



El Camino Charter High School

Travel Committee Meeting

Date and Time

Wednesday September 4, 2019 at 5:00 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			5:00 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			5:17 PM
A. Approve Minutes of March 29, 2019 Travel Committee Special Meeting	Approve Minutes	Darin Ryburn	3 m
III. Travel Committee			5:20 PM
Travel Committee			
A. Discuss and Possible Approval of Retroactive Reimbursement for AP Summer Conference	Vote	Daniel Chang	10 m
Two staff members, Samantha Lasarow and Ian McFarlin, attended the AP Summer Institute at the University of Alabama in Tuscaloosa, Alabama, from July 15-19, 2019. They are asking for reimbursement for expenses, including the conference registration fee, lodging, meals, and			

transportation. Ms. Lasarow is requesting a total of \$2,357.31; Mr. McFarlin is requesting a total of \$2,108.25.

	Purpose	Presenter	Time
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B. Discuss and Possible Approval of International Literacy Conference	Vote	Darin Ryburn	10 m
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Discuss and possible approval of request by AP Minita Clark to attend International Literacy Association Conference in New Orleans, LA, from October 10-13, 2019. Total estimated cost is \$2,100.00.

C. Discuss and Possible Vote on Trip to National High School Journalism Conference	Vote	Darin Ryburn	10 m
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Samantha Lasarow, the Journalism teacher, would like to travel to the National High School Journalism Convention in Washington, DC from Nov. 21-24, 2019. The total estimated cost \$1,845.09.

D. Discuss and Possible Approval of Dance Guard Trip to Las Vegas, NV	Vote	Darin Ryburn	10 m
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Discuss and possible approval of Dance Guard Trip to Las Vegas, NV from March 13 - 15, 2020, for WGI Las Vegas Power Regional competition. Total estimated cost is \$985.00.

E. Discuss and Possible Approval of Dance Guard Trip to Dayton, OH	Vote	Darin Ryburn	10 m
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Discuss and possible approval of Dance Guard Trip to Dayton, OH from March 30 - April 5, 2020, for WGI World Championships competition. Total estimated cost is \$6,500.00.

IV. Closing Items

6:10 PM

A. Adjourn Meeting	Vote	Darin Ryburn	1 m
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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 Meeting on May 23, 2019

APPROVED



El Camino Real Charter High School

Minutes

Travel Committee Meeting

Date and Time

Thursday May 23, 2019 at 4:00 PM

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).

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Committee Members Present

Beatriz Chen, Brian Archibald, Darin Ryburn

Committee Members Absent

None

Guests Present

Daniel Chang

I. Opening Items

A. Call the Meeting to Order

Darin Ryburn called a meeting of the Travel Committee Committee of El Camino Real Charter High School to order on Thursday May 23, 2019 at 4:01 PM.

B. Record Attendance and Guests

C. Public Comments

There were no public comments.

II. Consent

A. Approve Minutes of March 29, 2019 Travel Committee Special Meeting

Brian Archibald made a motion to approve minutes from the Travel Committee Special Meeting on 03-29-19 Travel Committee Special Meeting on 03-29-19.

Beatriz Chen seconded the motion.

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

Roll Call

Darin Ryburn Aye

Brian Archibald Abstain

Beatriz Chen Aye

III. Travel Committee

A. Discuss and Possible Vote on Speech and Debate Team Trip to Dallas, Texas

This is the national competition; a male student qualified, so a male chaperone is needed.

Brian Archibald made a motion to approve the trip to the National Speech and Debate Tournament in Dallas, Texas, up to a total of \$4,000.00.

Beatriz Chen seconded the motion.

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

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

Mr. Archibald noted that he is opposed to this trip; he stated that he does not believe tech needs to find additional solutions for technology, until the solutions currently in use is

Mr. Ryburn asked if this was a national conference; it is. However, he stated that he believes that tech's time would be better spent during the summer working here.

There was no motion, so the matter was not voted on.

IV. Closing Items

A. Adjourn Meeting

Darin Ryburn made a motion to adjourn the meeting.

Brian Archibald 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 4:25 PM.

Respectfully Submitted,
Daniel Chang

Coversheet

Discuss and Possible Approval of Retroactive Reimbursement for AP Summer Conference

Section: III. Travel Committee
Item: A. Discuss and Possible Approval of Retroactive Reimbursement for AP Summer Conference
Purpose: Vote
Submitted by:
Related Material: AP Summer Institute - McFarlin.pdf
AP Summer Institute - Lasarow.pdf



EL CAMINO REAL CHARTER HIGH SCHOOL Conference Request Form

Conference Request Information

Your Name: Ian McFarlin
 Department: English
 Conference Name: AP- Summer Institute - University of Alabama
 Conference Date(s): July 15-19, 2019
 Conference Location: Tuscaloosa, Alabama

Brief Description of Conference: This conference is a comprehensive review of the A.P. Language course including the updated curriculum. This course includes strategies focused on technology and culturally relevant lessons.

What is the purpose of your attendance at the conference?
The College Board has changed the A.P. test, so I needed to be updated on these changes.

What is the benefit to the school? (i.e. What school or departmental goals does this address?)
See above Questions. But also this conference allowed Sam Lasarow and I to work together to develop her lessons and improve mine.

What follow up activities will occur? (e.g. Present information to your department, Create a new curricular activity)
This conference has allowed me to update and create new lessons. Sam Lasarow and I continue to plan together and the things I learned at the conference will influence my teaching moving forward.

Anticipated Costs:

Number of Substitute Days Requested	0
Conference Registration Fee	\$ 650
Lodging	\$ 731.60 (4 nights @ \$150.00)
Parking	\$ 0
Meals	\$ 53.65
Mileage Flights	\$ 673.00
Other	\$

- Please attach any relevant documentation to assist with initial approval (e.g. maps, conference flyers).
- Per fiscal policy, hotels should be under \$200 per night.
- Meal and Incidental Expense rates are based off of U.S. General Services Administration (GSA) rates (www.gsa.gov).
- Single-day conferences and multi-day conferences not requiring lodging need an assistant principal's approval.
- Overnight conferences require an assistant principal's approval and the Executive Director's approval.
- Out of state travel requires Board approval.

Ian McFarlin _____ Date: 8-26-19
Employee Signature Date

Approvals

Principal's Clerk _____ Date: 8/26/19
Department Administrator Signature Date

[Signature] _____ Date: 8/27/19
Executive Director Signature Date

Board Signature Date

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Cart (0)
Hello, Ian McFarlin Logout

Home

Search Catalog

Browse Catalog

Search by Instructor

Shopping Cart

Order History

My Profile

Logout

Order History

Order ID:	1103334	Course:	Advanced Placement Institute
Order Date:	05/16/19	Dates:	07/15/19 - 07/18/19
Status:	Registrant enrolled	Fee:	\$650.00
Order ID:	1103335	Course:	Advanced Placement Institute
Order Date:	05/16/19	Dates:	07/15/19 - 07/18/19
Date:		Fee:	\$0.00
Status:	Registrant's attendance verified		

Continue Shopping

Accounting, Finance & Taxation

Advanced Placement Institute

Alabama Governor's Safety and Health Conference

Certificate Programs

Conferences

Education

Energy Efficiency Online Courses

Engineering Management

Environmental

Government

Health & Human Services

Human Resources Management

Insurance Pre-licensing Courses

Insurance Testing

Leadership

Maintenance Management

Management

Materials, Purchasing, Warehouse & Traffic Management

OSHA & Other Safety & Health

Online Career Courses

Project Management

Safe State Accreditation

Safety & Health Online Courses

Six Sigma

SouthEastern Environmental Conference

Special Events

The University of Alabama AP Summer Institute

AP English Language & Composition (Experienced Teachers)

Monday, July 15 – Thursday, July 18, 2019

Welcome! We are pleased that you have selected The University of Alabama for your Advanced Placement training. We look forward to a successful week of workshops as you prepare for teaching the AP curriculum. Listed below is information about the schedule and other points of interest.

DAILY SCHEDULE

8:00 am – 12:00 pm	Morning session
12:00 pm – 12:30 pm	Lunch (<i>provided; times may shift slightly</i>)
1:00 pm – 4:30 pm	Afternoon session

APSI LOCATION

Bryant Conference Center (240 Paul W. Bryant Drive, Tuscaloosa, AL 34587)

Wilson Room (upstairs)

PLEASE BRING YOUR LAPTOP

Please bring a laptop to work on during the workshop. If you do not have one, please respond to the email and let us know so we can have one available.

PARKING

Please see the attached parking permit and pay close attention to the BCC parking zones. You **MUST** have this in your dashboard to park on campus. For those staying at Hotel Capstone, the BCC is conveniently located adjacent to the hotel and you can walk over.

MEALS

A light breakfast (apples/bananas/granola bars) and hot lunch will be provided each day.

Continuing Education Certificates and STI-PD

Participants in the AP Institutes will receive 3 Continuing Education Units (CEUs) for attendance. Certificates of attendance will be distributed on Thursday at the conclusion of the Institute. Also, for Alabama Public School teachers, we are happy to announce that you can now log-in your hours of attendance with STI-PD, the state-mandated tool for managing and tracking your professional development.

The PD Title Number for your training is **UATAP19**.

Please register on STI-PD (<https://pdweb.alsde.edu/pdweb>). The STI-PD session will be closed 15 days after the final meeting date. If you do not register by that particular date you will not be able to register and you will not receive credit for attendance. **You must register in order to receive professional development credit.**

***If you have any questions or need assistance at any time during the workshop,
please contact Mandy Guin at (205) 348-6222 or mguin@ccs.ua.edu.***

Dana C. Jackson, Office Assistant
 Bama Bed & Breakfast
 46 Sherwood Drive
 Tuscaloosa, AL 35401
 Office: 205.750.0990
 Bookings: 205.750.0990
 www.BamaBedandBreakfast.com

RESERVATION INFORMATION (#54266) - IAN MCFARLIN

Ian McFarlin 8184427579
 5440 Valley Circle Blvd Estimated Arrival - 4:00 PM
 Woodland Hills, California 91367
 s.lasarow@ecrchs.net

1860's Tusk Suite \$600.00
 Sun, Jul 14, 2019 — 1 Adults — \$150.00
 Mon, Jul 15, 2019 — 1 Adults — \$150.00
 Tue, Jul 16, 2019 — 1 Adults — \$150.00
 Wed, Jul 17, 2019 — 1 Adults — \$150.00
 ➔ Depart: Thu, Jul 18, 2019

Tusk Suite: Cleaning Fee \$20.00
 Mon, Jul 15, 2019 — \$20.00 x 1 = \$20.00

Sub Total: \$620.00
Tax Total: \$111.60
Total: \$731.60

PAYMENTS / DEPOSITS

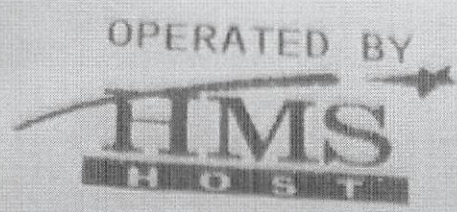
6/26/2019 VISA ...2747 Samantha W Lasarow \$50.00
 7/8/2019 VISA ...2747 Samantha W Lasarow \$681.60

Paid: \$731.60
Due: \$0.00

Your signature, or electronic signature, is your agreement to abide by these rules for Bama Bed & Breakfast.

** If you are bringing a pet to stay in our one pet-friendly room, a \$25 per pet, per stay fee will be added onto your reservation.**

1. **Check-in time** is between 4pm - 6PM CST (Early or later arrivals are allowed, but must be pre-arranged in advance), and **Check-out time** is by 11am CST.



JIM N NICK'S
BIRMINGHAM AIRPORT

398396 Torrance

939/3

489

JUL 18 '19 5:42PM

DINE IN

1 SAND PULLED PORK	11.50
BUN OLD FASH	
MAC THE CHS	

SUBTOTAL	11.50
TAX	1.15
AMOUNT DUE	\$ 12.65

WE WANT TO HEAR YOUR FEEDBACK!
PLEASE CONTACT 1-877-672-7467
OR CUSTOMERSERVICE@HMSSHOT.COM
TO SHARE YOUR EXPERIENCE.

STOREID: BHMJNN01

R I V E R

1650 Jack Warner Pkwy
Tuscaloosa, AL 35401
(205) 632-3801

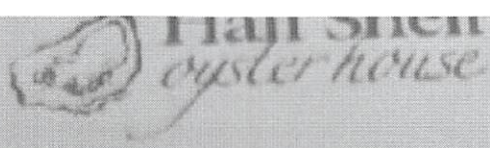
1047 DANIEL M

Tbl PAT8/2 Chk 5560 Gst 1
Jul16'19 06:30PM

Dine In

1 Shrimp/Grits	18.00
3 St Artois	15.00
Subtotal	33.00
Tax	2.97
07:33PM Total	35.97

Happy Hour
Tues-Thurs 430 PM-6 PM
Open for LUNCH!
Tuesday-Sunday @ 11!
www.RiverTuscaloosa.com



Half Shell Oyster House - Tuscaloosa Order 6400
2325 University Blvd
Tuscaloosa AL 35401
Tel.

07/15/19 7:19 PM
Table 61:2 Cust 1
Waiter 680 LAUREN O.

~~3 12 Blue Moon 13.50~~
1 Bourbon Maple Salmon 23.00

Taxable: 36.50

Sub-total: 36.50

Taxes: 3.18

Total Due: 39.68

15.0% 5.48 \$45.16
18.0% 6.57 \$46.25
20.0% 7.30 \$46.98



Ian McFarlin <ian.mcfarlin@gmail.com>

eTicket Itinerary and Receipt for Confirmation JSXWK2

2 messages

United Airlines, Inc. <unitedairlines@united.com>
To: IANMCFARLIN@gmail.com

Tue, Jun 11, 2019 at 7:03 PM

Receipt for confirmation number JSXWK2



A STAR ALLIANCE MEMBER

United logo link to home page

Issue Date: June 12, 2019

Confirmation: JSXWK2

Check-In >

TRAVELER INFORMATION

Traveler	eTicket Number	Frequent Flyer Number	Seats
MCFARLIN/IAN	0162457752390		---/---
LASAROW/SAMATHA	0162457752391		---/---

FLIGHT INFORMATION

Day, Date	Flight	Class	Departure City and Time	Arrival City and Time	Aircraft	Meal
Fri, 12JUL19	UA2361	N	LOS ANGELES, CA (LAX) 10:15 AM	HOUSTON, TX (IAH -BUSH INTL) 3:39 PM	A-320	Purchase
Fri, 12JUL19	UA6235	N	HOUSTON, TX (IAH -BUSH INTL) 4:25 PM	BIRMINGHAM, AL (BHM) 6:17 PM	ERJ 175	Purchase

Flight operated by MESA AIRLINES doing business as UNITED EXPRESS.

FARE INFORMATION

Fare Breakdown

Airfare:	233.49US
U.S. Transportation Tax:	17.51
U.S. Flight Segment Tax:	8.4
September 11th Security Fee:	5.6
U.S. Passenger Facility Charge:	9
Per Person Total:	274.00US

Form of Payment:
VISA
Last Four Digits 8742

+ 30.00 bag fee

(see next page)

eTicket Total: 548.00USD

The airfare you paid on this itinerary totals: 466.98 USD

The taxes, fees, and surcharges paid total: 81.02 USD

Fare Rules: Additional charges may apply for changes in addition to any fare rules listed.

NONREF/NOCHGS/NOCBBG/NOASR

Baggage allowance and charges for this itinerary.

Baggage fees are per traveler

Origin and destination for checked baggage	1st bag	2nd bag	Maximum weight and dimensions per piece of baggage Max wt / dim per piece	
7/12/2019 Los Angeles, CA (LAX) to Birmingham, AL (BHM)	30.00 USD	40.00 USD	50.0lbs (23.0kg) - 62.0in (157.0cm)	

Important Information about MileagePlus Earning

- Accruals vary based on the terms and conditions of the traveler's frequent flyer program, the traveler's frequent flyer status and the itinerary selected. United MileagePlus® mileage accrual is subject to the rules of the MileagePlus program
- Once travel has started, accruals will no longer display. You can view your MileagePlus account for posted accrual
- You can earn up to 75,000 award miles per ticket. The 75,000 award miles cap may be applied to your posted flight activity in an order different than shown
- PQD are a Premier status requirement for members in the U.S. only.
- Accrual is only displayed for MileagePlus members who choose to accrue to their MileagePlus account.

eTicket Reminders

- **Check-in Requirement** - Bags must be checked and boarding passes obtained at least 30 minutes prior to scheduled departure. Baggage will not be accepted and advance seat assignments may be cancelled if this condition is not met.



Ian McFarlin <ian.mcfarlin@gmail.com>

Your Flight Receipt - IAN MCFARLIN 18JUL19

1 message

Delta Air Lines <DeltaAirLines@e.delta.com>

Tue, Jun 11, 2019 at 7:14 PM

Reply-To: Delta Air Lines <support-b5mpetxbfpayqkx8kqr4vgbepu@e.delta.com>

To: ianmcfarlin@gmail.com



Hello, IAN

Your Trip Confirmation #: JOQSMI

[MANAGE MY TRIP >](#)

You're all set. If you need to adjust your itinerary, you can make standard changes to your flight on delta.com including time, date and destination. Explore all of your options here.

MAKE THE MOST OF YOUR UPCOMING TRIP:

JOIN SKYMILES® – start earning miles that never expire and can take you to more than 1,000 destinations. In addition, receive important information about your trip whenever you fly. Join today for free >>

DOWNLOAD THE FLY DELTA APP – rbook a flight, upgrade or change your seats, speed through security, receive flight status notifications, track your bags and more. Download now >>

Thu, 18JUL	DEPART	ARRIVE
DELTA 1230 Main Cabin (K)	BIRMINGHAM, AL 6:09pm	ATLANTA 8:24pm
DELTA 1128 Main Cabin (K)	ATLANTA 9:15pm	LOS ANGELES, CA 10:58pm

TSA REMINDER – ARRIVE EARLY

Many airports are experiencing a high volume of travelers this summer. Please plan to arrive at the airport at least two hours prior to your departure when traveling domestically (within the U.S) and at least three hours prior to your departure when traveling internationally. We also encourage passengers to check in online at delta.com or via the Fly Delta app to help avoid delays.

TSA REMINDER – ARRIVE EARLY

TSA checkpoints at Hartsfield-Jackson Atlanta International Airport (ATL) are expected to have longer wait times this summer, particularly during morning hours. We strongly encourage you to arrive at least two hours prior to departure when traveling domestically (within the U.S) and at least three hours prior to departure when traveling internationally. We also encourage passengers to check in online at delta.com or via the Fly Delta app to help avoid delays.

NEW BRANDED BOARDING ORDER
Effective January 23, 2019, boarding order will be based on the branded fare you purchased in an effort to bring consistency and clarity to the gate and boarding experience. Please note your branded fare group before boarding. SkyMiles® Medallion® Members and eligible Credit Card Members will continue to receive priority boarding. Learn more here.

RESTRICTED HAZARDOUS ITEMS
To ensure the safety of our customers and employees, **Delta will no longer accept smart bags starting January 15, 2018. Smart bags with non-removable lithium-ion batteries** will not be permitted as carry-on or checked baggage on any Delta mainline or Delta Connection flight. For more information, please visit our News Hub.

Hoverboards or any lithium battery powered self-balancing personal transportation devices are also not permitted as both carry-on and checked baggage.

Spare batteries for other devices, fuel cells, and e-cigarettes are permitted in carry-on baggage only. If your carry-on bag contains these items and is gate checked, they must be removed and carried in the cabin. Further information and specific guidelines regarding restricted items can be found here.

Passenger Info

NAME	FLIGHT	SEAT
IAN MCFARLIN	DELTA 1230	20C
	DELTA 1128	34C

Visit delta.com or use the Fly Delta app to view, select or change your seat. If you purchased a Delta Comfort+™ seat or a Trip Extra, please visit My Trips to access a receipt of your purchase.

Flight Receipt

Ticket #: 0062375827452
Place of Issue: Delta.com
Ticket Issue Date: 11JUN19
Ticket Expiration Date: 11JUN20

METHOD OF PAYMENT

VJ*****8742 **\$339.00 USD**

Air Transportation Charges

Base Fare \$293.95 USD

Taxes, Fees and Charges

United States - September 11th Security Fee(Passenger Civil Aviation Security Service Fee) (AY) \$5.60 USD
 United States - Transportation Tax (US) \$22.05 USD
 United States - Passenger Facility Charge (XF) \$9.00 USD
 United States - Flight Segment Tax (ZP) \$8.40 USD

CHARGES

TICKET AMOUNT \$339.00 USD

NONREF/PENALTY APPLIES

This ticket is non-refundable unless the original ticket was issued at a fully refundable fare. Some fares may not allow changes. If allowed, any change to your itinerary may require payment of a change fee and increased fare. Failure to appear for any flight without notice to Delta will result in cancellation of your remaining reservation.

Note: When using certain vouchers to purchase tickets, remaining credits may not be refunded. Additional charges and/or credits may apply.

Fare Details: BHM DL X/ATL DL LAX293.95KAUNA0MQ USD293.95END ZP ATLBHM XF ATL4.5BHM4.5

Checked Bag Allowance

The fees below are based on your original ticket purchase. **If you qualify for free or discounted checked baggage**, this will be taken into account when you check in.

Thu 18 Jul 2019 DELTA: BHM ▶ ATL
 CARRY ON FIRST SECOND
 FREE \$30^{USD} \$40^{USD}

Thu 18 Jul 2019 DELTA: ATL ▶ LAX
 CARRY ON FIRST SECOND
 INCLUDED INCLUDED INCLUDED

Visit delta.com for details on baggage embargos that may apply to your itinerary.

Transportation of Hazardous Materials

Federal law forbids the carriage of hazardous materials aboard aircraft in your luggage or on your person. A violation can result in civil penalties. Examples include: Paints, aerosols, lighter fluid, fireworks, torch lighters, tear gases and



EL CAMINO REAL CHARTER HIGH SCHOOL *Conference Request Form*

Conference Request Information

Your Name: Samantha Lasarow

Department: English

Conference Name: AP Summer Institute – University of Alabama

Conference Date(s): July 15-18, 2019

Conference Location: Tuscaloosa, Alabama

(Flip over)

Brief Description of Conference: This conference course gives new AP English Language and Composition teachers opportunities to explore texts and strategies in order to teach students close reading techniques and work with the updated multiple-choice questions. Emphasis is on using innovative methods of instruction, interactive lessons, and multimedia to enhance lessons through audio, video, and other mediums proven effective in the AP English classroom in an effort to serve diverse learners in a culturally proficient manner.

What is the purpose of your attendance at the conference? I will be teaching AP English Language for the first time this year and wanted to receive up-to-date training in order to best serve my students in a culturally proficient manner.

What is the benefit to the school? (i.e. What school or departmental goals does this address?) As our school begins to see an increase in student enrollment from outside of our boundaries, our student body is changing. Thus, our teaching methods need to change, too. One of our goals since last school year when we first brought the Howard Group on campus for professional development has been improving our cultural proficiency in the classroom. I chose this course – all the way in Alabama – purely for this reason. The instructor, Carlos Barrera, is a teacher I have long admired. He actively posts on teaching websites about cultural proficient teaching techniques, and I knew he would approach AP in the same way. He provided us with sample lessons that run the gamut of cultural proficiency, which is incredibly important given my classroom makeup. In my AP classroom alone, my students or their parents hail from 15 different countries (i.e., the Philippines, India, El Salvador, the Dominican Republic, South Korea, Iran, Pakistan, Afghanistan, Belarus, Taiwan, Mexico, Italy, Cuba, Nicaragua, and China). A handful of them have only lived in the United States for a few years, and many of them are bilingual. As an adviser for the College Board specializing in making the exam more accessible for students of diverse backgrounds, Carlos Barrera helped prepare me for my own diverse AP class.

What follow up activities will occur? (e.g. Present information to your department, Create a new curricular activity) Lesson and unit planning at the conference will lead to new curricular activities which I can use in my classroom. I will apply everything I learn from close reading techniques to text selection to essay grading and feedback.

Anticipated Costs: Total: \$2357.31

# of Substitute Days Requested	0
Conference Registration Fee	\$ 650
Lodging	\$849.60 (\$175 per night * 4 nights + taxes and fees)
Parking	\$ 0
Meals	\$ 0
Mileage	\$ 0
Other	\$ 244.71 (car rental) \$ 613.00 (flights LAX → BHM and BHM → LAX)

- Please attach any relevant documentation to assist with initial approval (e.g. maps, conference flyers).
- Per fiscal policy, hotels should be under \$200 per night.
- Meal and Incidental Expense rates are based off of U.S. General Services Administration (GSA) rates (www.gsa.gov).
- Single-day conferences and multi-day conferences not requiring lodging need an assistant principal's approval.
- Overnight conferences require an assistant principal's approval and the Executive Director's approval.
- Out of state travel requires Board approval.

Employee Signature

Date

Handwritten signature
 * conference fee approval only

8/26/19

Approvals

Department Administrator Signature

Date

Handwritten signature

8/26/19

Executive Director Signature

Date

APPROVE CONFERENCE FEE ONLY

8/27/19

Board Signature

Date



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Thank you. Your order has been placed.

Order	Attendee	Session	Fee	Message
1103361	Samantha Lasarow (713376)	Advanced Placement Institute	\$650.00	-
1103362	Samantha Lasarow (713376)	English Language & Composition - New	\$0.00	-
Total Charge: \$650.00				

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- Leadership
- Maintenance Management
- Management
- Materials, Purchasing, Warehouse & Traffic Management
- OSHA & Other Safety & Health
- Online Career Courses
- Project Management
- Safe State Accreditation
- Safety & Health Online Courses
- Six Sigma
- SouthEastern Environmental Conference
- Special Events

Conference Registration Fee
(\$650)

Page 1 of 1



El CaminoReal
Charter
High School

Woodland Hills, CA

Samantha Lasarow <s.lasarow@ecrchs.net>

Bama Bed & Breakfast - Final Packet

Kimberly Roberts <bamabandb@gmail.com>
To: s.lasarow@ecrchs.net

Mon, Jul 8, 2019 at 11:49 AM

Hi Samantha,

Your final payment has been processed, and I have attached your reservation packet to this e-mail.

If you have any questions, please let me know. Our family is looking forward to seeing you!

**I have included a few links below to web-sites with information about Tuscaloosa and Football Weekends at Bama. Also, we having parking & tailgating packages available at our Bama B&B Campus Location that is 2 blocks from the stadium.*

<http://uagameday.com>

<http://visittuscaloosa.com>

<http://www.rolltide.com/facilities/bds-tour-request.html>

<http://tour.ua.edu>

<http://www.bamabelle.org>

<http://bamabedandbreakfast.shutterfly.com>

Lodging
(\$849.60
↳ \$175/night
× 4 nights
+ taxes + fees)

Page 1 of 2

Dana C. Jackson, Office Assistant
Bama Bed & Breakfast
46 Sherwood Drive
Tuscaloosa, AL 35401

Office: 205.750.0990

Bookings: 205.750.0990

www.BamaBedandBreakfast.com

RESERVATION INFORMATION (#54265) - SAMANTHA LASAROW

Samantha Lasarow
5065 Goodland Ave.
Valley Village, California 91607
s.lasarow@ecrchs.net

8187260939
Estimated Arrival - 4:00 PM
Birthday - Apr 19

1900's Crimson Suite	\$700.00
Sun, Jul 14, 2019 — 1 Adults — \$175.00	
Mon, Jul 15, 2019 — 1 Adults — \$175.00	
Tue, Jul 16, 2019 — 1 Adults — \$175.00	
Wed, Jul 17, 2019 — 1 Adults — \$175.00	
➔ Depart: Thu, Jul 18, 2019	

Crimson Suite: Cleaning Fee	\$20.00
Mon, Jul 15, 2019 — \$20.00 x 1 = \$20.00	

Sub Total:	\$720.00
Tax Total:	\$129.60
Total:	\$849.60

PAYMENTS / DEPOSITS

6/25/2019 VISA ...2747 Samantha W Lasarow	\$50.00
7/8/2019 VISA ...2747 Samantha W Lasarow	\$799.60
	Paid: \$849.60
	Due: \$0.00

Your signature, or electronic signature, is your agreement to abide by these rules for Bama Bed & Breakfast.

** If you are bringing a pet to stay in our one pet-friendly room, a \$25 per pet, per stay fee will be added onto your reservation.**

1. Check-in time is between 4pm - 6PM CST (Early or later arrivals are allowed, but must be pre-arranged in advance), and Check-out time is by 11am CST.
2. This is a **NON-SMOKING** (including electric cigarettes) property - **EVEN OUTSIDE** on the property!



El CaminoReal
Charter
High School
Woodland Hills, CA

Samantha Lasarow <s.lasarow@ecrchs.net>

Fwd: Your car reservation in Birmingham on Jul 14, 2019 is confirmed

Samantha Lasarow <lasarow@gmail.com>
To: s.lasarow@ecrchs.net

Mon, Aug 26, 2019 at 3:03 PM

Sent from my iPhone

Begin forwarded message:

Car rental
(\$244.71)

Page 1 of 2

From: Hotwire Booking Confirmation <HotwireBookingConfirmation@e.Hotwire.com>
Date: July 14, 2019 at 8:30:04 AM PDT
To: lasarow@gmail.com
Subject: Your car reservation in Birmingham on Jul 14, 2019 is confirmed
Reply-To: Hotwire Booking Confirmation <reply@e.Hotwire.com>

Review your itinerary



Everything is set for your car rental in
Birmingham

Your Hotwire confirmation number is 3373552484

Pick up

🕒 Jul 14, 2019
1:00PM

Hertz
Birmingham Intl. Airport, BHM
5900 Messer Airport Hwy
Birmingham, AL

1-800-654-3131 | [Map](#)

Hours of operation:
Sun 06:00 AM - 11:59 PM

Drop off

🕒 Jul 18, 2019
5:00PM

Hertz
Birmingham Intl. Airport, BHM
5900 Messer Airport Hwy
Birmingham, AL

1-800-654-3131 | [Map](#)

Hours of operation:
Thu 06:00 AM - 11:59 PM

Hertz accepts credit card deposits. Debit/check card deposits are accepted with proof of a round-trip travel ticket.

Your reserved car



Standard
Volkswagen Jetta or similar

x 5 x 2 x 2

Features
Automatic Transmission, Power Steering, Air Conditioning, Air Bags, Anti-Lock Brakes, AM/FM Stereo

View your itinerary online or on the [mobile app](#) at anytime.

[View my booking](#)

Add to calendar: [Gmail](#) [Print/Download](#) confirmation

Reservation details

Hertz confirmation # J0921247742 **Contact phone** (818) 726-0939
Driver name Samantha Lasarow **Contact email** lasarow@gmail.com

Insurance details - You're not covered

- Protect your rental** (highly recommended)
 - ✓ Help avoid your regular car insurance policy taking a hit with primary coverage
 - ✓ Covers costs if your rental car is stolen or is damaged in an accident
 - ✓ Now with a \$0 deductible
- [Add insurance for only \\$9 a day](#)

Price summary (USD)

5 days x 32.17	160.87
Taxes and fees	83.84
Subtotal (USD)	244.71
Hotwire Total (USD)	244.71 (Charged to Visa ending in 2747 on Jul 14, 2019)

Payment summary

Customer name Samantha Lasarow **Payment method** Visa ending in 2747
Phone number (818) 726-0939 **Transaction date** Jul 14, 2019

Know before you go



El CaminoReal
Charter
High School

Woodland Hills, CA

Samantha Lasarow <s.lasarow@ecrchs.net>

Fwd: eTicket Itinerary and Receipt for Confirmation JSXWK2

Ian McFarlin <ian.mcfarlin@gmail.com>
To: Samantha Lasarow <s.lasarow@ecrchs.net>

Sat, Jun 22, 2019 at 7:02 PM

----- Forwarded message -----
From: **United Airlines, Inc.** <unitedairlines@united.com>
Date: Tue, Jun 11, 2019 at 7:03 PM
Subject: eTicket Itinerary and Receipt for Confirmation JSXWK2
To: <IANMCFARLIN@gmail.com>

Flight LAX → BHM
(\$274)
Page 1 of 2

Receipt for confirmation number JSXWK2



[United logo link to home page](#)

Issue Date: June 12, 2019

Confirmation: JSXWK2

[Check-In >](#)

TRAVELER INFORMATION

Traveler	eTicket Number	Frequent Flyer Number	Seats
MCFARLIN/IAN	0162457752390		---/---
LASAROW/SAMATHA	0162457752391		---/---

FLIGHT INFORMATION

Day, Date	Flight	Class	Departure City and Time	Arrival City and Time	Aircraft	Meal
Fri, 12JUL19	UA2361	N	LOS ANGELES, CA (LAX) 10:15 AM	HOUSTON, TX (IAH -BUSH INTL) 3:39 PM	A-320	Purchase
Fri, 12JUL19	UA6235	N	HOUSTON, TX (IAH -BUSH INTL) 4:25 PM	BIRMINGHAM, AL (BHM) 6:17 PM	ERJ 175	Purchase

Flight operated by MESA AIRLINES doing business as UNITED EXPRESS.

FARE INFORMATION

Form of Payment:

Fare Breakdown

Airfare:	233.49U\$
U.S. Transportation Tax:	17.51
U.S. Flight Segment Tax:	8.4
September 11th Security Fee:	5.6
U.S. Passenger Facility Charge:	9
Per Person Total:	274.00U\$
 eTicket Total:	 548.00U\$

VISA
Last Four Digits 8742

The airfare you paid on this itinerary totals: 466.98 USD

The taxes, fees, and surcharges paid total: 81.02 USD

Fare Rules: Additional charges may apply for changes in addition to any fare rules listed.

NONREF/NOCHGS/NOCBBG/NOASR

Baggage allowance and charges for this itinerary.

Baggage fees are per traveler

Origin and destination for checked baggage	1st bag	2nd bag	Maximum weight and dimensions per piece of baggage		
			Max wt	dim	per piece
7/12/2019 Los Angeles, CA (LAX) to Birmingham, AL (BHM)	30.00 USD	40.00 USD	50.0lbs (23.0kg)	62.0in	(157.0cm)

Important Information about MileagePlus Earning

- Accruals vary based on the terms and conditions of the traveler's frequent flyer program, the traveler's frequent flyer status and the itinerary selected. United MileagePlus® mileage accrual is subject to the rules of the MileagePlus program
- Once travel has started, accruals will no longer display. You can view your MileagePlus account for posted accrual
- You can earn up to 75,000 award miles per ticket. The 75,000 award miles cap may be applied to your posted flight activity in an order different than shown
- PQD are a Premier status requirement for members in the U.S. only.
- Accrual is only displayed for MileagePlus members who choose to accrue to their MileagePlus account.



El CaminoReal
Charter
High School

Woodland Hills, CA

Samantha Lasarow <s.lasarow@ecrchs.net>

Fwd: Your Flight Receipt - SAMANTHA LASAROW 18JUL19

Ian McFarlin <ian.mcfarlin@gmail.com>
To: Samantha Lasarow <s.lasarow@ecrchs.net>

Sat, Jun 22, 2019 at 7:01 PM

----- Forwarded message -----

From: Delta Air Lines <DeltaAirLines@e.delta.com>
Date: Tue, Jun 11, 2019 at 7:14 PM
Subject: Your Flight Receipt - SAMANTHA LASAROW 18JUL19
To: <ianmcfarlin@gmail.com>

Flight BHM → LAX
(\$339)
Page 1 of 4



Hello, SAMANTHA

Your Trip Confirmation #: **JOQSMI**

MANAGE MY TRIP >

You're all set. If you need to adjust your itinerary, you can make standard changes to your flight on delta.com including time, date and destination. Explore all of your options [here](#).

MAKE THE MOST OF YOUR UPCOMING TRIP:

JOIN SKYMILES® – start earning miles that never expire and can take you to more than 1,000 destinations. In addition, receive important information about your trip whenever you fly. [Join today for free >>](#)

DOWNLOAD THE FLY DELTA APP – rbook a flight, upgrade or change your seats, speed through security, receive flight status notifications, track your bags and more. [Download now >>](#)

Thu, 18JUL	DEPART	ARRIVE
DELTA 1230 Main Cabin (K)	BIRMINGHAM, AL 6:09pm	ATLANTA 8:24pm
DELTA 1128 Main Cabin (K)	ATLANTA 9:15pm	LOS ANGELES, CA 10:58pm

TSA REMINDER – ARRIVE EARLY

Many airports are experiencing a high volume of travelers this summer. Please plan to arrive at the airport at least two hours prior to your departure when traveling domestically (within the U.S) and at least three hours prior to your departure when traveling internationally. We also encourage passengers to check in online at delta.com or via the Fly Delta app to help avoid delays.

TSA REMINDER – ARRIVE EARLY

TSA checkpoints at Hartsfield-Jackson Atlanta International Airport (ATL) are expected to have longer wait times this summer, particularly during morning hours. We strongly encourage you to arrive at least two hours prior to departure when traveling domestically (within the U.S) and at least three hours prior to departure when traveling internationally. We also encourage passengers to check in online at delta.com or via the Fly Delta app to help avoid delays.

NEW BRANDED BOARDING ORDER

Effective January 23, 2019, boarding order will be based on the branded fare you purchased in an effort to bring consistency and clarity to the gate and boarding experience. Please note your branded fare group before boarding. SkyMiles® Medallion® Members and eligible Credit Card Members will continue to receive priority boarding. Learn more [here](#).

RESTRICTED HAZARDOUS ITEMS

To ensure the safety of our customers and employees, **Delta will no longer accept smart bags starting January 15, 2018. Smart bags with non-removable lithium-ion batteries** will not be permitted as carry-on or checked baggage on any Delta mainline or Delta Connection flight. For more information, please visit our [News Hub](#).

Hoverboards or any lithium battery powered self-balancing personal transportation devices are also not permitted as both carry-on and checked baggage.

Spare batteries for other devices, fuel cells, and e-cigarettes are permitted in carry-on baggage only. If your carry-on bag contains these items and is gate checked, they must be removed and carried in the cabin. Further information and specific guidelines regarding restricted items can be found [here](#).

Passenger Info

NAME	FLIGHT	SEAT
SAMANTHA LASAROW	DELTA 1230	20A
	DELTA 1128	34A

Visit delta.com or use the [Fly Delta app](#) to view, select or change your seat. If you purchased a Delta Comfort+™ seat or a Trip Extra, please visit [My Trips](#) to access a receipt of your purchase.

Flight Receipt

Ticket #: 0062375827453

Place of Issue: Delta.com

Ticket Issue Date: 11JUN19

Ticket Expiration Date: 11JUN20

METHOD OF PAYMENT

VJ*****8742 **\$339.00 USD**

Air Transportation Charges

Base Fare **\$293.95 USD**

Taxes, Fees and Charges

United States - September 11th Security Fee(Passenger Civil Aviation Security Service \$5.60 USD Fee) (AY)

United States - Transportation Tax (US) **\$22.05 USD**

United States - Passenger Facility Charge (XF) **\$9.00 USD**

United States - Flight Segment Tax (ZP) **\$8.40 USD**

CHARGES

TICKET AMOUNT \$339.00 USD

NONREF/PENALTY APPLIES

This ticket is non-refundable unless the original ticket was issued at a fully refundable fare. Some fares may not allow changes. If allowed, any change to your itinerary may require payment of a change fee and increased fare. Failure to appear for any flight without notice to Delta will result in cancellation of your remaining reservation.

Note: When using certain vouchers to purchase tickets, remaining credits may not be refunded. Additional charges and/or credits may apply.

Fare Details: BHM DL X/ATL DL LAX293.95KAUNA0MQ USD293.95END ZP ATLBHM XF ATL4.5BHM4.5

Checked Bag Allowance

The fees below are based on your original ticket purchase. **If you qualify for free or discounted checked baggage**, this will be taken into account when you check in.

Thu 18 Jul 2019 DELTA: BHM ▶ ATL

CARRY ON	FIRST	SECOND
FREE	\$30 ^{USD}	\$40 ^{USD}

Thu 18 Jul 2019 DELTA: ATL ▶ LAX

CARRY ON

FIRST

SECOND

INCLUDED

INCLUDED

INCLUDED

Visit delta.com for details on [baggage embargos](#) that may apply to your itinerary.

Transportation of Hazardous Materials

Federal law forbids the carriage of hazardous materials aboard aircraft in your luggage or on your person. A violation can result in civil penalties. Examples include: Paints, aerosols, lighter fluid, fireworks, torch lighters, tear gases and compressed gas cartridges.

There are special exceptions for small quantities (up to 70 ounces total). For further information visit delta.com [Restricted Items](#) Section.

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GET HELP



We have partnered with The Nature Conservancy to allow you to offset your carbon emissions from this trip. Go to delta.com/sustainability to calculate your CO2 emissions and learn more about offsetting.

Terms & Conditions

This ticket is non-refundable unless the original ticket was issued at a fully refundable fare. Some fares may not allow changes. If allowed, any change to your itinerary may require payment of a change fee and increased fare. Failure to appear for any flight without notice to Delta will result in cancellation of your remaining reservation.

Note: When using certain vouchers to purchase tickets, remaining credits may not be refunded. Additional charges and/or credits may apply.

†All SkyMiles® program rules apply. To review the rules, see Membership Guide & Program Rules. Taxes and fees for Award Travel are the responsibility of the passenger and must be paid at the time the ticket is booked. Award Travel seats are limited and may not be available on all flights or in all markets. Offers void where prohibited by law. Other restrictions may apply.

Checked Bag Allowance

*On Delta operated flights, you may carry on one bag and a small personal item at no charge.

Delta One™/First/Business Class weight allowance reverts to 50 lbs for all checked bags beyond regular free allowance.

At the time of check in with Delta, SkyMiles Medallion members, SkyTeam Elite & Elite Plus and active US Military

Coversheet

Discuss and Possible Approval of International Literacy Conference

Section: III. Travel Committee
Item: B. Discuss and Possible Approval of International Literacy Conference
Purpose: Vote
Submitted by:
Related Material: International Literacy Association Conference.pdf



EL CAMINO REAL CHARTER HIGH SCHOOL Conference Request Form

Conference Request Information

Your Name: Minita Clark
 Department: Administration
 Conference Name: International Literacy Association
 Conference Date(s): Oct. 10-13th
 Conference Location: New Orleans, LA

Brief Description of Conference:

Literacy Initiatives: Research proven to improve schools (particularly reading & writing)
 What is the purpose of your attendance at the conference?

Professional Development to improve outcomes at ECR in Writing & Literacy (one of our schoolwide goals)
 What is the benefit to the school? (i.e. What school or departmental goals does this address?)
Addresses our current school vision of Data Driven Instruction Cultural Proficiency, Equity Common Core Standards Writing + College & Career Culture

What follow up activities will occur? (e.g. Present information to your department, Create a new curricular activity)

I will present to faculty and implement as needed in Depts + classrooms

Anticipated Costs:

Number of Substitute Days Requested	<u>0</u>
Conference Registration Fee	\$ <u>570.00</u>
Lodging	\$ <u>717.00</u>
Parking	\$ <u>160.00</u>
Meals	\$ <u>60.00</u>
Mileage	\$
Other <u>rental car</u>	\$ <u>211.13</u>

- Please attach any relevant documentation to assist with initial approval (e.g. maps, conference flyers).
- Per fiscal policy, hotels should be under \$200 per night.
- Meal and Incidental Expense rates are based off of U.S. General Services Administration (GSA) rates (www.gsa.gov).
- Single-day conferences and multi-day conferences not requiring lodging need an assistant principal's approval.
- Overnight conferences require an assistant principal's approval and the Executive Director's approval.
- Out of state travel requires Board approval.

Minita Clark 8/28/19
Employee Signature Date

Approvals

[Signature] 8/28/19
Department Administrator Signature Date

[Signature] 8/28/19
Executive Director Signature Date

Board Signature Date

[08/28/2019]

Dear Mr. Hussey and Board Members,

Knowledge is power, and in the spirit of making a more powerful impact in the lives of our students, I would like to attend the **International Literacy Association 2019 Conference**. The conference will be held in **New Orleans, LA, October 10–13, 2019**.

ILA's conference is the premier event for literacy professionals worldwide, and this year's theme focuses on how to create and grow a thriving culture of literacy in your school, district, and community—one that not only inspires and empowers students and teachers, but also sets them up for greater success. I hope you will agree that attending ILA 2019 would be a transformative opportunity for me as an educator, and Assistant Principal in charge of Curriculum, Instruction, & Student Activities, as well as the reasons below:

- 1. An ILA conference is an unparalleled professional learning experience.**
I will have the opportunity to build my own professional learning agenda and to examine the latest research and trends in the classroom at ILA 2019. With more than 300 educational sessions from which to choose, I will be able to attend those that focus on the challenges El Camino is facing with respect to current initiatives such as Write to Learn and Culturally Responsive Teaching/Proficiency/Sensitivity.
- 2. I'll learn from the best and brightest in literacy and network with colleagues from around the world.**
The conference sessions and workshops feature renowned literacy leaders, educational experts, and award-winning children's literature authors, and their knowledge and motivation will expand what I know about literacy and help me achieve my personal professional development goals as well as schoolwide goals. I'll have the opportunity to connect with fellow educators to grow my PLN and learn new leadership and teaching methods in play at other schools and districts around the globe.
- 3. The knowledge I will gain will benefit El Camino Real Charter High School.**
At ILA 2019, I will gain valuable inspiration and useful resources from speakers, exhibitors, and other educators. This information will help me learn how to bring literacy to my practice in unexpected ways and to embrace my role in creating a more literate school environment. I will share what I have learned with the staff of our school to help others transform their teaching practice for the better, so that we as a school can improve our overall performance.

For your convenience, I have attached estimated costs for ILA 2019 on the following page. Please consider this worthwhile investment that will offer returns for years to come, and please feel free to visit the conference website (ilaconference.org) for more information.

A choice of words is a choice of worlds. I hope that you'll choose "yes," and open a whole new world of experiences for me as an administrator and literacy educator (and, in turn, our school). With just one word, you can transform lives through literacy!

Thank you in advance for your consideration.

Sincerely,

A handwritten signature in black ink that reads "Minda R. Carley, Asst. Principal". The signature is written in a cursive style and is positioned below the typed name.

ILA Conference 2019 for Minita Clark, Asst. Principal - ECRCHS

Flight - \$382.00
Hotel - \$717.00
Registration - \$570.00
Rental Car- \$211.13
Parking @LAX\$160.00
\$2040.00

Food Reimbursement should only be for dinner since the conference is providing breakfast and lunch. So approximately \$20 x 3 nights = \$60.00

Complete total= \$ 2100.00

****Note: All totals are based on current rates, so, if approved will require immediate booking in order to maintain.**

**Welcome to the Grammarly beta
for Google Docs!**

Sign up to turn on Grammarly
suggestions in your Google Docs.

[Sign up](#)

[Already have an account? Log in](#)

Estimated Costs for ILA 2019

The costs to attend the ILA 2019 Conference are the registration fee, travel expenses, hotel, and a meal per diem.

Please note:

- Early Bird rates (deadline May 15, 2019) are the best value; on-site rates will be higher.
- All costs below are based on registration before the Standard Registration rates end (deadline October 8, 2019).
- There is limited availability for Conference Plus Registration, Conference Complete Registration, Institute Day, and Children's Literature Day.

Estimated breakdown of costs are based on Standard Registration rates:

Core Conference Registration (Friday, 10/11 & Saturday, 10/12)

\$300 for ILA members and \$400 for nonmembers

Conference Plus Registration (Friday, 10/11 & Saturday, 10/12 and either Thursday, 10/10 or Sunday, 10/13)

Includes admission to the Core Conference and either Institute Day (Thursday) or Children's Literature Day (Sunday)*

\$500 for ILA members and \$600 for nonmembers

Conference Complete Registration (Thursday 10/10, Friday 10/11, Saturday, 10/12 & Sunday, 10/13)

Includes admission to Institute Day, the Core Conference and Children's Literature Day*

\$600 for ILA members and \$800 for nonmembers

Institute Day Registration (Thursday, 10/10)

Admission for one Institute on Thursday only

\$200 for ILA members and \$300 for nonmembers

Children's Literature Day (Sunday, 10/13)

Admission on Sunday only, which includes a sit-down lunch. Admission to Author Meetups is purchased separately.*

\$220 for ILA members and \$320 for nonmembers

**CLD Author Meetup tickets will be an additional cost based on member/nonmember rates and deadlines with limited quantities.*

Airfare: [fill in blank]

Transportation to/from Hotel: [fill in blank]

Hotel: \$199–\$239 per room, per night (taxes are 14%–15.75% per room, per night and subject to change)

Meals: [fill in blank]

Total: [fill in blank]

Thank you again for your consideration!



ILA 2019 CONFERENCE

New Orleans, LA | October 10-13, 2019

Attendee
Registration

If you're using a credit card, make your reservation online at ilaconference.org.
QUESTIONS? Email ilaregistration@executiveevents.com or call 855.202.6379 or 303.731.1048.
 Only fax completed forms with approved purchase orders to 303.530.2691. Please do not fax credit card numbers.

ILA CUSTOMER NUMBER (found on correspondence from ILA)

First Name Minita Last Name Clark Job Title Asst. Principal

During the registration process, we may need to reach out to you with questions or want to keep you posted about exciting ILA events (and any exhibitor-hosted breakfasts or social events that may arise) at ILA 2019. What's the best mailing and email address to reach you from February to October 2019? Please check the box and let us know whether this contact information is for your home or work.

HOME WORK Organization El Camino Real Charter High
 Street Address 5440 Valley Circle Blvd
 City, State, Zip/Postal Code, Country Woodland Hills, CA 91367
 Phone Number 843-287-1879
 Email m.clark@ecrchs.net Alternate Email _____
(required for coded confirmation email and to pick up conference materials on-site) (during summer months)

On-Site Emergency Contact: Name David Hussey
 Phone Number 818-595-7500 Relationship Executive Director
(reachable during ILA 2019)

Consent:

Per the European Union's General Data Protection Regulation, we're required to obtain your consent to process your personal data or your colleague's personal data.

I agree to allow Executiveevents, ILA's official Registration and Hotel provider, to process my personal data (or that of my colleague) in order to complete this registration.

Please check the following as appropriate:

I require special services according to the Americans with Disabilities Act (ADA).
 Please describe here: _____
 Yes! I'd like to receive communications about invitation-only conference events (breakfasts, dinners/receptions, and informational sessions), renowned author signings, and Exhibit Hall activities, as well as information about companies' new products and services.
 This is my first time attending ILA's annual conference.
 Are you a member of an ILA state chapter? If so, which one? yes. South Carolina

We'd love to get to know you better. Please tell us about yourself.

- Which title best describes your current position?
 Administrator Reading teacher/specialist Undergraduate preservice teacher
 Classroom teacher Researcher/university faculty Other education professional
- How many years of experience do you have in your current position?
 0-5 years 6-10 years 11+ years
- What ages are most of the learners you work with? Select all that apply.
 Ages younger than 5 Ages 5-7 Ages 8-10 Ages 11-14 Ages 15-18 University/college Adult education
 N/A or I do not work directly with learners
- What is your role in buying products/materials for your school and/or district?
 Decision maker Influencer No role
- Which three of the following categories best describe your desired learning focus at ILA 2019?
 Children's and young adult literature Engaging classroom instruction Literacy policy, advocacy, and research
 Coaching and literacy leadership Foundational skills Standards and assessments
 Content area literacy Innovating with technology Teacher preparation and professional development
 Differentiation for exceptional learners International literacy instruction

Get event tickets and ILA 2019 T-shirts online: Due to popular demand, ILA 2019 T-shirts and registration for Edcamp Literacy, the ILA National Recognition in the CAEP Accreditation Process and ILA National Recognition for Reading/Literacy Specialist Programs, the First-Timers Event, Welcome to ILA 2019 Event, and Literacy Night at Mardi Gras World will only be available online. Visit ilaconference.org to purchase event tickets and conference T-shirts.

	Standard Rates 5/16-10/8	On-site Rates 10/9-10/13	Standard Rates 5/16-10/8	On-site Rates 10/9-10/13	Amount
<i>All fees are in U.S. dollars</i>					
	ILA Member ¹		Nonmember		
Institute Day (Thurs.)* *Institute course: select three courses by priority; limited space #1 _____ #2 _____ #3 _____	\$200	\$250	\$300	\$350	\$
Core Conference (Fri. and Sat.)	\$300	\$350	\$400	\$450	\$
Conference Plus-Institute Day , includes 1 institute course (Thurs.)* and Core Conference (Fri. and Sat.) *Institute course: select three courses by priority; limited space #1 _____ #2 _____ #3 _____	\$500	\$550	\$600	\$650	\$
Conference Plus-Children's Literature Day¹ , includes Core Conference (Fri. and Sat.), and Children's Literature Day ¹ (Sun.)	\$500	\$550	\$600	\$650	\$ 500
Conference Complete , includes 1 institute course (Thurs.)*, Core Conference (Fri. and Sat.) and Children's Literature Day ¹ (Sun.) *Institute course: select three courses by priority; limited space #1 _____ #2 _____ #3 _____	\$600	\$650	\$800	\$850	\$
Core Conference Single Day (Fri. or Sat.)* *Selected choice: _____	\$170	\$180	\$210	\$230	\$
Children's Literature Day¹ (Sun.)	\$220	\$250	\$320	\$350	\$
Author Meetups (available for an additional fee with Children's Literature Day registration) Select <u>one</u> age range below: <input type="radio"/> Picture Books <input type="radio"/> Early Readers <input type="radio"/> Middle Grade <input type="radio"/> Young Adult	\$70	\$90	\$90	\$110	\$ 70
	Student ² /Retired/Developing Economy Member		Nonmember		
Institute Day (Thurs.)* *Institute course: select three courses by priority; limited space #1 _____ #2 _____ #3 _____	\$110	\$120	Anyone who does not fit within an ILA membership category must pay the nonmember conference rates.		\$
Core Conference (Fri. and Sat.)*	\$160	\$180			\$
Core Conference Single Day (Fri. or Sat.)* *Selected choice: _____	\$110	\$120			\$
Exhibit Hall Access Only This exhibit hall badge is strictly for browsing the show floor or purchasing items from our exhibiting companies.	Thursday, October 10 <input type="checkbox"/> Friday, October 11 <input type="checkbox"/> Saturday, October 12		\$25 per day		\$
Donate to ILA to help make literacy accessible to all. <input type="radio"/> \$5 <input type="radio"/> \$10 <input type="radio"/> \$25 <input type="radio"/> \$50 <input type="radio"/> \$ _____					\$ 570

(1) ILA memberships must be current at time of registration. Any expired or nonmember participants must purchase a membership at access.literacyworldwide.org/eweb/.
 (2) Discounted Student Membership rate applies for up to five years to students enrolled in an undergraduate or graduate degree program. Please include proof of current student status with payment.
 For information on membership categories, go to literacyworldwide.org/membership-types, call ILA Customer Service at 800.336.7323 (U.S. and Canada) or 302.731.1600 (all other countries), or email customerservice@reading.org.
 Please be sure to review our policies on photos, videos, and recordings during the conference at ilaconference.org/FAQ. By registering for the conference, you accept these policies.

PAYMENT INFORMATION TOTAL DUE \$ 570



(Please do not record any credit card information. Instead, register online at ilaconference.org.)

Check payable to **International Literacy Association** Check #: _____


PO#: _____ (By using a PO for payment, you agree to the PO Policy. For additional information about ILA's PO Policy, please visit ilaconference.org/FAQ.)

Mail this form with purchase order or check to ILA Registration, 6325 Gunpark Drive, Suite C, Boulder, CO 80301
 Registration forms submitted without a valid purchase order or check payment will not be processed until payment option is confirmed. Registration rates at time of payment will be applied.

Almost Done! Review and Book It.

Upgrade for only \$3.93/DAY	Upgrade for only \$9.93/DAY
 <p>Convertible Ford Mustang Convertible or similar</p> <p>4 Passengers 0 Luggage 2 Seats</p> <p>Upgrade</p>	 <p>Premium Crossover Volkswagen Atlas or similar</p> <p>7 Passengers 3 Luggage 1 Seat</p> <p>Upgrade</p>

My Rental Summary [▼](#)



Midsize SUV [Edit](#)
Toyota RAV4 or similar

Pick-Up/Return Location [Edit](#)
[New Orleans Louis Armstrong Intl. Airport](#)
Kenner LA 70062 US

Dates [Edit](#)
Thu, Oct 10, 2019 11:30 PM
Mon, Oct 14, 2019 06:00 AM

Rates, Taxes and Fees

[More detail on Rates, Taxes, and Fees](#)

Rental Rate	4 Day(s) @ \$34.06	\$136.24
Mileage	Unlimited mileage	Included
Fees	Customer Facility Charge 7.95/day	\$31.80
	Concession Fee 11.11 Pct (11.11%)	\$15.31
	Automobile Rental Tax 3 Pct (3.0%)	\$5.55
	Vehicle License Rec Fee .38/day	\$1.52
	Parish Tax (6.75%)	\$12.48
	La State Sales Tax (4.45%)	\$8.23

Pay Later Estimated Total **\$211.13**

OR [Pay Now and save \\$6.80](#)

Policies [▶](#)

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Start Over
1 Trip Summary
2 Review & Pay
3 Confirmation

Trip Summary

Outbound Change Flight	DL2592 LAX ▶ MSY	Thu, Oct 10	5:35pm - 11:09pm	Nonstop, 3h 34m Main	▼
Return Change Flight	DL2244, DL1947 MSY ▶ LAX	Mon, Oct 14	7:00am - 2:48pm	1 stop, 9h 48m Main	▼

Changeable / Nonrefundable




Trip Total

[Currency Calculator](#)

1 Passenger	
Flights	\$312.56
Taxes, Fees & Charges	\$60.74
Amount Due	\$373.30 USD



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\$598.00

3 left at this price
Per Person Entire Trip

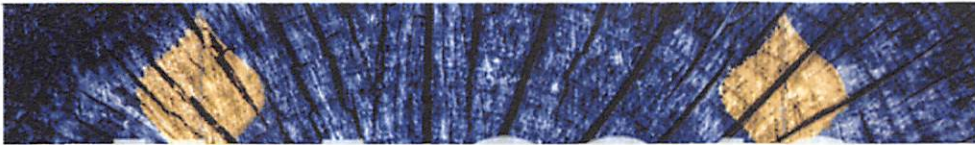
UPGRADE



Contact Information Start Over

USD

MAP



Guest Information

Hilton New Orleans Riverside / Fri, Oct 11, 2019 - Mon, Oct 14, 2019 / Standard Room w/ View 1 adult, 3 nights

PERSONAL INFORMATION

PERSONAL INFORMATION

PAYMENT INFORMATION

Room: Standard Room w/ View

Number of adults in this room: Number of children:

GUEST 1	
Arrival Date	<input type="text" value="10/11/19"/>
Prefix	<input type="text"/>
First Name	<input type="text" value="Minita"/>
Middle Initial	<input type="text"/>
Last Name	<input type="text" value="Clark"/>
Suffix	<input type="text"/>
Position/Title	<input type="text" value="Assistant Principal"/>
Departure Date	<input type="text" value="10/14/19"/>
Email	<input type="text" value="m.clark@ecrchs.net"/>
Confirm Email	<input type="text" value="m.clark@ecrchs.net"/>
Organization	<input type="text" value="El Camino Real Charter High"/>
Country	<input type="text" value="UNITED STATES"/>
Mailing Address	<input type="text" value="5440 Valley Circle Blvd"/>
Mailing Address 2	<input type="text"/>
City	<input type="text" value="Woodland Hills"/>
State, Zip	<input type="text" value="CA"/> <input type="text" value="91367"/>
Phone Number	<input type="text" value="8185957507"/>

OTHER INFORMATION

	Hilton Honors	Disability
	<input type="text" value="Membership Number"/>	
Would you like 1-bed or 2-beds <input type="text"/>		

Yes, I'd like to be notified about the upcoming event specials and promotions. See our Terms & Conditions

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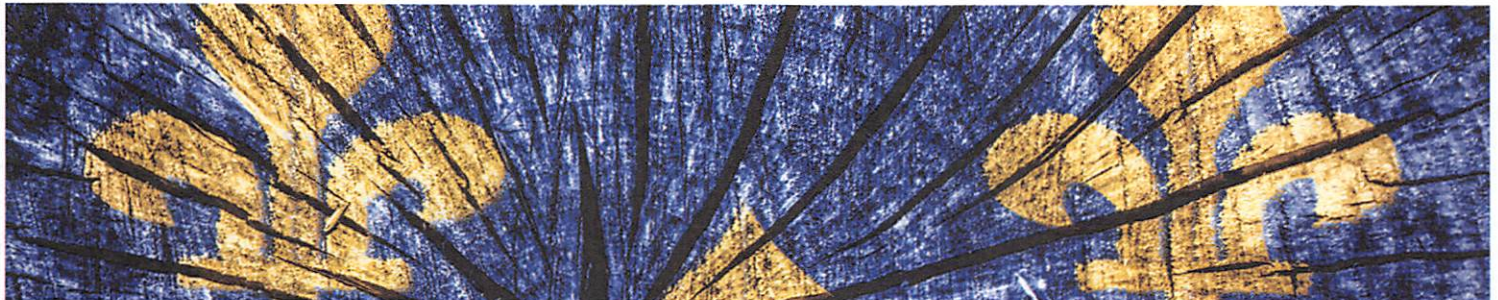
ILA 2019
OCT 6, 2019 - OCT 15, 2019

MAKE A RESERVATION

Check In:	FRI, OCT 11, 2019
Check Out:	MON, OCT 14, 2019
Nights	3
Rooms	1
Guests	1
<small>Max guests per room</small>	
HILTON NEW ORLEANS RIVERSIDE	
Room 1:	USD 717.00
STANDARD ROOM W/ VIEW	
1 adult, 3 nights	
SUBTOTAL:	
USD 717.00	

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Schedule at a Glance

Wednesday, October 9, 2019

12:00 PM–6:00 PM

On-Site Registration

Thursday, October 10, 2019 — Institute Day

7:00 AM–6:00 PM

On-Site Registration

7:00 AM–6:00 PM

ILA Central & ILA Resource Lounge hours

8:00 AM–4:00 PM

Institute Day

1:00 PM–4:00 PM

Edcamp Literacy (free, ticketed event; requires a purchased name badge for early access to the Exhibit Hall)

4:00 PM–6:00 PM

Welcome to ILA 2019 Event

4:00 PM–6:00 PM

Exhibit Hall hours

Friday, October 11, 2019 — Core Conference

7:00 AM–5:00 PM	On-Site Registration
7:00 AM–7:45 AM	<u>First-Timers Event</u>
7:00 AM–6:00 PM	<u>ILA Central</u> & ILA Resource Lounge hours
8:00 AM–9:30 AM	<u>ILA General Session</u>
9:30 AM–5:00 PM	<u>Exhibit Hall hours</u>
10:00 AM–6:00 PM	Core Conference Concurrent Sessions
7:00 PM–10:00 PM	<u>Literacy Night at Mardi Gras World</u> (ticketed event)

Saturday, October 12, 2019 — Core Conference

7:00 AM–5:00 PM	On-Site Registration
7:00 AM–6:00 PM	<u>ILA Central</u> & ILA Resource Lounge hours
8:00 AM–3:00 PM	<u>Exhibit Hall hours</u>
9:00 AM–10:00 AM	ILA Annual Business Meeting
9:00 AM–6:00 PM	Core Conference Concurrent Sessions
3:00 PM–4:30 PM	Research Address
7:00 PM–10:00 PM	<u>ILA 2019 Awards and Reception</u>

Sunday, October 13, 2019 — Children's Literature Day

7:00 AM–11:00 AM	On-Site Registration
7:00 AM–2:00 PM	<u>ILA Central</u> & ILA Resource Lounge

	hours
7:00 AM–4:00 PM	<u>Book Sales</u>
8:00 AM–4:00 PM	<u>Children's Literature Day</u> (includes lunch)
8:00 AM–9:00 AM	<u>Morning Keynotes</u>
9:15 AM–11:15 AM	<u>Morning Sessions</u>
11:30 AM–1:00 PM	<u>Lunch and Awards</u>
1:15 PM–3:15 PM	<u>Afternoon Workshops</u>
1:15 PM–3:15 PM	<u>Author Meetups</u> (ticketed event)
3:30 PM–4:00 PM	<u>Author Signings</u>

Please note: This tentative schedule is subject to change. New events will be added as times are finalized.

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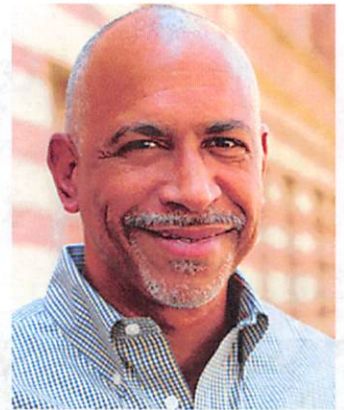
General Session

Friday, October 11, 8:00 AM

Chelsea Clinton (@ChelseaClinton) is the author of the No. 1 *New York Times* bestseller *She Persisted: 13 American Women Who Changed the World* as well as *She Persisted Around the World: 13 Women Who Changed History*; *It's Your World: Get Informed, Get Inspired & Get Going!*; *Start Now!: You Can Make a Difference*; and, with Devi Sridhar, *Governing Global Health: Who Runs the World and Why?* She is also the vice chair of the Clinton Foundation, where she works on many initiatives, including those that help empower the next generation of leaders. She lives in New York City with her husband, Marc, their daughter, Charlotte, their son, Aidan, and their dog, Soren.



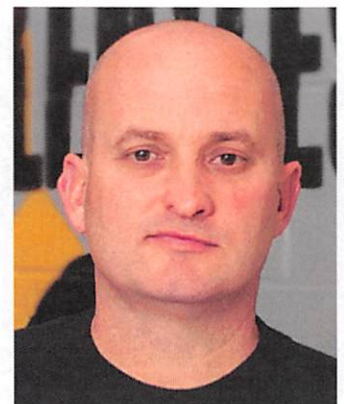
Pedro A. Noguera (@PedroANoguera) is the distinguished professor of education at the Graduate School of Education and Information Studies at UCLA as well as the founder of the university's Center for the Transformation of Schools. His research focuses on the ways in which schools are influenced by social and economic conditions. He is the author of 12 books and appears as a regular education commentator on CNN, MSNBC, National Public Radio, and other national news outlets. He has won several awards for his research and advocacy efforts aimed at fighting poverty.



Renée Watson (@reneewauthor) is the *New York Times* best-selling, Newbery Honor, and Coretta Scott King Award-winning author of several works for children of all ages, including *Piecing Me Together*, *A Place Where Hurricanes Happen*, and *Harlem's Little Blackbird*, which was nominated for an NAACP Image Award. Her most recent books include *Watch Us Rise*, coauthored with Ellen Hagan, and *Some Places More Than Others* (September 2019). She is the founder of I, Too, Arts Collective, a nonprofit committed to nurturing underrepresented voices in the creative arts.



Hamish Brewer (@brewerhm) has over 20 years' experience serving as a classroom teacher, administrator, international education director, and consultant. The New Zealand native was named a 2017 National Distinguished Principal by the National Association of Elementary School Principals. Hamish's innovative approach and extensive background in literacy fuels his work on motivation, best practices, and the implementation and use of technology in schools, which he details in his first book, *Relentless: Changing Lives by Disrupting the Educational Norm* (May 2019).



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Featured Research Sessions

Of the many research-focused sessions at ILA 2019, make sure you don't miss these standout offerings from ILA's Literacy Research Panel and other leading researchers.

Research Address and Roundtable: The Dos and Don'ts of Writing Instruction with Steve Graham, Arizona State University
Saturday, October 12, 3:00 PM–4:30 PM

Writing is a critical literacy skill, yet it is often given too small a focus in instruction. This session, featuring keynote speaker Steve Graham, Arizona State University, and cochaired by Douglas Fisher, San Diego State University, Diane Lapp, San Diego State University, and David Kirkland, New York University, will explore effective modeling of writing practices tailored to genre, style, and context. The address will be followed by roundtable discussions facilitated by experts in specific aspects of writing pedagogy research. Kirkland will close by reflecting



on the reading–writing connection and detailing next steps.

ILA 2019 Research Institute: Research Into Practice*

Thursday, October 10, 8:00 AM–4:00 PM

Research Into Practice is a day-long course in which experts will address a variety of literacy topics including motivation, emergent literacy, early literacy, disciplinary literacy, reading comprehension, STEM, and the English language arts, and all presentations will focus on connecting current research to teaching and learning.

*An additional fee applies for Institute Day courses.

Featured Research Panel: What Can We Learn About Language Arts Instruction? Looking inside the 4th Edition of the Handbook of Research on Teaching the English Language Arts with Diane Lapp and Douglas Fisher

Friday, October 11, 1:00 PM–2:30 PM

In this session, literacy researchers and participants will engage in conversation about topics discussed in the language arts handbook. Participants will have the opportunity to select and participate in two roundtable discussions.

Featured Research Panel: A Critical Examination of ILA's Literacy Leadership Briefs, cosponsored by the Literacy Research Panel and the Reading Hall of Fame

Friday, October 11, 3:00 PM–4:00 PM

During this session, cochaired by Diane Lapp, San Diego State University, and James Hoffman, University of Texas at Austin, members of the Reading Hall of Fame and the Literacy Research Panel and attendees will critically examine five 2018 literacy leadership briefs with the author(s) who wrote them.

Featured Research Session: Exploring Alternative Views of the Relationship Between Research and Practice with James Hoffman,

Diane Lapp, and D. Ray Reutzel

Saturday, October 12, 9:00 AM–10:00 AM

This session explores literacy research through the lenses of research into practice, research in practice, and practice into research. Attendees will examine key terms and their uses, then split into groups to discuss the stances and what they imply for the field. At the end, the group will reconvene to consider the implications of each position.

Research Poster Session: Meet the Researchers
Saturday, October 12, 11:30 AM–12:30 PM

During this poster session, attendees will chat with a select group of prominent scholars who have published research articles in recent issues of *Journal of Literacy Research*, *Reading Research Quarterly*, and *Research in the Teaching of English*.

Research Poster Session: ILA Grant Recipients and 2019 Timothy & Cynthia Shanahan Outstanding Dissertation Award Winner and Finalists

Saturday, October 12, 11:30 AM–12:30 PM

This poster session provides an opportunity to engage with recent ILA research grant recipients and the 2019 Timothy & Cynthia Shanahan Outstanding Dissertation Award winner and finalists as they present their research, including background, methodology, and summaries of their findings and dissertations.

Please note: Presenters, dates, times, and topics are subject to change.

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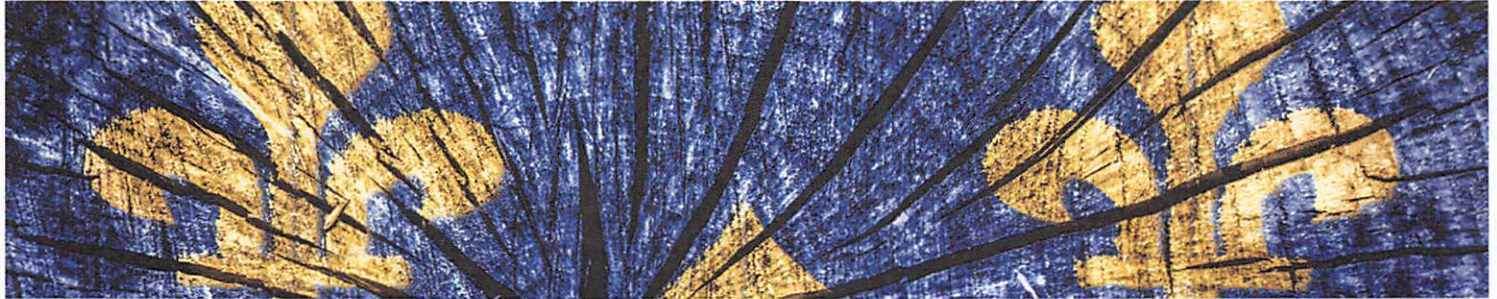
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General Session

Featured Speakers

Research

Equity in Education

Program

Equity in Education Program

Culturally responsive classrooms. Social-emotional learning. Real-world teacher preparation. Meaningful, ongoing professional development. Classroom libraries that promote diversity and inclusion.

The Equity in Education Program at ILA 2019 looks at these crucial components through the lens of literacy instruction. Interactive programming, unconventional panels, and collaborative work sessions spanning all four days of the conference offer you multiple opportunities to explore not only literacy's role in creating equitable learning environments, but also how to take action in your school, district, and community.

- **Thursday**
- **Friday**
- **Saturday**
- **Sunday**

Events associated with this program are not ticketed and are included in Institute Day, Core Conference, and Children's Literature Day registration. Seating is available on a first-come, first-served basis.

Please note: Presenters, dates, times, and topics are subject to change.

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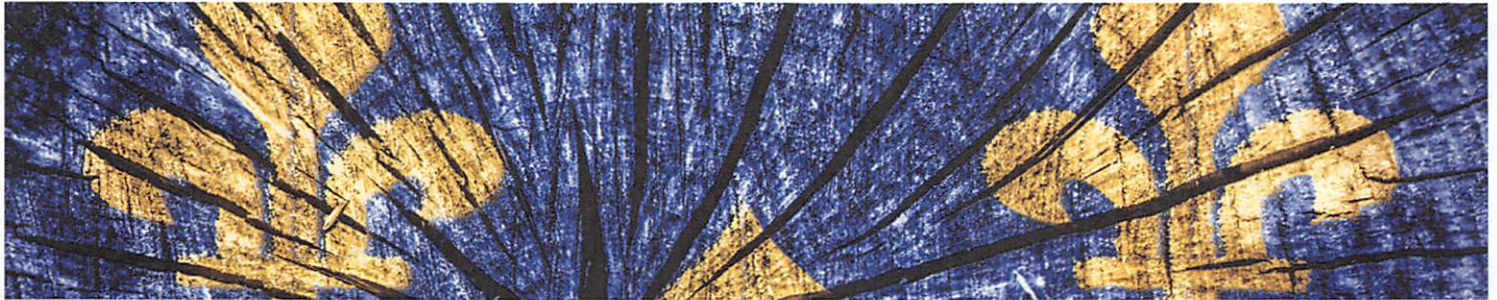
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Equity in Education

Program

Thursday

Friday

Saturday

Sunday

Equity in Education Program—Thursday

The ILA 2019 Equity in Education Program kicks off with **Roles, Tools, and Approaches for Engaging in Bias-Free Practices (Institute 10)**.

Thursday, October 10 | 8:00 AM–4:00 PM

Join **Kathy Collins (@KathyCollins15)**, **Shawna Coppola**, **Aeriale N. Johnson (@artcisleteach)**, and **Matthew Kay (@MattRKay)** for this hands-on, interactive institute on how inclusive, culturally sustaining literacy instruction starts with self-reflection and social-emotional development.



Kathy Collins



Shawna Coppola



Aeriale N.
Johnson



Matthew Kay

Topics covered include

- Self-auditing and uncovering hidden biases
- Increasing racial and cultural sensitivity in your teaching
- Supporting social-emotional development in the literacy classroom
- Practicing inclusive, culturally sustaining literacy instruction that supports all students

REGISTER NOW FOR INSTITUTE DAY

Follow along on Twitter: [**#ILAEquity**](#) | [**#ILA19**](#)

Please note: Institute Day requires an additional fee and is not included in the cost of registration for Core Conference. Presenters and times are subject to change.

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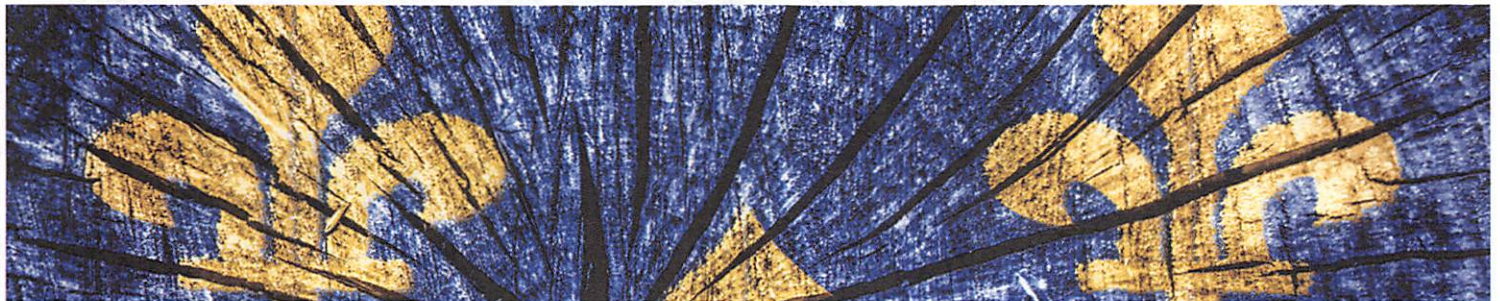
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Equity in Education

Program

Thursday

Friday

Saturday

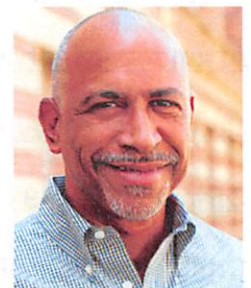
Sunday

Equity in Education Program—Friday

Day 2 of the ILA 2019 Equity in Education Program draws on data and research to illustrate the role social-emotional learning plays in the literacy classroom—and why success relies on educators developing strong social and emotional competencies of their own.

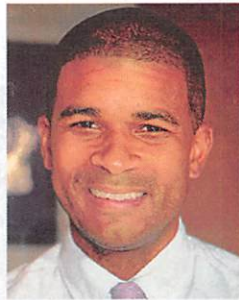
Friday, October 11 | 11:00 AM–12:30 PM

Led by ILA 2019 General Session keynote **Pedro A. Noguera** (@PedroANoguera), **The Intersection of Literacy, Equity, and Social-Emotional Learning** also features



- **Jovanni Ramos**, Principal, Foundation Preparatory Charter School
- **Justina Schlund**, Director of Field Learning, Collaborative for Academic, Social, and Emotional Learning (CASEL)

- **Stephanie K. Siddens**, Senior Executive Director, Ohio State Department of Education's Center for Student Supports
- **Kathleen Theodore**, Senior Technical Assistance Consultant, American Institutes for Research (AIR)



Jovanni Ramos



Justina Schlund



Stephanie K.
Siddens



Kathleen
Theodore

TED-style talks marry with a short panel and attendee-driven Q&A at this event, included in Core Conference registration. Plan to arrive early for the best seats.

REGISTER NOW FOR CORE CONFERENCE

Follow along on Twitter: [**#ILAEquity**](#) | [**#ILA19**](#)

Please note: Presenters and times are subject to change.

We Can't Wait to See You at ILA 2019!

REGISTER NOW >

QUICK LINKS:

[**Attendee Registration Form**](#)

[**Conference Preview**](#)

[**Official ILA 2019 Hotels**](#)

[**Online Program/iPlanner**](#)

[**Schedule at a Glance**](#)

INTERNATIONAL LITERACY ASSOCIATION **ILA 2019 CONFERENCE**

New Orleans, LA | October 10–13, 2019
Ernest N. Morial Convention Center



Reserve Your Hotel Before September 10 for the Best Rates!

[BOOK NOW >](#)

Equity in Education

Program

Thursday

Friday

Saturday

Sunday

Equity in Education Program—Saturday

Day 3 of the Equity in Education Program at ILA 2019 shifts the focus to evidence-based strategies for integrating social-emotional learning (SEL) in the literacy classroom.

Saturday, October 12 | 11:00 AM—12:30 PM

In **Integrating Social-Emotional Learning in the Literacy Classroom, 2018** Louisiana State Teacher of the Year **Kimberly Eckert (@2018LATOY)** leads a conversation with K–12 educators who've improved outcomes for all students by embracing and promoting SEL in the literacy classroom.



This unique and interactive event also features

- **Shawna Coppola**, equity advocate and literacy consultant with The Educator Collaborative

- **Gerald Dessus**, ILA 30 Under 30 honoree and middle school cultural studies teacher at The Philadelphia School in Pennsylvania
- **Tiana Silvas**, fifth-grade teacher at PS 59 in New York, NY
- **Tamera Slaughter**, manager of educational partnerships for the Center for the Collaborative Classroom



Shawna Coppola



Gerald Dessus



Tiana Silvas



Tamera
Slaughter

This event, which combines TED-style talks with a short panel and attendee-driven Q&A, is included in Core Conference registration. Plan to arrive early for the best seats.

Saturday, October 12 | 2:00 PM—3:00 PM

Looking to promote equity from the classroom to the community—and beyond? Held in the ILA Collaboration Station, **Turning Words Into Action** asks participants to work together in designing meaningful calls to action around equity, literacy, and social-emotional learning.

This Solution Room-style session, facilitated by presenters from the Equity in Education Program, is also included in Core Conference registration.

REGISTER NOW FOR CORE CONFERENCE

Follow along on Twitter: [**#ILAEquity**](#) | [**#ILA19**](#)

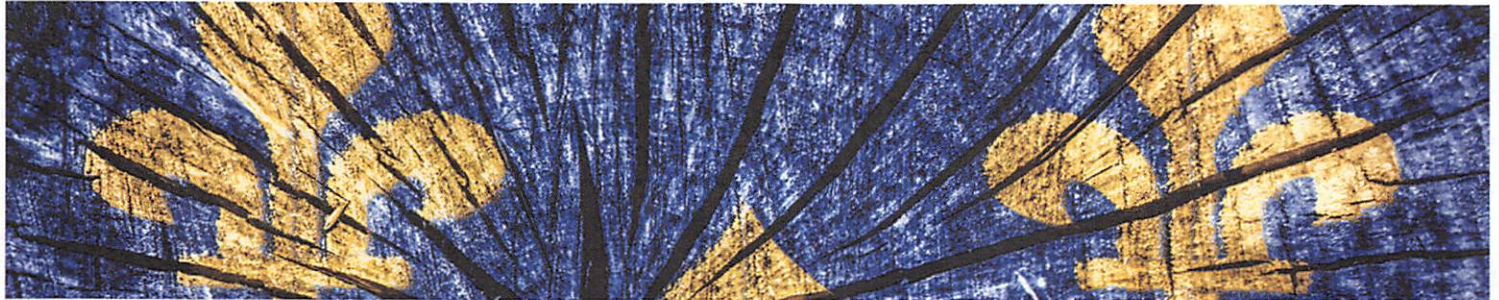
Please note: Presenters and times are subject to change.

We Can't Wait to See You at ILA 2019!

REGISTER NOW >

INTERNATIONAL LITERACY ASSOCIATION **LA 2019 CONFERENCE**

New Orleans, LA | October 10–13, 2019
Ernest N. Morial Convention Center



Reserve Your Hotel Before September 10 for the Best Rates!

[BOOK NOW >](#)

Equity in Education

Program

Thursday

Friday

Saturday

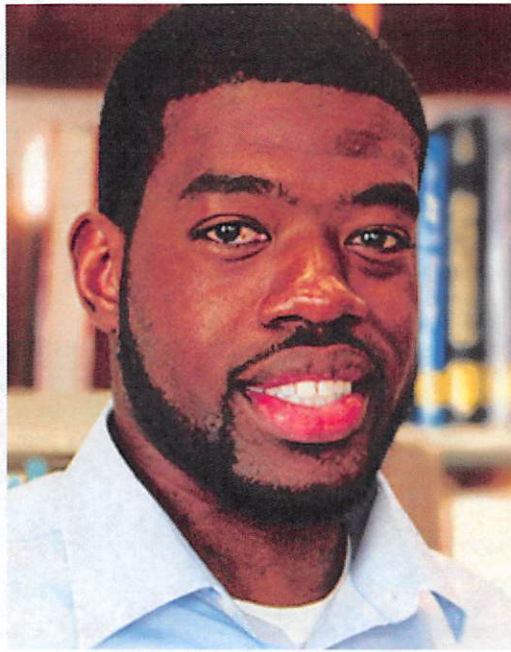
Sunday

Equity in Education Program—Sunday

The final day of the ILA 2019 Equity in Education Program examines the role that children's literature can—and should—play in developing social-emotional skills in equitable learning environments.

Sunday, October 13 | 9:15 AM–11:15 AM

Join Children's Literature Day keynote **Chad Everett** (@chadceverett) and **#DisruptTexts** cofounder **Tricia Ebarvia** (@triciaebarvia) for **Equity Through Empathy**. This mixed-format session includes keynotes, author spark talks, and a short panel with audience-generated Q&A.



Featured authors include

- **India Hill Brown**
- **Debbi Michiko Florence**
- **Kyle Lukoff**
- **Kwame Mbalia**
- **Matt Mendez**
- **Olugbemisola Rhuday-Perkovich**
- **Kashmira Sheth**

■ **Traci Sorell**

Sunday, October 13 | 1:15 PM–3:15 PM

Virginia Loh-Hagan (@virginialoh) joins **Chad Everett** and **Tricia Ebarvia** for **Empathy and Identity**, a hands-on workshop that unpacks research on how children's literature fosters social-emotional development, then asks participants to use that research to create practical classroom applications.



[REGISTER NOW FOR CHILDREN'S LITERATURE DAY](#)

Follow along on Twitter: **[#ILAEquity](#)** | **[#ILA19](#)**

Please note: Children's Literature Day requires an additional fee and is not included in the cost of registration for Core Conference. Presenters and times are subject to change.

We Can't Wait to See You at ILA 2019!

REGISTER NOW >

QUICK LINKS:

[Attendee Registration Form](#)

[Conference Preview](#)

[Official ILA 2019 Hotels](#)

[Online Program/iPlanner](#)

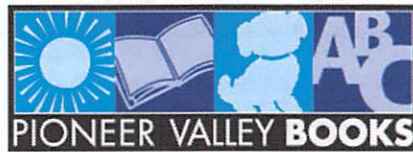
[Schedule at a Glance](#)

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INTERNATIONAL LITERACY ASSOCIATION ILA 2019 CONFERENCE

New Orleans, LA | October 10–13, 2019
Ernest N. Morial Convention Center



Reserve Your Hotel Before September 10 for the Best Rates!

[BOOK NOW >](#)

Hotels

International Travel

Transportation

Hotels

ILA has reserved blocks of hotel rooms near the Ernest N. Morial Convention Center with special rates for ILA 2019 Conference attendees. Check out the [official hotel list](#), which includes rates, amenities, and a map.

Headquarters hotels

Our headquarters hotels are the Hilton New Orleans Riverside, New Orleans Marriott, and the Sheraton New Orleans.

To take advantage of the special ILA 2019 rate at the headquarters hotels, please [reserve](#) your room as soon as possible.

Hotel reservation deadline

Make sure to book your hotel room by September 10, 2019.

Hotel reservation help

Need help reserving a hotel room? Here are more [hotel details](#).

Hotel management company

Executivevents is the official hotel management company for the ILA 2019 Conference, and no other hotel management company or travel agency is

authorized to place reservations on behalf of ILA.

If you are contacted by any agency other than Executiveevents, please email ilaregistration@executiveevents.com with as many details as possible, including how you were contacted and any documentation you received.

Please note

ILA is not responsible for room conditions or accommodation issues at hotels that are not on the official hotel list.

Wherever you book, we hope you enjoy your stay at ILA 2019!

We Can't Wait to See You at ILA 2019!

[REGISTER NOW >](#)

QUICK LINKS:

[Attendee Registration Form](#)

[Conference Preview](#)

[Official ILA 2019 Hotels](#)

[Online Program/iPlanner](#)

[Schedule at a Glance](#)

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Coversheet

Discuss and Possible Vote on Trip to National High School Journalism Conference

Section: III. Travel Committee
Item: C. Discuss and Possible Vote on Trip to National High School Journalism Conference
Purpose: Vote
Submitted by:
Related Material: National High School Journalism Convention.pdf



EL CAMINO REAL CHARTER HIGH SCHOOL *Conference Request Form*

Conference Request Information

Your Name: Samantha Lasarow

Department: English

Conference Name: National High School Journalism Convention

Conference Date(s): Nov. 21-24, 2019

Conference Location: Washington, D.C.

(Flip over)

Brief Description of Conference: Largest gathering of student journalists and their advisers in the country (typical attendance of more than 5,000). Offers hundreds of practical and professional learning sessions, from high-profile keynotes to specific, problem-solving breakouts and hands-on workshops. Also includes exhibit hall, JEA contests, NSPA's Best of Show contest, receptions, awards convocations, critiques, and career roundtables.

What is the purpose of your attendance at the conference? I will be receiving JEA's Rising Star Award and I will be awarded with my CJE. I will also be presenting a breakout session to other advisers. I will also attend other breakout sessions for professional development. Furthermore, I will be entering our publications in NSPA's Best of Show contest, I will be receiving critiques for our publications, and I will be a judge for the student contests. Because I am judging and presenting a session, my conference fee is waived.

What is the benefit to the school? (i.e. What school or departmental goals does this address?) Part of ECRCHS's vision statement regards our faculty as using "innovative teaching methods that empower students to be independent, determined and compassionate global citizens who think critically, collaborate confidently, and work passionately." By attending this conference, I will gain professional development in innovative teaching methods for journalism. Our yearbook and newspaper publications, which I advise, are student-run, and absolutely encourage students to be "independent" and "think critically" while "collaborat[ing]." As I continue to develop professionally, I can provide even stronger opportunities for our students.

What follow up activities will occur? (e.g. Present information to your department, Create a new curricular activity) I will bring critiques back to our student journalists so they can apply the critiques to their publications. I will also bring back new curriculum ideas which I will apply to my own curriculum, building new lessons and units based off of breakout sessions.

Anticipated Costs: Total: \$1845.09 + 2 substitute days

# of Substitute Days Requested	2
Conference Registration Fee	\$ 239 (registration, critiques, best of show contest, luncheon)
Lodging	\$724.13 (\$188.98 per night * 3 nights + taxes and fees)
Parking	\$ 0
Meals	\$ 250
Mileage	\$ 0
Other	\$ 200 (Uber/Lyft/subway) \$ 431.96 (flights LAX → BWI and BWI → LAX)

- Please attach any relevant documentation to assist with initial approval (e.g. maps, conference flyers).
- Per fiscal policy, hotels should be under \$200 per night.
- Meal and Incidental Expense rates are based off of U.S. General Services Administration (GSA) rates (www.gsa.gov).
- Single-day conferences and multi-day conferences not requiring lodging need an assistant principal's approval.
- Overnight conferences require an assistant principal's approval and the Executive Director's approval.
- Out of state travel requires Board approval.

Employee Signature

August 23, 2019
Date

Approvals

Department Administrator Signature

Date

Executive Director Signature

Date

Board Signature

Date



Total: \$99

[Home](#) » [Prices, Deadlines and Planning](#)

Prices, Deadlines and Planning

Search ...

Search

Key Deadlines

Sept. 1: CJE/MJE Certification Testing applications.

Sept. 10: Convention registration begins.

Oct. 7: Scholarship applications due.

Oct. 22: Hotel reservations.

Oct. 23: JEA Contest registration/entry uploading closes.

Oct. 30: Early-bird discounts end for convention registration.

Shirt pre-orders due.

Nov 22: NSPA Best of Show deadline at 2 p.m.

Registration

Online registration will open Sept. 10 at noon CT.

Registration Rates

- JEA or NSPA members earlybird (on or before Oct. 30): \$99
- JEA or NSPA members after earlybird (Oct. 31 and after): \$109
- Nonmembers earlybird (on or before Oct. 30): \$119
- Nonmembers after earlybird (Oct. 31 and after): \$129
- Nonmember professionals (not students or advisers): \$159

Hotel Rates

To take full advantage of the convention, delegates who live outside the D.C. metro area are encouraged to stay at the Washington Marriott Wardman Park, the sanctioned and officially designated JEA/NSPA convention hotel. Please realize that



Total: \$60
(one newspaper @\$30, one yearbook @\$30)

Home » NSPA On-site Media Critiques

NSPA On-site Media Critiques

Search ...

On-site Media Critiques | \$30

Search

Staff members and advisers will sit down with an experienced adviser or professional journalist and review their student media.

Critique sessions are 25 minutes and provide a one-on-one opportunity for students and advisers to ask questions.

Critiques are offered from noon-3 p.m. Friday and 9-11 a.m. Saturday. Each critique costs \$30.

Critique times fill quickly. When registering for NSPA On-site Critiques, please indicate whether you prefer Friday or Saturday. NSPA will confirm your appointment.



Total: \$40

Home » Adviser-only Events

Adviser-only Events

Search ...

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Saturday Adviser Luncheon

\$40

Noon-2:20 p.m. Saturday, Nov. 23

Registration deadline: Oct. 30

This is where I will be honored with my Rising Star Award and my CJE

JEA will honor fall award and certification recipients, and NSPA will honor Pioneer Award winners. Sponsored by Herff Jones.

First-Time Attendees

First-Time Attendee Meeting

6:30 p.m. Thursday

Adviser Receptions

Welcome Reception

9-10:30 p.m. Thursday

Friday's Reception

8:30-11 p.m.

Dessert reception

Adviser Hospitality

7:30 a.m.-5 p.m. Friday &

7:30 a.m.-noon Saturday

Continuing Education Units

Attendance certificates signed by both organizations' directors are available in the adviser tote bags, through the JEA Bookstore and through registration at no charge. Check with your school district to see if these certificates will be recognized for CEU credits. These certificates are for advisers only and do not have an affiliation with a university.

Certification Testing

Application deadline: Sept. 1

Testing: 3:30-6 p.m. Friday, Nov. 22

jea.org/wp/certification

All applicants must be current JEA members. Fees cover a portion of administration, judging, mailing, cost of pins and certificates.

CJE Applicants | \$60

CJE applicants must complete an application, provide evidence of a valid state teaching certificate and provide evidence of journalistic training from one of three options. Go to jea.org/wp/certification for full instructions.

Test results will be sent about eight weeks after the convention, and applicants will be notified about selection as soon as all application procedures are complete. Those who pass the test in Washington, D.C., will be honored on April 18, 2020, at the Nashville convention.

MJE Applicants | \$85

Applicants for Master Journalism Educator must have earned CJE status; verify five years of journalism teaching or advising experience; submit a letter of endorsement from a supervisor; show evidence of participation in scholastic journalism professional growth activities at local, state, regional or national levels; pass the MJE exam; and submit a pre-approved project, paper or teaching unit.

CJE award certificates and pins or MJE plaques and pins for those who have completed requirements since the spring convention will be presented during the Saturday Adviser Luncheon.

Questions? 785-532-5532, staff@jea.org.



Total: \$40
(one newspaper @ \$20, one yearbook @ \$20)

Home » NSPA Best of Show

NSPA Best of Show

Search ...

Search

Best of Show | \$20

Open exclusively to members of NSPA, the Best of Show competition honors the best student media represented at the convention. Best of Show is a competition in which entries compete against each other and are ranked with the first-place winner in each category taking home a trophy. Critiques and score sheets are not provided in this contest.

Entries are due by 2 p.m. on Friday, Nov. 22. Winners will be announced at the NSPA Awards Ceremony at 3:30 p.m. Saturday, Nov. 23.

All NSPA member high-school staffs (with students attending) and junior high advisers are invited to enter their website, newspaper, yearbook, newsmagazine, broadcast production or literary arts magazine, **blog or podcast** in the NSPA Best of Show competition.

Newspapers, newsmagazines and broadcasts must be published between Aug. 1, 2019, and the start of the convention. Only 2018-19 yearbooks and literary magazines will be accepted. Websites must have been updated since Sept. 1, 2019.

Best of Show Categories

Broadcast Program

Literary Magazine

Newspaper

Broadsheet

Tabloid (16 or fewer pages)

Tabloid (17 or more pages)

Junior High/Middle School

Newsmagazine

Newspaper Special Edition

Website

Small School (Enrollment of less than 1,500)

Large School (Enrollment of 1,500 or more)



Blog

Podcast

Yearbook

High-school yearbooks will be divided into four equal categories based on number of pages. Junior-high/middle-school yearbooks will compete in one category.

Best of Show Rules

High-school media staffs must have at least one student representative registered for the convention in order to be eligible for the Best of Show competition. Junior-high media may be entered as long as the adviser is a registered delegate at the convention.

A special-edition newspaper/newsmagazine should meet one or more of these qualifications — anniversary commemoration; extra edition or thematic coverage (majority of coverage devoted to one topic). Schools may enter one issue of their newspaper or newsmagazine in the regular newspaper or newsmagazine categories and one issue in the special edition newspaper/newsmagazine category. No issue or edition may be entered in more than one category.

Broadcast entries will consist of a single program. Entries must be submitted via a direct URL (i.e., a YouTube or Vimeo link).

A blog must reflect journalistic standards in topics, coverage and writing, and it should be a component of the journalism program's online website.

A podcast delivers relevant content through engaging audio storytelling and should be a component of the journalism program's online website

Member publications of any kind may enter in the website category. Entries will be judged for general excellence in coverage, interactivity, breaking news, design and rich media. Entries will be divided into categories based on school enrollment.

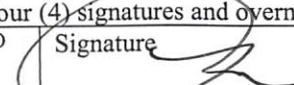


Publications must submit their entry on site at the Best of Show desk near convention registration. Do not submit entries to NSPA prior to the convention.

Coversheet

Discuss and Possible Approval of Dance Guard Trip to Las Vegas, NV

Section: III. Travel Committee
Item: D. Discuss and Possible Approval of Dance Guard Trip to Las Vegas, NV
Purpose: Vote
Submitted by:
Related Material: Dance Guard - Las Vegas, NV.pdf

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

Destination WGI Las Vegas Power Regional		Address of Destination 4505 S. Maryland Pkwy, Las Vegas, NV 89154	
Date(s) of Trip 3/13/20 - 3/15/20	Number of Students 10	Overnight Trip? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
Certificated Employee Supervising Trip Jacqui Mata	Cell Phone # (818) 268-8626	Department/Group Varsity Dance Guard	
Substitute Required? <input checked="" type="checkbox"/> YES <input checked="" type="checkbox"/> NO	How Many Substitutes? at 1	How Many Days? at 1 period	Source of Funds: —
Requested Schedule	Leave School AM 12:30 (PM)	Arrive at Destination AM 6:30 (PM)	Leave Destination AM 1 (PM)
			Return to School AM 7 (PM)
Method of Transportation carpool	School Bus/How Many? —	Walking —	Automobile <input checked="" type="checkbox"/>
			Other (specify)
Total Number of Adults (Including Volunteer Chaperones) 4		Supervision Ratio (minimum: 20:1) 2.5:1	
Name of Additional Employees Attending Trip			
Name Taylor Hardie	Cell # (818) 626-4629	Name Kena Warthen	Cell # (805) 405-1913
Name	Cell #	Name	Cell #
Name of Additional Chaperones Attending Trip			
Name Laurie Finnegan	Cell # (818) 456-2522	Name Debbie Mongeli	Cell # (818) 648-7172
Name	Cell #	Name	Cell #
BRIEF DESCRIPTION OF EDUCATIONAL BENEFIT TO BE DERIVED FROM THIS ACTIVITY. Please see attached document.			
APPROVALS (Single-day trips require four (4) signatures and overnight trips require 5 or 6 signatures)			
Administrator Teacher's Department Administrator	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Signature 	Date 8-28-19
Date & location Assistant Principal (Dean Bennett)	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Signature 	Date 8/28/19
Funding Executive Director (David Hussey)	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Signature 	Date 8/28/19
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

Varsity Dance Guard Request for Out-of-State travel to Las Vegas, NV for the WGI West Power Regional.

Rationale:

The ECR Varsity Dance Guard would like to travel to Las Vegas, Nevada for the Winter Guard International West Power Regional March 13-15 2020.

Winter Guard International is the international circuit that the Varsity Dance Guard competes in. They are at a high enough level to compete at the Western Power Regional (which is equivalent to the West Coast championships). In the past this event has been held in California, however this year it will be held in Las Vegas, Nevada. This competition is important to attend in preparation for World Championships in Ohio, as the scores are used to seat schools into prelims rounds.

Going on a trip like this gives the students real-life experience that they can not learn in a classroom. They work hard as a team, bond as a team, and succeed as a team. This trip will be a formative experience for these students. Competing in competitions of this level promote the ECRCHS brand as one of the best on the West Coast, and in the nation.

Although the regional is not until March, the sign-up date is in September 2019, and the events fill up on the day of registration.

At a Glance:

School's estimated costs:

Item	Anticipated Cost
2 nights at hotel for 2 coaches	\$600
WGI Power Regional Entrance Fee	\$385
	Total estimated costs to school: \$985

Student costs to be taken from Dance Guard Trust:

Item	Anticipated Cost
2 nights at hotel for about 10 students (3 rooms)	Total estimated costs from trust: \$900

Varsity Dance Guard Las Vegas Itinerary

***Note: All times are estimates and most of this schedule is based on our previous trip to Las Vegas. Competition schedules do not come out until two weeks beforehand and itinerary will be adjusted accordingly.**

Friday, March 13, 2020

12:30 pm: Students and chaperones meet in the small parking lot.

12:45 pm: Leave for Las Vegas

7:00 pm: Meet at Steak and Shake for dinner

- 9777 S Las Vegas Blvd, Las Vegas, NV 89183

9:00 pm: Arrive at hotel

- Holiday Inn Las Vegas South
- 5760 Polaris Ave, Las Vegas, NV 89118

10:00 pm: Lights out

Saturday, March 14, 2020

8:00 am: Breakfast

9:00 am: - 3:00 pm Warm up and perform in prelims

- Thomas and Mack Center UNLV
- 4505 S Maryland Pkwy, Las Vegas, NV 89154
- Parent chaperones will bring lunch for the students

5:00 pm: - 9:00 pm Warm up and perform in semi-finals

- Thomas and Mack Center UNLV
- 4505 S Maryland Pkwy, Las Vegas, NV 89154
- Parent chaperones will bring dinner for the students

10:00 pm: Arrive at hotel

- Holiday Inn Las Vegas South
- 5760 Polaris Ave, Las Vegas, NV 89118

11:00 pm: Lights out

Sunday, March 15, 2020 (times are estimated; schedule will be announced by WGI two weeks beforehand)

8:00 am: Breakfast

9:00 am - 1:00 pm: Warm up and perform in finals

- Thomas and Mack Center UNLV
- 4505 S Maryland Pkwy, Las Vegas, NV 89154
- Parent chaperones will bring snacks for the students

1:00 pm: Leave Las Vegas

7:00 pm: Arrive at ECR

List of Students:

1. Charlotte Barton
2. Sofia Dzilvelis
3. Jordan Frawley
4. Regina Henderson
5. Caitlyn Mongeli
6. Tiffany Oruh
7. Maddy Ovsepyan
8. Kaitlin Sera
9. Sofia Vargas
10. Kamryn Wegner



DESCRIPTION OF GROUP AND EVENT

The following represents an agreement between Holiday Inn Express Las Vegas South, and EL CAMINO REAL HIGH SCHOOL.

ORGANIZATION: EL CAMINO REAL HIGH SCHOOL

CONTACT:

Name: Tayler Hardie
 Job Title: Director ECR Danceguard
 Street Address: 5440 Valley Circle
 City, State, Postal Code: Woodland Hills, CA 91367

HOTEL CONTACT:

Name: Brooke Welton
 Phone Number: (888) 249-5512
 E-mail Address: Brooke.Welton@Marriott.com

NAME OF EVENT: EL CAMINO REAL HIGH SCHOOL

OFFICIAL PROGRAM DATES: Friday, March 13, 2020- Sunday, March 15, 2019

GUEST ROOM COMMITMENT/GROUP ROOM RATES

The Hotel agrees that it will provide, and EL CAMINO REAL HIGH SCHOOL agrees that it will be responsible for utilizing, 14 room nights in the pattern set forth below (such number and such pattern, the “Room Night Commitment”):

Team Block

Day	FRIDAY	SATURDAY
Date	March 13, 2020	March 14, 2020
Room Type	Queen-Queen	Queen-Queen
Room Rate	\$149.00	\$149.00
Total Rooms	7	7

Parent Block

Day	FRIDAY	SATURDAY
Date	March 13, 2020	March 14, 2020
Room Type	2 King	2 King
Room Rate	\$139.00	\$139.00
Room Type	5 Queen-Queen	5 Queen-Queen
Room Rate	\$149.00	\$149.00
Total Rooms	7	7

Hotel’s room rates are subject to applicable state and local taxes (currently 13.38%) in effect at the time of check-out.

COMMISSION

The group room rates listed above are net non-commissionable. EL CAMINO REAL HIGH SCHOOL will advise its designated agency of these rates and address any resulting agency compensation issues directly with the management of the appropriate agency.

METHOD OF RESERVATIONS

Parent Block- (HI) Reservations for the Event will be made by individual attendees directly with IHG reservations at (888) 695-4678 or Holiday Inn directly at (702)-736-0098 or via Booking Link that will be sent to the group contact.

Team Block-A Rooming List will be provided to the Hotel from contact for the team by **February 13, 2020**.

GUARANTEED RESERVATIONS

All reservations must be accompanied by a first night room deposit or guaranteed with a major credit card or by EL CAMINO REAL HIGH SCHOOL. Hotel will not hold any reservations unless secured by one of the above methods.

CUT-OFF DATE

Reservations by attendees must be received on or before Weekday, Month Day, Year, (the “Cut-Off Date”). At the Cut-Off Date, Hotel will review the reservation pick up for the Event, release the unreserved rooms for general sale, and determine whether or not it can accept reservations based on a space- and rate-available basis at the EL CAMINO REAL HIGH SCHOOL group rate after this date.

NO ROOM TRANSFER BY GUEST

EL CAMINO REAL HIGH SCHOOL agrees that neither EL CAMINO REAL HIGH SCHOOL nor attendees of the Event nor any intermediary shall be permitted to assign any rights or obligations under this Group Sales Agreement, or to resell or otherwise transfer to persons not associated with EL CAMINO REAL HIGH SCHOOL reservations for guestrooms, meeting rooms or any other facilities made pursuant to this Group Sales Agreement.

BILLING ARRANGEMENTS

The following billing arrangements apply: Reservation Method:

Parent Block- Individual to pay all charges

Team Block- 2 Rooms on 1 Credit Card and 5 on another Credit Card.

ROOM BLOCK REVIEW

There will be no liability to Meeting Group for damages due to lost room/suite revenue for failure to fully utilize the room/suite block as outlined in this agreement, provided utilization reports are submitted to the Hotel at the following intervals prior to the main arrival date of the program: 120 days, 90 days, 60 days, 45 days, and 30 days. However, the Hotel does reserve the right to make block adjustments at any time based upon the group pick up. Hotel will provide written

CANCELLATION

In the event of a group cancellation occurring 0 days to 60 days prior to arrival, liquidated damages in the amount of eighty percent (80%) of the Room Night Revenue Commitment will be due, plus applicable taxes.

IMPOSSIBILITY

The performance of this Agreement is subject to termination without liability upon the occurrence of any circumstance beyond the control of either party – such as acts of God, war, government regulations, disaster, strikes (except those involving the employees or agents of the party seeking the protection of this clause), civil disorder, or curtailment of transportation facilities – to the extent that such circumstance makes it illegal or impossible to provide or use the Hotel facilities. The ability to terminate this Agreement without liability pursuant to this paragraph is conditioned upon delivery of written notice to the other party setting forth the basis for such termination as soon as reasonably practical – but in no event longer than ten (10) days – after learning of such basis.

COMPLIANCE WITH LAW

This Agreement is subject to all applicable federal, state, and local laws, including health and safety codes, alcoholic beverage control laws, disability laws, federal anti-terrorism laws and regulations, and the like. Hotel and EL CAMINO REAL HIGH SCHOOL agree to cooperate with each other to ensure compliance with such laws.

CHANGES, ADDITIONS, STIPULATIONS, OR LINING OUT

Any changes, additions, stipulations or deletions including corrective lining out by either Hotel or EL CAMINO REAL HIGH SCHOOL will not be considered agreed to or binding on the other unless such modifications have been initialed or otherwise approved in writing by the other.

LITIGATION EXPENSES

EL CAMINO REAL HIGH SCHOOL understands that Hotel’s liquor license requires that beverages only be dispensed by Hotel employees or bartenders. Alcoholic beverage service may be denied to those guests who appear to be intoxicated or are under age.

COMPLIANCE WITH EQUAL OPPORTUNITY LAWS

This section describes IHG’s obligations as a U.S. federal contractor. It does not apply to customers that are not part of the U.S. federal government or using funds from the U.S. federal government for this contract.

IHG shall comply with all applicable laws, statutes, rules, ordinances, codes, orders and regulations of all federal, state, local and other governmental and regulatory authorities and of all insurance bodies applicable to the Hotel premises in performing its obligations under this Agreement.

IHG(referred to as “contractor” in this section) shall comply with Executive Order 11246, as amended, Section 503 of the Rehabilitation Act of 1973, as amended, and the Vietnam Era Veterans’ Readjustment Assistance Act, as amended, which are administered by the United States Department of Labor (“DOL”), Office of Federal Contract Compliance Programs (“OFCCP”). The equal employment opportunity clauses of the implementing regulations, including but not limited to 41 C.F.R. §§ 60.1-4, 60-300.5(a), and 60-741.5(a), are hereby incorporated by reference, with all relevant rules, regulations and orders pertaining thereto. **This contractor and subcontractor shall abide by the requirements of 41 C.F.R. §§ 60-1.4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, national origin, protected veteran status or disability.**

IHG also shall comply with Executive Order 13496 and with all relevant rules, regulations and orders pertaining thereto, to the extent applicable. The employee notice clause and all other provisions of 29 C.F.R. Part 471, Appendix A to Subpart A, are hereby incorporated by reference.

To the extent applicable, IHG shall include the provisions of this section in every subcontract or purchase order so that such provisions shall be binding upon each contractor, subcontractor or vendor performing services or providing materials relating to this Agreement and the services provided pursuant to the terms hereof.

PRIVACY

IHG Worldwide (“IHG”) is committed to complying with obligations applicable to IHG under applicable privacy and data protection laws, including to the extent applicable EU data protection laws.

Without limiting the foregoing obligation, Hotel has implemented measures designed to: (1) provide notice to individuals about its collection and use of their personal data, including through the Privacy Statement; (2) use such personal data only for legitimate business purposes; (3) provide means by which individuals may request to review, correct, update, suppress, restrict or delete or port their personal data, consistent with applicable law; (4) require any service providers with whom personal data is shared to protect the confidentiality and security of such data; and (5) use technical and organizational measures to protect personal data within its organization against unauthorized or unlawful access, acquisition, use, disclosure, loss, or alteration.

EL CAMINO REAL HIGH SCHOOL will obtain all necessary rights and permissions prior to providing any personal data to Hotel, including all rights and permissions required for Hotel, Hotel affiliates, and service providers to use and transfer the personal data to locations both within and outside the point of collection (including to the United States) in accordance with Hotel’s privacy statement and applicable law. Notwithstanding any other provision, Hotel may use an individual’s own personal data to the extent directed by, consented to or requested by such individual.

LOYALTY PROGRAM - REWARDING EVENTS

Approximately ten (10) business days after the conclusion of the Event (provided that the Event is not cancelled and EL CAMINO REAL HIGH SCHOOL has otherwise complied with the material terms and conditions of this Agreement), the Hotel will either award points or submit an award for airline miles to the Member identified below.

Rewarding Events is not available in certain circumstances, including (1) for any government employee or official booking a government event (U.S. government event or non-U.S. government event); (2) for any employee of a state-owned or state-controlled entity (“SOE”) booking an event on behalf of the SOE; or (3) for any other planner or intermediary when booking an event on behalf of a non-U.S. governmental entity or SOE. Hotels in the Asia Pacific region are restricted from awarding Rewarding Events points or miles to any intermediary booking an event on behalf of any governmental entity or SOE.

GROUP MUST CHECK ONE OPTION BELOW:

The Contact (as identified on page 1 of this Agreement or the Authorized Signer of this Agreement) is eligible to receive Rewarding Events points

IHG Rewards Member Name _____

Loyalty Program Member Number _____

The Contact (as identified on page 1 of this Agreement or the Authorized Signer of this Agreement) declines or is not eligible to receive Rewarding Events points or airline miles and hereby waives the right to receive an award of points or airline miles in connection with the Event.

The number of points or airline miles to be awarded shall be determined pursuant to the Loyalty Program Terms and Conditions, as in effect at the time of award. The Terms and Conditions are available on-line at members.marriott.com, and may be changed at the sole discretion of Marriott International, Inc. at any time and without notice.

The individual identified above to receive either points or airline miles may not be changed without such individual’s prior written consent. By inserting the airline mileage account information, the recipient elects to receive airline miles rather than points. All Loyalty Program Terms and Conditions apply.

*Electronic selection – This may be done in Microsoft Word by double-clicking on the above unfilled box, choosing a blackened box, and then clicking “Insert.” Alternatively, one can use the commands “Insert” and “Symbol,” choose the blackened box, and then click “Insert.”

ACCEPTANCE

When presented by the Hotel to EL CAMINO REAL HIGH SCHOOL, this document is an invitation by the Hotel to EL CAMINO REAL HIGH SCHOOL to make an offer. Upon signature by EL CAMINO REAL HIGH SCHOOL, this document will be an offer by EL CAMINO REAL HIGH SCHOOL. Only upon signature of this document by all parties will this document constitute a binding agreement. Unless the Hotel otherwise notifies EL CAMINO REAL HIGH SCHOOL at any time prior to EL CAMINO REAL HIGH SCHOOL’s execution of this document, the outlined format and dates will be held by the Hotel for EL CAMINO REAL HIGH SCHOOL on a first-option basis until [DATE]. If EL CAMINO REAL HIGH SCHOOL cannot make a commitment prior to that date, this invitation to offer will revert to a second-option basis or, at the Hotel’s option, the arrangements will be released, in which case neither party will have any further obligations.

Upon signature by both parties, EL CAMINO REAL HIGH SCHOOL and the Hotel shall have agreed to and executed this Agreement by their authorized representatives as of the dates indicated below.

ELECTRONIC SIGNATURES

In accordance with federal law, the parties shall execute this Agreement electronically – binding the parties to the same degree as a handwritten signature – by using the following process to create an electronic symbol signifying an intent to be legally bound. Each party must fill in the name, title, and date below, and insert a blackened box (“■”) at the end of the line marked “Electronic Signature (*Replace Empty Box with Blackened Box Here to Enter Into Binding Obligation*)*.” This Agreement shall not be binding on either party until both parties have electronically executed versions of the Agreement that are identical (apart from the electronic execution) and delivered the same to the other party by electronic mail as an attachment. Each party shall retain a paper copy of the electronic mail and attached executed Agreement received from the other party.

Approved and authorized by EL CAMINO REAL HIGH SCHOOL:

Name: (Print) _____

Signature: (Sign) _____

Title: (Print) _____

Date: _____

Electronic Signature

(*Replace Empty Box with Blackened Box Here to Enter Into Binding Obligation*):

Approved and authorized by Hotel:

Name: (Print) Brooke Welton

Signature: (Sign) _____

Title: (Print) Director of Sales

Date: _____

Electronic Signature

(Replace Empty Box with Blackened Box Here to Enter Into Binding Obligation):

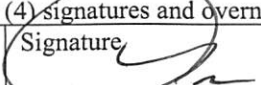


*This may be done in Microsoft Word using the commands "Insert" and "Symbol," choose the blackened box, and then click "Insert."

Coversheet

Discuss and Possible Approval of Dance Guard Trip to Dayton, OH

Section: III. Travel Committee
Item: E. Discuss and Possible Approval of Dance Guard Trip to Dayton, OH
Purpose: Vote
Submitted by:
Related Material: Dance Guard - Dayton Ohio.pdf

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

Destination WGI World Championships		Address of Destination multiple destinations in Dayton, Ohio			
Date(s) of Trip 3/30/20 - 4/5/20		Number of Students 10		Overnight Trip: <input checked="" type="radio"/> YES <input type="radio"/> NO	
Certificated Employee Supervising Trip			Cell Phone #		Department/Group Varsity Dance Guard
Substitute Required? <input type="radio"/> YES <input checked="" type="radio"/> NO		How Many Substitutes? —	How Many Days? —		Source of Funds: —
Requested Schedule	Leave School AM 1 PM	Arrive at Destination AM 8 PM	Leave Destination 9 AM PM		Return to School AM 5 PM
Method of Transportation	School Bus/How Many?	Walking	Automobile		Other (specify) airplane
Total Number of Adults (Including Volunteer Chaperones) 4			Supervision Ratio (minimum: 20:1) 2.5:1		
Name of Additional Employees Attending Trip					
Name	Cell #	Name	Cell #		
Taylor Hardie	(818) 626-4629	Kena Worthen	(805) 405-1913		
Name	Cell #	Name	Cell #		
Name of Additional Chaperones Attending Trip					
Name	Cell #	Name	Cell #		
Laurie Finnegan	(818) 456-2522	Debbie Mongeli	(818) 648-7172		
Name	Cell #	Name	Cell #		
BRIEF DESCRIPTION OF EDUCATIONAL BENEFIT TO BE DERIVED FROM THIS ACTIVITY. Please see attached document.					
APPROVALS					
(Single-day trips require four (4) signatures and overnight trips require 5 or 6 signatures)					
Administrator Teacher's Department Administrator	<input checked="" type="radio"/> YES <input type="radio"/> NO	Signature 		Date 8-2-19	
Date & location Assistant Principal (Dean Bennett)	<input checked="" type="radio"/> YES <input type="radio"/> NO	Signature 		Date 8/28/19	
Funding Executive Director (David Hussey)	<input checked="" type="radio"/> YES <input type="radio"/> NO	Signature 		Date 8/28/19	
Paperwork Assistant Principal (Dean Bennett)	<input type="radio"/> YES <input type="radio"/> NO	Signature		Date	
Overnight Executive Director (David Hussey)	<input type="radio"/> YES <input type="radio"/> NO	Signature		Date	
Out of State/Country Trips Board of Directors	<input type="radio"/> YES <input type="radio"/> NO	Signature		Date	

Varsity Dance Guard Request for WGI World Championships

Summary:

The ECR Varsity Dance Guard would like to travel to Dayton, Ohio for the Winter Guard International World Championships March 30-April 5 2020.

Going on a trip like this gives the students real-life experience that they can not learn in a classroom. They work hard as a team, bond as a team, and succeed as a team. This trip will be a formative experience for these students. Competing in competitions of this level promote the ECRCHS brand as one of the best on the West Coast, and in the nation. Students who have attended WGI World Championships with ECR in the past have noted that the trip was an experience of a lifetime for them and they feel extremely lucky to have had the opportunity. We would like to continue to extend that same experience to this year's Varsity team.

Although championships are not until the end of March, the sign-up date is September 2019, and the events fill up on the day of registration.

At a Glance:

School's estimated costs:

Item	Anticipated Cost
Van Rental (2 vans for 10 kids, 2 coaches, and 3 parents, floor, and flag bags, and gas)	\$1800
Hotel for 2 coaches (6 nights)	\$1800
Rehearsal Space	\$1000 (\$85/hr-\$125/hr, estimated 8 hours max)
Floor/radio transportation	\$500
Flights for 2 coaches	\$1400 (estimated \$700/ticket)
Total	\$6500

Costs to be taken from Dance Guard Trust:

Item	Anticipated Cost
6 nights at hotel for about 10 students (3 rooms)	\$2700
Flights for about 10 students	\$7000 (about \$700/ticket)
World Class Finals Tickets	\$960 (\$85/ticket)
Total	\$7660

WGI Championships 2019 Itinerary

***Note: All times are estimates and most of this schedule is based on our previous trip to Ohio. Competition schedules do not come out until two weeks beforehand and itinerary will be adjusted accordingly.**

Monday 3/30:

6:45 am: Meet in small parking lot

7:00 am: Leave for airport

12:05 pm: Depart

10:55 pm: Land in Cincinnati. Go to baggage claim. Pick up rental vans. Head to hotel (the drive is about 1hr)

Tuesday 3/31:

Morning: Breakfast

After breakfast until 9:45: Relax/hw time/get ready

9:45 am: Leave for Headquarters to check-in and unload floor/radio

- University of Dayton Arena, Boesch Lounge
 - 1801 S Edwin C. Moses Blvd; Dayton, OH 45408

10:45 am: Leave for lunch or eat lunch at headquarters 11:00

11:30 am: Leave for practice

- Kingdom Sports Center
 - 440 Watkins Glen Dr Franklin, OH 45005

12:30-3:30 pm: Practice

4:00 pm: Head back to hotel

- Courtyard by Marriott
 - 100 Prestige Pl, Miamisburg, OH 45342

4:15 pm: Relax/hw time

6:30 pm: Dinner at BJs

8:00 pm: Team meeting in lobby

Wednesday 4/1:

Morning: Breakfast

8:15 am: Mrs. Yedor leaves to do sound check

- Cintas Center
 - 1624 Herald Avenue, Cincinnati, Ohio 45207

After breakfast until 11:00: Relax/hw time/get ready

11:00-11:30 am: Lunch

11:30 am: Leave for Practice. If we arrive early stretch in parking lot

- Sports Plus Court 4
 - 10765 Reading Road, Cincinnati, OH 45241

1:00-4:00 pm: Practice

4:00 pm: Finish getting ready at practice site

4:30 pm: Light dinner

5:30 pm: Leave for Cintas Center

- Cintas Center
 - 1624 Herald Avenue, Cincinnati, Ohio 45207

6:00 pm: Arrive at Cintas Center. Check-in, do walk through, watch a few guards

7:00 pm: Unload equipment and floor

7:55 pm: Body Warm-Up

8:04 pm: Equipment

8:15 pm: Holding

8:23 pm: Perform. Load floor right after

9:30 pm: Leave for hotel (right after scores are posted)

- Courtyard by Marriott
 - 100 Prestige Pl, Miamisburg, OH 45342

10:30 pm: Team meeting in lobby

Thursday 4/2:

Breakfast

8:00 am: Meet in lobby for practice if we make semi-finals

9:00-10:00 am: Practice

- Collins Gym
 - University of Dayton, corner of Caldwell and Frerick
 - Estimated address: 299 Caldwell St, Dayton, OH 45409

12:00-10:00 pm: Semi-Finals

- Specific times to be determined the night before.

10:00 pm: Team meeting in lobby

Friday 4/3:

Breakfast

8:00 am: Meet in lobby for practice if we make finals

9:00-11:00 am: Practice

- Site TBD

12:00-10:00 pm: Finals

- Specific times to be determined the night before

10:00 pm: Team meeting in lobby

Saturday 4/4:

Breakfast

10:00-2:00 pm: Homework time in the hotel lobby and light lunch

2:00 pm: Homework time in the hotel lobby/get ready for dinner/finals

3:00 pm: Team dinner

6:00 pm: Watch world Class Finals

10:00 pm: Team meeting in lobby

Sunday 4/5:

Breakfast

9:00 am: Leave for airport

1:00 pm: Depart

3:00 pm: Arrive in LA. Parents pick up students from the airport.

List of Students:

1. Charlotte Barton
2. Sofia Dzilvelis
3. Jordan Frawley
4. Regina Henderson
5. Caitlyn Mongeli
6. Tiffany Oruh
7. Maddy Ovsepyan
8. Kaitlin Sera
9. Sofia Vargas
10. Kamryn Wegner



El CaminoReal
Charter
High School

Woodland Hills, CA

Alison Yedor <a.yedor@ecrchs.net>

Fwd: Voicemail Follow Up

1 message

Laurie Finnegan <lfinnegan04@gmail.com>

Wed, Aug 21, 2019 at 9:41 PM

To: a.yedor@ecrchs.net, tayler_hardie@yahoo.com, kenabworthen@gmail.com

Quote for Dayton hotel

Sent from my iPhone

Begin forwarded message:

From: CANDICE TURNER <CANDICE.TURNER@Hilton.com>

Date: August 21, 2019 at 1:36:34 PM PDT

To: "lfinnegan04@gmail.com" <lfinnegan04@gmail.com>

Subject: Voicemail Follow Up

Hello Lori,

Sorry for the delay! We can offer the rate of \$159.0/night with breakfast included in the rate for special event dates we require a non-refundable deposit on group room blocks of \$500.00 at contract signing . Please let me know if you have any questions . Is this going to be state tax exempt?

Candice Turner

Director of Sales



HILTON GARDEN INN DAYTON SOUTH/AUSTIN LANDING

+1 937 247 5260 Office

+1 937 247 5259 Fax

12000 Innovation Drive, Miamisburg, OH 45342

Candice.turner@hilton.com

Daytonsouthaustinlanding.hgi.com



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Round trip 1 passenger Economy

Los Angeles LAX Cincinnati

Mon, Mar 30 Sun, Apr 5

Bags Stops United Price Times Connecting airports More

*It is too far in advance for quotes other than United. Costs are estimates based on highest price listed here.
Best departing flights

Total price includes taxes + fees for 1 adult. Additional bag fees and other fees may apply.

Sort by:

	9:30 AM – 10:10 PM United	9h 40m LAX-CVG	1 stop 3h 25m SFO	\$475 round trip	▼
	11:15 PM – 8:44 AM ⁺¹ Uni... Operated by Gojet Airlines DBA Un...	6h 29m LAX-CVG	1 stop 1h 27m ORD	\$475 round trip	▼
	12:15 PM – 10:10 PM United	6h 55m LAX-CVG	1 stop 54m SFO	\$540 round trip	▼
	11:30 PM – 9:55 AM ⁺¹ Uni... Operated by Mesa Airlines DBA Un...	7h 25m LAX-CVG	1 stop 50m IAD	\$540 round trip	▼

Prices are currently typical for your trip.

Details ▼

Other departing flights

	11:50 PM – 11:10 AM ⁺¹ Uni... Operated by Republic Airlines DBA...	8h 20m LAX-CVG	1 stop 2h 52m IAH	\$555 round trip	▼
	1:30 PM – 11:10 PM Uni... Operated by Republic Airlines DBA...	6h 40m LAX-CVG	1 stop 1h 5m IAH	\$595 round trip	▼
	6:15 AM – 5:48 PM Uni... Operated by Republic Airlines DBA...	8h 33m LAX-CVG	1 stop 1h 13m EWR	\$625 round trip	▼
	8:00 AM – 7:23 PM Uni... Operated by Republic Airlines DBA...	8h 23m LAX-CVG	1 stop 1h 19m EWR	\$625 round trip	▼
	1:15 PM – 10:11 PM United	5h 56m LAX-CVG	1 stop 1h 5m DEN	\$625 round trip	▼
	2:05 PM – 11:20 PM Uni... Operated by Gojet Airlines DBA Un...	6h 15m LAX-CVG	1 stop 55m ORD	\$625 round trip	▼
	10:00 AM – 7:40 PM Uni... Operated by Republic Airlines DBA...	6h 40m LAX-CVG	1 stop 1h 5m IAH	\$670 round trip	▼