

Case No. \_\_\_\_\_

For Official Use Only



## NEVADA COMMISSION ON ETHICS ETHICS COMPLAINT

Sec. 3.6 to 13, inclusive, of S.B. 84 (2017)

1. Provide the following information for the public officer or employee you allege violated the Nevada Ethics in Government Law, NRS Chapter 281A. *(If you allege that more than one public officer or employee has violated the law, use a separate form for each individual.)*

<b>NAME:</b> <small>(Last, First)</small>	Jesus Jara	<b>TITLE OF PUBLIC OFFICE:</b> <small>(Position)</small>	Superintendent
<b>PUBLIC ENTITY:</b> <small>(Name of the entity employing this position)</small>	Clark County School District		
<b>ADDRESS:</b>	5100 West Sahara Avenue	<b>CITY, STATE, ZIP CODE</b>	Las Vegas, Nevada 89146
<b>TELEPHONE:</b>	<b>Work:</b> (702) 799-5310	<b>Other:</b> <small>(Home, cell)</small>	<b>E-MAIL:</b> jarajf@nv.ccsd.net

2. Describe in specific detail the public officer's or employee's conduct that you allege violated NRS Chapter 281A. *(Include specific facts and circumstances to support your allegation: times, places, and the name and position of each person involved.)*

Check here ☒ if additional pages are attached.

Jesus Jara Superintendent of the Clark County School District while on a so-called unnecessary\* business trip which he combined with a vacation trip so he could bill the taxpayers of the Clark County School District for a portion of his vacation to wit:

1. Jara left Las Vegas on April 3, 2019, at 3:00 p.m. on a one-way flight to Boston at 10:57 p.m. eastern time with two other high ranking administrators in tow.
2. Jara and his two companions promptly checked into the Harvard Square Hotel at a cost of \$342 for a deluxe king suite for each of them for a grand total of \$1,026. (Please note also available in the same general location are Courtyard by Marriott and Freepoint Hotel Cambridge by Hilton at a cost of \$180 and \$220 respectively.
3. On April 4, 2019, Jara and his two companions were on a flight from Boston to New York to visit an all-girls school at a cost of \$97 for Jara and \$82 for at least one of his companions (Gullett). Cost for the third party not provided.
4. Jara and his two companions checked into the Hilton Garden Inn at a cost of \$350 each and a grand total of \$1,050 for a one night stay. The DoubleTree by Hilton in the same vicinity among other hotels costs approximately \$185 to \$195 per night stay, for a total of approximately \$570.

3. Is the alleged conduct the subject of any action or matter currently pending before another administrative or judicial body? If yes, describe:

No



**4. NRS Chapter 281A requires public officers and employees to hold public office as a public trust and avoid conflicts between public duties and private interests. (NRS 281A.020) What provisions of NRS Chapter 281A are relevant to the conduct alleged? Please check all that apply.**

	Statute	Statutory Summary:
<input checked="" type="checkbox"/>	NRS 281A.400(1)	Seeking or accepting any gift, service, favor, employment, engagement, emolument or economic opportunity for himself or person to whom he has a commitment in a private capacity which would tend improperly to influence a reasonable person in his position to depart from the faithful and impartial discharge of his public duties.
<input checked="" type="checkbox"/>	NRS 281A.400(2)	Using his position in government to secure or grant unwarranted privileges, preferences, exemptions or advantages for himself, any business entity in which he has a significant pecuniary interest, or any person to whom he has a commitment in a private capacity.
<input type="checkbox"/>	NRS 281A.400(3)	Participating as an agent of government in the negotiation or execution of a contract between the government and himself, and any business entity in which he has a significant pecuniary interest or any person to whom he has a commitment in a private capacity.
<input type="checkbox"/>	NRS 281A.400(4)	Accepting any salary, retainer, augmentation, expense allowance or other compensation from any private source for himself or any person to whom he has a commitment in a private capacity for the performance of his duties as a public officer or employee.
<input type="checkbox"/>	NRS 281A.400(5)	Acquiring, through his public duties or relationships, any information which by law or practice is not at the time available to people generally, and using the information to further the pecuniary interests of himself or any other person or business entity.
<input type="checkbox"/>	NRS 281A.400(6)	Suppressing any governmental report or other document because it might tend to affect unfavorably his pecuniary interests, or any person to whom he has a commitment in a private capacity.
<input checked="" type="checkbox"/>	NRS 281A.400(7)	Using governmental time, property, equipment or other facility to benefit his significant personal or financial interest, or any person to whom he has a commitment in a private capacity. (Some exceptions apply).
<input type="checkbox"/>	NRS 281A.400(8)	A State Legislator using governmental time, property, equipment or other facility for a nongovernmental purpose or for the private benefit of himself or any other person, or requiring or authorizing a legislative employee, while on duty, to perform personal services or assist in a private activity. (Some exceptions apply).
<input type="checkbox"/>	NRS 281A.400(9)	Attempting to benefit his personal or financial interest or any person to whom he has a commitment in a private capacity through the influence of a subordinate.
<input type="checkbox"/>	NRS 281A.400(10)	Seeking other employment or contracts for himself or any person to whom he has a commitment in a private capacity through the use of his official position.
<input type="checkbox"/>	NRS 281A.410	Representing or counseling a private person for compensation on an issue pending before a public agency while employed, or within 1 year after leaving the service of a public agency, including before any state agency of the Executive or Legislative Department. (State and local legislators and part-time public officers and employees may represent/counsel private persons before agencies they do not serve, except local legislators may not represent/counsel private persons before other local agencies within the same county.)
<input type="checkbox"/>	NRS 281A.420(1)	Failing to sufficiently disclose his acceptance of a gift or loan, pecuniary interest, or commitment in a private capacity to the interest of another person that is reasonably affected by an official matter.
<input type="checkbox"/>	NRS 281A.420(3)	Failing to abstain from acting on an official matter which is materially affected by his acceptance of a gift or loan, pecuniary interest, or commitment in a private capacity to the interest of another person.
<input type="checkbox"/>	NRS 281A.430	Negotiating, bidding on or entering into a government contract in which he has a significant pecuniary interest. (some exceptions apply).
<input type="checkbox"/>	NRS 281A.500	Failing to file or timely file a Nevada Acknowledgement of Ethical Standards for Public Officers form.
<input type="checkbox"/>	NRS 281A.510	Accepting or receiving an improper honorarium.
<input type="checkbox"/>	NRS 281A.520	Requesting or otherwise causing a governmental entity to incur an expense or make an expenditure to support or oppose a ballot question or candidate during the relevant timeframe.
<input type="checkbox"/>	NRS 281A.550	Negotiating or accepting employment from a business or industry regulated by or contracted with former public agency within one year after leaving the service of the agency. (Failing to honor the applicable "cooling off" period after leaving public service).

\*Pursuant to NRS 281A.065, a public officer or employee has a commitment in a private capacity to the following persons:

1. Spouse; domestic partner
2. Household member
3. Family member within 3<sup>rd</sup> degree of consanguinity
4. Employer or spouse's/domestic partner's employer
5. Substantial and continuing business relationship, i.e. partner or associate
6. Substantially similar relationships



**5. YOU MUST SUBMIT EVIDENCE TO SUPPORT YOUR ALLEGATIONS.**

Attach all documents or items you believe support your allegations. [NAC 281A.400\(6\)](#) defines "evidence which supports the allegation" as "any reliable and competent form of proof provided by witnesses, public and private records, audio or visual recordings, documents, exhibits, concrete objects, and such forms of proof that support a reasonable belief in the truth of the allegation." A newspaper article or other media report will not support your allegations if it is offered by itself, but may be included with evidence that corroborates the article or report.

**State the total number of additional pages attached (including evidence) \_\_\_\_\_.**

- 6. Witnesses:** Identify all persons who have knowledge of the facts and circumstances you have described, as well as the nature of the testimony the person will provide. Check here ☐ if additional pages are attached.

<b>NAME and TITLE:</b> (Person #1)	Lola Brooks, President, Board of School Trustees			
<b>ADDRESS:</b>	5100 West Sahara Avenue	<b>CITY, STATE, ZIP</b>	Las Vegas, Nevada, 89146	
<b>TELEPHONE:</b>	<b>Work:</b> (702) 799-1072	<b>Other: (Home, cell)</b>	<b>E-MAIL:</b>	brookla@nv.ccsd.net
<b>NATURE OF TESTIMONY:</b>	Can testify that she personally approved of his extravagant travels at public expense.			
<b>NAME and TITLE:</b> (Person #2)	Elizabeth Carrero, Superintendent's Secretary			
<b>ADDRESS:</b>	5100 West Sahara Avenue	<b>CITY, STATE, ZIP</b>	Las Vegas, Nevada 89146	
<b>TELEPHONE:</b>	<b>Work:</b> (702) 799-5310	<b>Other: (Home, cell)</b>	<b>E-MAIL:</b>	carreea@nv.ccsd.net
<b>NATURE OF TESTIMONY:</b>	Ms. Carrero can testify that she processed the claim for Jara's credit usage.			

7. REQUESTER INFORMATION:

YOUR NAME:	Steve Sanson, President, Veterans in Politics		
YOUR ADDRESS:	P.O. Box 28211	CITY, STATE, ZIP:	Las Vegas, NV 89126
YOUR TELEPHONE:	Day: 702-283-8088	Evening:	E-MAIL: vipipresident@cs.com

**\*NOTE\*: Your identity as the Requester and a copy of this Complaint will be provided to the Subject if the Commission accepts jurisdiction of the matter, unless:**

Pursuant to Sec. 8 of S.B. 84, I request that my identity as the requester of this Ethics Complaint remain confidential because (please check appropriate box):

☐ I am a public officer or employee who works for the same public body, agency or employer as the subject of this Ethics Complaint. Provide evidence of your employment with the same public body, agency or employer.

OR

☐ I can show a reasonable likelihood that disclosure of my identity will subject me or a member of my household to a bona fide threat of physical force or violence. Please describe the facts and circumstances which support a reasonable likelihood of a bona fide threat of physical force or violence below.

The Commission may decline to maintain the confidentiality of your identity as the Requester for lack of sufficient evidence of your employment status with the same public body, agency or employer, or proof of a bonafide threat of physical harm.

If the Commission declines to maintain my confidentiality, I wish to:

☐ Withdraw my Complaint OR

☒ Submit the Complaint understanding that the Subject will know my identity as the Requester.

By my signature below, I affirm that the facts set forth in this document and all of its attachments are true and correct to the best of my knowledge and belief. I am willing to provide sworn testimony regarding these allegations. I acknowledge that this Ethics Complaint, the materials submitted in support of the allegations, and the Commission's investigation are confidential unless and until the Commission's Review Panel renders a determination. The Commission's Investigatory File remains confidential pursuant to Sec. 9 of S.B. 84.

Signature:

Date:

Steve Sanson

Print Name:

**You must submit this form bearing your signature to:**

Executive Director  
Nevada Commission on Ethics  
704 W. Nye Lane, Suite 204  
Carson City, Nevada 89703

Or through the Commission's website: [www.ethics.nv.gov](http://www.ethics.nv.gov)



Jesus Jara Superintendent of the Clark County School District while on a so-called unnecessary\* business trip which he combined with a vacation trip so he could bill the taxpayers of the Clark County School District for a portion of his vacation to wit:

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2. Jara and his two companions promptly checked into the Harvard Square Hotel at a cost of \$342 for a deluxe king suite for each of them for a grand total of \$1,026. (Please note also available in the same general location are Courtyard by Marriott and Freeport Hotel Cambridge by Hilton at a cost of \$180 and \$220 respectively.
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4. Jara and his two companions checked into the Hilton Garden Inn at a cost of \$350 each and a grand total of \$1,050 for a one night stay. The DoubleTree by Hilton in the same vicinity among other hotels costs approximately \$185 to \$195 per night stay, for a total of approximately \$570.
5. The next day (April 5, 2019) Jara and Gullett ended their so-called business trip and began their vacation trip to Orlando, Florida to visit their spouses.
6. Jara and Gullett charged the CCSD \$127 to transport themselves via Uber to Kennedy airport on their way to their vacation destination of Orlando, Florida. The taxpayers were not charged for their airfare from New York to Orlando, Florida to visit their spouses in their homes.
7. Both Jara and Gullett remained in Orlando, Florida from April 5, 2019, to April 7, 2019.
8. On April 7, 2019, both Jara and Gullett returned to Las Vegas and billed the taxpayers for their flights from Orlando to Las Vegas as if they were resuming their business trip from Orlando at a cost of \$656 for Jara and \$356 for Gullett. The discrepancy for the difference in the cost of airfare for the two is not explained.

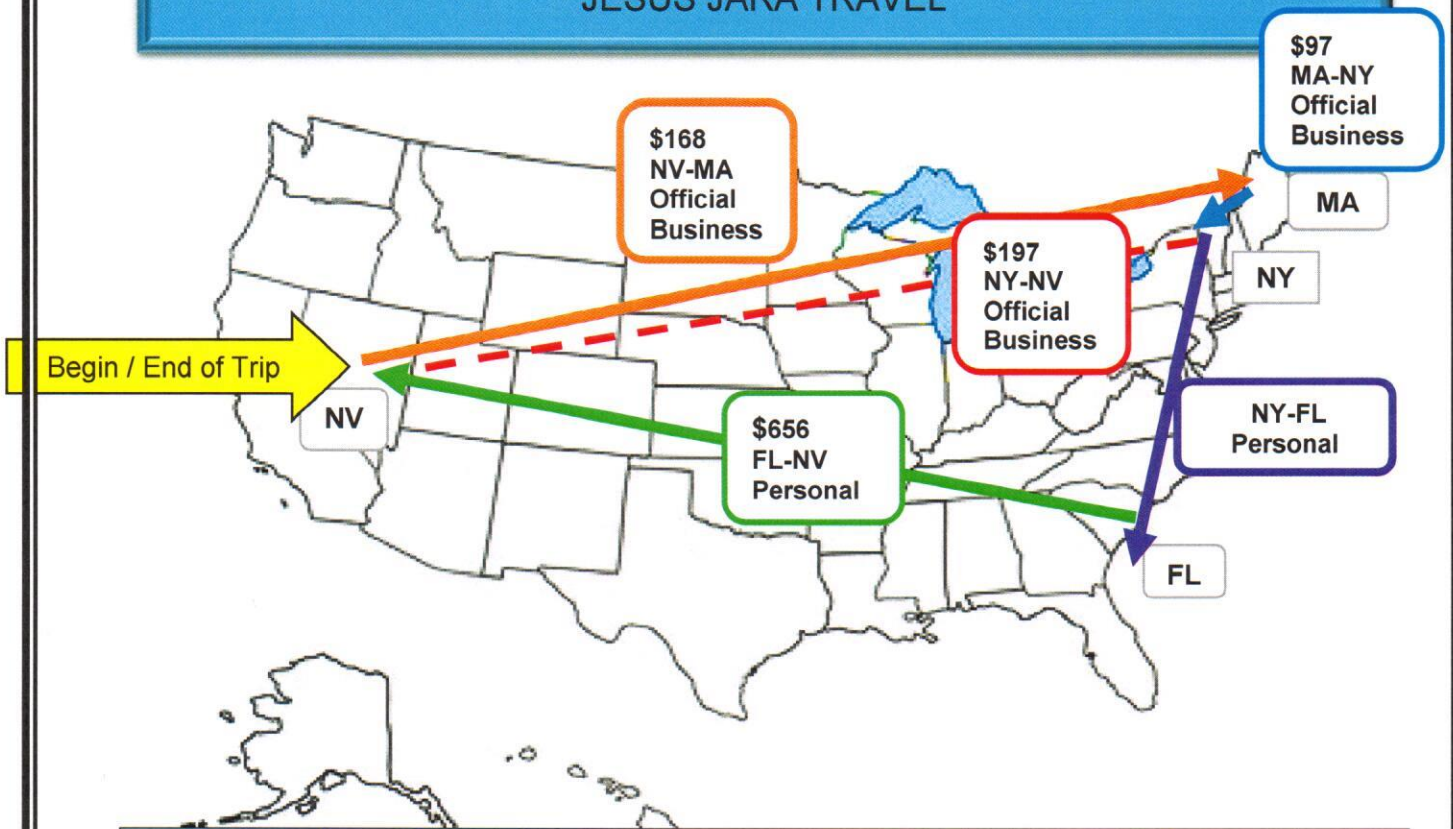
Jara and Gullett are not entitled to resume their official business trip from their vacation destination of Orlando, Florida, at a cost of \$656 for Jara and a cost of \$356 for Gullett. At best, they may have been entitled to be compensated for the cost of a flight from New York, where they were last on official business, prior to going on vacation in Florida. A return flight from New York would have cost \$197 each. Instead, Jara charged the taxpayers \$656 and Gullett charged \$356 for the return flight from Orlando to Las Vegas, Nevada. The taxpayers should no more have paid for a return flight from Orlando to Las Vegas then had they gone on vacation to London, England instead of Orlando, Florida.

Jara <b>Personal</b> one-way flight from Florida to Nevada	\$656.00
Jara <b>Business</b> one-way flight from New York to Nevada -	<u>\$197.00</u>
	<b>\$459.00 Due to taxpayers</b>

\* Jara was advised by the organizer of the Harvard trip, Deborah Jewell-Sherman, "that being aware that flights and accommodations are a considerable cost for any school district Jara and Gullett would be able to watch the five presentations later in the day or the next day as we will videotape everything." Instead, at public expense, Jara brought two other highly paid administrators at great cost to the taxpayers of Clark County School District to view what could have been viewed on videotape and further offers breakfast if Jara and company get "hear (sic) early enough for a nice breakfast before we meet."



## JESUS JARA TRAVEL



April 3, 2019 **Official Business** One-Way Nevada-Massachusetts (Delta) \$168.30 **Paid by CCSD**

April 4, 2019 **Official Business** One-Way Massachusetts to New York (Delta) \$97.30 **Paid by CCSD**

April 5, 2019 **Personal** One-Way New York to Florida (Delta) **Paid by Jesus Jara**

April 7, 2019 **Personal** One-Way Florida – Nevada (Delta) \$656.00 **Paid by CCSD**

Applied Credit for direct *Business* return One-Way New York – Nevada (Southwest) \$197.00

<b>Personal</b> one-way Florida to Nevada Trip	\$656.00
<b>Business</b> one-way New York to Nevada Trip	<u>-\$197.00</u>
	<b>\$459.00 Due to taxpayers</b>



Carmen West [Office of the Superintendent] <westcl@nv.ccsd.net>

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**Re: Clark County Presentations at the Harvard Graduate School of Education**

4 messages

Elizabeth Carrero [Office of the Superintendent] <carreea@nv.ccsd.net>

Fri, Mar 1, 2019 at 3:04 PM

To: "Jewell-Sherman, Deborah" <deborah\_sherman@gse.harvard.edu>

Cc: "jarajf@nv.ccsd.net" <jarajf@nv.ccsd.net>, "Parrott-Sheffer, Adam" <adam\_parrottsheffer@gse.harvard.edu>, "Jennifer Cupid-McCoy [Office of the Superintendent]" <cupidj@nv.ccsd.net>, "Elizabeth Carrero [Office of the Superintendent]" <carreea@nv.ccsd.net>

Bcc: westcl@nv.ccsd.net

Hello Deborah,

Dr. Jara has a school board meeting on April 3 and is unable to participate on this date. However, he is available on April 4 if this works for your team. He will be in NYC on April 5 and is offering to make a detour to Cambridge for the student presentations on April 4. Please let me know if this can work.

Thank you.

Elizabeth Carrero  
Executive Manager, Director II  
Office of the Superintendent  
Clark County School District  
5100 W. Sahara Avenue  
Las Vegas, NV 89146  
Telephone: 702-799-5310  
E-mail: [carreea@nv.ccsd.net](mailto:carreea@nv.ccsd.net)

*Please note: CCSD has instituted new security procedures at the Administrative Center. Upon your arrival, you will be asked to sign-in and the security officer will ask you to wait in the lobby. One of the secretaries in the superintendent's office will be contacted and asked to come down and escort you to the meeting. At the conclusion of the meeting, you will be escorted back to the lobby by the same secretary and asked to check-out with the security officer.*

On Wed, Feb 27, 2019 at 3:53 PM Jewell-Sherman, Deborah <deborah\_sherman@gse.harvard.edu> wrote:

Dear Dr. Jara,

Just checking in to confirm your availability to come to our campus on Wednesday morning (8:30 am), April 3rd at which time our student teams will report to you and your team their response to your five problems of practice. We welcome whomever you choose to bring with you; however, we know that flights and accommodations are a considerable cost for any school district. Those you're unable to bring with you to our campus will be able to watch the five presentations later in the day or the next day as we will videotape everything.

I can assure you that my students are working diligently with your identified liaisons to address the problems of practice with depth of research, models of best practice from districts across the nation, and recommendations that will be both implementable and thought provoking. We aim to provide the same quality that Cohort 8 did for Orange County Public Schools because we have a vested interest in sharing what will help you in your visionary leadership of the Clark County PS.

At your earliest convenience, please let me know if you can confirm this date and whether you'll be flying in the day before early enough for me to take you to dinner. I know that the "red eye" flight is also an option as it will get you here early enough for a nice breakfast before we meet. Everything will be over by about 1:00 pm on the day, which I hope helps you as you think about your return to CCPS.

I look forward to hearing from you or an assistant about your plans. And I am happily awaiting the opportunity to welcome you once again to Harvard University.

Best wishes,

Deborah JS



Deborah Jewell-Sherman, Professor of Practice  
The Gregory R. Anrig Professor for Education Leadership  
Harvard Graduate School of Education  
Gutman Library  
6 Appian Way, Rm. 467  
Cambridge, MA 02138  
Faculty Assistant: Ms. Tal D. Vaval  
[tal\\_vaval@gse.harvard.edu](mailto:tal_vaval@gse.harvard.edu)

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Elizabeth Carrero [Office of the Superintendent] <[carreea@nv.ccsd.net](mailto:carreea@nv.ccsd.net)>  
To: "Jewell-Sherman, Deborah" <[deborah\\_sherman@gse.harvard.edu](mailto:deborah_sherman@gse.harvard.edu)>  
Cc: "jarajf@nv.ccsd.net" <[jarajf@nv.ccsd.net](mailto:jarajf@nv.ccsd.net)>, "Parrott-Sheffer, Adam" <[adam\\_parrottsheffer@gse.harvard.edu](mailto:adam_parrottsheffer@gse.harvard.edu)>, "Jennifer Cupid-McCoy  
[Office of the Superintendent]" <[cupidj@nv.ccsd.net](mailto:cupidj@nv.ccsd.net)>  
Bcc: [westcl@nv.ccsd.net](mailto:westcl@nv.ccsd.net)

Mon, Mar 4, 2019 at 3:49 PM

Hello Deborah,

Would it be possible for you to provide hotel recommendations?

Thank you.

Elizabeth Carrero  
Executive Manager, Director II  
Office of the Superintendent  
Clark County School District  
5100 W. Sahara Avenue  
Las Vegas, NV 89146  
Telephone: 702-799-5310  
E-mail: [carreea@nv.ccsd.net](mailto:carreea@nv.ccsd.net)

*Please note: CCSd has instituted new security procedures at the Administrative Center. Upon your arrival, you will be asked to sign in and the security officer will ask you to wait in the lobby. One of the secretaries in the superintendent's office will be contacted and asked to come down and escort you to the meeting. At the conclusion of the meeting, you will be escorted back to the lobby by the same secretary and asked to check-out with the security officer.*

On Fri, Mar 1, 2019 at 8:14 PM Jewell-Sherman, Deborah <[deborah\\_sherman@gse.harvard.edu](mailto:deborah_sherman@gse.harvard.edu)> wrote:

Thank you, Elizabeth, for getting back to me so quickly. Since I teach the students on both Wednesday and Thursday mornings, we will make it work for Thursday, April 4th. We will be in touch next week to share the logistics on our end and we ask that you do the same with Dr. Jara's information (ex. Flights, people accompanying him). I look forward to communicating with you in the near future.

Wishing you a great weekend!

Deborah JS

Deborah Jewell-Sherman, Ed.D.  
The Gregory R. Anrig Professor of Practice in Leadership  
Harvard Graduate School of Education  
[Deborah\\_sherman@gse.harvard.edu](mailto:Deborah_sherman@gse.harvard.edu)  
Faculty Assistant: Tal Vaval  
[Tal\\_vaval@gse.harvard.edu](mailto:Tal_vaval@gse.harvard.edu)  
Sent from my iPad  
[Quoted text hidden]

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Elizabeth Carrero [Office of the Superintendent] <[carreea@nv.ccsd.net](mailto:carreea@nv.ccsd.net)>  
To: "Maricella Lopez [Office of the Superintendent]" <[lopezm2@nv.ccsd.net](mailto:lopezm2@nv.ccsd.net)>, "Elizabeth Carrero [Office of the Superintendent]" <[carreea@nv.ccsd.net](mailto:carreea@nv.ccsd.net)>, "Carmen West [Office of the Superintendent]" <[westcl@nv.ccsd.net](mailto:westcl@nv.ccsd.net)>

Tue, Mar 5, 2019 at 9:06 AM

Mary and Carmen,

These are hotel recommendations for the superintendent. Mary please compare costs and let's review. He will be spending one night on April 3.

Thank you.



Elizabeth Carrero  
Executive Manager, Director II  
Office of the Superintendent  
Clark County School District  
5100 W. Sahara Avenue  
Las Vegas, NV 89146  
Telephone: 702-799-5310  
E-mail: [carreea@nv.ccsd.net](mailto:carreea@nv.ccsd.net)

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----- Forwarded message -----

**From:** Jewell-Sherman, Deborah <[deborah\\_sherman@gse.harvard.edu](mailto:deborah_sherman@gse.harvard.edu)>  
**Date:** Tue, Mar 5, 2019 at 3:47 AM  
**Subject:** Re: Clark County Presentations at the Harvard Graduate School of Education  
**To:** Elizabeth Carrero [Office of the Superintendent] <[carreea@nv.ccsd.net](mailto:carreea@nv.ccsd.net)>  
**Cc:** [jarajf@nv.ccsd.net](mailto:jarajf@nv.ccsd.net) <[jarajf@nv.ccsd.net](mailto:jarajf@nv.ccsd.net)>, Parrott-Sheffer, Adam <[adam\\_parrottsheffer@gse.harvard.edu](mailto:adam_parrottsheffer@gse.harvard.edu)>, Jennifer Cupid-McCoy [Office of the Superintendent] <[cupidj@nv.ccsd.net](mailto:cupidj@nv.ccsd.net)>, Vaval, Tal Daysy <[tal\\_vaval@gse.harvard.edu](mailto:tal_vaval@gse.harvard.edu)>

Happy to do so, Elizabeth. The Charles Hotel or The Sheraton Commander are two great options. They are very close to campus. Here are links:

<https://www.charleshotel.com/>

<https://www.marriott.com/hotels/travel/bosc-sheraton-commander-hotel/>

Let me know if you need additional information or assistance, Elizabeth. .

Respectfully,

DJS

PS Tal, please check with PPE team to see if Harvard rates are available. If so, please share information with Elizabeth.

Deborah Jewell-Sherman, Ed.D.  
Professor of Practice  
The Gregory R. Anrig Professor of Educational Leadership  
Harvard Graduate School of Ed.  
[Deborah\\_Sherman@gse.harvard.edu](mailto:Deborah_Sherman@gse.harvard.edu)

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**Elizabeth Carrero [Office of the Superintendent]** <[carreea@nv.ccsd.net](mailto:carreea@nv.ccsd.net)> Thu, Mar 7, 2019 at 4:38 PM  
**To:** "Jewell-Sherman, Deborah" <[deborah\\_sherman@gse.harvard.edu](mailto:deborah_sherman@gse.harvard.edu)>  
**Cc:** "[jarajf@nv.ccsd.net](mailto:jarajf@nv.ccsd.net)" <[jarajf@nv.ccsd.net](mailto:jarajf@nv.ccsd.net)>, "Parrott-Sheffer, Adam" <[adam\\_parrottsheffer@gse.harvard.edu](mailto:adam_parrottsheffer@gse.harvard.edu)>, "Jennifer Cupid-McCoy [Office of the Superintendent]" <[cupidj@nv.ccsd.net](mailto:cupidj@nv.ccsd.net)>, "Vaval, Tal Daysy" <[tal\\_vaval@gse.harvard.edu](mailto:tal_vaval@gse.harvard.edu)>  
**Bcc:** [westcl@nv.ccsd.net](mailto:westcl@nv.ccsd.net)

Hello Ms. Sherman,

Would it be possible for you to please provide me with an itinerary for Dr. Jara's participation, this would include date, time, and specific location information.

Thank you very much.

Elizabeth Carrero  
Executive Manager, Director II  
Office of the Superintendent  
Clark County School District  
5100 W. Sahara Avenue  
Las Vegas, NV 89146  
Telephone: 702-799-5310  
E-mail: [carreea@nv.ccsd.net](mailto:carreea@nv.ccsd.net)



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On Tue, Mar 5, 2019 at 3:47 AM Jewell-Sherman, Deborah <[deborah\\_sherman@gse.harvard.edu](mailto:deborah_sherman@gse.harvard.edu)> wrote:

Happy to do so, Elizabeth. The Charles Hotel or The Sheraton Commander are two great options. They are very close to campus. Here are links:

<https://www.charleshotel.com/>

<https://www.marriott.com/hotels/travel/hoscs-sheraton-commander-hotel/>

Let me know if you need additional information or assistance, Elizabeth. .

Respectfully,

DJS

PS Tal, please check with PPE team to see if Harvard rates are available. If so, please share information with Elizabeth.

Deborah Jewell-Sherman, Ed.D.  
Professor of Practice

The Gregory R. Anrig Professor of Educational Leadership

Harvard Graduate School of Ed.

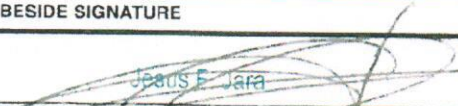

[Deborah\\_Sherman@gse.harvard.edu](mailto:Deborah_Sherman@gse.harvard.edu)

[Quoted text hidden]



**Clark County School District**  
**MILEAGE/TRAVEL/EXPENSE CLAIM**  
 See Instructions On Reverse Side

CCF-174  
 Rev. 1/19

EMPLOYEE NAME Jesus F. Jara					
CONTACT NAME/PHONE # Elizabeth Carrero		PERSONNEL IDENTIFICATION NUMBER [REDACTED]		WORK LOCATION CODE 001	
MAILING ADDRESS (Checks will not be mailed to a School District address.) (Must agree with the address as it appears on your payroll stub.) 5100 West Sahara Avenue, Las Vegas, Nevada 89146					
PURPOSE OF TRAVEL OR EXPENSE Harvard Graduate School of Education Visit					
CLASSIFICATION: <input checked="" type="checkbox"/> Travel <input type="checkbox"/> Other Expense <input type="checkbox"/> Travel Advance <input type="checkbox"/> Accumulated travel, normal duties, for the month of _____, 20____ <input checked="" type="checkbox"/> Special trip (out of county)      LEAVE (time, date) <u>3:00 p.m., 04/03/19</u> RETURN (time, date) <u>3:00 p.m., 04/04/19</u>					
DATE	DESCRIPTION OF TRAVEL and/or OTHER EXPENSE	PER DIEM	DISTRICT CREDIT CARD CHARGES	OTHER EXPENSES	OWN CAR MILES
4/3/19	Airfare - Delta Airlines - LAS to BOS (one-way)		168.30		
4/3/19	Transportation - Uber			19.54	
4/3/19	Lodging - Harvard Square Hotel		342.20		
<b>TOTALS</b>		\$0.00	\$510.50	\$19.54	0.00
58 cents per mile x 0.00 = \$0.00					
Cost Center, Internal Order, Grant, WBS (Select One)		Fund	G/L Account	Functional Area*	
1010001001		100	5580000000	F10002320	
<b>PLEASE PRINT NAME BESIDE SIGNATURE</b>					
EMPLOYEE'S SIGNATURE		DATE	AMT. REQUESTED IN ADVANCE \$		
		4-11-19			
SUPERVISOR'S SIGNATURE		DATE	AMT. CLAIMED (ATTACH RECEIPTS) \$		
		4/17/19			
ADMINISTRATOR'S SIGNATURE (For Budget Being Charged)		DATE	BALANCE DUE EMPLOYEE \$ 19.54		
			BALANCE DUE CCSD \$		


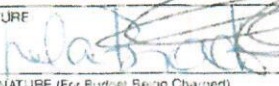
**NOTE:** In all cases of payment the employee's **Personnel Identification Number** is required before payment can be issued. **CCSD**  
 060 \*Functional Area is only required when using an Internal Order or Grant.

**CLARK COUNTY**  
 NUNDALE DISTRICT



**Clark County School District**  
**MILEAGE/TRAVEL/EXPENSE CLAIM**  
 See Instructions On Reverse Side

CCF-174  
 Rev. 1/19

EMPLOYEE NAME Jesus F. Jara					
CONTACT NAME/PHONE # Elizabeth Carrero		PERSONNEL IDENTIFICATION NUMBER [REDACTED]		WORK LOCATION CODE 001	
MAILING ADDRESS (Checks will not be mailed to a School District address.) (Must agree with the address as it appears on your payroll stub.) 5100 West Sahara Avenue, Las Vegas, Nevada 89146					
PURPOSE OF TRAVEL OR EXPENSE Tour Young Women's Leadership Network School New York, NY					
CLASSIFICATION: <input checked="" type="checkbox"/> Travel <input type="checkbox"/> Other Expense <input type="checkbox"/> Travel Advance <input type="checkbox"/> Accumulated travel, normal duties, for the month of _____, 20____ <input checked="" type="checkbox"/> Special trip (out of county)      LEAVE (time, date) 3:00 p.m., 04/04/19      RETURN (time, date) 4:16 p.m., 04/07/19					
DATE	DESCRIPTION OF TRAVEL and/or OTHER EXPENSE	PER DIEM	DISTRICT CREDIT CARD CHARGES	OTHER EXPENSES	OWN CAR MILES
4/4/19	Airfare - Boston, MA to New York-LaGuardia, NY (Delta)		97.30		
4/4/19	Baggage fee - Boston, MA to New York-LaGuardia, NY		30.00		
4/4/19	Lodging - Hilton Garden Inn		358.07		
4/5/19	Baggage fee - New York-LaGuardia, NY to Orlando, FL (mistakenly used the District credit card for baggage fee on personal trip to Orlando, FL, used personal credit card on return trip to Las Vegas, NV, see below)		30.00		
4/7/19	Airfare - Orlando, FL to Las Vegas, NV (Delta)		656.00		
4/7/19	Baggage fee - Orlando, FL to Las Vegas, NV (used personal credit card to pay for this baggage fee, no reimbursement)		-30.00		
<b>TOTALS</b>		\$0.00	\$1141.37	\$0.00	0.00
<b>58 cents per mile x 0.00 = \$0.00</b>					
Cost Center, Internal Order, Grant, WBS (Select One)		Fund	G/L Account	Functional Area*	
1010001001		100	5580000000	F10002320	
<b>PLEASE PRINT NAME BESIDE SIGNATURE</b>					
EMPLOYEE'S SIGNATURE 		DATE 4-11-19	AMT. REQUESTED IN ADVANCE \$		
SUPERVISOR'S SIGNATURE 		DATE 4/19/19	AMT. CLAIMED (ATTACH RECEIPTS) \$		
ADMINISTRATOR'S SIGNATURE (For Budget Being Charged)		DATE	BALANCE DUE EMPLOYEE \$		
			BALANCE DUE CCSD \$		

**NOTE:** In all cases of payment the employee's Personnel Identification Number is required before payment can be issued. **CCSD**  
 080 \*Functional Area is only required when using an Internal Order or Grant.