



U.S. House of Representatives

# COMMITTEE ON ETHICS

## Employee Post-Travel Disclosure Form

Original  Amendment

This form is for disclosing the receipt of travel expenses from private sources for travel taken in connection with official duties. This form does not eliminate the need to report privately-funded travel on the annual *Financial Disclosure Statements* of those employees required to file them. In accordance with House Rule 25, clause 5, **you must complete this form and file it with the Clerk of the House, B-81 Cannon House Office Building, within 15 days after travel is completed.** Please **do not** file this form with the Committee on Ethics.

**NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.**

1. Name of Traveler: Lakesha Steele
2. a. Name of Accompanying Relative: \_\_\_\_\_ OR None   
 b. Relationship to Traveler:  Spouse  Child  Other (specify): \_\_\_\_\_
3. a. Dates: Departure: 5.19.19 Return: 5.20.19  
 b. Dates at Personal Expense, if any: \_\_\_\_\_ OR None
4. Departure City: Washington, DC Destination: Milwaukee, WI Return City: Washington, DC
5. Sponsor(s), Who Paid for the Trip: National Education Association
6. Describe Meetings and Events Attended: staff attended a presentation on the Milwaukee Community School Initiative at Lincoln Ave Elementary School. we also spoke w/ students and school leaders about the impact of the community school strategy.
7. Attached to this form are **each** of the following, signify that each item is attached by checking the corresponding box:
  - a.  a completed Sponsor Post-Travel Disclosure Form;
  - b.  the Primary Trip Sponsor Form completed by the trip sponsor **prior** to the trip, **including all attachments and** the Grantmaking or Non-Grantmaking Sponsor Forms;
  - c.  page 2 of the completed Traveler Form submitted by the employee; **and**
  - d.  the letter from the Committee on Ethics approving my participation on this trip.
8. a. I represent that I participated in each of the activities reflected in the attached sponsor's agenda.  
**Signify statement is true by checking the box:**   
 b. If not, explain: \_\_\_\_\_

LEGISLATIVE RESOURCE CENTER  
2019 JUN 21 PM 3:32

**I certify that the information contained on this form is true, complete, and correct to the best of my knowledge.**

Signature of Traveler: Lakesha Steele Date: 6/19/19

I authorized this travel in advance. I have determined that all of the expenses listed on the attached *Sponsor Post-Travel Disclosure Form* were necessary and that the travel was in connection with the employee's official duties and would not create the appearance that the employee is using public office for private gain.

Name of Supervising Member: Robert C. "Bobby" Scott (IA-03) Date: 6/19/19

Signature of Supervising Member: Bobby Scott



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# COMMITTEE ON ETHICS

## Sponsor Post-Travel Disclosure Form

Original  Amendment

This form must be completed by an officer of any organization that served as the primary trip sponsor in providing travel expenses or reimbursement for travel expenses to House Members, officers, or employees under House Rule 25, clause 5. **A completed copy of the form must be provided to each House Member, officer, or employee who participated on the trip within ten days of their return.** You must answer all questions, and check all boxes, on this form for your submission to comply with House rules and the Committee's travel regulations. Failure to comply with this requirement may result in the denial of future requests to sponsor trips and/or subject the current traveler to disciplinary action or a requirement to repay the trip expenses.

**NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.**

1. Sponsor(s) who paid for the trip: National Education Association

2. Travel Destination(s): Milwaukee WI.

3. Date of Departure: 5-19-19 Date of Return: 5-~~19~~<sup>20</sup>-19 *LS*

4. Name(s) of Traveler(s): LaKiesha Steele (Lakesha Steele) LS

*Note:* You may list more than one traveler on a form only if *all* information is *identical* for each person listed.

5. Actual amount of expenses paid on behalf of, or reimbursed to, each individual named in Question 4:

	Total Transportation Expenses	Total Lodging Expenses	Total Meal Expenses	Total Other Expenses (dollar amount per item and description)
Traveler	\$356.48	\$113.95	\$22.10	\$97.12 on rental car for all participants, not per participant.
Accompanying Family Member				

6. All expenses connected to the trip were for actual costs incurred and not a *per diem* or lump sum payment. Signify statement is true by checking box:

I certify that the information contained in this form is true, complete, and correct to the best of my knowledge.

Signature:  Date: 6/11/19

Name: Kyle Serrette Title: Senior Policy Analyst

Organization: National Education Association

**I am an officer of the above-named organization. Signify statement is true by checking box:**

Address: 1201 16th Street NW Washington, DC 20036

Telephone: 202-304-8027 Email: kserrette@gmail.com

*Committee staff may contact the above-named individual if additional information is required.*

If you have questions regarding your completion of this form, please contact the Committee on Ethics at 202-225-7103.



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# COMMITTEE ON ETHICS

## TRAVELER FORM

1. Name of Traveler: Lakeisha Steele
2. Sponsor(s) who will be paying for the trip: National Education Association
3. Travel Destination(s): Milwaukee, Wisconsin
4. a. Date of Departure: May 19, 2019 Date of Return: May 20, 2019  
 b. Will you be extending the trip at your personal expense?  Yes  No  
 If yes, list dates at personal expense: \_\_\_\_\_
5. a. Will you be accompanied by a family member at the sponsor's expense?  Yes  No If yes:  
 (1) Name of Accompanying Family Member: \_\_\_\_\_  
 (2) Relationship to Traveler:  Spouse  Child  Other (specify): \_\_\_\_\_  
 (3) Accompanying Family Member is at least 18 years of age:  Yes  No
6. a. Did the trip sponsor answer "Yes" to Question 8(c) on the *Primary Trip Sponsor Form* (i.e., travel is sponsored by an entity that employs a registered federal lobbyist or a foreign agent)?  Yes  No  
 b. If yes, and you are requesting lodging for two nights, explain why the second night is warranted:  
 \_\_\_\_\_
7. *Primary Trip Sponsor Form* is attached, including agenda, invitee list, and any other attachments and contributing sponsor forms:  Yes  No  
 NOTE: The agenda should show the traveler's individual schedule, including departure and arrival times and identify the specific events in which the traveler will be participating.
8. Explain why participation in the trip is connected to the traveler's individual official or representational duties. Staff should include their job title and how the activities on the itinerary relate to their duties.  
As a professional staff member for the Education & Labor Committee under the leadership of Chairman Scott, I am responsible for K-12 education. This trip will help inform my understanding of community schools as a school improvement strategy.
9. Is the traveler aware of any registered federal lobbyists or foreign agents involved planning, organizing, requesting, or arranging the trip?  Yes  No hjs
10. For staff travelers, to be completed by your employing Member:

### ADVANCED AUTHORIZATION OF EMPLOYEE TRAVEL

I hereby authorize the individual named above, an employee of the U.S. House of Representatives who works under my direct supervision, to accept expenses for the trip described in this request. I have determined that the above-described travel is in connection with my employee's official duties and that acceptance of these expenses will not create the appearance that the employee is using public office for private gain.

Signature of Employing Member B. Scott Date 4/18/19



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# COMMITTEE ON ETHICS

## Primary Trip Sponsor Form

This form should be completed by private entities offering to provide travel or reimbursement for travel to House Members, officers, or employees under House Rule 25, clause 5. A completed copy of the form (and any attachments) should be provided to each invited House Member, officer, or employee, who will then forward it to the Committee together with a *Traveler Form* at least 30 days before the start date of the trip. The trip sponsor should *NOT* submit the form directly to the Committee. The Committee website ([ethics.house.gov](http://ethics.house.gov)) provides detailed instructions for filling out the form.

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001. Failure to comply with the Committee's Travel Regulations may also lead to the denial of permission to sponsor future trips.

1. Sponsor who will be paying for the trip: National Education Association
2. I represent that the trip will not be financed, in whole or in part, by a registered federal lobbyist or foreign agent.  
Signify that the statement is true by checking box:
3. Check only one. I represent that:
  - a. The primary trip sponsor has not accepted from any other source, funds intended directly or indirectly to finance any aspect of the trip:  OR
  - b. The trip is arranged without regard to congressional participation and the primary trip sponsor has accepted funds only from entities that will receive a tangible benefit in exchange for those funds:  OR
  - c. The primary trip sponsor has accepted funds from other source(s) intended directly or indirectly to finance all or part of this trip and has enclosed disclosure forms from each of those entities.   
If "c" is checked, list the names of the additional sponsors: \_\_\_\_\_
4. Provide names and titles of ALL House Members and employees you are inviting. For each House invitee, provide an explanation of why the individual was invited (include additional pages if necessary): \_\_\_\_\_  
View attached.
5. Is travel being offered to an accompanying family member of the House invitee(s)?  Yes  No
6. Date of Departure: May 19, 2019 Date of Return: May 20, 2019
7. a. City of departure: Washington DC  
b. Destination(s): Milwaukee, WI  
c. City of return: Washington, DC
8. Check only one. I represent that:
  - a. The sponsor of the trip is an institution of higher education within the meaning of section 101 of the Higher Education Act of 1965:  OR
  - b. The sponsor of the trip does not retain or employ a registered federal lobbyist or foreign agent:  OR
  - c. The sponsor employs or retains a registered federal lobbyist or foreign agent, but the trip is for attendance at a one-day event and lobbyist / foreign agent involvement in planning, organizing, requesting, or arranging the trip was *de minimis* under the Committee's travel regulations.
9. Check only one of the following:
  - a. I checked 8(a) or (b) above:
  - b. I checked 8(c) above but am not offering any lodging:
  - c. I checked 8(c) above and am offering lodging and meals for one night:  OR
  - d. I checked 8(c) above and am offering lodging and meals for two nights:  If you checked this box, explain why the second night of lodging is warranted: \_\_\_\_\_



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# COMMITTEE ON ETHICS

10. Attached is a detailed agenda of the activities House invitees will be participating in during the travel (i.e., an hourly description of planned activities for trip invitees). *Indicate agenda is attached by checking box:*
11. *Check only one of the following:*
- a. I represent that a registered federal lobbyist or foreign agent will not accompany House Members or employees on any segment of the trip. *Signify that the statement is true by checking box:*  OR
  - b. *Not Applicable.* Trip sponsor is a U.S. institution of higher education:
12. For *each* sponsor required to submit a sponsor form, describe the sponsor's interest in the subject matter of the trip *and* its role in organizing and/or conducting the trip:
- The NEA will arrange a school visit of a Community School. presentations by Milwaukee stakeholders to share information about Community Schools. and general access to those implementing the Community School strategy in Milwaukee and Wisconsin.
13. *Answer parts a and b. Answer part c if necessary:*
- a. Mode of travel: Air  Rail  Bus  Car  Other  (specify: shuttle in Milwaukee)
  - b. Class of travel: Coach  Business  First  Charter  Other  (specify: \_\_\_\_\_)
  - c. If travel will be first class, or by chartered or private aircraft, explain why such travel is warranted:  
\_\_\_\_\_
14. I represent that the expenditures related to local area travel during the trip will be unrelated to personal or recreational activities of the invitee(s). *Signify that the statement is true by checking box:*
15. *Check only one.* I represent that either:
- a. The trip involves an event that is arranged or organized *without regard* to congressional participation and that meals provided to congressional participants are similar to those provided to or purchased by other event attendees:  OR
  - b. The trip involves events that are arranged specifically *with regard* to congressional participation:   
If "b" is checked:
    - 1) Detail the cost *per day* of meals (approximate cost may be provided): \$1.400/day
    - 2) Provide the reason for selecting the location of the event or trip: Milwaukee is a place that has adopted the Community School strategy in 10 schools and it is for that reason we hosting the meeting there.
16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:
- Hotel Name: Downtown Hilton Milwaukee City: Milwaukee Cost Per Night: \$200  
Reason(s) for Selecting: Close to meeting locations
- Hotel Name: \_\_\_\_\_ City: \_\_\_\_\_ Cost Per Night: \_\_\_\_\_  
Reason(s) for Selecting: \_\_\_\_\_
- Hotel Name: \_\_\_\_\_ City: \_\_\_\_\_ Cost Per Night: \_\_\_\_\_  
Reason(s) for Selecting: \_\_\_\_\_
17. I represent that all expenses connected to the trip will be for actual costs incurred and not a per diem or lump sum payment. *Signify that the statement is true by checking box:*



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# COMMITTEE ON ETHICS

18. Total Expenses for each Participant:

<input type="checkbox"/> Actual Amounts	Total Transportation Expenses per Participant	Total Lodging Expenses per Participant	Total Meal Expenses per Participant
<input checked="" type="checkbox"/> Good Faith Estimates			
For each Member, Officer, or Employee	\$440	\$200	\$110
For each Accompanying Family Member			

	Other Expenses (dollar amount per item)	Identify Specific Nature of "Other" Expenses (e.g., taxi, parking, registration fee, etc.)
For each Member, Officer, or Employee	0	0
For each Accompanying Family Member		

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.

19. Check only one:

- a. I certify that I am an officer of the organization listed below:  OR
- b. *Not Applicable*. Trip sponsor is an individual or a U.S. institution of higher education.

20. I certify that I am not a registered federal lobbyist or foreign agent for any sponsor of this trip.

21. I certify by my signature that the information contained in this form is true, complete, and correct to the best of my knowledge.

Signature: \_\_\_\_\_ Date: 4-7-19

Kyle Serrette

Name: \_\_\_\_\_

Senior Policy Analyst

Title: \_\_\_\_\_

National Education Association

Organization: \_\_\_\_\_

1201 16th Street NW Washington, DC 20036

Address: \_\_\_\_\_

202-304-8027

Telephone: \_\_\_\_\_

kserrette@nea.org

Email: \_\_\_\_\_

If there are any questions regarding this form, please contact the Committee at the following address:

### Committee on Ethics

U.S. House of Representatives

1015 Longworth House Office Building, Washington, D.C. 20515

Phone: 202-225-7103 General Fax: 202-225-7392

Theodore E. Deutch, Florida  
*Chairman*

Kenny Marchant, Texas  
*Ranking Member*

Grace Meng, New York  
Susan Wild, Pennsylvania  
Dean Phillips, Minnesota  
Anthony Brown, Maryland

John Ratcliffe, Texas  
George Holding, North Carolina  
Jackie Walorski, Indiana  
Michael Guest, Mississippi



ONE HUNDRED SIXTEENTH CONGRESS

## U.S. House of Representatives

### COMMITTEE ON ETHICS

Thomas A. Rust  
*Staff Director and Chief Counsel*

David W. Arrojo  
*Counsel to the Chairman*

Christopher A. Doneso  
*Counsel to the Ranking Member*

1015 Longworth House Office Building  
Washington, D.C. 20515-6328  
Telephone: (202) 225-7103  
Facsimile: (202) 225-7392

May 16, 2019

Ms. Lakeisha Steele  
Committee on Education and Labor  
1201 Longworth House Office Building  
Washington, DC 20515

Dear Ms. Steele:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Milwaukee, Wisconsin, scheduled for May 19 to 20, 2019, sponsored by National Education Association. We remind you that, because the trip sponsor employs a federal lobbyist, you may participate in officially-connected activity on one calendar day only.

You must complete an Employee Post-Travel Disclosure Form (which your employing Member must also sign) and file it, together with a Sponsor Post-Travel Disclosure Form completed by the trip sponsor, with the Clerk of the House within 15 days after your return from travel. As part of that filing, you are also required to attach a copy of this letter and both the Traveler and Primary Trip Sponsor Forms (including attachments) you previously submitted to the Committee in seeking pre-approval for this trip. If you are required to file an annual Financial Disclosure Statement, you must also report all travel expenses totaling more than \$390 from a single source on the "Travel" schedule of your annual Financial Disclosure Statement covering this calendar year. Finally, Travel Regulation § 404(d) also requires you to keep a copy of all request forms and supporting information provided to the Committee for three subsequent Congresses from the date of travel.

If you have any further questions, please contact the Committee's Office of Advice and Education at extension 5-7103.

Sincerely,

Theodore E. Deutch  
Chairman

Kenny Marchant  
Ranking Member

TED/KM:mso

## **Community School Milwaukee Learning Tour**

### **Itinerary**

#### **May 19, 2019**

- Flight to Milwaukee
- Shuttle to Hotel

#### **May 20, 2019**

- 7:30am: Greet the walking school bus
- 8:00am: Presentation on the Milwaukee Community School Initiative
- 8:30am: Discussion with school stakeholders and leaders
- 9:00am: School Tour
- 9:30am: Question & Answers
- 10:00am: Travel to United Way Offices
- 10:30am: Panel
- 11:30am: Lunch break
- 12:30pm: Panel
- 1:45pm: Shuttle departs to airport
- Flight departs from Milwaukee to DCA



# \* Officers that participated in the trip

## Invitees

1. Jacqueline Chevalier Mosely: Education Policy Director, House Committee on Education and Labor - Majority Party
  - a. Jacqueline Chevalier Mosely
  - b. Invited because she directs education policy of the majority party on the House committee.
- \* 2. Loredana Valtierra: Education Policy Fellow House Committee on Education and Labor- Majority Party
  - a. Lc
  - b. Invited because of her focus on developing policy for majority in education.
- \* 3. Lakeisha Steele: Professional Staff- House Committee on Education and Labor- Majority Party.
  - a. Invited because of her portfolio's focus is Community Schools (CS).
4. Shirley Ellis: District Director; Senior District Advisor for Rep. Gwen Moore-
  - a. Invited because the school visit is in the Rep.'s district.
5. Madeline V. Daly; Legislative Assistant for Rep. Hayes- Madeline.daly@mail.house.gov -
  - a. Invited b/c Rep. Hayes is interested in Community Schools
6. Lakecia Foster Stickney, Policy Director House Democratic Caucus Chairman Hakeem Jeffries.
  - a. Lakecia Foster Stickney
  - b. Invited because Rep Jeffries- Chair of the Caucus has responsibility of focus for Dem Caucus and we would like Community Schools to be a focus.
7. Leticia Mederns- Chief of Staff for Rosa DeLauro.
  - a. L
  - b. Invited because she leads in support of education funding and supportive of Community Schools.
8. Susan Ross- Clerk- Minority Party for Rep Cole- Susan.Ross@mail.house.gov
  - a. Invited to gain a broader understanding of CS, what they do and why they need funding.
9. Patrick Hester - Deputy Legislative Director for Rep. Stefanik
  - a. Patrick Hester
  - b. Invited to gain a broader understanding of CS, what they do and why they need funding support.
10. John Busovsky - Legislative Director for Rep. Glenn Thompson.
  - a. John Busovsky
  - b. Invited to gain a broader understanding of CS, what they do and why they need funding.
11. Patricia Ross- Senior Policy Advisor to Speaker Pelosi- patti.ross@mail.house.gov
  - a. Speaker has responsibility of focus for House Members and we would like CS to be a major focus.
12. Rachel Snyder- Senior Policy Advisor for Rep. Hoyer.
  - a. Rachel Snyder
  - b. Rep Hoyer is the Majority Leader of the House and a long time supporter of CS's.
13. Krystal Ka'ai- Executive Director of the Congressional Asian Pacific American Caucus. (Rep. Chu- Chair)-
  - a. Krystal Ka'ai
  - b. Invited to gain a broader understanding of CS, what they do and why they need funding.
14. Kevin Harris- Executive Director of the Congressional Black Caucus. (Rep Bass- Chair)-
  - a. Kevin Harris
  - b. Invited to gain a broader understanding of CS, what they do and why they need funding.
15. Alma Acosta Garcia- Executive Director of the Congressional Hispanic Caucus (Rep. Castro- Chair)-Alma.Acosta@mail.house.gov
  - a. Alma Acosta Garcia
  - b. Invited to gain a broader understanding of CS, what they do and why they need funding.
16. Todd Ringler- LANL Congressional Fellow in the Office of Assistant Speaker Lujan
  - a. Todd Ringler
  - b. Invited to gain a broader understanding of CS, what they do and why they need funding.
17. Willie Lyles III- Legislative Director for Majority Whip Clyburn-
  - a. Willie Lyles III
  - b. Invited to gain a broader understanding of CS, what they do and why they need funding.
18. Brandon Renz - Staff Director for Minority Committee on Education and Labor (Rep Foxx)
  - a. Brandon Renz
  - b. Invited to gain a broader understanding of CS, what they do and why they need funding.

\* Leah Hill, Senior Policy Advisor, Senator Sherrill Brown