



El Camino Charter High School

Travel Committee Meeting

Date and Time

Thursday May 23, 2019 at 4:00 PM PDT

Location

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

The Travel Committee is a standing committee of the Board of Directors of El Camino Real Alliance.

For committee meeting materials, please go to the school's main office, or call (818) 595-7500. Some board meeting materials are also posted in the school's website (<https://ecrchs.net> - click the ECR Board tab).

INSTRUCTIONS FOR PRESENTATIONS TO THE COMMITTEE BY PARENTS AND CITIZENS

El Camino Real Alliance ("ECRA") welcomes your participation at ECRA's Travel Committee meetings. The purpose of a public meeting of the Travel Committee is to conduct the affairs of ECRA in public. Your participation assures us of continuing community interest in our charter school. To assist you in the ease of speaking/ participating in our meetings, the following guidelines are provided:

1. Agendas are available to all audience members at the meeting.
2. "Request to Speak" forms are available to all audience members who wish to speak on any agenda items or under the general category of "Public Comments." "Public Comments" is set aside for members of the audience to raise issues that are not specifically on the agenda. However, due to public meeting laws, the Committee can only listen to your issue, not respond or take action. These presentations are limited to three (3) minutes and total time allotted to non-agenda items will not exceed thirty (30) minutes. A member of the public who requires the use of a translator, in order to receive the same opportunity as others to directly address the Committee, shall have twice the allotted time to speak. The Committee may give direction to staff to respond to your concern or you may be offered the option of returning with a citizen-requested item.
3. You may also complete a "Request to Speak" form to address the Committee on Agenda items. With regard to such agenda items, you may specify that agenda item on your "Request to Speak" form and you will be given an opportunity to speak for up to three (3) minutes before the item, and total time allocated to agenda items will not

exceed six (6) minutes for a discussion item and nine (9) minutes per vote item. A member of the public who requires the use of a translator, in order to receive the same opportunity as others to directly address the Committee, shall have twice the allotted time to speak, and the total allocated time shall be appropriately increased as well.

4. When addressing the Committee, speakers are requested to state their name and adhere to the time limits set forth. In order to maintain allotted time limits, the Committee Chair may modify speaker time allocations or the total amount of allotted time for an item.

5. Any public records relating to an agenda item for an open session of the Committee which are distributed to all, or a majority of all, of the Board members shall be available for public inspection at 5440 Valley Circle Blvd., Woodland Hills, California, 91367.

Consent Agenda: All matters listed under the consent agenda are considered by the Committee to be routine and will be approved/enacted by the Committee in one motion in the form listed below. Unless specifically requested by a Committee member for further discussion or removed from the agenda, there will be no discussion of these items prior to the Committee votes on them. The Executive Director recommends approval of all consent agenda items.

In compliance with the Americans with Disabilities Act (ADA) and upon request, El Camino Real Alliance may furnish reasonable auxiliary aids and services to qualified individuals with disabilities. Requests for disability related modifications or accommodations shall be made 24 hours prior to the meeting to Daniel Chang, in person, by email at d.chang@ecrchs.net, or by calling (818) 595-7537.

Agenda

| | Purpose | Presenter | Time |
|--|-----------------|--------------|----------------|
| I. Opening Items | | | 4:00 PM |
| Opening Items | | | |
| A. Call the Meeting to Order | | Darin Ryburn | 1 m |
| B. Record Attendance and Guests | | Daniel Chang | 1 m |
| C. Public Comments | | Darin Ryburn | 15 m |
| II. Consent | | | 4:17 PM |
| A. Approve Minutes of March 29, 2019 Travel Committee Special Meeting | Approve Minutes | Beatriz Chen | 3 m |
| III. Travel Committee | | | 4:20 PM |
| Travel Committee | | | |
| A. Discuss and Possible Vote on Speech and Debate Team Trip to Dallas, Texas | Vote | Darin Ryburn | 10 m |
| The Speech and Debate Team will be travelling to Dallas, Texas, to compete in the National Tournament, from June 16, 2019 through June 21, 2019. | | | |

| | Purpose | Presenter | Time |
|---|----------------|------------------|-------------|
| B. Discuss and Possible Approval of Attendance at National Charter Schools Convention in Las Vegas, NV | Vote | Darin Ryburn | 10 m |

Staff members will be attending the National Charter Schools Conference in Las Vegas, NV, from June 30, 2019 through July 3, 2019.

IV. Closing Items

4:40 PM

| | | | |
|---------------------------|------|--------------|-----|
| A. Adjourn Meeting | Vote | Beatriz Chen | 1 m |
|---------------------------|------|--------------|-----|

Coversheet

Approve Minutes of March 29, 2019 Travel Committee Special Meeting

Section: II. Consent
Item: A. Approve Minutes of March 29, 2019 Travel Committee Special Meeting
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Travel Committee Special Meeting on March 29, 2019

APPROVED



El Camino Real Charter High School

Minutes

Travel Committee Special Meeting

Date and Time

Friday March 29, 2019 at 4:00 PM

Location

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

Committee Members Present

Beatriz Chen, Darin Ryburn

Committee Members Absent

Brian Archibald

Guests Present

Daniel Chang

I. Opening Items

A. Call the Meeting to Order

Beatriz Chen called a meeting of the Travel Committee Committee of El Camino Real Charter High School to order on Friday Mar 29, 2019 at 4:03 PM.

B. Record Attendance and Guests

II. Consent

A. Approve Minutes of February 7, 2019 Travel Committee Special Meeting

Darin Ryburn made a motion to approve minutes from the Travel Committee Special Meeting on 02-07-19 Travel Committee Special Meeting on 02-07-19.

Beatriz Chen seconded the motion.

The committee **VOTED** unanimously to approve the motion.

B. Approve Minutes of February 20, 2019 Travel Committee Meeting

Darin Ryburn made a motion to approve minutes from the Travel Committee Meeting on 02-20-19 Travel Committee Meeting on 02-20-19.

Beatriz Chen seconded the motion.

The committee **VOTED** unanimously to approve the motion.

III. Travel Committee

A. Discuss and Possible Vote on Robotics Club Trip to Louisville, Kentucky

Mr. Chang noted that this is an annual championship that the team has qualified for previously. Also, last year Robotics spent a total of \$6,975.57; year to date Robotics has spent \$4,168.74.

Ms. Chen noted that they did not include either airport parking or Uber/taxi costs. So the Board will approve a budget of \$2,500, which will include additional transportation costs.

Beatriz Chen made a motion to approve the Robotics Team trip to Louisville, Kentucky, up to a total of \$2,500, which will include additional costs for transportation.

Darin Ryburn seconded the motion.

The committee **VOTED** unanimously to approve the motion.

B. Discuss and Possible Vote on Step Team Trip to Las Vegas, Nevada

This is the first year the Step Team has been in existence. If the Step Team does well, they may be invited to a national event in Florida.

Darin Ryburn made a motion to approve the Step Team trip to Las Vegas, Nevada, up to \$6,000, with the additional cost for possible additional hotel fees.

Beatriz Chen seconded the motion.

The committee **VOTED** unanimously to approve the motion.

C. Discuss and Possible Approval of Speech and Debate Team Trip to Lexington, Kentucky

This is an invitational Tournament of Champions to take place in Lexington, Kentucky.

There may be additional hotel and transportation costs, as the estimate does not account for additional costs that may arise, such as parking, Uber/Lyft, etc.

Beatriz Chen made a motion to approve the Speech and Debate Team trip to Lexington, Kentucky, up to a total of \$1,600.00, which will include possible additional hotel and transportation costs.

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 4:20 PM.

Respectfully Submitted,
Daniel Chang

Coversheet

Discuss and Possible Approval of Attendance at National Charter Schools Convention in Las Vegas, NV

Section: III. Travel Committee
Item: B. Discuss and Possible Approval of Attendance at National Charter Schools Convention in Las Vegas, NV
Purpose: Vote
Submitted by:
Related Material: National Charter Schools Conference.pdf

NCSC19 Conference

Breakdown for Fernando Delgado:

| | |
|--|---------------------------------------|
| Hotel 2 nights | \$500 (\$179.10/night + tax and fees) |
| Per Diem 3 days x \$66/day | \$198 (\$66/day) |
| Travel Plane/Uber | \$188 (\$161 plane and \$27 Uber) |
| Mileage – 35.4 miles | \$20.53 |
| Registration - Sponsored (won in a raffle event) | \$600 |
| Total | \$906.53 |

Breakdown for Ryan Guinto:

| | |
|--|---------------------------------------|
| Hotel 2 nights | \$500 (\$179.10/night + tax and fees) |
| Per Diem 3 days x \$66/day | \$198 (\$66/day) |
| Travel Plane/Uber | \$188 (\$161 plane and \$27 Uber) |
| Mileage – 29 miles | \$16.70 |
| Registration - Sponsored (won in a raffle event) | \$600 |
| Total | \$902.70 |

| | |
|---------------------------------|-------------------|
| Total for both attendees | \$1,809.23 |
|---------------------------------|-------------------|



EL CAMINO REAL CHARTER HIGH SCHOOL

Expense Request Form

Expense Request Information

ER# (From Netsuite): _____

Your Name: Fernando Delgado

Vendor(s) Name: _____

Department: Technology

Program: _____

Conference Name: National Charter School Conference 2019
(if applicable)

Date(s) of Conference: _____
(if applicable)

Reason/Description for request: To attend a 3-day conference

What is the Purpose of your attendance of the Conference? An opportunity to learn & network with peers. Attend hands on sessions / learning experiences from the best in the field. This conference has always provided practical insights into day-to-day operations. That translate

What is the benefit to the school? into a more efficient working environment.

Please attach any relevant documentation to assist with initial approval (i.e maps, conference flyers etc.). You will be expected to provide follow-up information after your attendance, whether as a certificate of attendance, leading professional development, reporting to staff or developing related lesson plans. After initial approval, this form will be returned to you so that all relevant documents can be attached (receipts, maps, certificates of attendance, conf flyers etc.). Please check Netsuite for approval/rejection of your request.

[Signature]
Employee Signature

5/21/19
Date

[Signature] Dean Bennett, A.D. 5/21/19
Manager/Director - Initial Approval

- Approved
 - Rejected
- Comments: _____

Manager Signature

Date

Business Office - Final Approval (after all expense are incurred/attached)

- Approved
 - Rejected
- Comments: _____

CBO Signature

Date

CBO Signature

Date

Rejected
 Approved

Comments:

Business Office - Final Approval (after all expense are incurred/attached)

Manager Signature

Date

Rejected
 Approved

Comments:

Manager/Director - Initial Approval

Employee Signature


 Dean Bennett, K.P. Stalls
 Date: 5/21/2019

Please attach any relevant documentation to assist with initial approval (i.e. maps, conference flyers etc.). You will be expected to provide follow-up information after your attendance, whether as a certificate of attendance, leading professional development, reporting to staff or developing related lesson plans. After initial approval, this form will be returned to you so that all relevant documents can be attached (receipts, maps, certificates of attendance, conf flyers etc.). Please check Netsuite for approval/rejection of your request.

What is the benefit to the school?

LEAD CLASSROOM MANAGER, ADVANCE STRATEGIES

What is the Purpose of your attendance of the Conference?

MY FOCUS IS GOING TO THE EDUCATE AND LEAD
 STARTS SESSIONS OF THE CONFERENCE.
 CHARTER CONFERENCE

Reason/Description for request:

A 3-THO CONFERENCE EVENT FOR A LEAD

Date(s) of Conference: (if applicable)

July 1-3

Conference Name: (if applicable)

LEAD CHARTER SCHOOLS CONFERENCE 2019

Program:

Department:

TECHNOLOGY

Vendor(s) Name:

Your Name:

Dean Guisto

ER# (From Netsuite):

Expense Request Information



EL CAMINO REAL CHARTER HIGH SCHOOL Expense Request Form

NCSC19 REGISTRATION

JOIN US IN LAS VEGAS!

June 30 - July 3, 2019

Mandalay Bay Convention Center

To better serve the charter school community and allow schools to send more of their leaders to the conference, the National Alliance has made big changes to the registration process. Not only have the prices for school leaders and teacher leaders been reduced, but we are offering a special additional discount. For school leaders and teacher leaders for every four people you send, you are able to send a fifth for free. **This opportunity is available only for charter school leaders and teacher leaders. This cannot be combined with any promotion code or specialty pricing.**

GROUPS REGISTER HERE

Register multiple people at one time and submit a single form of payment; or send a group registration link to your members.

 [Group Leader Menu \(/2019/registration/group_manager/\)](/2019/registration/group_manager/).

Login to the group leader menu to register and view attendees.

 [Make a New Group \(/2019/registration/group_create/\)](/2019/registration/group_create/).

Create a group for your school, district, or company and explore group benefits.

Charter school leaders and teacher leaders buy four and send a fifth for free.

INDIVIDUAL REGISTRATION

Choose the category you best fit into below to begin your registration.

| | | |
|--------------------------------------|---------------------------------------|---------------------------------------|
| Early through Mar. 29 | Advance through May 17 | Regular through Jul. 3 |
|--------------------------------------|---------------------------------------|---------------------------------------|

Charter School Leadership (00_bootstrap.php?

pricegroup=Charter+School+Leadership).

School Leaders, Administrators, Board Members,
 College Counselors, etc.

\$450

\$525

\$600

Business (00_bootstrap.php?pricegroup=Business)

\$750

\$825

\$900

CSO Leaders and Staff (00_bootstrap.php?

pricegroup=CSO+Leaders+and+Staff).

\$475

\$550

\$625

Non Profit, Government Organizations

(00_bootstrap.php?

pricegroup=Non+Profit+Government+Organizations).

\$550

\$625

\$700

Teacher/Teacher Leader (00_bootstrap.php?

pricegroup=Teacher+Leaders).

Lead Teachers, Team Leads, Aspiring Leaders

\$375

\$450

\$525

One Day Pass (00_bootstrap.php?

pricegroup=One+Day).

\$450

\$525

\$600

To register via fax or mail please [download the pdf \(/2019/registration/pdfs/NCSC2019_regform.pdf\)](/2019/registration/pdfs/NCSC2019_regform.pdf).

MAKE CHANGES TO YOUR EXISTING REGISTRATION

[Re-Access your Registration \(reaccess_login.php\)](reaccess_login.php)

You may reaccess your registration to add supplemental conference workshops, guest passes, tours, and more here






 Facebook Twitter ([https://www.linkedin.com/company-](https://www.linkedin.com/company-publiccharterconf/)
[https://www.linkedin.com/company-](https://www.linkedin.com/company-publiccharterconf/) ([https://www.youtube.com/user/publicchar-](https://www.youtube.com/user/publiccharterconf/)
[https://www.youtube.com/user/publicchar-](https://www.youtube.com/user/publiccharterconf/)

NCSC19 Registration Office

1277 University of Oregon
Eugene, OR 97403-1277

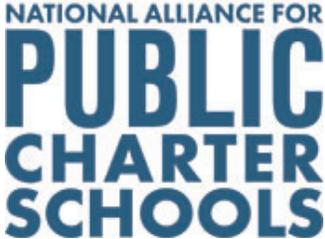
natlcharterconf@uoregon.edu (<mailto:natlcharterconf@uoregon.edu>)

541-346-3537 or 800-280-6218

Fax: 541-346-3545

This conference is presented by




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Contact us by email (<http://ncsc.publiccharters.org/contact-us>) or call 1 (800) 280-6218
(tel:18002806218)

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JUL 1 - 3
✈ BUR → LAS

TOTAL
\$155.96



Unable to purchase trip with Southwest Rapid Rewards® Credit Card.
Please use a different form of payment to complete your booking.

Trip & Price Details

Price Payment Confirmation

✈ Flight [Modify](#) [Remove](#)

\$155.96 ^

Departing 7/1/19 Monday

Wanna Get Away \$59.24
(Adult x1)

DEPARTS 9:55 AM **BUR**
Burbank, CA - BUR

FLIGHT 1279

Nonstop

ARRIVES 11:05 AM **LAS**
Las Vegas, NV - LAS

TRAVEL TIME 1hr 10min

Wanna Get Away

Earn 356 Rapid Rewards® points per Passenger, per one-way.

- 2 free checked bags (1st and 2nd checked bags fly free. Weight and size limits apply.)
- No change fee (Fare difference may apply.)
- Reusable funds
- EarlyBird eligible

SUBTOTAL
\$59.24

Returning 7/3/19 Wednesday

Wanna Get Away \$59.24
(Adult x1)

DEPARTS 1:45 PM **LAS**
Las Vegas, NV - LAS

FLIGHT 2382

Nonstop

ARRIVES 2:55 PM **BUR**
Burbank, CA - BUR

TRAVEL TIME 1hr 10min

Wanna Get Away

Earn 356 Rapid Rewards® points per Passenger, per one-way.

- 2 free checked bags (1st and 2nd checked bags fly free. Weight and size limits apply.)
- No change fee (Fare difference may apply.)
- Reusable funds
- EarlyBird eligible

SUBTOTAL
\$59.24



JUL 1 - 3
BUR → LAS

TOTAL
\$155.96

Icon legend

- WiFi available
- Live TV available
- EarlyBird Check-In®

Helpful Information:

- Please read the [fare rules](#) associated with this purchase.
- When booking with Rapid Rewards® points, your point balance may not immediately update in your account.

No change fees.¹

Change your flight later without a fee.

¹Fare difference may apply.

| | |
|-------------------|-----------------|
| BAG FEE * | \$0.00 |
| SUBTOTAL | \$118.48 |
| TAXES & FEES | \$37.48 |
| TRIP TOTAL | \$155.96 |

Show price breakdown

TOTAL DUE NOW \$155.96

Not ready to buy yet? [Save this flight for later.](#)

* 1st and 2nd checked bags fly free. [Weight and size limits apply.](#)

Log in for faster checkout

Continue

By clicking 'Continue', you agree to accept the [fare rules](#) and want to continue with this purchase.

Add a Car Products not confirmed until purchase.

No worries, your flight will remain in your cart while you search for a car.

Add a car



Book now. Pay later!

From \$38.34*/day in Las Vegas

Book now

*Taxes and fees excl. Terms apply.

PICK-UP LOCATION

Las Vegas, NV

Las Vegas, NV - LAS

PICK-UP DATE

7/01

Mon, Jul 1, 2019

PICK-UP TIME

12:00 PM

RETURN LOCATION

Las Vegas, NV

Las Vegas, NV - LAS

RETURN DATE

7/03

Wed, Jul 3, 2019

RETURN TIME

12:00 PM

RENTAL COMPANY (Optional)

No preference

VEHICLE SIZE (Optional)

No preference

Search



JUL 1 - 3
 **BUR → LAS**

TOTAL
\$155.96 

Not ready to buy yet? [Save this flight for later.](#)
* 1st and 2nd checked bags fly free. [Weight and size limits apply.](#)

Log in for faster checkout

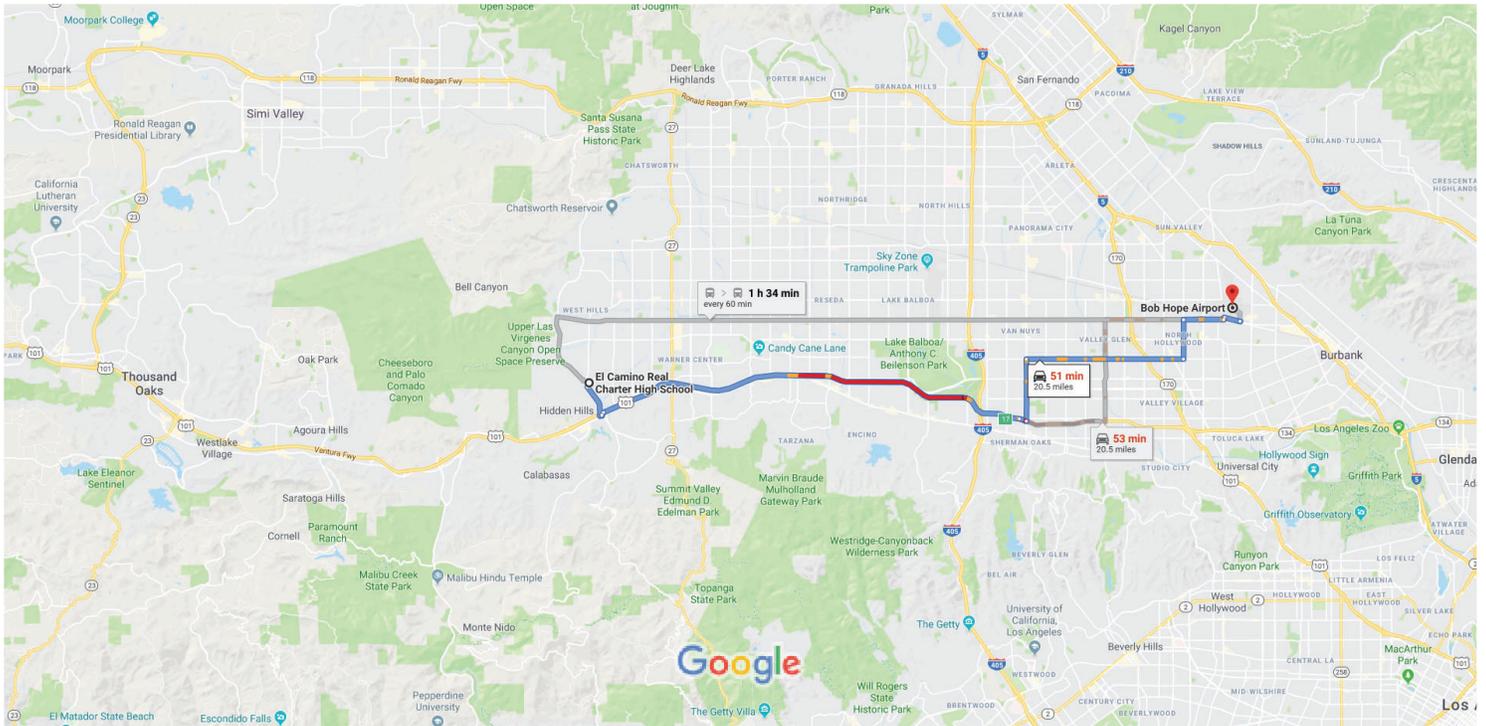
Continue

By clicking 'Continue', you agree to accept the [fare rules](#) and want to continue with this purchase.



El Camino Real Charter High School to Bob Hope Airport

Drive 20.5 miles, 51 min



Map data ©2019 Google 2 mi



via US-101 S

51 min

Fastest route now due to traffic conditions

20.5 miles



via US-101 S and Vanowen St

53 min

Heavy traffic, as usual

20.5 miles



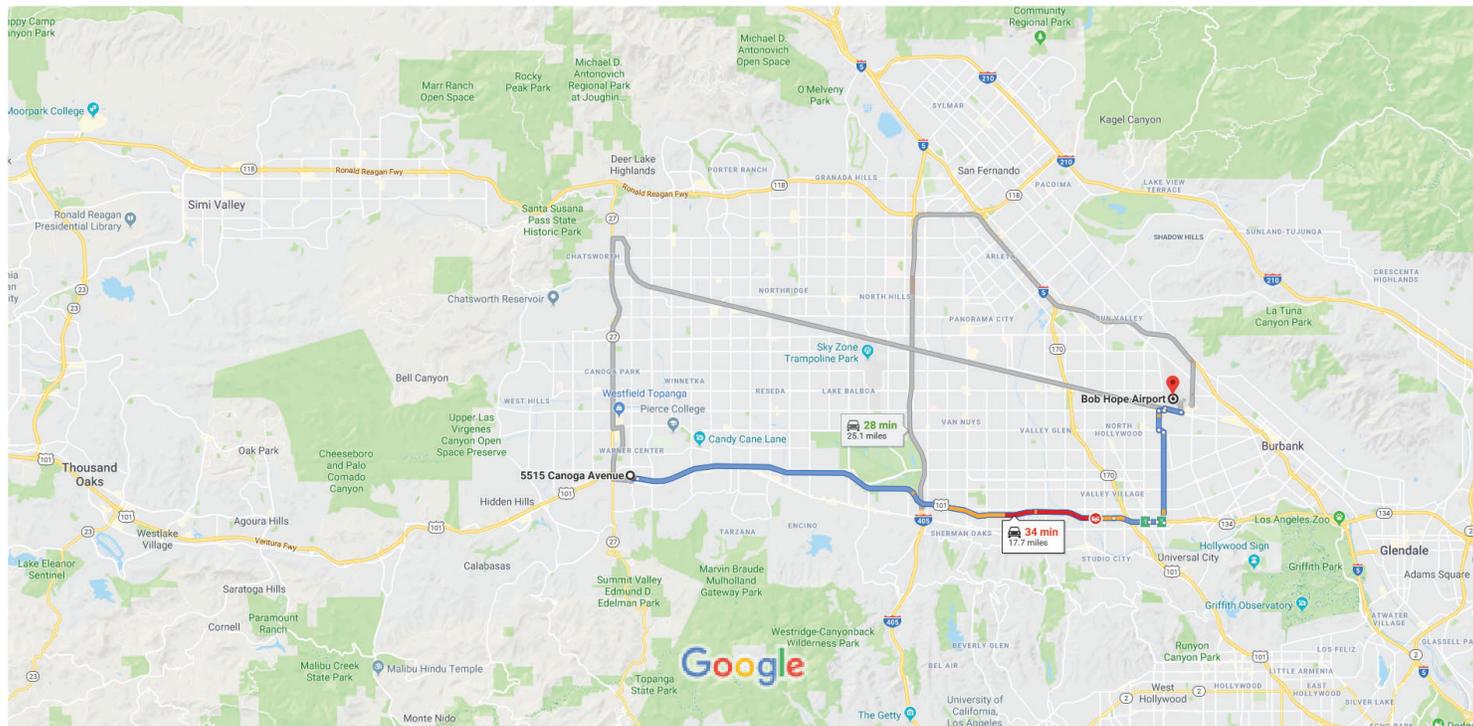
7:21 AM–8:55 AM

1 h 34 min

169 > 165 > [Walking icon]



5515 Canoga Ave, Woodland Hills, CA 91367 to Bob Hope Airport Drive 17.7 miles, 34 min



Map data ©2019 Google 2 mi

via US-101 S and I-405 N **28 min**
Fastest route, the usual traffic 25.1 miles

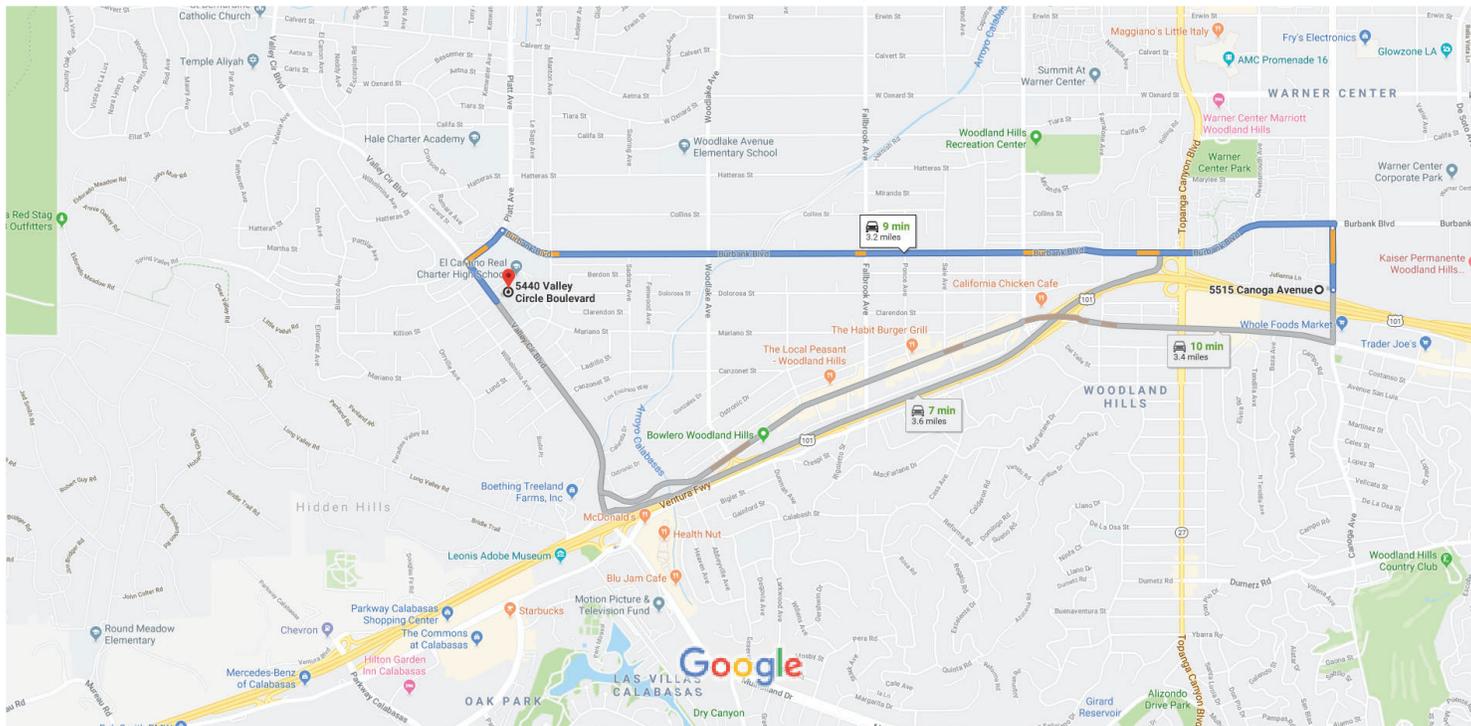
via US-101 S **34 min**
Crash on US-101 S causing 7-min delay 17.7 miles

1:36 PM–3:11 PM 1 h 35 min
 > 244 > Pacific Surfliner
 Ventura County Line >



5515 Canoga Ave, Woodland Hills, CA 91367 to 5440 Valley Cir Blvd

Drive 3.2 miles, 9 min



Map data ©2019 Google 1000 ft

 via US-101 N **7 min**
Fastest route, the usual traffic 3.6 miles

 via Burbank Blvd **9 min**
3.2 miles

 via Ventura Blvd **10 min**
3.4 miles

 Secure booking (it only takes 2 minutes)

Mandalay Bay Resort And Casino

 **Don't worry** Book now but make changes later if something comes up.

Contact us

Book online or call **800-997-9138** Exclusive members-only number to speak with specially-trained Hotels.com Rewards customer service agents or email HRSilver@hotels.com.

Your Secret Price

Step 1: Check details



Our Price Guarantee promise

Cancel for free if plans change, pay online now and rely on our Price Guarantee.



Mandalay Bay Resort And Casino

Las Vegas, NV, US

Fabulous 8.6

 Hotels.com Guest reviews

TripAdvisor Traveler Rating

Check in

Monday, July 1, 2019

Check out

Wednesday, July 3, 2019

2 nights, 1 room

Delano Queen Suite

Price Guarantee

Free cancellation

Average nightly rate

\$179.10

[> 2 nights](#)

\$358.20

Subtotal

\$358.20

Taxes and fees

\$47.93

Includes Your Secret Price: You're saving 10% as a member**Total to pay now****\$406.13**

including taxes and fees

 This price may increase if you book later.

Payment for the room will be taken when you book this hotel

Mandatory fees collected at hotel**\$83.90**

A hotel-imposed resort fee of \$83.90 will be collected by the hotel either at check-in or check-out.

Total cost for this booking**\$490.03**[> Apply a coupon](#)**Why sign up for  Hotels.com® Rewards?**

- ✓ **Save money** - you'll get access to Secret Prices
- ✓ **Flexibility** – collect or redeem nights on eligible hotels, anytime, anywhere
- ✓ **Save time** – we'll remember your preferences to speed up your bookings