

SUBJECT: Consideration and possible approval for Pasadena Memorial Audio Video Production, Commercial Photography, and Graphic Design students to travel to and take classes in Los Angeles, California, February 26, through March 1, 2026, in the approximate amount of \$2,100 per student.

BACKGROUND: The Pasadena Memorial Audio Video Production, Commercial Photography, and Graphic Design students seek permission to travel to Los Angeles to participate in workshops, tour working production sets, and learn through firsthand experiences from movie and television industry professionals. While in Los Angeles, students will tour Paramount Studios, Warner Brothers Studios, Universal Studios, The Hollywood Walk of Fame, Griffith Observatory, and The Grammy Museum.

Approximately thirty-five (35) students will travel with three chaperones, one (1) director, and one (1) administrator. All chaperones are trained in school district policy regarding responsibilities and duties prior to the trip. All rules of conduct established by the school district will be strictly enforced. A contingency plan for travel advisories will be followed if needed. Trip insurance has been included in the overall price per individual. The insurance would cover any cancellations the group would encounter.

FINANCIAL IMPLICATIONS: The cost will be approximately \$2,100 per student and will be funded by the students and chaperones to be paid through fundraising and student contributions. Students needing additional assistance will be helped as needed. All student travel guidelines and expectations will be followed according to Business Office Procedures. The financial implications for the district are zero.

RECOMMENDATION: We recommend approval for Pasadena Memorial Audio Video Production, Commercial Photography, and Graphic Design students to travel to and take classes in Los Angeles, California, February 26, through March 1, 2026, in the approximate amount of \$2,100 per student.

CABINET MEMBER(s): Stacey Barber

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BOARD MEETING DATE: September 23, 2025