



El Camino Charter High School

Travel Committee Meeting

Date and Time

Wednesday February 20, 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
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

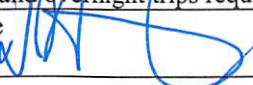

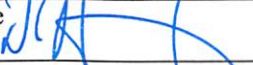
Cover Sheet

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 2/2/19
Date & location Assistant Principal (Dean Bennett)	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Signature 	Date 2/2/19
Funding Executive Director (David Hussey)	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Signature 	Date 2/2/19
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.**



New Search



Flights

Passengers

Extras

Payment



Flights

THU
02
MAY

LAX → JFK

11:55 PM

08:30 AM

ARRIVES NEXT DAY

DL 2197 
5h 35m | Nonstop

Main Cabin (V)

Changeable / Nonrefundable

[Delta Air Lines Baggage Information](#)[CHANGE](#)

Price per Passenger

\$264.18

Taxes, Fees and Charges

\$48.42

[DETAILS ▾](#)[SEATS](#)

MON
06
MAY

JFK → LAX

7:25 PM

10:53 PM

DL 889
6h 28m | Nonstop

Main Cabin (V)

Changeable / Nonrefundable

[Delta Air Lines Baggage Information](#)[CHANGE](#)[DETAILS ▾](#)[SEATS](#)

IT'S SIMPLE, PLUS MEANS MORE
DELTA COMFORT+^(R)

\$119.00

Per Person Each Way

[UPGRADE](#)[See Details](#)

LUXURY AT A HIGHER ALTITUDE
DELTA ONE^(R)

\$727.00

Per Person Each Way

[UPGRADE](#)[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

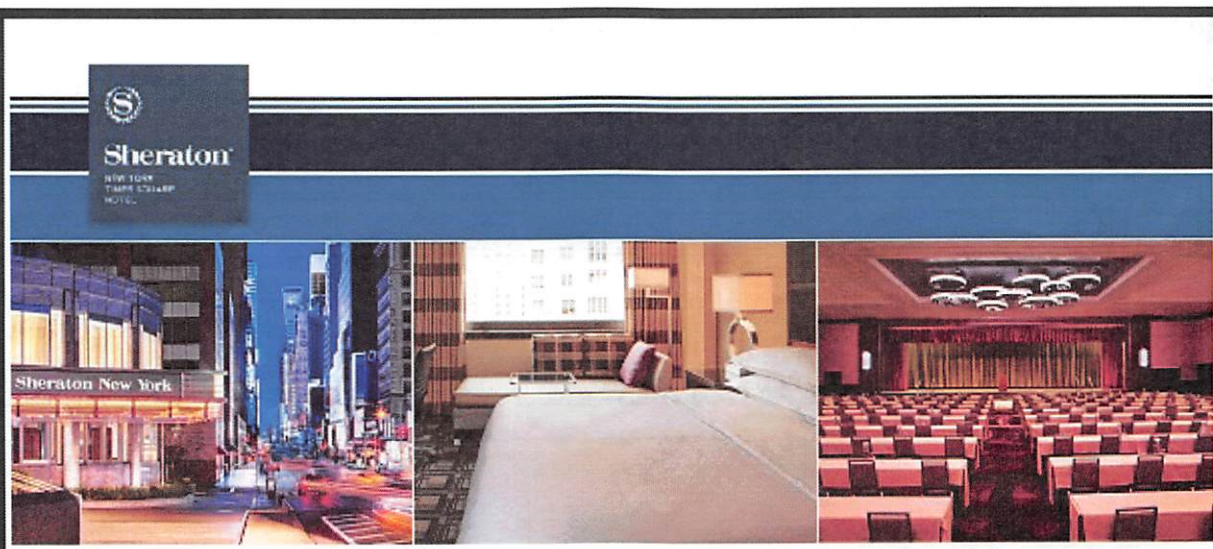
1 message

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:	

	<table><tr><th>Date</th><th>Guest(s)</th><th>Status</th><th>Rate</th></tr><tr><td>May 2, 2019</td><td>1</td><td>Confirmed</td><td>285.00</td></tr><tr><td>May 3, 2019</td><td>1</td><td>Confirmed</td><td>285.00</td></tr><tr><td>May 4, 2019</td><td>1</td><td>Confirmed</td><td>285.00</td></tr><tr><td>May 5, 2019</td><td>1</td><td>Confirmed</td><td>285.00</td></tr><tr><td colspan="4"> </td></tr><tr><td colspan="2">Additional Guest</td><td colspan="2">Rate</td></tr><tr><td colspan="2">Second Guest</td><td colspan="2">0.00</td></tr></table>	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	
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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:	<p>Please note the following taxes are not included into rates:</p> <p>\$1.50 NY Unit Fee Per Night. \$2.00 Occupancy Tax Per Night. 14.75% Room Tax Per Night.</p>																																
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

Calculate the cost of your next Lyft ride. Enter your pickup and dropoff location to view a fare estimate.

JFK Airport, Queens, NY, USA

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 ⓘ

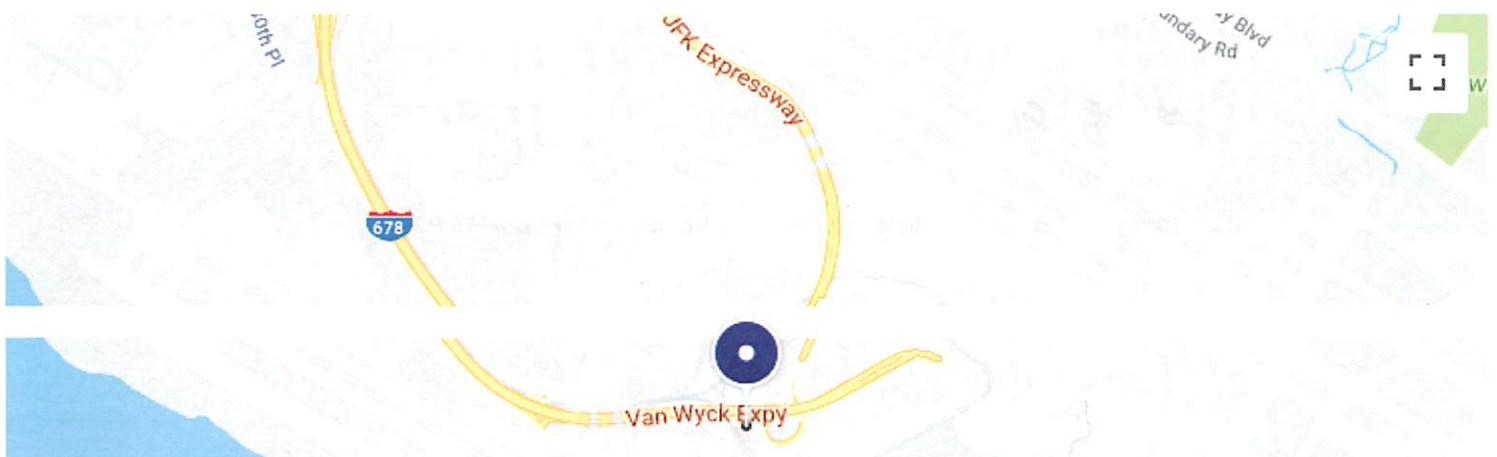
Lux Black XL

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



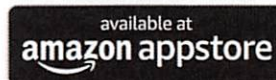
RIDER



LYFT



DOWNLOAD



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