

APPROVED



El Camino Charter High School

Minutes

Travel Committee Meeting

Date and Time

Thursday October 19, 2017 at 4:00 PM

Location

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

Committee Members Present

Beatriz Chen, Scott Silverstein

Committee Members Absent

None

Guests Present

Alan Darby, Daniel Chang, Jonathan Wasser, Susan Kim

I. Opening Items

A. Call the Meeting to Order

Beatriz Chen called a meeting of the Travel Committee committee of El Camino Charter High School to order on Thursday Oct 19, 2017 @ 4:03 PM at El Camino Real Charter High School, Conference Room, 5440 Valley Circle Boulevard, Woodland Hills, CA 91367.

B. Record Attendance and Guests

II. Travel Committee

A. Discuss and Possible Vote On Marching Band Trip to Hawaii

Ms. Chen asked for the actual cost of the trip, and what the Board's responsibility is. Mr. Wasser noted that the Committee is only approving the trip to the extent

that if it complies with the requirements of the Fiscal Policies and Procedures (FPP). Ms. Kim stated that this type of situation typically would not arise, as the students and their parents/guardians are always responsible for the majority of the cost for such trips. The initial request asked that the school pay for the entry fee (the school is also responsible for transportation of the instruments), and the remainder would be paid through "fundraising." However, an issue arose because the "fundraising" money referred to was money that was put into the Music Department Trust back in 2013. Mr. Darby advised that the problem was that it was never asked how the trip was going to be paid for, which was an error by both the band department and the administration. It should have been identified from the start as to what portion the school would pay for, and which part the students would have to pay for and how they would pay for it. Mr. Darby stated that ECR has committed to fund a portion of the overall trip, in the total sum of \$33,611.00. To date, the students have raised \$11,835.00; their remaining obligation is \$9,018.00. Mr. Darby noted that the Committee has to decide whether to make up any shortage, which would include taking \$5,000 from the separate Music Department Trust to make up some of this shortage. Beatriz Chen made a motion to approve the Marching Band trip to Hawaii, which would include providing additional funds up to the maximum of \$9,018.00 (which will not come from general operating funds but will come from the Music Department Trust).

Scott Silverstein seconded the motion.

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

B. Discuss and Possible Vote on Academic Decathlon Trip to Arizona

This trip is necessary to provide practice for the Academic Decathlon team.

Beatriz Chen made a motion to approve the Academic Decathlon trip to Arizona.

Scott Silverstein seconded the motion.

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

III. Closing Items

A. Adjourn Meeting

Beatriz Chen made a motion to adjourn the meeting.

Scott Silverstein 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 4:29 PM.

Respectfully Submitted,
Daniel Chang