

MEMORANDUM

Education Department

To: Central California Conference Principals & Business Managers
From: Ken Bullington, Vice President for Education
Subject: Pacific Union Conference Fall Education Council
Date: Tuesday, August 14, 2018

Pacific Union Conference Fall Education Council

Date: October 23-24, 2018

Location of Fall Education Council and hotel rooms:

Ontario Airport Hotel
700 North Haven Avenue
Ontario, CA 91764

Hotel reservations: 909-980-0400 (When making a reservation us special code: Seventh-day Adventist Church)

Hotel reservation cut-off date is: Friday, September 21, 2018

Important Information:

1. Fall Education Council is designed for administrators throughout the Pacific Union Conference to gather and network concerning important information about Adventist education.
2. All principals are required to attend Fall Education Council. If you have any questions, please contact me as soon as possible.
3. Dress for Fall Education Council is business casual or better.
4. The CCC Education Department will reimburse Monday and Tuesday nights for hotel costs. (At the \$104.00 + tax rate – single occupancy or \$109.00 + tax rate – double occupancy)
5. All principals' expenses: per diem \$22.00 per day – Monday, Tuesday, Wednesday, mileage .39 cents per mile, hotel, and substitute teacher if needed will be paid by the CCC Education Department.
6. The Education Department will reimburse Wednesday night hotel cost for those driving over 500 miles round trip. Also, the Education Department will pay per diem of \$22.00 for Thursday and will share the cost of a teacher substitute with the school.
7. The CCC Education Department will reimburse mileage at .39 cents per mile or airline tickets, whichever is the least expensive. No rental car expense will be covered. The hotel provides a complimentary shuttle to and from the Ontario Airport.

8. Senior Academy Business Managers – (Central Valley Christian Academy, Monterey Bay Academy, and Mountain View Academy) expenses will be covered in the same way as principals by the Education Department.

Please Note: A CCC Principals and Senior Academy Business Managers special luncheon will be held on Tuesday, October 23, during the scheduled lunch break. Family members are also invited to attend. The location will be announced later. Please make plans to attend. The luncheon will be covered by the CCC Education Department.