johnson".

Melissa Johnson

Deputy Superintendent

Melissa.Johnson@k21schools.org 907-247-2136

**Need Statement:**

CTE Project: BlackBox Theater

As the Ketchikan High School Drama Career and Technical Education (CTE) pathway continues to experience rapid growth, the demand for diverse and flexible performance spaces has become increasingly evident. The current facilities at Ketchikan High School lack a dedicated and versatile space to accommodate the expanding needs of the drama program. To address this critical gap, there is a compelling need to reconfigure and enhance an existing area into a Black Box Theater.

**Strengthening CTE pathways at the Ketchikan High School:**

Establishing a Black Box Theater at Ketchikan High School would significantly strengthen the existing Career and Technical Education (CTE) program for Drama and Stagecraft. The Black Box Theater's adaptable and intimate nature would offer students a unique hands-on experience, allowing them to explore various aspects of theatrical production in a versatile setting. This dedicated space would become a dynamic hub for the Drama CTE pathway, providing students with opportunities to design, construct, and experiment with stage setups for different types of productions. The Black Box Theater would serve as a practical laboratory where students can apply their knowledge of stagecraft, lighting, sound, and set design in a real-world context.

**Collaboration with Local Partners:**

The creation of a Black Box Theater at Ketchikan High School offers a valuable opportunity for collaboration with community groups like Ketchikan Theater Ballet, First City Players, and Drama Kings. This versatile space can serve as a central hub for small-scale performances, providing an ideal venue for these organizations to showcase their creativity. The collaborative use of the Black Box Theater encourages community engagement and shared artistic endeavors, offering a professional setting for smaller performers. This collaborative effort enhances the cultural vibrancy of Ketchikan by fostering partnerships between the school and local arts organizations, facilitating the exchange of ideas and resources, and creating a supportive network for emerging performers.

**Effective Work-Based Learning Options:**

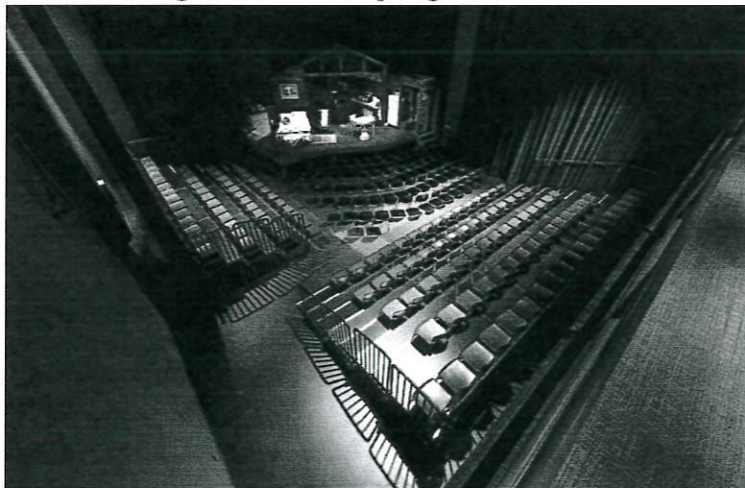
The creation of a Black Box Theater at Ketchikan High School would greatly enhance work-based learning opportunities for students pursuing careers in directing, acting, lights, and stagecraft. This adaptable performance space provides an authentic and dynamic environment for students to apply theoretical knowledge acquired in the classroom to practical, hands-on experiences. Aspiring directors could take the helm in staging smaller productions, honing their leadership and organizational skills. Actors would benefit from the intimacy of the space, allowing for a more immersive and nuanced performance experience. Additionally, the Black Box Theater provides an ideal setting for students interested in lights and stagecraft to experiment with different technical elements, including lighting design, set construction, and sound engineering.

**Alignment with Workforce Needs:**

The Black Box Theater at Ketchikan High School would significantly address workforce needs by preparing skilled professionals in directing, acting, lights, and stagecraft. This specialized training ground equips students with the technical proficiency, creative problem-solving skills, and collaborative mindset crucial for success in the theater industry. Graduates with experience in this adaptable space would be well-prepared for diverse roles, from directors and actors to technicians and designers. The Black Box Theater aligns with workforce needs by providing students real-world, industry-relevant experiences, ensuring the next generation of performing arts professionals is both academically adept and possesses practical skills crucial for thriving in the dynamic and competitive field of theater.

**Proposed Grant Actions:**

The creation of the Black Box Theater at Ketchikan High School entails various costs aimed at enhancing the Drama and Stagecraft CTE pathway. The proposed funds of \$19,200 for seating, \$450 for black paint, \$9,300 Theater Lighting, \$594 control console, \$2,300 for black drapes, \$2897 Speakers, and \$3,500 for lumber to create layers of seating are essential investments to transform the space into a versatile and functional environment. These expenditures directly contribute to the enhancement of the theater experience for students, providing them with a well-equipped and adaptable venue for their performances. The allocation of funds for seating, paint, drapes, and lumber reflects a strategic investment in the educational and artistic development of the Drama and Stagecraft CTE pathway, ensuring that students have access to a state-of-the-art Black Box Theater that meets the evolving needs of the program.

**Timeline:****Month 1:**

- Week 1-2: Secure funding approval and finalize budget.
- Week 3-4: Engage with contractors and select a construction team.

**Month 2:**

- Week 1-2: Begin demolition and prepare the designated space.
- Week 3-4: Initiate construction of seating platforms and install necessary infrastructure.

**Month 3:**

- Week 1-2: Implement acoustic improvements and install lighting fixtures.
- Week 3-4: Paint the interior and install black drapes for a cohesive aesthetic.

**Month 4:**

- Week 1-2: Complete construction of seating and test lighting and sound systems.
- Week 3-4: Finalize any remaining details, conduct safety inspections, and obtain necessary approvals.

**Month 5:**

- Week 1-2: Conduct a soft launch for testing and adjustments.
- Week 3-4: Officially open the Black Box Theater, celebrate with a grand opening event, and integrate it into the Drama and Stagecraft CTE pathway.

## **Planned Sustainability**

The newly established Black Box Theater at Ketchikan High School is poised to significantly enhance the educational experience for students during the 2024-2025 school year. This versatile and adaptable space will serve as a hub for the Drama and Stagecraft CTE pathway, providing students with a cutting-edge facility for their creative pursuits. The Black Box Theater will offer an intimate setting for performances, allowing students to explore a diverse range of theatrical productions while honing their directing, acting, and technical skills. With upgraded seating, lighting, and acoustics, students will have the opportunity to showcase their talents in a professional and immersive environment. The incorporation of this state-of-the-art facility into the curriculum ensures that students will receive hands-on, industry-relevant training, preparing them for successful careers in the dynamic field of performing arts.

The Black Box Theater at Ketchikan High School, made possible through grant resources, will bring lasting benefits to specific students in the years to come. With its dedicated entrance, the theater will serve as a professional-grade venue for performances, creating opportunities for students to gain real-world experience in event management and production. The revenue generated from ticket sales and event hosting will not only contribute to the upkeep of the Black Box Theater but also provide sustainable funding for the Drama and Stagecraft CTE pathway. This self-sustaining model ensures that the Black Box Theater remains a valuable asset for the school, continually benefiting students by offering a dynamic space for artistic expression, skill development, and industry-relevant experiences long into the future.

The Black Box Theater, initially established with grant funding, is poised to sustain the rigor of the enhanced Drama CTE pathway well beyond the initial grant period. The theater's financial sustainability model, including revenue generation through ticket sales and event hosting, ensures a continual source of funding for ongoing upkeep and program development. This self-sufficiency not only secures the longevity of the Black Box Theater but also guarantees the sustained enhancement of the Drama CTE pathway. As a dynamic and adaptable space, the Black Box Theater will remain a cornerstone for providing students with immersive, industry-relevant experiences, ensuring the continued growth and excellence of the Drama CTE program for years to come.

The Black Box Theater at Ketchikan High School is poised to generate external funds through admission fees and theater rentals, contributing to its financial sustainability. By charging admission for performances and offering the venue for external events, the theater becomes a revenue-generating asset. This strategy not only covers ongoing maintenance costs but also creates additional funds that can be reinvested in the Drama CTE pathway. As a dynamic space available for rental, the Black Box Theater opens avenues for community engagement and partnerships, further enriching the school's cultural impact and providing students with invaluable opportunities to apply their skills in a real-world setting. The ability to leverage the Black Box Theater for external funds ensures its long-term viability and enhances the overall educational experience for students in the Drama and Stagecraft CTE program.

## Program Budget

**Grant Recipient:** Ketchikan Gateway Borough School District

**Grant Number:** \_\_\_\_\_

**Grant Title:** BlackBox Theater **Revision Number:** \_\_\_\_\_

UNIFORM CHART of ACCOUNTS		Account Title	Budget Amount		
			Initial/Current Budget	Revisions (+ or -)	Approved Budget
Required	Optional				
<b>310</b>		<b>CERTIFICATED SALARIES</b>	<b>2,000.00</b>	<b>(2,000.00)</b>	<b>0.00</b>
	314	Director/Coordinator/Manager	2,000.00	(2,000.00)	
	315	Teacher		0.00	
	316	Extra Duty Pay		0.00	
	317	Certificated Substitutes		0.00	
	318	Specialists		0.00	
<b>320</b>		<b>NON-CERTIFICATED SALARIES</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
	321	Director/Coordinator/Manager		0.00	
	323	Aides		0.00	
	324	Support Staff		0.00	
	329	Substitutes/Temporaries		0.00	
<b>360</b>		<b>EMPLOYEE BENEFITS</b>	<b>593.00</b>	<b>(593.00)</b>	
<b>390</b>		<b>TRANSPORTATION COSTS</b>		<b>0.00</b>	
<b>410</b>		<b>PROFESSIONAL &amp; TECHNICAL</b>		<b>0.00</b>	
<b>420</b>		<b>STAFF TRAVEL</b>		<b>0.00</b>	
<b>425</b>		<b>STUDENT TRAVEL</b>		<b>0.00</b>	
<b>430</b>		<b>UTILITY SERVICES</b>		<b>0.00</b>	
<b>440</b>		<b>OTHER PURCHASED SERVICES</b>		<b>0.00</b>	
<b>450</b>		<b>SUPPLIES/MATERIALS/MEDIA</b>	<b>38,240.00</b>	<b>(38,240.00)</b>	<b>0.00</b>
	451	Teaching Supplies		0.00	
	454	Office Supplies		0.00	
	457	Small Tools & Equipment		0.00	
	471	Textbooks		0.00	
<b>490</b>		<b>OTHER EXPENSES (Dues &amp; Fees)</b>		<b>0.00</b>	
		<b>UNALLOCATED** ---&gt;</b>		0.00	
Subtotal Direct Costs			<b>40,833.00</b>	<b>(40,833.00)</b>	<b>0.00</b>
Indirect Rate			0.00%		0.00%
Indirect Amount			<b>0.00</b>	0.00	<b>0.00</b>
<b>480</b>		<b>TUITION &amp; STIPENDS</b>		0.00	
<b>510</b>		<b>EQUIPMENT (no indirect charges)</b>		0.00	
<b>540</b>		<b>OTHER CAPITAL OUTLAY EXPENSES</b>		0.00	
<b>TOTAL</b>			<b>40,833.00</b>	<b>(40,833.00)</b>	<b>0.00</b>

**\*\* UNALLOCATED FUNDS MAY NOT BE ENCUMBERED OR SPENT. A BUDGET REVISION IS REQUIRED.**  
**A narrative explanation is required for ALL budget revisions.**

DISTRICT APPROVAL _____	
NAME & TITLE ↑ _____	SIGNATURE ↑ _____
DATE ↑ _____	TELEPHONE NUMBER ↑ _____

## Narrative Description of Program Budget

*(A narrative justification must accompany EACH request for a budget revision)*

**Grant Recipient:** Ketchikan Gateway Borough School District

**Grant Number:** \_\_\_\_\_

**Grant Title:** BlackBox Theater

**Revision Number:** \_\_\_\_\_

Chart of Accounts Number <i>Required</i>	Account Title	Budget Amount  TOTAL	<b>Narrative Description</b>  Please include a COMPLETE description of each line item. Budget revisions must include a justification for each change including the impact on the program originally approved.
310	<b>CERTIFICATED SALARIES</b>	-	\$2,000 supports Extra Duty Pay for the Black Box Theater teacher's vital role in guiding students through the Project.
320	<b>NON-CERTIFICATED SALARIES</b>	-	
360	<b>EMPLOYEE BENEFITS</b>	-	The program budget incorporates employee benefits, covering 1.45% for Medicare and 12.56% for the Teacher Retirement System (TRS). These allocations guarantee comprehensive coverage and retirement benefits, fostering a supportive work environment.
390	<b>TRANSPORTATION COSTS</b>	-	
410	<b>PROFESSIONAL &amp; TECHNICAL</b>	-	
420	<b>STAFF TRAVEL</b>	-	
425	<b>STUDENT TRAVEL</b>	-	
430	<b>UTILITY SERVICES</b>	-	
440	<b>OTHER PURCHASED SERVICES</b>	-	
450	<b>SUPPLIES/MATERIALS/MEDIA</b>	-	The proposed budget allocates essential funds, including \$19,200 for seating, \$450 for black paint, \$9,300 for theater lighting, \$594 for a control console, \$2,300 for black drapes, \$2,897 for speakers, and \$3,500 for lumber, to transform the space into a versatile and functional Black Box Theater environment, ensuring a state-of-the-art facility for the
490	<b>OTHER EXPENSES (Dues &amp; Fees)</b>	-	
480	<b>TUITION &amp; STIPENDS</b>	-	
510	<b>Equipment</b>	-	
540	<b>Other Capital Outlay Expenses</b>	-	

Copy and attach additional pages as needed.