

KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT BOARD OF EDUCATION  
AGENDA STATEMENT

No. 9 d.

MEETING OF: September 14, 2022

ITEM TITLE:

**CONSENT CALENDAR**

Motion to approve out of state travel for the Ketchikan High School Yearbook Team

**REVIEWED BY**


Superintendent  
 Kayhi administration

SUBMITTED BY: Allegra Machado, KHS Yearbook Teacher

CONTACT PERSON/TELEPHONE:

APPROVED FOR SUBMITTAL:

Allegra Machado      907 225 9815  
Name                      Phone

  
Superintendent

SUMMARY STATEMENT:

The School Board's approval is sought for the Ketchikan High School Yearbook Class to travel to Seattle, WA for the annual Balfour Publishing Yearbook Training Workshop September 29 through October 2, 2022.

ISSUE:

Per Board Policy 6153, all school-sponsored trips to out-of-state locations require approval of the School Board.

BACKGROUND:

The KHS Yearbook team would like to attend the annual Balfour Publishing Yearbook training Workshop in Seattle, WA. They will receive advanced technology training, meet with industry representatives, work on theme development, cover artis consultations, collaborate with other PNW high school yearbook staffs, work on marketing plans, Photoshop tutorials, and engage in valuable learning activities. This trip will benefit the advanced planning for and creation of the 2022-23 KHS Yearbook.

RECOMMENDATION:

School administration recommends approval.

ATTACHMENTS:

- Authorization for Travel

FISCAL NOTE: The trip will be funded through the KHS Yearbook Club Account.

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

**"I move that the Board of Education approve the out-of-state travel request for the KHS Yearbook Team to Seattle, WA for the annual Balfour Publishing Yearbook Training Workshop."**



KGBSD TRAVEL # \_\_\_\_\_

**Authorization for Travel**

**Traveler's Names: (List ALL Persons Traveling)**

**School/Location:**

\_\_\_\_\_  
Allegra Machado - Kayhi Yearbook Adviser  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Ketchikan High School  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Dates of Travel:** Leave: 29-Sep-22 Return: 10-2-22

**Destination (City and State):** Doubletree Suites Southcenter, Seattle, WA

Reason for Trip? How will this trip benefit the Ketchikan School District?

\_\_\_\_\_  
To attend the annual Balfour Publishing Yearbook training Workshop in Seattle, Wa. The Yearbook team will receive advanced technology training, meet with indtrustry representatives, work on theme development, cover artist consultations, collaborate with other PNW high school yearbook staffs, work on marketing plans, Photoshop tutorials, and engage in valuable learning activies.  
Complete the advanced planning for and creation of the 2022-2023 Kayhi Yearbook.  
\_\_\_\_\_  
\_\_\_\_\_

How will you share this information with the Ketchikan School District when you return?

\_\_\_\_\_  
The students with shared their experience adn knowledge, training, and resources with the rest of the Yearbook class to work together with the goal of creating the best Kayhi Yearbook to date and a positive publishing team.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# Authorization for Non-Student Travel

**Travel Summary:**

Number of Travelers? ( Should be the same # from first page) approx 6-10  
 Number of Nights away from Ketchikan: 3  
 Will Substitutes be needed? (If yes, answer next question) yes - 1 day  
 Will Substitutes be paid from grants or similar funding sources? \_\_\_\_\_  
 Will you be reimbursed from any source(other than KGBSD) for this trip? no  
 If so, Who? \_\_\_\_\_ How much? \_\_\_\_\_

**Anticipated Costs for ALL Travelers:**

**Airfare:** 350 x 10 \$ 3500  
**Lodging:** \_\_\_\_\_ \$ \_\_\_\_\_  
**Per diem:** 3 @ \$50 ea. 150 X # of travelers= 150  
**Rental Vehicle: (MUST BE APPROVED WITH A PURCHASE REQUISITION, ESTIMATED COST AND VENDOR)** \$ \_\_\_\_\_

**Expense to be Paid By:**

<u>District</u> <i>Directly</i>	<u>Employee</u> <i>Reimbursed</i>
3,500.00	
X	N/A

**Explanation for car rental:** \_\_\_\_\_

**Registration/Tuition fees:** \_\_\_\_\_ 395 x 10 \$ 3950  
**Other costs (explain):** \_\_\_\_\_ \$ \_\_\_\_\_

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3,950.00	

**NOTE: If the District is paying ANY costs DIRECTLY, a Purchase Requisition is required.**

Source of funds for this trip (Fund/Grant name): Paid out of Kayhi Yearbook Club Account

**Submitted by:** Alexis Machado  
 Traveler Signature

Date 8/26/22

**Administrator:** [Signature]  
 Signature

Date 8/26/22

Budget Code: \_\_\_\_\_

(Assigned by Administrator)

(FOR BUSINESS OFFICE USE ONLY)

SUPERINTENDENT'S DECISION: GRANTED X DENIED \_\_\_\_\_

SUPERINTENDENT'S SIGNATURE: [Signature]

DATE: 8/30/22

(ACCOUNTING USE ONLY)

<u>Item</u>	<u>Vendor</u>	<u>PO #/CK #</u>	<u>Amount</u>
Advance	N/A	_____	_____
Airfare	Alaska Air	_____ EasyBiz	_____
Lodging	_____	_____	_____
Registratic	_____	_____	_____

# YEARBOOK

## SEATTLE FALL WORKSHOP SEPT 30 - OCT 2, 2022

*DoubleTree Suites, Southcenter*  
**3-Day Adviser, Editor & Staff,  
Comprehensive Training**

### COURSE TOPICS:

- Design
- Finding Fresh Stories
- Modern Coverage
- Theme Development
- Alternative Copy - Modules
- Technology Training, Online
- Photoshop
- Cover Design
- Marketing & Technology
- Yearbook Trends and MORE!

### FOR MORE INFORMATION:

Contact: **Kerri Smead**  
Kerri.Smead@balfour-rep.com  
425-503-7016

### COMMUTER TUITION INCLUDES:


- Dinner Sept 30 & Oct 1,
- Lunch Oct 1 & 2
- All focus & technology sessions
- Cover design session
- Curriculum and activities

### OVERNIGHT TUITION INCLUDES:

- Commuter Tuition
- Breakfast Oct 1 & 2
- Hotel Sept 30 and Oct 1  
DoubleTree Southcenter  
16500 Southcenter Pkwy,  
Seattle, WA 98188

**Registration  
DEADLINE  
Sept 16th**

### FEES:

\$200 Commuter, per person  
\$395 Shared room, per person  
\$495 Private room, per person  
 **ASK ABOUT A SCHOLARSHIP**  
Payment in full due by Sept 23. No refunds after Sept 16. Payments made after Sept 23 will incur a \$50 late fee, per person.

### BASIC WORKSHOP SCHEDULE:

<b>Fri. Sept 30</b>	
2pm	Registration
3pm-8pm	Tech Training, Adv. Session
<b>Sat. Oct 1</b>	
7am	Registration & Breakfast
9am-7pm	Workshop
7pm-11pm	Open work time
<b>Sun. Oct 2</b>	
8am - 5pm	Workshop, Closing & Awards

**NOTE: Encore training is Friday Sept 30.**

**REGISTER ONLINE:** <https://tinyurl.com/2022-Seattle-Fall-Workshop>