



El Camino Charter High School

Travel Committee Special Meeting

Date and Time

Thursday February 7, 2019 at 4:30 PM PST

Location

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

Agenda

| | Purpose | Presenter | Time |
|---|-----------------|--------------|----------------|
| I. Opening Items | | | 4:30 PM |
| A. Call the Meeting to Order | | Beatriz Chen | 1 m |
| B. Record Attendance and Guests | | Beatriz Chen | 1 m |
| II. Consent | | | 4:32 PM |
| A. Approve Minutes of December 13, 2018 Travel Committee Meeting | Approve Minutes | Beatriz Chen | 3 m |
| Approve minutes for Travel Committee Meeting on December 13, 2018 | | | |
| III. Travel Committee | | | 4:35 PM |
| A. Discuss and Possible Vote on Robotics Club Trip to Massachusetts | Vote | Beatriz Chen | 5 m |
| The Robotics Club will be travelling to Worcester, Massachusetts for the VEX Robotics Competition at Worcester Polytechnic Institute from March 7 - 10, 2019. | | | |
| B. Discuss and Possible Vote on Trip to Learning and the Brain Conference in New York | Vote | Beatriz Chen | 5 m |
| Assistant Principal Minita Clark would like to attend the Learning & the Brain Conference in New York, New York from May 2 through May 6, 2019. | | | |
| IV. Closing Items | | | 4:45 PM |
| A. Adjourn Meeting | Vote | Beatriz Chen | 1 m |

Cover Sheet

Approve Minutes of December 13, 2018 Travel Committee Meeting

Section: II. Consent
Item: A. Approve Minutes of December 13, 2018 Travel Committee Meeting
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Travel Committee Meeting on December 13, 2018



El Camino Charter High School

Minutes

Travel Committee Meeting

Date and Time

Thursday December 13, 2018 at 3:30 PM

Location

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

Committee Members Present

Beatriz Chen, Brian Archibald, Darin Ryburn

Committee Members Absent

None

Committee Members Arrived Late

Darin Ryburn

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 Dec 13, 2018 @ 3:41 PM at El Camino Real Charter High School, Conference Room, 5440 Valley Circle Boulevard, Woodland Hills, CA 91367.

B. Record Attendance and Guests

II. Consent

A. Approve Minutes of September 17, 2018 Travel Committee Meeting

Beatriz Chen made a motion to approve minutes from the Travel Committee Meeting on 09-17-18.

Brian Archibald seconded the motion.
The committee **VOTED** to approve the motion.

III. Travel Committee

A. Discuss and Possible Vote on Boys' Volleyball Team Trip to Hawaii

The tournament is from March 21 - 23, 2019; the team will be travelling March 20 - 24. This is the first time the team will be going to this Hawaii tournament. Mr. Archibald asked how fundraising works; Richard Yi, athletic director, advised that the trip is paid through fundraising efforts. The only cost the Committee is asked to review is for the two coaches, their travel, hotel, and meal costs, as well as gas fees. This is the first year the boys' volleyball team is going to Hawaii. Of the 13 players listed, 10 are seniors. The total estimate for everything is a maximum of \$3,500. However, because of questions regarding the total amount requested for rental vehicles, the Committee is comfortable with a total budget of \$3,000. Beatriz Chen made a motion to approve the Boys' Volleyball Team trip to Hawaii, up to a maximum of \$3,000.
Brian Archibald seconded the motion.
The committee **VOTED** unanimously to approve the motion.
Darin Ryburn arrived late.

B. Discuss and Possible Vote on Boys' Volley Team to Las Vegas

This is a two day trip for a tournament, which takes place during the school's Spring Break. The total amount requested for this is approximately \$1,700, for 3 coaches. This would not include lodging, as the team will pay for an Airbnb. Darin Ryburn made a motion to approve the Boys' Volleyball Team trip to Las Vegas, up to a total of \$1,700.
Brian Archibald seconded the motion.
The committee **VOTED** unanimously to approve the motion.

C. Discuss and Possible Vote on Girls' Softball Trip to Las Vegas

This trip is to cover the cost for 4 employees, at a total cost of approximately \$2,300.
Brian Archibald made a motion to approve the Girls' Softball Team trip to Las Vegas, up to a total of \$2,300.
Darin Ryburn seconded the motion.
The committee **VOTED** unanimously to approve the motion.

IV. Closing Items

A. Adjourn Meeting

Beatriz Chen made a motion to adjourn the meeting.
Darin Ryburn seconded the motion.
The committee **VOTED** unanimously to approve the motion.
There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 4:00 PM.

Respectfully Submitted,
Beatriz Chen

Cover Sheet

Discuss and Possible Vote on Robotics Club Trip to Massachusetts

Section: III. Travel Committee
Item: A. Discuss and Possible Vote on Robotics Club Trip to
Massachusetts
Purpose: Vote
Submitted by:
Related Material: Robotics Competition.pdf

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

| | | | | | |
|--|--|--|---|--|------------------|
| Destination VEX Robotics Competition Signature Event | | Address of Destination Worcester Polytechnic Institute 100 Institute Rd Worcester Massachusetts | | | |
| Date(s) of Trip 3/7-10/2019 | | Number of Students 13 | | Overnight Trip: <input checked="" type="radio"/> YES <input type="radio"/> NO | |
| Certificated Employee Supervising Trip S. Webster | | Cell Phone # | | Department/Group Computer/Business | |
| Substitute Required? <input checked="" type="radio"/> YES <input type="radio"/> NO | | How Many Substitutes? 2 | How Many Days? 1 | | Source of Funds: |
| Requested Schedule | Leave School 4³⁰ AM <input type="radio"/> AM <input type="radio"/> PM | Arrive at Destination 5 PM <input type="radio"/> AM <input checked="" type="radio"/> PM | Leave Destination 4 AM <input type="radio"/> AM <input checked="" type="radio"/> PM | Return to School 4 PM <input type="radio"/> AM <input checked="" type="radio"/> PM | |
| Method of Transportation Private Car/Airplane | School Bus/How Many? 0 | Walking | Automobile | Other (specify) Airplane/Rental Car | |
| Total Number of Adults (Including Volunteer Chaperones) 3 | | | Supervision Ratio (minimum: 20:1) | | |
| Name of Additional Employees Attending Trip | | | | | |
| Name S. Schuster | Cell # 818 5909975 | Name | | Cell # | |
| Name | Cell # | Name | | Cell # | |
| Name of Additional Chaperones Attending Trip | | | | | |
| Name J. Shibata | Cell # | Name | | Cell # | |
| Name | Cell # | Name | | Cell # | |
| Source of Funds for Trip (Note: It is illegal to charge students or parents for participation in any activity for which ADA will be taken) | | | | | |
| BRIEF DESCRIPTION OF EDUCATIONAL BENEFIT TO BE DERIVED FROM THIS ACTIVITY. | | | | | |
| APPROVALS (Single-day trips require two (4) signatures and overnight trips require three (5 or 6) signatures) | | | | | |
| Administrator Teacher's Department Administrator | YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> | Signature [Signature] | | Date 1/18/19 | |
| Date & location Assistant Principal (Dean Bennett) | YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> | Signature [Signature] | | Date 1/14/19 | |
| Funding Executive Director (David Hussey) | YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> | Signature [Signature] | | Date 1/16/19 | |
| 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 | |

Attendees

| Role | Name |
|-----------|---------------------|
| Employees | Stefan Webster |
| | Barbara Stanoff |
| Adults | Mr. Shibata |
| | Nathan Shibata |
| 5 girls | Sana Ali |
| | Hanna Wang |
| | Rebecca Brod |
| | Avaya Rianne Eneria |
| | Estefania Quintana |
| 9 boys | Rafael Diaz |
| | Zachary Cadieux |
| | Owyn Cadieux |
| | Luke Ying |
| | Shiraz Lal |
| | Mark Avila |
| | Ian Chen |
| | Arya Zokaie |
| | Matthew Shibata |

Flights - Southwest Airlines

| Flights | Departure Time | Arrival Time | Flight Numbers | Price | Number of Tickets | Total before Taxes/Fees | Employee Costs |
|--------------------|---------------------------|-------------------------|---------------------------|--------------|------------------------------|--|---------------------------|
| Departure LAX->BOS | 3/7/2019 6:50am | 4:45pm | 1105/1926 | \$218 | 17 | \$7,140 | \$ 840.00 |
| Return BOS->LAX | 3/10/2019 6:50am | 1:45pm | 3125/3421 | \$202 | | | |

Accomidations

| Hotel: | Number | Number | Price per | Total | Employee |
|---|---------------|---------------|------------------|--------------|-----------------|
| Holiday Inn Express 10 Johnson St Auburn MA | 7 | 3 | \$ 104.00 | \$ 2,184.00 | \$ 624.00 |

Transportation

| | Price | Number | Quoted | Number | |
|----------------------------|-----------------|----------------|------------------|-----------------|--------------|
| Enterprise Rental | per day | of Days | Price per | of | Total |
| 7 Passenger Minivan | \$ 26.77 | | Vehicle | Vehicles | |
| | | 3 | \$ 133.59 | 3 | \$ 400.77 |

Itinerary

| March 7th | | March 8th | |
|---------------|---------------------|-------------|--------------------------------------|
| 4:30am | Leave Campus | 6:30-7am | Breakfast |
| 6:50am-4:45pm | Flight to Boston | 7:15-7:30am | Travel to Venue |
| 5:15pm-6pm | Drive to Worchester | 7:30am-7pm | Competition Agenda * |
| 6-6:30 | Dinner | 7:15pm-8pm | Dinner |
| 6:30-8pm | Register at Venue | 10pm | Lights Out |
| 8:30pm | Checkin at Hotel | | |
| 10pm | Lights Out | | |

| March 9th | | March 10th | |
|-------------|--------------------------------------|---------------|------------------|
| 6:30-7am | Breakfast | 4:00am | Check Out |
| 7:15-7:30am | Travel to Venue | 4:15-5:15am | Drive to Boston |
| 7:30am-7pm | Competition Agenda * | 6:50am-1:45pm | Flight to LAX |
| 7:15pm-8pm | Dinner | 3pm | Return to Campus |
| 10pm | Lights Out | | |

<https://www.robotevents.com/robot-competitions/vex-robotics-competition/RE-VRC-19-5411.html>

* Competition Agenda attached

Signature Event: WPI VRC

03/07/2019 - 03/09/2019

Competition Agenda

VEX ROBOTICS COMPETITION

Event Code: RE-VRC-19-5411

Program: VEX Robotics Competition

Type of Event: Tournament

Capacity: 200 / Spots Open: 50%+

Registration Deadline: Fri, Mar 1, 2019 6:00 PM EST

Price: \$250.00

Login to Register (<https://www.robotevents.com/events/35411/login>)

Event Sponsors:



WPI

[General Info](#) [Agenda](#) [Volunteer](#) [Emergency/Bad Weather Policy](#) [Refund Policy](#) [Travel Info](#) [Webcast](#)
[Documents](#) [Team List](#) [Waiting List](#) [Results](#) [Awards](#)

Agenda

WPI VRC Signature Event 2019 Schedule

WPI Sports and Recreation Center/Harrington Auditorium

THURSDAY MARCH 7th, 2019

2:00 Venue Opens

2:30-5:30 Team Registration (may stay open later as needed)

3:00-6:00 WPI Tours Available

3:00-9:00 Inspection (may stay open later as needed)

3:00-8:00 Practice Area Open

3:00-8:00 Skills Challenge Open

9:00 Venue Closes

FRIDAY MARCH 8th, 2019

7:30 Venue Opens

8:00-8:15 Driver/Coach Meeting

8:20-8:50 Opening Ceremony

9:00-6:30 Practice Area Open

9:00-12:30 Qualifying Rounds

12:00-2:00 WPI Tours Available

12:30-1:30 Lunch

1:30-6:00 Qualifying Rounds

7:00 Venue Closes

SATURDAY MARCH 9th, 2019

7:30 Venue Opens

8:00-12:00 Qualifying Rounds

12:30-12:50 Alliance Selection

12:50-1:30 Lunch

1:00-3:00 WPI Tours Available

1:30-4:30 Elimination Matches

4:45-5:30 Finals

5:30-6:15 Closing Ceremony

7:00 Venue Closes

Robotics Education & Competition Foundation

P.O. Box 8276

Greenville, TX 75404

Email: support@robotevents.com (mailto:support@robotevents.com)

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Privacy Policy (<https://www.robotevents.com/privacy-policy>)

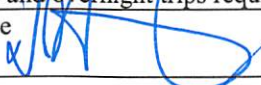


State Nonprofit Disclosures (<https://www.robotevents.com/nonprofit-disclosures>)

Cover Sheet

Discuss and Possible Vote on Trip to Learning and the Brain Conference in New York

Section: III. Travel Committee
Item: B. Discuss and Possible Vote on Trip to Learning and the Brain
Conference in New York
Purpose: Vote
Submitted by:
Related Material: Learning the Brain Conference.pdf

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

| | | | |
|--|---|---|----------------------------|
| Destination Learning + the Brain Conference | | Address of Destination New York, NY | |
| Date(s) of Trip May 2nd - 6th | Number of Students none | Overnight Trip: <input checked="" type="radio"/> YES <input type="radio"/> NO | |
| Certificated Employee Supervising Trip Minita Clark, Asst. Principal | Cell Phone # 843-287-1879 | Department/Group Curriculum | |
| Substitute Required? <input type="radio"/> YES <input checked="" type="radio"/> NO | How Many Substitutes? 0 | How Many Days? 4 | Source of Funds: |
| Requested Schedule | Leave School AM PM | Arrive at Destination AM PM | Leave Destination AM PM |
| Method of Transportation air/flight | School Bus/How Many? 0 | Walking | Automobile |
| Total Number of Adults (Including Volunteer Chaperones) 1 | | Supervision Ratio (minimum: 20:1) | |
| Name of Additional Employees Attending Trip | | | |
| Name na/0 | Cell # | Name | Cell # |
| Name na/0 | Cell # | Name | Cell # |
| Name of Additional Chaperones Attending Trip | | | |
| Name | Cell # | Name | Cell # |
| Name | Cell # | Name | Cell # |
| Source of Funds for Trip (Note: It is illegal to charge students or parents for participation in any activity for which ADA will be taken) | | | |
| BRIEF DESCRIPTION OF EDUCATIONAL BENEFIT TO BE DERIVED FROM THIS ACTIVITY. Cultivating Collaboration + Leadership at ElCamino | | | |
| APPROVALS (Single-day trips require two (4) signatures and overnight trips require three (5 or 6) signatures) | | | |
| Administrator Teacher's Department Administrator | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO | Signature  | Date 2/7/19 |
| Date & location Assistant Principal (Dean Bennett) | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO | Signature  | Date 2/7/19 |
| Funding Executive Director (David Hussey) | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO | Signature  | Date 2/7/19 |
| 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 |

Learning and the Brain Conference

(Ms. Clark, Asst. Principal)

Conference Dates: May 3rd-5th

Departure: May 2nd and Return: May 6th

Approximate Costs:

Air - \$312.40 (if we book now we will save money; fares are low now)

Hotel - \$1140.00 (\$285 per night; see attached)

Rental Car – None needed

Uber or Lyft to Hotel and Back - \$140 (\$70 each way)

Per Diem – 4days x \$64/day = \$256.00

Total Cost = \$1848.40

*Last year, I received approval for hotel and airfares paid upfront and was approved. So, I am requesting the same again. I would like these items paid within two weeks (by February 13th) to avoid increases in fares.

Trip Summary

Book Better. Fly Better.



| Flights | |
|---------------------------------------|---|
| THU 02 MAY | <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> <p>LAX ▶ JFK</p> <p>11:55 PM 08:30 AM</p> <p style="color: green; font-size: small;">ARRIVES NEXT DAY</p> </div> <div style="text-align: center;"> <p>DL 2197 </p> <p>5h 35m Nonstop</p> </div> <div style="text-align: center;"> <p>Main Cabin (V)</p> <p>Changeable / Nonrefundable</p> <p>Delta Air Lines Baggage Information</p> </div> <div style="border: 1px solid black; padding: 5px; text-align: center;">CHANGE</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div> <p>Price per Passenger \$264.18</p> <p>Taxes, Fees and Charges \$48.42</p> </div> <div style="text-align: center;"> <p>DETAILS ▼</p> <p>SEATS</p> </div> <div style="text-align: center;"> </div> </div> |
| MON 06 MAY | <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> <p>JFK ▶ LAX</p> <p>7:25 PM 10:53 PM</p> </div> <div style="text-align: center;"> <p>DL 889</p> <p>6h 28m Nonstop</p> </div> <div style="text-align: center;"> <p>Main Cabin (V)</p> <p>Changeable / Nonrefundable</p> <p>Delta Air Lines Baggage Information</p> </div> <div style="border: 1px solid black; padding: 5px; text-align: center;">CHANGE</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div> <p>DETAILS ▼</p> <p>SEATS</p> </div> <div style="text-align: center;"> </div> </div> |



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[See Details](#)

Total Price (USD) \$312.60



El CaminoReal
Charter
High School

Woodland Hills, CA

Minita Clark <m.clark@ecrchs.net>

The Sheraton New York Times Square Hotel Reservation Confirmation

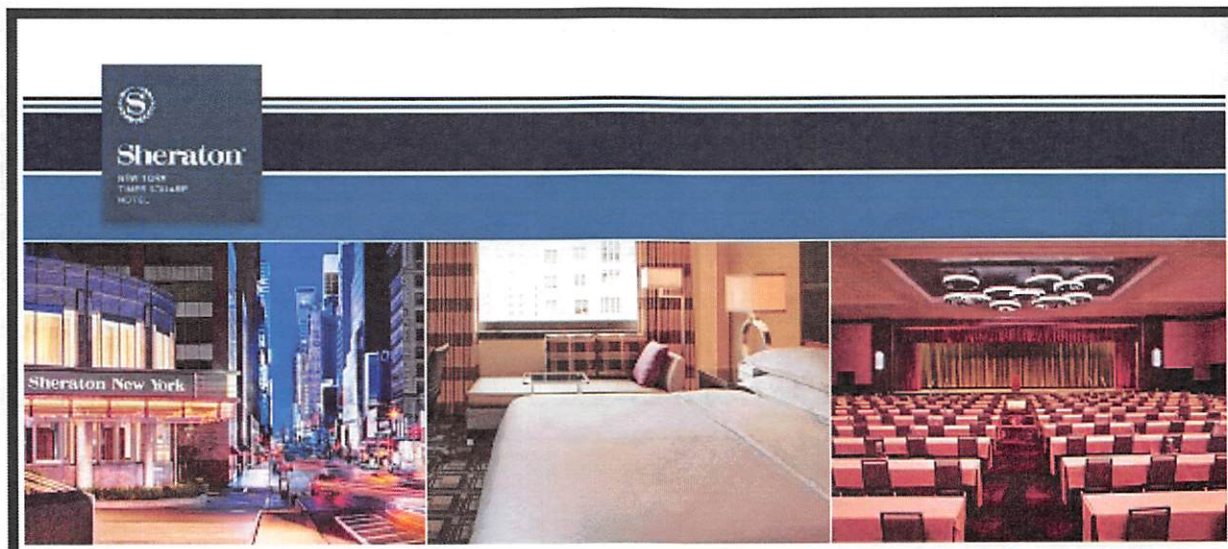
1 message

The Sheraton New York Times Square Team <groupcampaigns@pkghlrss.com>

Mon, Jan 14, 2019 at 8:08 AM

Reply-To: tracking@pkghlrss.com

To: m.clark@ecrchs.net



Learning and The Brain ~ May 1, 2019 - May 5, 2019 ~ Sheraton New York Times Square

Dear Minita Clark,

We are pleased to confirm your reservations at the Sheraton New York Times Square. The staff of the Sheraton New York Times Square is looking forward to your arrival as part of the Learning and The Brain. Should your travel plans change and you need to make changes to your reservations, please [click here](#) or call 800-325-3535.

We look forward to welcoming you to the Sheraton New York Times Square.

- The Staff of the Sheraton New York Times Square

Reservation Details

| | |
|----------------------|------------------------|
| Online Confirmation: | 32LLFXVN |
| Date Booked: | Jan 14, 2019 |
| Reservation Name: | Minita Clark |
| Arrival Date: | May 2, 2019 |
| Departure Date: | May 6, 2019 |
| Room Type: | Traditional Room Queen |
| Number of Rooms: | 1 |
| Number of Guests: | 1 |
| Night by Night Rate: | |

| | Date | Guest(s) | Status | Rate |
|------------------------|--|-----------------|---------------|-------------|
| | May 2, 2019 | 1 | Confirmed | 285.00 |
| | May 3, 2019 | 1 | Confirmed | 285.00 |
| | May 4, 2019 | 1 | Confirmed | 285.00 |
| | May 5, 2019 | 1 | Confirmed | 285.00 |
| | Additional Guest | Rate | | |
| | Second Guest | 0.00 | | |
| Total Charge: | 1,140.00 | | | |
| Tax Disclosure: | Please note the following taxes are not included into rates: \$1.50 NY Unit Fee Per Night. \$2.00 Occupancy Tax Per Night. 14.75% Room Tax Per Night. | | | |
| Add-Ons: | | | | |
| Cancel Policy: | Cancellations made within 72 hours / 3 days prior to 6 PM EST will forfeit one night's room and tax. | | | |

Lyft Fare Estimator

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Times Square, Manhattan, New York, NY, USA

AVAILABLE RIDE TYPES

Shared

1-2 seats, shared

< \$60



Lyft

4 seats

\$60-70



XL

6 seats

\$90-105



Lux Black

4 seats, black car

\$120-140



Lux Black XL

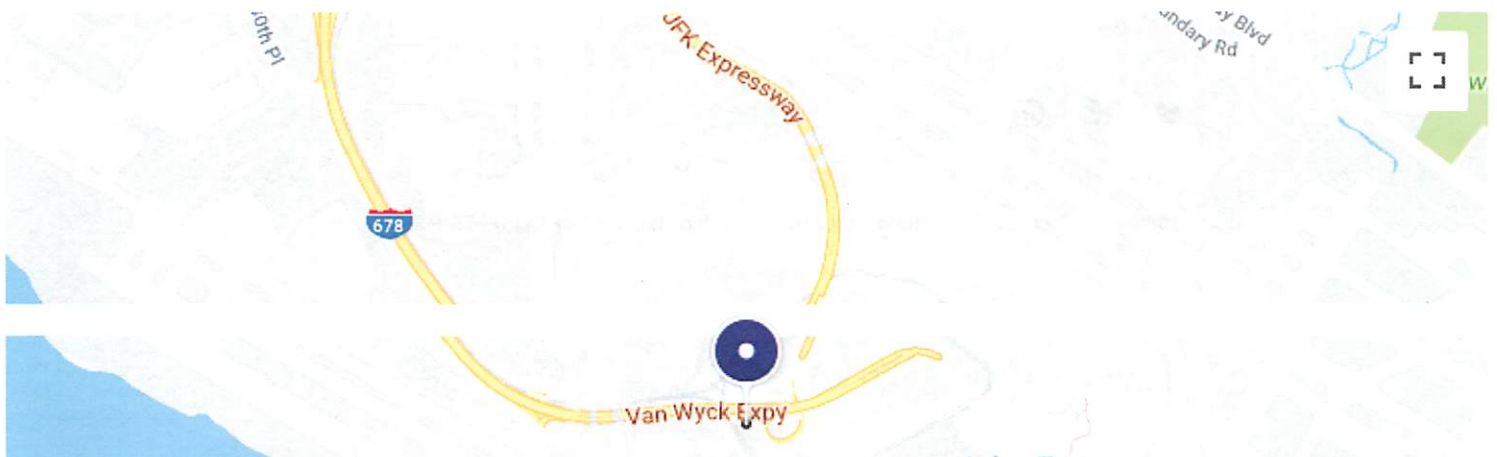
6 seats, black car

\$160-185



Sign up and ride

Sample fares are estimates only and do not reflect variations due to discounts, traffic delays or other factors. Actual fares may vary. You agree to pay the fare shown upon confirming your ride request. If your route or destination changes on trip, your fare may change based on the rates above and other applicable taxes, tolls, charges and adjustments. Subject to Lyft's [Terms of Service](#).





DRIVER



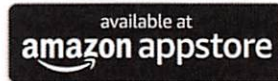
RIDER



LYFT



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