



El Camino Charter High School

Travel Committee Special Meeting

Date and Time

Thursday February 7, 2019 at 4:30 PM PST

Location

El Camino Real Charter High School, Conference Room, 5440 Valley Circle Boulevard, Woodland Hills, CA 91367

Agenda

	Purpose	Presenter	Time
I. Opening Items			4:30 PM
A. Call the Meeting to Order		Beatriz Chen	1 m
B. Record Attendance and Guests		Beatriz Chen	1 m
II. Consent			4:32 PM
A. Approve Minutes of December 13, 2018 Travel Committee Meeting	Approve Minutes	Beatriz Chen	3 m
Approve minutes for Travel Committee Meeting on December 13, 2018			
III. Travel Committee			4:35 PM
A. Discuss and Possible Vote on Robotics Club Trip to Massachusetts	Vote	Beatriz Chen	5 m
The Robotics Club will be travelling to Worcester, Massachusetts for the VEX Robotics Competition at Worcester Polytechnic Institute from March 7 - 10, 2019.			
B. Discuss and Possible Vote on Trip to Learning and the Brain Conference in New York	Vote	Beatriz Chen	5 m
Assistant Principal Minita Clark would like to attend the Learning & the Brain Conference in New York, New York from May 2 through May 6, 2019.			
IV. Closing Items			4:45 PM
A. Adjourn Meeting	Vote	Beatriz Chen	1 m

Cover Sheet

Approve Minutes of December 13, 2018 Travel Committee Meeting

Section: II. Consent
Item: A. Approve Minutes of December 13, 2018 Travel Committee Meeting
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Travel Committee Meeting on December 13, 2018



El Camino Charter High School

Minutes

Travel Committee Meeting

Date and Time

Thursday December 13, 2018 at 3:30 PM

Location

El Camino Real Charter High School, Conference Room, 5440 Valley Circle Boulevard, Woodland Hills, CA 91367

Committee Members Present

Beatriz Chen, Brian Archibald, Darin Ryburn

Committee Members Absent

None

Committee Members Arrived Late

Darin Ryburn

I. Opening Items

A. Call the Meeting to Order

Beatriz Chen called a meeting of the Travel Committee committee of El Camino Charter High School to order on Thursday Dec 13, 2018 @ 3:41 PM at El Camino Real Charter High School, Conference Room, 5440 Valley Circle Boulevard, Woodland Hills, CA 91367.

B. Record Attendance and Guests

II. Consent

A. Approve Minutes of September 17, 2018 Travel Committee Meeting

Beatriz Chen made a motion to approve minutes from the Travel Committee Meeting on 09-17-18.

Brian Archibald seconded the motion.
The committee **VOTED** to approve the motion.

III. Travel Committee

A. Discuss and Possible Vote on Boys' Volleyball Team Trip to Hawaii

The tournament is from March 21 - 23, 2019; the team will be travelling March 20 - 24. This is the first time the team will be going to this Hawaii tournament. Mr. Archibald asked how fundraising works; Richard Yi, athletic director, advised that the trip is paid through fundraising efforts. The only cost the Committee is asked to review is for the two coaches, their travel, hotel, and meal costs, as well as gas fees. This is the first year the boys' volleyball team is going to Hawaii. Of the 13 players listed, 10 are seniors. The total estimate for everything is a maximum of \$3,500. However, because of questions regarding the total amount requested for rental vehicles, the Committee is comfortable with a total budget of \$3,000. Beatriz Chen made a motion to approve the Boys' Volleyball Team trip to Hawaii, up to a maximum of \$3,000.
Brian Archibald seconded the motion.
The committee **VOTED** unanimously to approve the motion.
Darin Ryburn arrived late.

B. Discuss and Possible Vote on Boys' Volley Team to Las Vegas

This is a two day trip for a tournament, which takes place during the school's Spring Break. The total amount requested for this is approximately \$1,700, for 3 coaches. This would not include lodging, as the team will pay for an Airbnb. Darin Ryburn made a motion to approve the Boys' Volleyball Team trip to Las Vegas, up to a total of \$1,700.
Brian Archibald seconded the motion.
The committee **VOTED** unanimously to approve the motion.

C. Discuss and Possible Vote on Girls' Softball Trip to Las Vegas

This trip is to cover the cost for 4 employees, at a total cost of approximately \$2,300.
Brian Archibald made a motion to approve the Girls' Softball Team trip to Las Vegas, up to a total of \$2,300.
Darin Ryburn seconded the motion.
The committee **VOTED** unanimously to approve the motion.

IV. Closing Items

A. Adjourn Meeting

Beatriz Chen made a motion to adjourn the meeting.
Darin Ryburn seconded the motion.
The committee **VOTED** unanimously to approve the motion.
There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 4:00 PM.

Respectfully Submitted,
Beatriz Chen

Cover Sheet

Discuss and Possible Vote on Robotics Club Trip to Massachusetts

Section: III. Travel Committee
Item: A. Discuss and Possible Vote on Robotics Club Trip to
Massachusetts
Purpose: Vote
Submitted by:
Related Material: Robotics Competition.pdf

EL CAMINO REAL CHARTER HIGH SCHOOL REQUEST FOR APPROVAL OF SCHOOL TRIPS FOR STUDENTS

Destination VEX Robotics Competition Signature Event		Address of Destination Worcester Polytechnic Institute 100 Institute Rd Worcester Massachusetts			
Date(s) of Trip 3/7-10/2019		Number of Students 13		Overnight Trip: <input checked="" type="radio"/> YES <input type="radio"/> NO	
Certificated Employee Supervising Trip S. Webster		Cell Phone #		Department/Group Computer/Business	
Substitute Required? <input checked="" type="radio"/> YES <input type="radio"/> NO		How Many Substitutes? 2	How Many Days? 1		Source of Funds:
Requested Schedule	Leave School 4³⁰ AM <input type="radio"/> AM <input type="radio"/> PM	Arrive at Destination 5 PM <input type="radio"/> AM <input checked="" type="radio"/> PM	Leave Destination 4 AM <input type="radio"/> AM <input checked="" type="radio"/> PM	Return to School 4 PM <input type="radio"/> AM <input checked="" type="radio"/> PM	
Method of Transportation Private Car/Airplane	School Bus/How Many? 0	Walking	Automobile	Other (specify) Airplane/Rental Car	
Total Number of Adults (Including Volunteer Chaperones) 3			Supervision Ratio (minimum: 20:1)		
Name of Additional Employees Attending Trip					
Name S. Schuster	Cell # 818 5909975	Name		Cell #	
Name	Cell #	Name		Cell #	
Name of Additional Chaperones Attending Trip					
Name J. Shibata	Cell #	Name		Cell #	
Name	Cell #	Name		Cell #	
Source of Funds for Trip (Note: It is illegal to charge students or parents for participation in any activity for which ADA will be taken)					
BRIEF DESCRIPTION OF EDUCATIONAL BENEFIT TO BE DERIVED FROM THIS ACTIVITY.					
APPROVALS (Single-day trips require two (4) signatures and overnight trips require three (5 or 6) signatures)					
Administrator Teacher's Department Administrator	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	Signature [Signature]		Date 1/18/19	
Date & location Assistant Principal (Dean Bennett)	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	Signature [Signature]		Date 1/14/19	
Funding Executive Director (David Hussey)	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	Signature [Signature]		Date 1/16/19	
Paperwork Assistant Principal (Dean Bennett)	YES <input type="checkbox"/> NO <input type="checkbox"/>	Signature		Date	
Overnight Executive Director (David Hussey)	YES <input type="checkbox"/> NO <input type="checkbox"/>	Signature		Date	
Out of State/Country Trips Board of Directors	YES <input type="checkbox"/> NO <input type="checkbox"/>	Signature		Date	

Attendees

Role	Name
Employees	Stefan Webster
	Barbara Stanoff
Adults	Mr. Shibata
	Nathan Shibata
5 girls	Sana Ali
	Hanna Wang
	Rebecca Brod
	Avaya Rianne Eneria
	Estefania Quintana
9 boys	Rafael Diaz
	Zachary Cadieux
	Owyn Cadieux
	Luke Ying
	Shiraz Lal
	Mark Avila
	Ian Chen
	Arya Zokaie
	Matthew Shibata

Flights - Southwest Airlines

Flights	Departure Time	Arrival Time	Flight Numbers	Price	Number of Tickets	Total before Taxes/Fees	Employee Costs
Departure LAX->BOS	3/7/2019 6:50am	4:45pm	1105/1926	\$218	17	\$7,140	\$ 840.00
Return BOS->LAX	3/10/2019 6:50am	1:45pm	3125/3421	\$202			

Accomidations

Hotel:	Number	Number	Price per	Total	Employee
Holiday Inn Express 10 Johnson St Auburn MA	7	3	\$ 104.00	\$ 2,184.00	\$ 624.00

Transportation

	Price	Number	Quoted	Number	
Enterprise Rental	per day	of Days	Price per	of	Total
7 Passenger Minivan	\$ 26.77		Vehicle	Vehicles	
		3	\$ 133.59	3	\$ 400.77

Itinerary

March 7th		March 8th	
4:30am	Leave Campus	6:30-7am	Breakfast
6:50am-4:45pm	Flight to Boston	7:15-7:30am	Travel to Venue
5:15pm-6pm	Drive to Worcester	7:30am-7pm	Competition Agenda *
6-6:30	Dinner	7:15pm-8pm	Dinner
6:30-8pm	Register at Venue	10pm	Lights Out
8:30pm	Checkin at Hotel		
10pm	Lights Out		

March 9th		March 10th	
6:30-7am	Breakfast	4:00am	Check Out
7:15-7:30am	Travel to Venue	4:15-5:15am	Drive to Boston
7:30am-7pm	Competition Agenda *	6:50am-1:45pm	Flight to LAX
7:15pm-8pm	Dinner	3pm	Return to Campus
10pm	Lights Out		

<https://www.robotevents.com/robot-competitions/vex-robotics-competition/RE-VRC-19-5411.html>

* Competition Agenda attached

Signature Event: WPI VRC

03/07/2019 - 03/09/2019

Competition Agenda

VEX[®]

ROBOTICS

COMPETITION

Event Code: RE-VRC-19-5411

Program: VEX Robotics Competition

Type of Event: Tournament

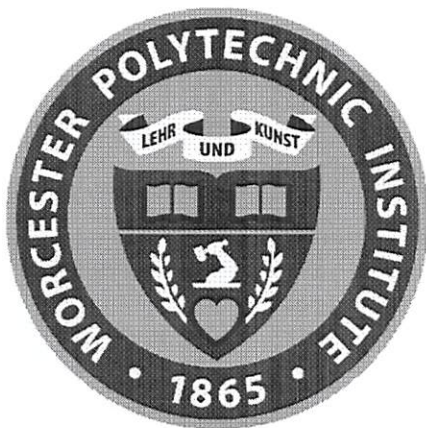
Capacity: 200 / Spots Open: 50%+

Registration Deadline: Fri, Mar 1, 2019 6:00 PM EST

Price: \$250.00

Login to Register (<https://www.robotevents.com/events/35411/login>)

Event Sponsors:



WPI

[General Info](#) [Agenda](#) [Volunteer](#) [Emergency/Bad Weather Policy](#) [Refund Policy](#) [Travel Info](#) [Webcast](#)
[Documents](#) [Team List](#) [Waiting List](#) [Results](#) [Awards](#)

Agenda

WPI VRC Signature Event 2019 Schedule

WPI Sports and Recreation Center/Harrington Auditorium

THURSDAY MARCH 7th, 2019

2:00 Venue Opens

2:30-5:30 Team Registration (may stay open later as needed)

3:00-6:00 WPI Tours Available

3:00-9:00 Inspection (may stay open later as needed)

3:00-8:00 Practice Area Open

3:00-8:00 Skills Challenge Open

9:00 Venue Closes

FRIDAY MARCH 8th, 2019

7:30 Venue Opens

8:00-8:15 Driver/Coach Meeting

8:20-8:50 Opening Ceremony

9:00-6:30 Practice Area Open

9:00-12:30 Qualifying Rounds

12:00-2:00 WPI Tours Available

12:30-1:30 Lunch

1:30-6:00 Qualifying Rounds

7:00 Venue Closes

SATURDAY MARCH 9th, 2019

7:30 Venue Opens

8:00-12:00 Qualifying Rounds

12:30-12:50 Alliance Selection

12:50-1:30 Lunch

1:00-3:00 WPI Tours Available

1:30-4:30 Elimination Matches

4:45-5:30 Finals

5:30-6:15 Closing Ceremony

7:00 Venue Closes

Robotics Education & Competition Foundation

P.O. Box 8276

Greenville, TX 75404

Email: support@robotevents.com (mailto:support@robotevents.com)

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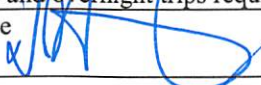


State Nonprofit Disclosures (<https://www.robotevents.com/nonprofit-disclosures>)

Cover Sheet

Discuss and Possible Vote on Trip to Learning and the Brain Conference in New York

Section: III. Travel Committee
Item: B. Discuss and Possible Vote on Trip to Learning and the Brain
Conference in New York
Purpose: Vote
Submitted by:
Related Material: Learning the Brain Conference.pdf

EL CAMINO REAL CHARTER HIGH SCHOOL REQUEST FOR APPROVAL OF SCHOOL TRIPS FOR STUDENTS

Destination Learning + the Brain Conference		Address of Destination New York, NY	
Date(s) of Trip May 2nd - 6th	Number of Students none	Overnight Trip: <input checked="" type="radio"/> YES <input type="radio"/> NO	
Certificated Employee Supervising Trip Minita Clark, Asst. Principal	Cell Phone # 843-287-1879	Department/Group Curriculum	
Substitute Required? <input type="radio"/> YES <input checked="" type="radio"/> NO	How Many Substitutes? 0	How Many Days? 4	Source of Funds:
Requested Schedule	Leave School AM PM	Arrive at Destination AM PM	Leave Destination AM PM
Method of Transportation air/flight	School Bus/How Many? 0	Walking	Automobile
Total Number of Adults (Including Volunteer Chaperones) 1		Supervision Ratio (minimum: 20:1)	
Name of Additional Employees Attending Trip			
Name na/0	Cell #	Name	Cell #
Name na/0	Cell #	Name	Cell #
Name of Additional Chaperones Attending Trip			
Name	Cell #	Name	Cell #
Name	Cell #	Name	Cell #
Source of Funds for Trip (Note: It is illegal to charge students or parents for participation in any activity for which ADA will be taken)			
BRIEF DESCRIPTION OF EDUCATIONAL BENEFIT TO BE DERIVED FROM THIS ACTIVITY. Cultivating Collaboration + Leadership at ElCamino			
APPROVALS (Single-day trips require two (4) signatures and overnight trips require three (5 or 6) signatures)			
Administrator Teacher's Department Administrator	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Signature 	Date 2/7/19
Date & location Assistant Principal (Dean Bennett)	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Signature 	Date 2/7/19
Funding Executive Director (David Hussey)	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Signature 	Date 2/7/19
Paperwork Assistant Principal (Dean Bennett)	<input type="checkbox"/> YES <input type="checkbox"/> NO	Signature	Date
Overnight Executive Director (David Hussey)	<input type="checkbox"/> YES <input type="checkbox"/> NO	Signature	Date
Out of State/Country Trips Board of Directors	<input type="checkbox"/> YES <input type="checkbox"/> NO	Signature	Date

Learning and the Brain Conference

(Ms. Clark, Asst. Principal)

Conference Dates: May 3rd-5th

Departure: May 2nd and Return: May 6th

Approximate Costs:

Air - \$312.40 (if we book now we will save money; fares are low now)

Hotel - \$1140.00 (\$285 per night; see attached)

Rental Car – None needed

Uber or Lyft to Hotel and Back - \$140 (\$70 each way)

Per Diem – 4days x \$64/day = \$256.00

Total Cost = \$1848.40

*Last year, I received approval for hotel and airfaire paid upfront and was approved. So, I am requesting the same again. I would like these items paid within two weeks (by February 13th) to avoid increases in fares.

Trip Summary

Book Better. Fly Better.



		Flights						
THU 02 MAY	LAX	▶	JFK	DL 2197	Main Cabin (V)	CHANGE	Price per Passenger	\$264.18
	11:55 PM		08:30 AM	5h 35m Nonstop	Changeable / Nonrefundable Delta Air Lines Baggage Information		Taxes, Fees and Charges	\$48.42
	DETAILS ▾		SEATS					
MON 06 MAY	JFK	▶	LAX	DL 889	Main Cabin (V)	CHANGE		
	7:25 PM		10:53 PM	6h 28m Nonstop	Changeable / Nonrefundable Delta Air Lines Baggage Information			
	DETAILS ▾		SEATS					



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Per Person Each Way

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[See Details](#)

Total Price (USD) **\$312.60**



El CaminoReal
Charter
High School

Woodland Hills, CA

Minita Clark <m.clark@ecrchs.net>

The Sheraton New York Times Square Hotel Reservation Confirmation

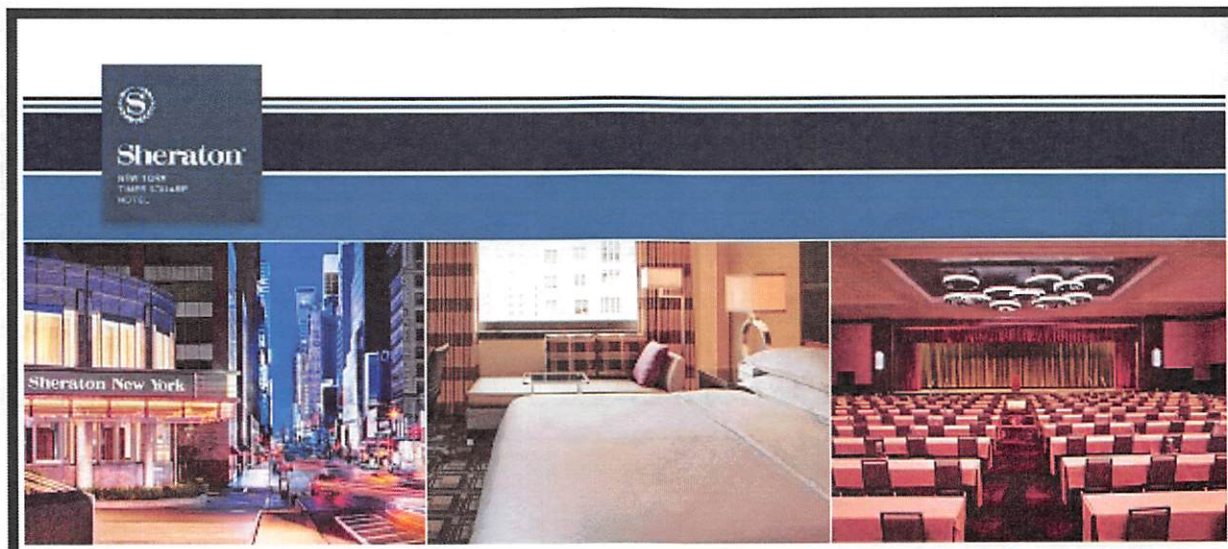
1 message

The Sheraton New York Times Square Team <groupcampaigns@pkghlrss.com>

Mon, Jan 14, 2019 at 8:08 AM

Reply-To: tracking@pkghlrss.com

To: m.clark@ecrchs.net



Learning and The Brain ~ May 1, 2019 - May 5, 2019 ~ Sheraton New York Times Square

Dear Minita Clark,

We are pleased to confirm your reservations at the Sheraton New York Times Square. The staff of the Sheraton New York Times Square is looking forward to your arrival as part of the Learning and The Brain. Should your travel plans change and you need to make changes to your reservations, please [click here](#) or call 800-325-3535.

We look forward to welcoming you to the Sheraton New York Times Square.

- The Staff of the Sheraton New York Times Square

Reservation Details

Online Confirmation:	32LLFXVN
Date Booked:	Jan 14, 2019
Reservation Name:	Minita Clark
Arrival Date:	May 2, 2019
Departure Date:	May 6, 2019
Room Type:	Traditional Room Queen
Number of Rooms:	1
Number of Guests:	1
Night by Night Rate:	

	Date	Guest(s)	Status	Rate
	May 2, 2019	1	Confirmed	285.00
	May 3, 2019	1	Confirmed	285.00
	May 4, 2019	1	Confirmed	285.00
	May 5, 2019	1	Confirmed	285.00
	Additional Guest	Rate		
	Second Guest	0.00		
Total Charge:	1,140.00			
Tax Disclosure:	Please note the following taxes are not included into rates: \$1.50 NY Unit Fee Per Night. \$2.00 Occupancy Tax Per Night. 14.75% Room Tax Per Night.			
Add-Ons:				
Cancel Policy:	Cancellations made within 72 hours / 3 days prior to 6 PM EST will forfeit one night's room and tax.			

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AVAILABLE RIDE TYPES

Shared

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Lyft

4 seats

\$60-70 ⓘ

XL

6 seats

\$90-105 ⓘ

Lux Black

4 seats, black car

\$120-140 ⓘ

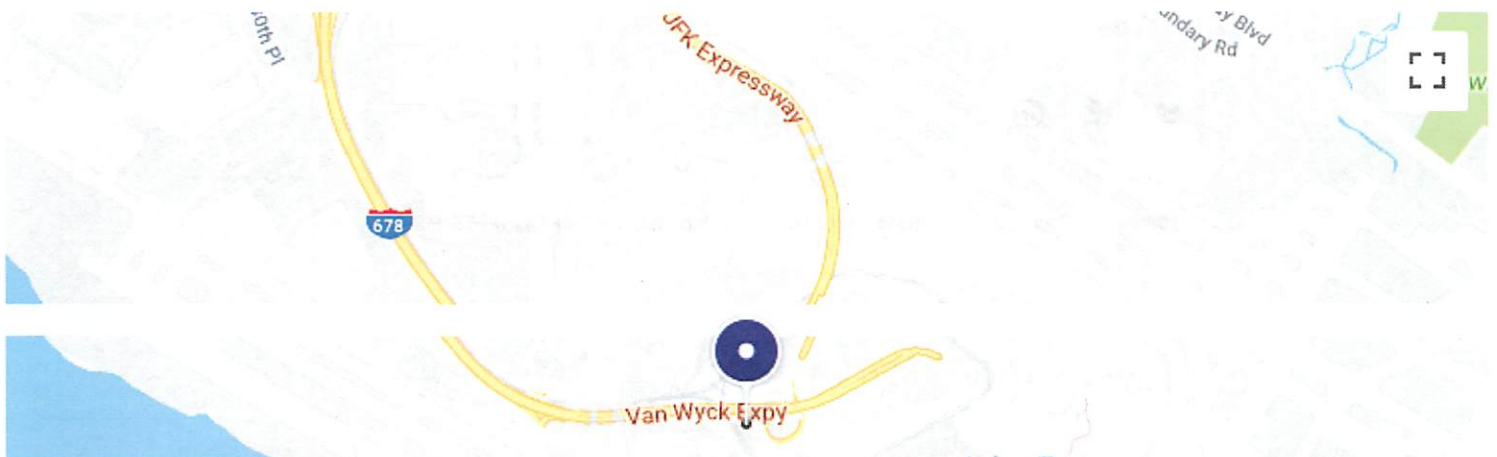
Lux Black XL

6 seats, black car

\$160-185 ⓘ

Sign up and ride

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DRIVER



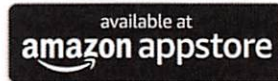
RIDER



LYFT



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