



# El Camino Charter High School

## Travel Committee Meeting

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### Date and Time

Wednesday February 20, 2019 at 4:30 PM PST

### Location

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

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### Agenda

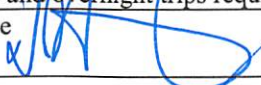


	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>4:30 PM</b>
A. Call the Meeting to Order		Beatriz Chen	1 m
B. Record Attendance and Guests		Beatriz Chen	1 m
<b>II. Consent</b>			<b>4:32 PM</b>
A. Approve Minutes of December 13, 2018 Travel Committee Meeting	Approve Minutes	Beatriz Chen	3 m
<b>III. Travel Committee</b>			<b>4:35 PM</b>
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.			
<b>IV. Closing Items</b>			<b>4:45 PM</b>
A. Adjourn Meeting	Vote	Beatriz Chen	1 m

## Coversheet

### 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 <b>Learning + the Brain Conference</b>		Address of Destination <b>New York, NY</b>			
Date(s) of Trip <b>May 2nd - 6th</b>		Number of Students <b>none</b>		Overnight Trip: <input checked="" type="radio"/> YES <input type="radio"/> NO	
Certificated Employee Supervising Trip <b>Minita Clark, Asst. Principal</b>		Cell Phone # <b>843-287-1879</b>		Department/Group <b>Curriculum</b>	
Substitute Required? <input type="radio"/> YES <input checked="" type="radio"/> NO		How Many Substitutes? <input checked="" type="checkbox"/>	How Many Days? <b>4</b>		Source of Funds:
Requested Schedule	Leave School AM PM	Arrive at Destination AM PM		Leave Destination AM PM	Return to School AM PM
Method of Transportation <b>air/flight</b>	School Bus/How Many? <input checked="" type="checkbox"/>	Walking	Automobile	Other (specify)	
Total Number of Adults (Including Volunteer Chaperones) <b>1</b>			Supervision Ratio (minimum: 20:1)		
Name of Additional Employees Attending Trip					
Name <b>na/∅</b>	Cell #	Name	Cell #	Name	Cell #
Name <b>na/∅</b>	Cell #	Name	Cell #	Name	Cell #
Name of Additional Chaperones Attending Trip					
Name	Cell #	Name	Cell #	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. <b>Cultivating Collaboration + Leadership at ElCamino</b>					
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 		Date <b>2/2/19</b>
Date & location Assistant Principal (Dean Bennett)	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	Signature 		Date <b>2/2/19</b>
Funding Executive Director (David Hussey)	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	Signature 		Date <b>2/2/19</b>
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

## **Learning and the Brain Conference**

**(Ms. Clark, Asst. Principal)**

*Conference Dates: May 3<sup>rd</sup>-5<sup>th</sup>*

*Departure: May 2<sup>nd</sup> and Return: May 6<sup>th</sup>*

### **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 airfares paid upfront and was approved. So, I am requesting the same again. I would like these items paid within two weeks (by February 13<sup>th</sup>) to avoid increases in fares.

# Trip Summary

Book Better. Fly Better.



Flights	
<b>THU</b> <b>02</b> <b>MAY</b>	<div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> <p><b>LAX</b> ▶ <b>JFK</b></p> <p>11:55 PM 08:30 AM</p> <p style="color: green; font-size: small;">ARRIVES NEXT DAY</p> </div> <div style="text-align: center;"> <p><b>DL 2197</b> </p> <p>5h 35m   Nonstop</p> </div> <div style="text-align: center;"> <p>Main Cabin (V)</p> <p>Changeable / Nonrefundable</p> <p><a href="#">Delta Air Lines Baggage Information</a></p> </div> <div style="border: 1px solid black; padding: 5px; text-align: center;">CHANGE</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div> <p>Price per Passenger <b>\$264.18</b></p> <p>Taxes, Fees and Charges <b>\$48.42</b></p> </div> <div style="text-align: center;"> <p><a href="#">DETAILS</a> ▼</p> <p><a href="#">SEATS</a></p> </div> <div style="text-align: center;"> </div> </div>
<b>MON</b> <b>06</b> <b>MAY</b>	<div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> <p><b>JFK</b> ▶ <b>LAX</b></p> <p>7:25 PM 10:53 PM</p> </div> <div style="text-align: center;"> <p><b>DL 889</b></p> <p>6h 28m   Nonstop</p> </div> <div style="text-align: center;"> <p>Main Cabin (V)</p> <p>Changeable / Nonrefundable</p> <p><a href="#">Delta Air Lines Baggage Information</a></p> </div> <div style="border: 1px solid black; padding: 5px; text-align: center;">CHANGE</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div> <p><a href="#">DETAILS</a> ▼</p> <p><a href="#">SEATS</a></p> </div> <div style="text-align: center;"> </div> </div>



IT'S SIMPLE, PLUS MEANS MORE DELTA COMFORT+<sup>®</sup>

**\$119.00**  
Per Person Each Way

UPGRADE

[See Details](#)


LUXURY AT A HIGHER ALTITUDE DELTA ONE<sup>®</sup>

**\$727.00**  
Per Person Each Way

UPGRADE

[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

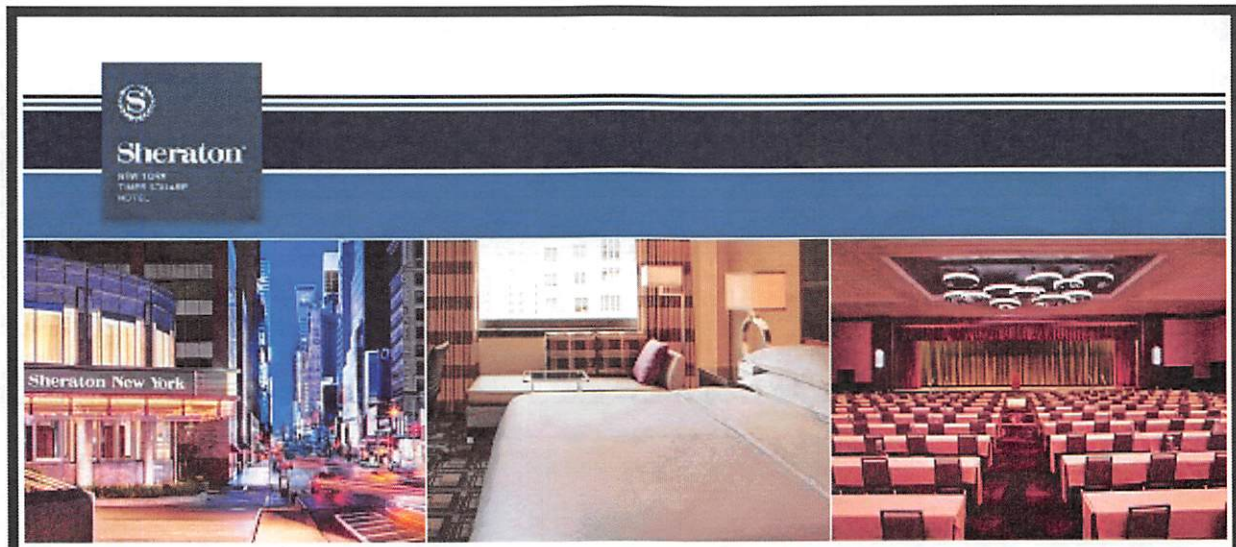
1 message

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:	

	<b>Date</b>	<b>Guest(s)</b>	<b>Status</b>	<b>Rate</b>
	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
	<b>Additional Guest</b>	<b>Rate</b>		
	Second Guest	0.00		
<b>Total Charge:</b>	1,140.00			
<b>Tax Disclosure:</b>	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.			
<b>Add-Ons:</b>				
<b>Cancel Policy:</b>	Cancellations made within 72 hours / 3 days prior to 6 PM EST will forfeit one night's room and tax.			

## Lyft Fare Estimator

Calculate the cost of your next Lyft ride. Enter your pickup and dropoff location to view a fare estimate.

JFK Airport, Queens, NY, USA

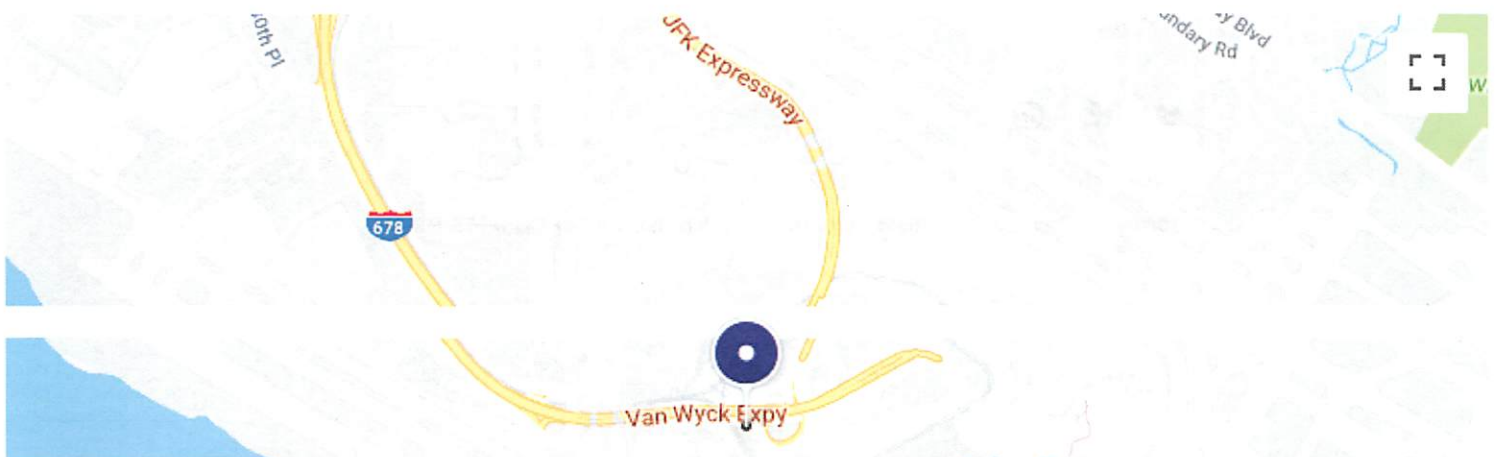
Times Square, Manhattan, New York, NY, USA

### AVAILABLE RIDE TYPES

Shared 1-2 seats, shared	< \$60 ⓘ
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

Sample fares are estimates only and do not reflect variations due to discounts, traffic delays or other factors. Actual fares may vary. You agree to pay the fare shown upon confirming your ride request. If your route or destination changes on trip, your fare may change based on the rates above and other applicable taxes, tolls, charges and adjustments. Subject to Lyft's [Terms of Service](#).







**DRIVER**



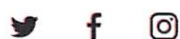
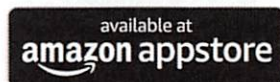
**RIDER**



**LYFT**



**DOWNLOAD**



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