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**BOARD AGENDA ITEM**

Information/Discussion \_\_\_\_\_  
Future Action \_\_\_\_\_  
Action \_\_\_\_\_

Item: Skills USA National Competition

Submitted by: Joe Lienesch 

Date: May 6, 2024

Recommended by: Ron Gorman

Board Meeting Date: May 13, 2024

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**RECOMMENDATION:**

Requesting permission for two students and two advisors to attend the National Skills USA Competition in Atlanta, Georgia on June 24-28, 2024.

**BACKGROUND:**

The KCTC Skills USA lead advisors are pleased to report that 33 KCTC students successfully competed in the 2024 Skills USA Region 1 contests in February at the RESA Lansing Community College. Of those students, 21 advanced, joining 12 more straight-to-state competitors, at the 2024 Michigan State Leadership and Skills Conference held in April in Grand Rapids. Those 33 participants competed in Heavy Equipment Operation, Automotive Service Technology, Job Skill Demonstration Open, Aviation Maintenance Technology, Crime Scene Investigation, Community Service, Customer Service, Prepared Speech, 3-D Visualization and Animation, and Diesel Equipment Technology.

We are pleased to announce the following results: **Bronze medals** in Automotive Service Technology, Crime Scene Investigation, Prepared Speech, Customer Service, and 3-D Visualization and Animation; **Silver medals** in Aviation Maintenance Technology, Community Service, and 3-D Visualization and Animation; and a **Gold medal** for 3-D Visualization and Animation. The gold medal team (Dominick Gomez-Trout/replacing Clara McKenzie & Luke Williamson) will now represent KCTC at the 2024 National Skills USA Leadership and Skills Conference in Atlanta, GA June 24-28. Instructor, Andrew Smith and Advisor, Pete Gonzalez will accompany them throughout this exciting and challenging week.

We are very proud of every one of the students who put their efforts into making themselves and KCTC shine, and we thank the instructors, administrators, and board members for making it all possible. At this time, therefore, we respectfully request your approval for the trip to the National Championships for the two student competitors and two advisors. See the attached breakdown of estimated costs for the four to attend.

Sincerely,

Pete Gonzalez  
ELL Support  
Lead Advisor

Nathan Vannest  
Automotive Technology Instructor  
Lead Advisor

### **SkillsUSA 2024 National Championships Estimated Costs**

The Michigan State SkillsUSA office has coordinated a travel package for state contestants and advisors traveling to the National SkillsUSA Championships. The package includes the conference registration fees, 5 nights at the Omni Hotel (190 Marietta St. NW, Atlanta,, GA 30303; (404) 659-0000), Friday night dinner, Michigan spirit items and trading pins, and all taxes and gratuities. Travelers will need an additional five full days of meals. We must also make our own travel arrangements.

We have two students and two advisors planning to attend.

Michigan Travel Packages include:

- Conference registration fee
- Five nights accommodations
- Friday evening award dinner at the hotel
- Michigan spirit items (t-shirt, Michigan trading pins, etc.)
- All taxes and gratuities

2 single rooms travel packages at 1,586 each = **\$3,172**

2 double room travel packages at \$958 each = **\$1,916**

Food allowance for the week (5 days X 4 people x \$65/day = **\$1,300**

Gas for Transportation by Kent ISD van (1,624 miles round trip) = **\$320**

Parking fees = **\$300**

Additional State Trading Pins (10 x \$2) = **\$20**

Miscellaneous/emergency expenses (4 x \$100) = **\$400**

**Estimated Total: \$7,428**

**2024 TRAVEL APPROVAL REQUEST - KENT INTERMEDIATE SCHOOL DISTRICT  
FOR WORKSHOPS, CONFERENCES, PROFESSIONAL DEVELOPMENT & PROFESSIONAL MEETINGS**

<b>EVENT DATA</b>		<b>FOR TRAVEL JANUARY 1, 2024 THROUGH DECEMBER 31, 2024</b>	
Employee Name	<u>Yeter Gonzalez</u>	Current Date	<u>4-26-24</u>
Building	<u>KC TC</u>		
Event Name	<u>Skills USA National Conference</u>	City, State	<u>Atlanta, GA.</u>
Dates of Event	<u>June 24 - 28</u>		

<b>EVENT COSTS</b>					
<small>ALL PREPAIDS ARE PAID PRIOR TO EVENT BY ACCOUNTS PAYABLE IN BUSINESS OFFICE AND MUST HAVE BACKUP DOCUMENTATION ATTACHED. ALL REIMBURSEMENTS REQUIRE ITEMIZED RECEIPTS.</small>					
		<b>Estimated Costs</b>	<b>Amount to be Prepaid</b>	<b>Actual Expenses</b>	<b>Amount to be Reimbursed</b>
Registration/Fees	<u>2 Students 1 Advisor</u>	<u>(included in hotel pkg)</u>			
Lodging Hotel Name	<u>Omni Hotel (404) 659-1000</u>		Confirmation #		
Address	<u>190 Marietta St. NW, Atlanta GA 30303</u>		Phone #		
Arrival Date	<u>6-24</u>	Departure Date	<u>6-29</u>	<b>TURN IN FINAL RECEIPT FOR HOTEL EXPENSES TO ACCOUNTS PAYABLE IF PREPAID</b>	
# of Nights	<u>5</u>	Michigan Parking Daily rate including tax/fees	<u>158¢</u>		
			<u>2 students 191¢</u>		
Meals (Allowance max of \$85 per day)	<u>X 3 people (5 days)</u>		<u>975</u>		
Estimated Mileage (round trip)	<u>1624</u> Miles @ <u>0.67</u> per mile		<u>\$ 0.</u>		
Actual Mileage (round trip)	_____ Miles @ <u>0.67</u> per mile				
Transportation	<u>School van gas + parking (Air/Train/Bus/Parking/Cab) (\$320) (\$30)</u>		<u>620.00</u>		
Other (Explain)	<u>Drivry to bring contest gear</u>		<u>300.00</u>		
	<u>misc. emergency expense (\$160 x 3)</u>		<u>5417.00</u>		
<b>TOTAL REQUEST</b>					
<small>It is hereby certified that the above record is true and accurate and that no part of the same has been paid or reimbursed by the District previously or by another organization.</small>					
<small>Accommodations costs and transportation costs will be reimbursed according to the Administrative Guidelines #3440C and #4440C, paragraphs A, B, C &amp; D.</small>					

<b>EVENT FUNDING</b>	<small>General ledger account number to expense this travel to</small>
Account Number: <u>26-1-127-3220-495-0000-06157-0450</u>	

**ANY NOTES** If any expenses were charged to a P-CARD, please IDENTIFY THE CARDHOLDER in this notes section

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<b>APPROVAL FOR EVENT ATTENDANCE</b>		<small>Obtain APPROVAL of ESTIMATED COST - PRIOR to the event</small>	
<u>Yeter Gonzalez</u>	<u>4-26-24</u>		
Employee Signature (printed & signed)	Date	Supervisor (printed & signed)	Date
		Assistant Superintendent (printed & signed)	Date

<b>FINAL APPROVAL FOR REIMBURSEMENT</b>		<small>Obtain APPROVAL of ACTUAL/FINAL COST - AFTER the event</small>	
Employee Signature (printed & signed)	Date	Supervisor (printed & signed)	Date
		Assistant Superintendent (printed & signed)	Date

**ROUTING:** APPROVAL OF SUPERVISOR  
 APPROVAL OF ASSISTANT SUPERINTENDENT  
 ACCOUNTS PAYABLE IN BUSINESS OFFICE TO PROCESS ANY PREPAYMENTS  
 ORIGINAL FORM RETURNED TO REQUESTER ONCE PREPAID  
 AFTER EVENT IS COMPLETE AND FINAL APPROVALS COMPLETED, ORIGINAL FORM TURNED INTO PAYROLL FOR RECORD AND REIMBURSEMENT

**2024 TRAVEL APPROVAL REQUEST - KENT INTERMEDIATE SCHOOL DISTRICT  
FOR WORKSHOPS, CONFERENCES, PROFESSIONAL DEVELOPMENT & PROFESSIONAL MEETINGS**

<b>EVENT DATA</b>		<b>FOR TRAVEL JANUARY 1, 2024 THROUGH DECEMBER 31, 2024</b>	
Employee Name	<u>Andrew Smith</u>	Current Date	<u>05/01/24</u>
Building	<u>KCTC East</u>		
Event Name	<u>Skills USA National Conference</u>	City, State	<u>Atlanta, GA</u>
Dates of Event	<u>June 24-28, 2024</u>		

<b>EVENT COSTS</b>					
<small>ALL PREPAIDS ARE PAID PRIOR TO EVENT BY ACCOUNTS PAYABLE IN BUSINESS OFFICE AND MUST HAVE BACKUP DOCUMENTATION ATTACHED. ALL REIMBURSEMENTS REQUIRE ITEMIZED RECEIPTS.</small>					
		<b>Estimated Costs</b>	<b>Amount to be Prepaid</b>	<b>Actual Expenses</b>	<b>Amount to be Reimbursed</b>
Registration/Fees	<u>1 advisory (included in hotel MI package below)</u>	\$ -			
Lodging Hotel Name	<u>Omni Hotel</u>				
Address	<u>190 Marietta St. NW, Atlanta, GA 30303</u>				
Arrival Date	<u>06/24/24</u>	Departure Date	<u>06/29/24</u>		
# of Nights	<u>1</u>	Daily rate including tax/fees	<u>\$1,586.00</u>		
<small>(This is a package deal - registration fee, 5 nts accommodation...)</small>					
Meals (Allowance max of \$85 per day)	<u>15 days</u>	325.00			
Estimated Mileage (round trip)	Miles @ <u>0.67</u> per mile	\$ -	<del>          </del>	<del>          </del>	<del>          </del>
Actual Mileage (round trip)	Miles @ <u>0.67</u> per mile	<del>          </del>	<del>          </del>	<del>          </del>	<del>          </del>
Transportation	<u>(Air/Train/Bus/Parking/Cab)</u>				
Other (Explain)	<u>Misc. emergency expense</u>	\$ 100.00			
<b>TOTAL REQUEST</b>		<b>\$ 2,011.00</b>			
<small>It is hereby certified that the above record is true and accurate and that no part of the same has been paid or reimbursed by the District previously or by another organization.</small>					
<small>Accommodations costs and transportation costs will be reimbursed according to the Administrative Guidelines #3440C and #4440C, paragraphs A, B, C &amp; D.</small>					

<b>EVENT FUNDING</b>	<small>General ledger account number to expense this travel to</small>
Account Number:	<u>26-1-127-3220-495-2000-06157-0450</u>

<b>ANY NOTES</b>	<small>if any expenses were charged to a P-CARD, please IDENTIFY THE CARDHOLDER in this notes section</small>

<b>APPROVAL FOR EVENT ATTENDANCE</b>		<small>Obtain APPROVAL of ESTIMATED COST - PRIOR to the event</small>	
<u>Andrew Smith</u>	<u>Chris Sisk</u>	<u>5/2/24</u>	
Employee Signature (printed & signed)	Date	Supervisor (printed & signed)	Date
		Assistant Superintendent (printed & signed)	Date

<b>FINAL APPROVAL FOR REIMBURSEMENT</b>		<small>Obtain APPROVAL of ACTUAL/FINAL COST - AFTER the event</small>	
Employee Signature (printed & signed)	Date	Supervisor (printed & signed)	Date
		Assistant Superintendent (printed & signed)	Date

**ROUTING:** APPROVAL OF SUPERVISOR  
APPROVAL OF ASSISTANT SUPERINTENDENT  
ACCOUNTS PAYABLE IN BUSINESS OFFICE TO PROCESS ANY PREPAYMENTS  
ORIGINAL FORM RETURNED TO REQUESTER ONCE PREPAID  
AFTER EVENT IS COMPLETE AND FINAL APPROVALS COMPLETED, ORIGINAL FORM TURNED INTO PAYROLL FOR RECORD AND REIMBURSEMENT



# National Conference Registration

June 24-28, 2024 • Atlanta, Georgia

Registration Deadline is May 5, 2024

Final Change & Cancellation deadline is May 10, 2024

Payment Deadline is May 15, 2024

School: **Kent Career Tech Center**

Lead Advisor: <b>Peter Gonzalez</b>	Email: <b>petergonzalez@kentisd.org</b>
School Phone: <b>616-364-8421</b>	Cell Phone: <b>616-238-9606</b>

### Travel Packages include:

Conference registration fee, five nights accommodations, one meal at the hotel (Friday evening award dinner), registration materials, Michigan spirit items (t-shirt, 5 Michigan trading pins, etc.) plus all taxes and gratuities

Numbers fill in automatically from the room types listed on the registration worksheet.

Number of People In Quad Room Travel Package:	<u>0</u>	x	\$644.00	=	<u>\$0.00</u>
<i>Four people must register for this room type to fully pay for this room.</i>					
Number of People In Triple Room Travel Package:	<u>0</u>	x	\$748.00	=	<u>\$0.00</u>
<i>Three people must register for this room type to fully pay for this room.</i>					
Number of People In Double Room Travel Package:	<u>2</u>	x	\$958.00	=	<u>\$1,916.00</u>
<i>Two people must register for this room type to fully pay for this room.</i>					
Number of People In Single Room Travel Package:	<u>2</u>	x	\$1,586.00	=	<u>\$3,172.00</u>

### Optional add-on items:

If you are registering for the pre-conference Leverage training held Saturday-Monday, June 22-24, please email Ann to send you an invoice for the additional \$175 registration fee per student and the extra hotel nights needed (Fri-Sun) for students and accompanying adults.

Additional Trading Pins, each: 10 x \$2.00 = \$20.00

All registrants will receive five (5) of Michigan Trading Pins. Additional Trading pins are available for purchase on a first-come first-serve basis. Pre-order pins to guarantee that your school has all you need! We will have limited pins to be sold at the National Conference.

Less Travel Scholarship or Credit Balance (if applicable): =                     

S	0	XL:	0
M	2	2XL:	1
L	0	3XL:	1

**Total Amount Due: \$5,108.00**

*This completed form will serve as your invoice.*

### PAYMENT DEADLINE IS MAY 15, 2024

All payments (including those for parents/family members/chaperones) must come through the school. We only accept personal checks from the chapter advisor.

We also accept credit cards with a 3% processing fee  
Use the online credit card form at <https://tinyurl.com/ctso-creditcard>

When complete, EMAIL Excel registration form as an attachment (or share) to: [aday7@emich.edu](mailto:aday7@emich.edu)  
PDFs of the registration form will not be accepted

Don't forget to also submit the online portation of the the registration in the SkillsUSA Register portal!

Make check payable to: SkillsUSA Michigan

Mail payment to: SkillsUSA Michigan  
PO Box 980432  
Ypsilanti, MI 48198

Direct registration and payment questions to: Ann Day at [aday7@emich.edu](mailto:aday7@emich.edu)





## Michigan Qualifier Not Attending Form



Please complete this form if you had a student or team qualify to compete at the 2024 National Leadership and Skills Conference and they are **NOT** able to attend. This will allow us to notify the next qualifier in a timely manner.

School: Kent Career Tech Center

Qualifier Not Attending: Clara McKenzie/ replacement Dominick Gomez- Trout

Qualifier's Event: 3D Animation

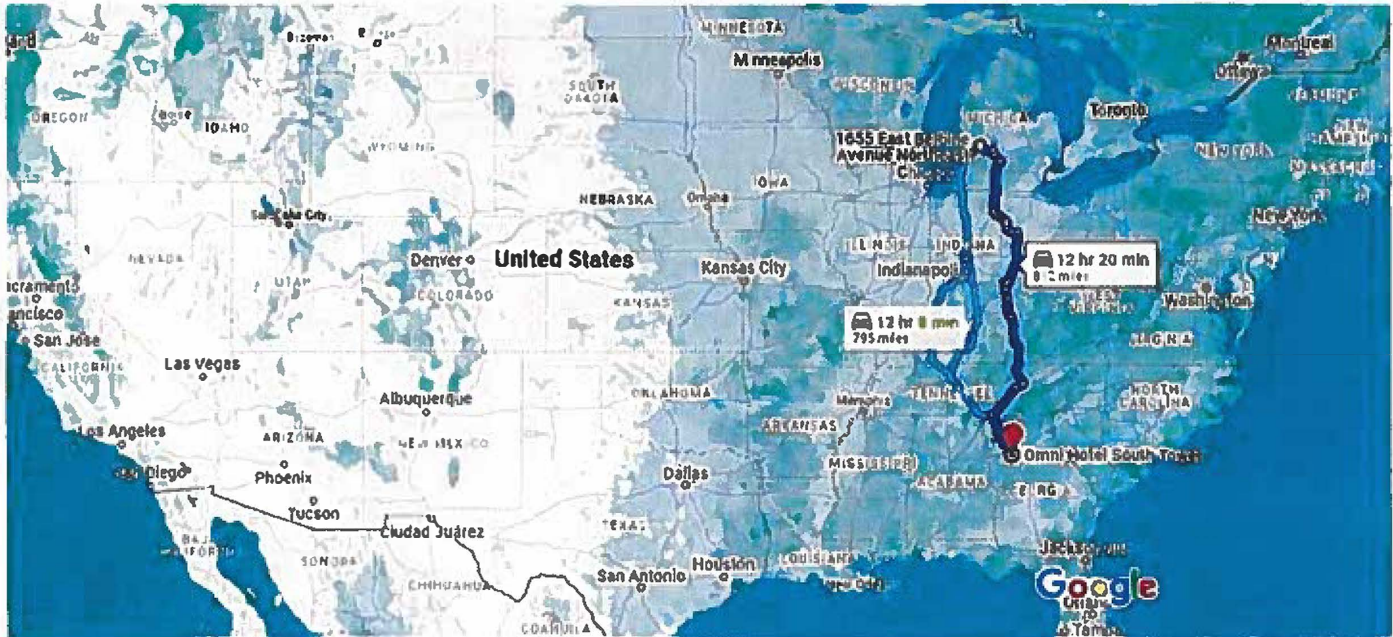
\_\_\_\_\_  
Advisor's Signature 4/22/20  
Date

**Scan and email this form to [dwest30@emich.edu](mailto:dwest30@emich.edu)  
by April 22, 2024**





1655 E Beltline Ave NE, Grand Rapids, MI 49525 Drive 812 miles, 12 hr 20 min to Omni Hotel South Tower, 190 Marietta St NW, Atlanta, GA 30313



Map data ©2024 Google, INEGI 200 mi

1655 E Beltline Ave NE  
Grand Rapids, MI 49525

Get on I-96 E from M-44 W/E Beltline Ave NE

- 5 min (2.1 mi)
- ↑ 1. Head southeast
- 0.1 mi
- ↶ 2. Turn left
- 210 ft
- ↶ 3. Turn left
- 407 ft
- ↷ 4. Turn right toward M-44 W/E Beltline Ave NE
- 0.1 mi
- ↷ 5. Turn right onto M-44 W/E Beltline Ave NE
- 1.5 mi
- ↗ 6. Turn right to merge onto I-96 E toward Lansing
- 0.3 mi

Continue on I-96 E. Take M-50 E and I-69 S to US-30 E in Jefferson Township. Take exit 19A from I-469 E/US-30 E

- 2 hr 38 min (174 mi)
- ↗ 7. Merge onto I-96 E
- 29.3 mi

- 8. Take exit 67 for Michigan 66 toward Ionia/Battle Crk  
0.4 mi
- 9. Turn right onto M-66 S  
8.4 mi
- ↶ 10. Turn left onto M-43 E/M-50 E  
1.3 mi
- 11. Turn right onto M-50  
16.7 mi
- ↶ 12. Turn left onto Packard Hwy  
1.4 mi
- 13. Sharp right onto E Lansing Rd  
0.8 mi
- ⤴ 14. Turn left to merge onto I-69 S toward Ft Wayne  
Entering Indiana  
104 mi
- 15. Take exit 315 for I-469 E/US-30 E  
0.7 mi
- ↑ 16. Continue onto I-469 E/US-30 E  
11.3 mi
- 17. Take exit 19A to merge onto US-30 E  
0.3 mi

**Get on US-33 E in Noble Township from US-127 S**

57 min (53.7 mi)

- ⤴ 18. Merge onto US-30 E  
Entering Ohio  
22.5 mi
- ⤴ 19. Use the right lane to merge onto US-224 W via the ramp to Van Wert  
2.9 mi
- ↶ 20. Turn left onto Liberty-Union Rd  
3.8 mi
- ↶ 21. Turn left onto Wren-Landeck Rd  
2.5 mi
- 22. Turn right onto US-127 S  
10.3 mi
- ↶ 23. Turn left onto US-33 E  
10.8 mi
- ⤴ 24. Slight right onto the US-33 E ramp to Columbus  
0.9 mi

**Follow I-75 S to Ivan Allen Jr Blvd NW in Atlanta. Take exit 249C from I-75 S/I-85 S**

8 hr 29 min (581 mi)

- ↗ 25. Continue onto US-33 E 12.5 mi
- ↘ 26. Take the exit onto I-75 S toward Dayton 110 mi
- ↗ 27. Use the right 2 lanes to turn slightly right to stay on I-75 S
- 📍 Entering Kentucky 7.1 mi
- ↑ 28. Continue straight onto I-71 S/I-75 S 12.5 mi
- ↶ 29. Keep left to continue on I-75 S 20.8 mi
- ↑ 30. Continue onto I-75 S 41.1 mi
- ↘ 31. Keep right to stay on I-75 S
- 📍 Entering Tennessee 165 mi
- ↘ 32. Take the exit onto I-640 W/I-75 S toward Nashville/Chattanooga 3.6 mi
- ↘ 33. Use the right 2 lanes to take the I-75 S/I-40 W exit toward Nashville/Chattanooga 0.7 mi
- ⤴ 34. Merge onto I-40/I-75 S 16.3 mi
- ↶ 35. Use the left 2 lanes to turn slightly left onto I-75 (signs for Chattanooga) 83.1 mi
- ↑ 36. Continue onto Exit 2 (signs for I-24 W/I-59/Chattanooga/Birmingham) 0.1 mi
- ↶ 37. Keep left to continue on I-75 S, follow signs for Atlanta S
- 📍 Entering Georgia 106 mi
- ↘ 38. Keep right to stay on I-75 S, follow signs for I-85 S/Atlanta 0.5 mi
- ↑ 39. Continue onto Horace E. Tate Fwy 0.2 mi
- ⤴ 40. Merge onto I-75 S/I-85 S 1.4 mi
- ↘ 41. Take exit 249C for Williams St toward GWCC/Aquarium/Mercedes-Benz Stadium 0.3 mi

**Drive to Marietta St NW**

4 min (0.8 mi)

➡ 42. Turn right onto Ivan Allen Jr Blvd NW

0.4 mi

↩ 43. Turn left onto Marietta St NW

📍 Destination will be on the right

0.4 mi