



# El Camino Charter High School

## Travel Committee Meeting

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### **Date and Time**

Monday February 10, 2020 at 5:00 PM PST

### **Location**

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

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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.
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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
<b>I. Opening Items</b>			<b>5:00 PM</b>
Opening Items			
<b>A.</b> Call the Meeting to Order		Darin Ryburn	1 m
<b>B.</b> Record Attendance and Guests		Daniel Chang	1 m
<b>C.</b> Public Comments		Darin Ryburn	15 m
<b>II. Consent</b>			<b>5:17 PM</b>
<b>A.</b> Approve Minutes of January 9, 2020 Travel Committee Meeting	Approve Minutes	Darin Ryburn	1 m
Approve minutes for Travel Committee Meeting on January 9, 2020			
<b>III. Travel Committee</b>			<b>5:18 PM</b>
Travel Committee			
<b>A.</b> Discuss and Vote on Boys Volleyball Team Trip to Las Vegas, Nevada	Vote	Darin Ryburn	10 m
Discuss and possible approval of Boys Volleyball Team trip to Las Vegas, Nevada from April 5 to 7 for the 2020 Las Vegas Easter Invitational tournament.			
<b>B.</b> Discuss and Vote on Trip to AP Summer Institute in Austin, Texas	Vote	Darin Ryburn	10 m
Teacher Melissa Gregorio will attend the AP Summer Institute at the University of Texas-Austin from June 9 - 12, 2020, to help her prepare for teaching AP Psychology starting Fall 2020. The total amount sought is \$2,709.42.			
<b>IV. Closing Items</b>			<b>5:38 PM</b>
<b>A.</b> Adjourn Meeting	Vote	Darin Ryburn	1 m

# Cover Sheet

## Approve Minutes of January 9, 2020 Travel Committee Meeting

**Section:** II. Consent  
**Item:** A. Approve Minutes of January 9, 2020 Travel Committee Meeting  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:** Minutes for Travel Committee Meeting on January 9, 2020



# El Camino Charter High School

## Minutes

### Travel Committee Meeting

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#### **Date and Time**

Thursday January 9, 2020 at 5:30 PM

#### **Location**

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

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#### **Committee Members Present**

Beatriz Chen, Darin Ryburn

#### **Committee Members Absent**

Kenneth Lee

#### **Guests Present**

Daniel Chang

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### **I. Opening Items**

#### **A. Call the Meeting to Order**

Darin Ryburn called a meeting of the Travel Committee committee of El Camino Charter High School to order on Thursday Jan 9, 2020 @ 5:33 PM at El Camino Real Charter High School, Conference Room, 5440 Valley Circle Boulevard, Woodland Hills, CA 91367.

#### **B. Record Attendance and Guests**

#### **C. Public Comments**

There were no public comments.

### **II. Consent**

#### **A. Approve Minutes of December 11, 2019 Travel Committee Meeting**

Darin Ryburn made a motion to approve the minutes. Travel Committee Meeting on 12-11-19

Beatriz Chen seconded the motion.

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

### **III. Travel Committee**

**A. Discuss and Vote on Football Coach's Trip to Las Vegas, Nevada**

It appears the coaches had gone previously, perhaps 3 years ago, but had not sought reimbursement. The 3 assistant coaches going are all classified employees. Mr. Ryburn asked for clarification as to whether this time would be paid for to the classified employees; Mr. Chang indicated that it was his understanding that stipend coaches are not paid to attend such events. The Committee will put in a cushion to account for potential parking costs, additional hotel fees, etc., in a total amount of \$2,700.00.

Beatriz Chen made a motion to approve the football coaches' trip to Las Vegas, Nevada from February 6-9, 2020, up to a total amount of \$2,700.00.

Darin Ryburn seconded the motion.

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

**IV. Closing Items**

**A. Adjourn Meeting**

Beatriz Chen made a motion to adjourn the meeting.

Darin Ryburn seconded the motion.

The committee **VOTED** 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 5:48 PM.

Respectfully Submitted,  
Daniel Chang

# Cover Sheet

## Discuss and Vote on Boys Volleyball Team Trip to Las Vegas, Nevada

**Section:** III. Travel Committee  
**Item:** A. Discuss and Vote on Boys Volleyball Team Trip to Las Vegas, Nevada  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** 2020 Boys Volleyball Travel Information.pdf

BOYS VOLLEYBALL 2020  
2 DAY EASTERN TOURNAMENT

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

Destination LAS VEGAS		Address of Destination 9802 SNOWY CANYON CT, LAS VEGAS NV 89183			
Date(s) of Trip APRIL 5-7, 2020	Number of Students 13		Overnight Trip: <input checked="" type="radio"/> YES <input type="radio"/> NO		
Certificated Employee Supervising Trip ALYSSA LEE		Cell Phone # 818 437 0483		Department/Group BOY VOLLEYBALL TEAM	
Substitute Required? YES <input type="radio"/> NO <input checked="" type="radio"/>		How Many Substitutes? N/A	How Many Days? N/A	Source of Funds:	
Requested Schedule	Leave School 8:20 <input checked="" type="radio"/> AM <input type="radio"/> PM	Arrive at Destination 3:00 <input type="radio"/> AM <input checked="" type="radio"/> PM	Leave Destination 11:00 <input checked="" type="radio"/> AM <input type="radio"/> PM	Return to School 8:00 <input type="radio"/> AM <input checked="" type="radio"/> PM	
Method of Transportation	School Bus/How Many?	Walking	Automobile <input checked="" type="checkbox"/>	Other (specify) PRIVATE	
Total Number of Adults (Including Volunteer Chaperones) 3			Supervision Ratio (minimum: 20:1) 13:3		
Name of Additional Employees Attending Trip					
Name JOHN MCNALLY	Cell # 818 584 9885	Name	Cell #		
Name MATT NGUYEN	Cell # 818 970 1728	Name	Cell #		
Name of Additional Chaperones Attending Trip					
Name	Cell #	Name	Cell #		
Name	Cell #	Name	Cell #		
BRIEF DESCRIPTION OF EDUCATIONAL BENEFIT TO BE DERIVED FROM THIS ACTIVITY. BOYS VOLLEYBALL TOURNAMENT COMPETITION, TEAM BUILDING PLAYING TEAMS FROM CA, NV, AZ, UT					
APPROVALS (Single-day trips require four (4) signatures and overnight trips require 5 or 6 signatures)					
Administrator Teacher's Department Administrator	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	Signature 	Date 1/28/2020		
Date & location Assistant Principal (Dean Bennett)	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	Signature 	Date 1/28/2020		
Funding CBO (Alan Darby)	YES <input type="checkbox"/> NO <input type="checkbox"/>	Signature	Date		
Executive Director (David Hussey)	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	Signature 	Date 2/3/2020		
Paperwork Assistant Principal (Dean Bennett)	YES <input type="checkbox"/> NO <input type="checkbox"/>	Signature	Date		
Overnight Executive Director (David Hussey)	YES <input type="checkbox"/> NO <input type="checkbox"/>	Signature	Date		
Out of State/Country Trips Board of Directors	YES <input type="checkbox"/> NO <input type="checkbox"/>	Signature	Date		



The ECR Boys Volleyball Team will travel to Henderson, Nevada for the 27<sup>th</sup> Annual Two Day Easter Invitational Tournament. Games will be played at Canyon Springs HS, Foothill HS, Green Valley HS, Silverado HS. Teams from California, Utah, and Colorado will join the Nevada based high school for 3 days of volleyball. The tournament is sponsored and organized by Canyon Springs High School. This will be the 7<sup>th</sup> year the team has participated in the Easter Invitational Tournament.

**Dates:**

Sunday, April 5, 2020 to Tuesday, April 7, 2020

**Chaperone Contact**

Alyssa Lee (818) 437-0483  
 John McNally (818) 584-9885  
 Matt Nguyen (818) 970-1728

**Lodging Information:**

9802 Snowy Canyon Ct  
 Las Vegas, NV 89183

Note: Student-Athletes will travel with their parents.

**Estimated reimbursement from school**

Estimated Meals – Alyssa Lee	\$152.50
4/5/20 - \$45.75	
4/6/20 - \$61	
4/7/20 - \$45.75	
Estimated Meals – John McNally	\$152.50
4/5/20 - \$45.75	
4/6/20 - \$61	
4/7/20 - \$45.75	
Estimated Flight – Alyssa Lee & John McNally	\$255.92
Estimated Car Rental	\$144.00
Estimated Gas	\$100.00
Tournament Fee	\$495.00
<b>TOTAL</b>	<b>\$1,299.92</b>

**Student-Athletes Attending Estimated Players – 13 players:**

- Kenneth Alas
- Angelico Gavin Arambulo
- Hale Chiba
- Aaron Cortes
- Albert Dela Rosa
- Dominic Feliton
- Liam Gottesman
- Gabriel Gumbiner
- Soroosh Khoshavi
- Oleksandr Kupin
- Karl Lacson
- Joel Nakama-Choi
- Brandon Ta

## **2020 LAS VEGAS EASTER INVITATIONAL**

APRIL 5-7 (SUNDAY-TUESDAY)

**PLAYERS AIRBNB:** TBA

**EMERGENCY LOCATION:** 3001 St Rose Pkwy. Henderson, NV 89052

**TOURNAMENT LOCATION(S) :**

Green Valley High School: 460 Arroyo Grande Henderson, NV 89014

Canyon Springs High School: 350 E. Alexander N. Las Vegas, NV 89032

Silverado High School: 1650 Silver Hawk Henderson, NV 89123

Foothill High School: 800 College Drive Henderson, NV 89015

**PRICE:** \$150 (all inclusive)

**CHAPERONE CONTACT:**

Alyssa Lee (818) 437-0483

John McNally

Matthew Nguyen

### RULES

1. NO DRUGS OR ALCOHOL
2. No inappropriate posting of any images on social media network during trip
3. No player may leave Airbnb/tournament site without a chaperone present (Alyssa or David)
4. Players must remain with the TEAM and may not go off with a parent
5. Transportation will leave promptly at designated times, please be on time
6. Players will go with parents from ECR on the day of departure and on the day of return
7. Coach reserves right to suspend player from participating in games/activities if any of the rules are broken

## 27<sup>th</sup> ANNUAL TWO DAY LAS VEGAS EASTER INVITATIONAL MEN'S VOLLEYBALL TOURNAMENT

**When:** Monday & Tuesday April 6<sup>th</sup> & 7<sup>th</sup>, 2020

**Where:** Canyon Springs, Foothill, Green Valley, & Silverado High Schools

**Format:** Four Rounds: 1. Monday Morning Pool Play  
2. Monday Afternoon/Early Evening Qualifier Round.  
3. Tuesday Morning Pool Play.  
4. Tuesday Afternoon/Early Evening Final Placement Matches.  
\*Everyone will be guaranteed a minimum of 8 matches.

**Officiating:** N.I.A.A. Sanctioned Referees

**Entry Fee:** \$495.00 Make checks payable to Canyon Springs High School

**Mail Entry To:**  
Jerry Huston, Director  
Las Vegas Easter Invitational  
P.O. Box 20734  
Las Vegas, NV 89112

**Room Reservations:**  
Las Vegas Visitors & Convention Authority  
1-800-332-5333

**Questions:** Contact Jerry Huston: Jerry\_Huston@Hotmail.com  
Hm (702) 454-7317

**COMPLETE & RETURN LOWER PORTION BEFORE:**

March 1, 2020

Name of School: El Camino Real Charter Ph. Number (818) 595 7500

Coaches Name: ALYSSA LEE Cell. Phone (818) 437-0483  
(Please Print)


Coaches e-mail Address: a.lee@ecrchr.net

School Address: 5440 Valley Circle Blvd  
(Please Print)

City Woodland Hills State CA Zip: 91367

Coaches Home Address: 18822 Salt Lake Place  
(Please Print)

City Porter Ranch State CA Zip: 91326

Athletic Administrators Signature: 

APR 5 - 7  
✈ BUR → LAS

TOTAL  
**\$255.92** ✓

# Trip & Price Details

Price Payment Confirmation

## ✈ Flight [Modify](#)

✈ Sun 4/5	<b>BUR</b> → <b>LAS</b>	11:05AM	12:15PM	1hr 10min	Nonstop	Wanna Get Away	Price per passenger	\$92.24
							Taxes and fees per passenger	\$35.72
✈ Tue 4/7	<b>LAS</b> → <b>BUR</b>	8:50PM	9:50PM	1hr 0min	Nonstop	Wanna Get Away	Total per passenger	\$127.96
							Passenger(s)	x2
							<b>Flight total</b>	<b>\$255.92</b>

### Helpful Information:

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

**No change fees.<sup>1</sup>**  
Change your flight later without a fee.

<sup>1</sup>Fare difference may apply.

BAG FEE *	\$0.00
SUBTOTAL	\$184.48
TAXES & FEES	\$71.44
<b>TRIP TOTAL</b>	<b>\$255.92</b>

[Show price breakdown](#)



**Get a \$200.00 statement credit**

after first purchase.

**Earn 10,000 Rapid Rewards® points**

after you spend \$500 in your first 3 months.

[Learn more >](#)

YOU PAY TODAY	\$255.92
CREDIT ON YOUR STATEMENT	-\$200.00
<b>TOTAL AFTER STATEMENT CREDIT</b>	<b>\$55.92</b>

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

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

Log in for faster checkout

Continue

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

**Add a Car** [Products not confirmed until purchase.](#)

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



**Book now. Pay later!**

From \$41.49\*/day in Las Vegas



**Book now**

\*Taxes and fees excl. Terms apply.

<b>PICK-UP LOCATION</b> Las Vegas, NV - LAS	<b>PICK-UP DATE</b> 4/05 Sun, Apr 5, 2020	<b>PICK-UP TIME</b> 1:00 PM
<b>RETURN LOCATION</b> Las Vegas, NV - LAS	<b>RETURN DATE</b> 4/07 Tue, Apr 7, 2020	<b>RETURN TIME</b> 7:00 PM
<b>RENTAL COMPANY (Optional)</b> No preference	<b>VEHICLE SIZE (Optional)</b> No preference	



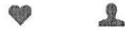
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\* 1st and 2nd checked bags fly free. [Weight and size limits apply.](#)

**Log in for faster checkout**

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



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Las Vegas, NV, United States (LAS-McCarran I... Sun, Apr 5, 12:30pm - Tue, Apr 7, 7:30pm Change search

**Good News**

The price of your trip decreased from \$161 to \$144. Book now to secure this price.



**Standard SUV**

Hyundai Sante Fe or similar

5 4

Air Conditioning

Automatic transmission

Unlimited mileage

Fuel info: Full to full

**\$29** per day

**\$144** total\*

Pay now

No changes, cancellations or refunds  
Total includes taxes and fees

Reserve



Don't forget to add collision damage protection at checkout.

**Reviews**

55% recommend (1606 rated)

Vehicle condition as expected

**Important information**

Drivers under 25 years of age may need to pay an extra fee. For additional driver charges, mileage and fuel policy, extra hours or other important information, read rules and restrictions.

**Pick-up**

LAS Airport  
7230 Gilespe St, Las Vegas, Nevada, USA  
89119

Hours of operation  
6:00am - 11:59pm

Shuttle to counter and car  
Free shuttle to the rental car counter and car located off the airport.

**Drop-off**

LAS Airport  
7230 Gilespe St, Las Vegas, Nevada, USA  
89119

Hours of operation  
6:00am - 11:59pm

**Accessories**

Requests cannot be guaranteed as they are subject to availability. Payment due at pick-up.

	No	Yes
Navigation system	No	Yes
Ski rack	No	Yes
Infant seat	No	Yes
Toddler seat	No	Yes

Tell us what is missing from this page

✓ Earn 289 Expedia Rewards points

**\$29** per day

**\$144 total\***

✓ Pay now

**No changes, cancellations or refunds**

Total includes taxes and fees

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# FY 2020 Per Diem Rates for Las Vegas, Nevada

Meals & Incidentals (M&IE) Breakdown

Primary Destination	County	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel
Las Vegas	Clark	\$61	\$14	\$16	\$26	\$5	\$45.75



# Cover Sheet

## Discuss and Vote on Trip to AP Summer Institute in Austin, Texas

**Section:** III. Travel Committee  
**Item:** B. Discuss and Vote on Trip to AP Summer Institute in Austin, Texas  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** AP Psychology - Summer Institute.pdf



# EL CAMINO REAL CHARTER HIGH SCHOOL Conference Request Form

**Conference Request Information**

Your Name: Melissa Gregorio  
 Department: Social Studies (Psychology)  
 Conference Name: AP Summer Institute - Psychology  
 Conference Date(s): June 9 - June 12, 2020  
 Conference Location: University of Texas - Austin

Brief Description of Conference: Exploring the course framework, exam, and new resources to help me plan & focus instruction to teach AP Psychology.

What is the purpose of your attendance at the conference?  
I have never taught this course and would like to take the earliest opportunity to receive direct guidance from the College Board so I can be as prepared as possible.

What is the benefit to the school? (i.e. What school or departmental goals does this address?)  
Students will continue to succeed in AP Psychology, as our current instructor is retiring.

What follow up activities will occur? (e.g. Present information to your department, Create a new curricular activity)  
Be ready to teach the course; prepare students to pass the exam and (potentially) for their college-level psychology courses.

Anticipated Costs:

Number of Substitute Days Requested	0
Conference Registration Fee	\$ 545.00 (by 2.28.2020)
Lodging / Airfare Bundled - Expedia	\$ 1,061.92
Parking	\$ 132.00
Meals 4 days plus 1st last day of travel	\$ 335.50
Mileage 60 miles roundtrip to LAX	\$ 35.00
Other	
<b>TOTAL</b>	<b>\$ 2,709.42</b>

See all additional documents.

- 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](http://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.

Melissa Gregorio  
 Employee Signature

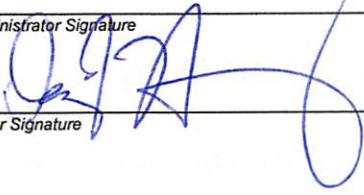
1.10.2020  
 Date

**Approvals**

(on back)

Department Administrator Signature

Date



1/10/2020

Executive Director Signature

Date

Board Signature

Date

January 10, 2020

**Request For Approval**

**RE: Melissa Gregorio Psychology AP Summer Institute (APSI) Out Of State Travel**

- **Need to Attend:** I will be teaching AP Psychology starting Fall 2020 (as Mr. Craig is retiring). As I have never taught this course before, it is imperative that I attend a College Board-endorsed summer institute where I can learn more about the course framework, the exam, the recent curriculum changes, and learn some ‘best practices’ from other teachers. The reason I am selecting *this particular APSI* is because of time. As of today, the APSI closest to ECR (in San Diego) isn’t until July 13-16. This will give me only about 2.5-3 weeks to put everything together before school starts, which is not enough time. I want to be as prepared as possible when school starts so that I can maintain the excellence of our AP Psychology program. The APSI at UT Austin is the earliest APSI offered; it starts the week after we get out for summer break (June 9-12). I would like to go as soon as possible so that I can maximize my time with all the information and plan my course to the best of my ability, as well as make use of the assistance Mr. Craig has offered me.
- **Further Justification for Out of State Travel:** Although travelling to Austin requires flights and going to San Diego does not, the overall Austin experience is likely to be cheaper. In discussing my idea with Mr. Bennett, he did some “quick math,” assuming hotel prices to be similar (as the SD conference is held at the University of San Diego, and the Austin conference is held at the University of Texas at Austin--hotel prices near downtown areas and university areas are often similarly pricey). You can see (**attached Document A**) that the SD conference is more expensive, there will be more to pay for mileage, I would need to park at the hotel for at least 5 days, which is fairly expensive in San Diego, and the meals and incidentals per diem is higher in San Diego than in Austin.
- **Justification for Hotel:** I know our fiscal policy states that hotels should be under \$200/night. I was unable to find a hotel near the conference that is under \$200/night. I am requesting to stay at the Hampton Inn & Suites Austin @ The University/Capitol. If you look at **Documents B, C, and D**, I used both information from the conference website itself (Document B), as well as a Google Search (Documents C and D) to find hotels closest to where the conference buildings are. The Hampton Inn is NOT the closest hotel, as the closest one (AT&T Executive Education and Conference Center) is almost \$100 more a night. The Hampton Inn is the 2nd closest; it is within walking distance of the university, which means there is no need for me to rent a car while in Austin. The only transportation costs in Austin will be to and from the airport.
- **Reducing Costs:** In the small packet **Document E**, you will see that I have the total cost for flight and hotel bundled through Expedia (\$1,661.92 as of January 8, 2020), as well as the cost of booking flights and hotel separately (\$2,098.50 as of January 8, 2020). Also, booking the conference by February 28, 2020 saves \$30 on the conference fee (and saves \$250, compared to the San Diego conference fee).

Overall, I hope you can see that *if* there are any additional costs for this trip to Austin (compared to San Diego), they are minimal and, I firmly believe, offset by the extra month I will have to use this information for the benefit of the many students who enroll in AP Psychology. Thank you for considering approving this travel as soon as possible so I may register for the conference and take advantage of early booking savings. Please let me know if you need any additional information to assist with your decision.



El Camino Real  
 Charter  
 High School  
 Woodland Hills, CA

*Document A*

Melissa Gregorio <m.gregorio@ecrchs.net>

**Conference Questions**

Dean Bennett <D.Bennett@ecrchs.net>  
 To: Melissa Gregorio <M.Gregorio@ecrchs.net>

Mon, Jan 6, 2020 at 4:07 PM

Hi,  
 Happy New Year!

I did some quick math. If we assume the hotel rates are similar in Austin and San Diego, it looks like Austin would be cheaper.

	San Diego	Austin
Conference Fee	\$795	\$545
mileage	300 miles round trip. 300 x 0.58 = \$174	60 miles round trip to LAX. 60 x 0.58 = \$35
meals	\$71 per day x 4 days = \$284	\$61 per day x 4 days = \$244
airfare	0	\$250
hotel	equal rates in both cities	
Total	\$1,253	\$1,074

Round trip ▾ 1 passenger ▾ Economy ▾

Los Angeles LAX ↔ Austin Mon, Jun 8 < > Fri, Jun 12 < >

Bags ▾ Stops ▾ Airlines ▾ Price ▾ Times ▾ Connecting airports ▾ More ▾

Date grid Price graph Nearby airports

Best departing flights ☉

Total price includes taxes + fees for 1 adult. [Apply filters, bag fees](#) and other fees may apply.

Sort by ↑

	5:00 PM - 9:50 PM American	2h 50m LAX-AUS	Nonstop	\$207 round trip	▾
	8:25 AM - 1:35 PM Delta	3h 10m LAX-AUS	Nonstop	\$235 round trip	▾
	7:50 AM - 12:40 PM American	2h 50m LAX-AUS	Nonstop	\$239 round trip	▾
	12:40 PM - 5:30 PM American	2h 50m LAX-AUS	Nonstop	\$239 round trip	▾
	6:05 PM - 11:22 PM United - Operated by Skywest/EEA/United Express	3h 17m LAX-AUS	Nonstop	\$242 round trip	▾

Even with minor fluctuations in hotel and airfare costs, I think the cost difference will be minimal. Then the deciding factor would be the preparation time you would gain by going to the June conference. If you submit this request in January, it would still leave you with plenty of options (and time to re-submit) if they decline your request.

I hope this helps,

Dean

[Quoted text hidden]

--



**Dean Bennett**

Assistant Principal, El Camino Real Charter High School

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5440 Valley Circle Blvd. Woodland Hills CA 91367  
D 818-595-7508 P 818-595-7500 F 818-710-9023  
E D.Bennett@ecrchs.net W <http://www.ecrchs.net>



[Quoted text hidden]

# Document B



The University of Texas at Austin



AP® Summer Institutes

Home > Meals & Lodging

## Meals & Lodging

### Meals

Meals will not be provided by UT Austin APSI. But, participants will be given 1 hour for lunch. Please click here for a list of area restaurants. (Coming Soon)

### Lodging

Special Pricing Information TBD

Nearby Hotels (contact the hotel directly for booking and pricing)

- DoubleTree Suites by Hilton Austin
- Hampton Inn & Suites Austin @ The University/Capitol *-2nd most close*
- AT&T Executive Education and Conference Center *-CLOSEST but \$\$\$*
- DoubleTree by Hilton Hotel Austin - University Area
- La Quinta Inn Austin Capitol - Downtown
- Hotel Ella



The University of Texas at Austin

AP® Summer Institutes

UT High School-APSI Program  
1616 Guadalupe St. Ste. 0.134  
Austin, TX 78701

512-471-2913  
Email Us >

### POLICIES & PROCEDURES

[UT Austin Home](#)   [Emergency Information](#)   [Site Policies](#)   [Web Accessibility Policy](#)

[Web Privacy Policy](#)   [Adobe Reader](#)

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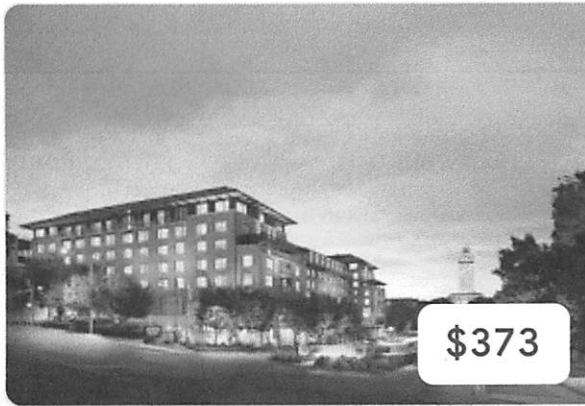
### Hampton Inn & Suites Austi...

3-star hotel  
4.5 ★★★★★ 667 reviews

Modern lodging with free hot breakfast & Wi-Fi, plus a fitness room & rooftop pool.

\$281

[View prices](#)



### AT&T Executive Education a...

4-star hotel  
4.5 ★★★★★ 1,554 reviews

Campus convention hotel with modern meeting spaces & casual rooms, plus an outdoor heated pool.

\$373

[View prices](#)



### DoubleTree Suites by Hilton ...

3-star hotel  
4.3 ★★★★★ 671 reviews

Sophisticated 1- & 2-bedroom suites with kitchens, plus an outdoor pool and a free area shuttle.

\$257

[View prices](#)



### Drifter Jack's Hostel

2-star hotel  
4.5 ★★★★★ 307 reviews

Lively hostel offering a mix of accommodations & a movie room, plus free breakfast & WiFi.

\$33

[View prices](#)



Document D

Chrome File Edit View History Bookmarks People Tab Window Help

Wed Jan 8 4:06 PM

google.com/travel/hotels/The%20University%20of%20Texas%20at%20Austin?g2lb=2502405%2C2502548%2C4208993%2C4254308%2C425816...

Google

- Trips
- Explore
- Flights
- Hotels
- Packages



\$281

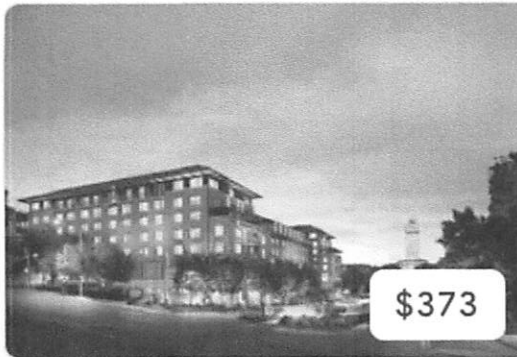
### Hampton Inn & Suites Austin...

3-star hotel  
4.5 ★★★★★ 667 reviews

Modern lodging with free hot breakfast & Wi-Fi, plus a fitness room & rooftop pool.

*2nd most close*

View prices



\$373

### AT&T Executive Education a...

4-star hotel  
4.5 ★★★★★ 1,554 reviews

Campus convention hotel with modern meeting spaces & casual rooms, plus an outdoor heated pool.

*CLOSEST*

View prices



### DoubleTree Suites by Hilton ...

3-star hotel  
4.3 ★★★★★ 671 reviews

Sophisticated 1- & 2-bedroom suites with kitchens, plus an outdoor pool and a free area shuttle.





Document to go

List your property Account My Lists 6 My Trips Support Español 简体中文

Flights Hotels Bundle and Save Cars Cruises Things to Do Vacation Rentals Deals Rewards Mobile

Flights & Hotel Bundled

### Your trip to Austin, TX

Mon, Jun 8 - Sat, Jun 13 Total price: **\$1,661.92**

**Mon, Jun 8 - Sat, Jun 13**  
Roundtrip 1 traveler



**8:25am - 1:35pm**  
Delta

**3h 10m**  
LAX - AUS  
**Nonstop**  
✓ Free cancel within 24 hrs

Fare Rules and Restrictions:

- Airline assigns seats
- Bring a carry-on bag



**1:40pm - 2:58pm**  
American Airlines

**3h 18m**  
AUS - LAX  
**Nonstop**  
✓ Free cancel within 24 hrs

Fare Rules and Restrictions:

- Airline assigns seats
- Bring a carry-on bag

Show flight and baggage fee details

**Roundtrip Flight**  
**Los Angeles (LAX) to Austin (AUS)**  
Mon, Jun 8 - Sat, Jun 13  
1 Ticket: 1 Adult

**Hampton Inn & Suites Austin - Downtown / Convention Center Austin**  
Mon, Jun 8 - Sat, Jun 13  
1 Room: 5 nights

Add transportation to and from your hotel for more bundled savings

Starting price **\$1,665.11**  
Bundled savings **-\$3.19**

Total due today: **\$1,661.92**

Pay as low as \$151/month  
All prices include taxes & fees and are quoted in **US dollars**  
Only 7 tickets left at this price!

**Next: Final details**

✓ Don't forget to add travel protection to your booking at checkout.

**i** Important Trip Information  
We want you to know this trip has the following restrictions regarding your flight and hotel.

- Your flight is a combination of two **one-way** fares, each subject to its own rules and restrictions. More Details

### Upgrade your flight

Get more comforts and benefits by adding an upgrade.



Los Angeles Intl. (LAX) → Austin-Bergstrom Intl. (AUS)  
**3h 10m** from **+\$35.00** for all travelers

- Relax while packing! Get free bags
- Choose seats at no extra charge
- Enjoy complimentary snacks

Show upgrades



Austin-Bergstrom Intl. (AUS) → Los Angeles from **+\$35.00**

Document E p12

Flights

← Google

Flights Through Airline



Round trip · 1

Los Angeles Austin

Selected flights



Mon, Jun 8 · 12:40 PM – 5:30 PM 2h 50m  
American LAX-AUS

Nonstop



Sat, Jun 13 · 1:40 PM – 2:58 PM 3h 18m  
American AUS-LAX

Nonstop



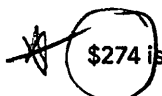
Fare options

Basic Economy \$274	+\$0	Main Cabin \$324	+\$50	First \$639
<input type="checkbox"/> No seat selection		<input checked="" type="checkbox"/> Free seat selection		<input checked="" type="checkbox"/> Free seat selection
<input checked="" type="checkbox"/> Standard seat		\$ Extra legroom available for a fee		<input checked="" type="checkbox"/> Premium seat
<input checked="" type="checkbox"/> Standard boarding		\$ Priority boarding for a fee		<input checked="" type="checkbox"/> Priority boarding
<input type="checkbox"/> No ticket changes		\$ Ticket changes for a fee		\$ Ticket changes for a fee
1 free carry-on		1 free carry-on		1 free carry-on
1st checked bag: \$60		1st checked bag: \$60		2 free checked bags

Fare and baggage fees apply to your entire trip. [American bag policy](#)

Booking options

Your account can't display booking links. To book this flight, sign in to a different Google account.



\$274 is low for Economy ⓘ

Prices are \$76 cheaper than usual.

The least expensive flights for similar trips to Austin usually cost between \$285–445.

\$274 is low



\$285

\$445

View price history

Google Flights

Language · English

Country · United States

Currency · USD

Find the cheapest and best flight for you.

← Google





Going Through Hotel Directly

Sign In Join

Hampton Inn & Suites Austin @ The University/Capitol

[Edit stay](#)

8 Jun - 13 Jun 2020

Step 3 of 3

# Payment and Guest Details

## Total for stay

## \$1,824.50

[Show price details](#)

Total room charge

\$1,559.40

Total taxes

\$265.10

**i** This non-refundable rate requires you to pay upfront.

All fields are required unless marked optional.

### Payment

Feedback

Card number

Month

Year

Security Code

 **?**

### Guest information

{"roomTypeCode": "NKRR", "ratePlanCode": "SHHQ01"}

1/8/2020

Conference Fee Info Page 1

# AP SUMMER INSTITUTES AT THE UNIVERSITY OF TEXAS @ AUSTIN: WEEK 1

## SESSION

### Biology - APSI

Late	Discounted Price	If Registered By	Refund Policy
\$595.00	\$545.00	Friday, February 28, 2020	<a href="#">Details</a>
	\$575.00	Friday, May 22, 2020	<a href="#">Details</a>

### Government and Politics - Comparative - APSI

Late	Discounted Price	If Registered By	Refund Policy
\$595.00	\$545.00	Friday, February 28, 2020	<a href="#">Details</a>
	\$575.00	Friday, May 22, 2020	<a href="#">Details</a>

### Psychology - APSI

Late	Discounted Price	If Registered By	Refund Policy
\$595.00	\$545.00	Friday, February 28, 2020	<a href="#">Details</a>
	\$575.00	Tuesday, June 9, 2020	<a href="#">Details</a>

## PAYMENT MESSAGE

All payments and financial settlements are handled by the endorsed APSI. Please submit offline payments of check or Purchase Order directly to the APSI and not the College Board. All questions regarding payments and status of registration must be directed to individual endorsed APSI sites.

# Conference Fee Info Pg 2

## AP SUMMER INSTITUTES AT THE UNIVERSITY OF TEXAS @ AUSTIN: WEEK 1

### OVERVIEW

---

- What forms of payment do you accept?
- Where should I send my check or PO?
- Are meals provided?
- Can I park on campus?
- What should I wear or bring with me?

Question: **What forms of payment do you accept?**

Answer: We accept Visa, Mastercard, AMEX and Discover credit cards (preferred form of payment), College Board (CB) scholarships, checks, and purchase orders (POs). Please note that until we receive the CB letter, physical check, or PO, your registration will not be completed (which is why credit card payments are preferred).

*Please note* that participants/schools who use POs must pay them in **FULL by Friday, May 29, 2020**. (Check must be received by this date or you can pay via credit card.) After May 29, registration will be cancelled. Participants who re-register after May 29th will pay via credit card and will pay the late registration price. Please use credit cards whenever possible to avoid last minute complications with POs.

Question: **Where should I send my check or PO?**

Answer: UT High School  
1616 Guadalupe St.  
Ste. 0.134  
Austin, TX 78701

Question: **Are meals provided?**

Answer: No. Meals are not provided. However, there are many local options on and around campus. The buildings used also provide microwaves for participants who choose to bring their lunch. To accommodate participants who need to purchase lunch, lunch will be 1 hour in duration.


Question: **Can I park on campus?**

Answer: Parking fees are included in your registration fees. You will be provided a parking pass to use in any of the designated parking garages. Lost passes will not be reissued. Parking fees and/or tickets will not be reimbursed if you park in a different garage.

Question: **What should I wear or bring with me?**

Answer: We suggest casual clothes that are weather appropriate. A light jacket is not a bad idea in case buildings are cold. Most people bring a laptop. Please check the class prep information for your class for any additional items needed...be it art supplies or science lab materials.



 An official website of the United States government



# FY 2020 Per Diem Rates for Austin, Texas

I'm interested in:

## Lodging by month (excluding taxes) | October 2019 - September 2020

Cities not appearing below may be located within a county for which rates are listed. To determine what county a city is located in, visit the National Association of Counties (NACO) website (a non-federal website).

Primary Destination <sup>i</sup>	County <sup>i</sup>	2019 Oct	Nov	Dec	2020 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Austin	Travis	\$140	\$140	\$140	\$163	\$163	\$163	\$149	\$149	\$149	\$140	\$140	\$140




## Meals & Incidentals (M&IE) Breakdown <sup>i</sup>

Use this table to find the following information for federal employee travel:

**M&IE Total** - the full daily amount received for a single calendar day of travel when that day is neither the first nor last day of travel.

**Breakfast, lunch, dinner, incidentals** - Separate amounts for meals and incidentals. M&IE Total = Breakfast + Lunch + Dinner + Incidentals. Sometimes meal amounts must be deducted from trip voucher. See More Information

**First & last day of travel** - amount received on the first and last day of travel and equals 75% of total M&IE.

Primary Destination <sup>i</sup>	County <sup>i</sup>	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel <sup>i</sup>
 Austin	Travis	 \$61	\$14	\$16	\$26	\$5	 \$45.75

4 days

2 days