APPROVED

El Camino Real Charter High School

Minutes

Travel Committee Meeting

Date and Time
Wednesday September 4, 2019 at 5:00 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).

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.

Committee Members Present
Beatriz Chen, Darin Ryburn

Committee Members Absent
Kenneth Lee

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 Wednesday Sep 4, 2019 at 5:37 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

Darin Ryburn made a motion to approve minutes from the Travel Committee Meeting on 05-23-19 Travel Committee Meeting on 05-23-19.
Beatriz Chen seconded the motion.
The committee **VOTED** unanimously to approve the motion.

III. Travel Committee

A. Discuss and Possible Approval of Retroactive Reimbursement for AP Summer Conference

Mr. Ryburn noted that AP Minita Clark approved the conference fee for both of them. It was also noted that Ms. Lasarow asked admin to approve the conference just a few days before, and the request was denied because there was a similar conference in Southern California. It was advised that Ms. Lasarow specifically wanted to attend the one in Alabama because there was a specific speaker she wanted to hear. The Committee noted that there was an issue with having a retroactive request for an out of state travel, without prior approval, for a conference that could have been attended locally. While the conference fee would be reimbursed, since the fee would have been paid had they attended the local conference, the rest of the reimbursement request would not be approved.
Darin Ryburn made a motion to approve the retroactive reimbursement for the AP Summer Conference fee only in the amount of $650 for Samantha Lasarow and $650 for Ian McFarlin.
Beatriz Chen seconded the motion.
The committee **VOTED** unanimously to approve the motion.

B. Discuss and Possible Approval of International Literacy Conference

Mr. Ryburn expressed concern that he could not see what benefit to the school would be justified in attending a conference in Lousiana, and that it would be a concern for approving such out of state trips without more justification being provided.
Ms. Chen also noted that there was nothing provided as to why the type of information provided at this conference would not be available at a conference in California.
Beatriz Chen made a motion to approve attendance at the International Literacy Conference.
Darin Ryburn seconded the motion.
The motion unanimously did not carry.

Roll Call

Kenneth Lee	Absent
Darin Ryburn	No
Beatriz Chen	No

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

Mr. Ryburn noted that Ms. Lasarow is not only atending, she is also receiving an award at the Conference. This not only benefits the teacher, it also provides positive marketing for the school.
Darin Ryburn made a motion to approve the trip to the National High School Journalism Conference up to $2,000.
Beatriz Chen seconded the motion.
The committee **VOTED** unanimously to approve the motion.

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

Mr. Ryburn noted that this trip is a precusor to the national competition, and was approved by all of the administrators. It was noted that the request did not include mileage reimbursement, nor per diem meals. If the staff members will be driving, they should be reimbursed for mileage.
Darin Ryburn made a motion to approve the Dance Guard trip to Las Vegas, NV in the amount up to $1,600, which will include hotel, entrance fee, mileage and meals.
Beatriz Chen seconded the motion.
The committee **VOTED** unanimously to approve the motion.

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

Mr. Ryburn noted this request included the transportation, hotel, and flight, but did not include meals. The Travel Committee added per diem rate of $56 a day for 6 days, for an additional $672.
Darin Ryburn made a motion to approve the Dance Guard trip to Dayton, OH in the amount up to $7,200.00.
Beatriz Chen seconded the motion.
The committee **VOTED** unanimously to approve the motion.

IV. Closing Items

A. Adjourn Meeting

Beatriz Chen made a motion to adjourn the meeting.
Darin Ryburn seconded the motion.
The committee **VOTED** unanimously to approve the motion.
There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 5:58 PM.

Respectfully Submitted,
Daniel Chang