



To: Dr. Charles Johns
Board of Education

From: Dr. R.J. Gravel

Date: Monday, November 14, 2022

Re: Overnight Student Trip for Glenbrook South Students to Attend the IHSA Cross Country State Tournament in Peoria, Illinois

Recommendation

It is recommended that the Board of Education ratify the Superintendent's authorization for an overnight trip for Glenbrook South students to attend the IHSA Cross Country State Tournament from Friday, November 4, 2022, through Saturday, November 5, 2022, in Peoria, Illinois.

Background

Board Policy 7230 authorizes student trips that offer valuable experiences for students outside the school district's boundaries. The policy was recently revised in February 2022 to define conditions and parameters based on the type of trip and the consideration process for all requests. The principal first approves all day and overnight trips, and any trip requiring an overnight stay must also be approved by the superintendent and the Board of Education.

Before being presented to the Board for consideration, the Associate Principal for Administrative Services works with the Business Services department to ensure that each trip proposal adheres to all conditions and parameters defined in Board Policy. This includes, but is not limited to:

- Classification of the trip;
- Determination of the approval process;
- Determination of financial responsibility and the process for collecting fees (if applicable);
- Travel insurance coverage (if applicable);
- Collection of a permission slip and verification of accident and health insurance coverage (if applicable);
- Lodging, meals, and transportation arrangements; and
- Registration requirements.

As Mr. Tom Mietus shared in his memo, two students from Glenbrook South qualified for the cross country IHSA state tournament this month. Due to the timing of this trip, Dr. Johns previously approved this trip under the provision of Board Policy 7230, which states, "The Superintendent has authority to approve certain overnight trips in extenuating circumstances (e.g., IHSA qualifying state series), subject to Board ratification. We request that the Board of Education ratify the trip from Friday, November 4, 2022, through Saturday, November 5, 2022, in Peoria, Illinois.

A detailed overview of the trip is provided in the attached materials. Additionally, a summary of the trip's conditions and parameters is provided in Table 1.

Table 1
Summary of Trip Conditions and Parameters

| Condition or Parameter | Summary |
|--|---|
| Number of Staff | 2 |
| Number of Students (estimate) | 4 |
| Trip Category | Other Trip: Illinois state contest for which students have qualified through competition or audition. |
| Classification of Trip | Overnight Trip |
| Approval of Trip | Principal, Superintendent, and Board of Education |
| Trip Insurance | Not Required |
| Verification of Accident and Health Insurance Coverage | Required |
| Source of Trip Funding | All Overnight Trips Over 400 Miles from the School District: The Board of Education will cover 100% of transportation, lodging, and registration expenses. Students will cover 100% of meal expenses. |
| Fee Collection Method | N/A |
| Amount Paid by Each Student | \$0.00 |
| Remaining Trip Costs Paid by District | \$724.80 |

If there are any questions regarding this trip, please do not hesitate to reach out to Dr. Georges or Dr. Gravel.

To: Casey Wright
From: Tom Mietus
Re: Girls Cross-Country
Date: 10/31/2022



The Glenbrook South Girls Varsity Cross-Country team will have two individuals advancing to the IHSA State Meet at Detweiller Park on Saturday, November 5, 2022.

Peoria has hosted the state meet for over 50 years, and we are fortunate enough to have 2 qualifying athletes for the event. The girls will be racing against the best in the state and we are excited to see what the success of their season will bring. Traveling to Peoria the day before the competition gives our runners the chance to compete to the best of their abilities as opposed to waking up incredibly early and traveling 3 hours on race day.

The coaches and teams will depart at approximately 11:00 AM on Friday, November 4th. The girls will be staying overnight at the AmericInn Hotel and Suites located at 9106 N. Lindbergh Drive in Peoria, IL. The list of participants will be Maggie Jortberg & Kaitlyn Burns with Grace Wehrle and Maya Malecki as alternates. They will return to Glenbrook South at approximately 5:00 PM on Saturday.

Glenbrook South Athletics will cover the entire cost of the trip. I am requesting your approval for this trip and asking that you forward this for any additional approval.

Thank you,

Tom Mietus
Athletics Director
Glenbrook South High School

Part 1. Trip Description

School: Glenbrook North Glenbrook South Other: _____

Type of Trip: Instructional / Co-Curricular Athletics Student Activity

Trip Category: Illinois State Contest National Contest All Other Overnight Trips Less Than 400 Miles from the School District
 All Other Overnight Trips More Than 400 Miles from the School District Study Abroad / Student Exchange Experience

Description: IHSA State Cross Country Meet- Detweiller Park, Peoria Illinois

Student Group Eligible for Trip: Maggie Jortberg, Kaitlyn Burns, Maya Malecki, Grace Wehrle

Departure Date: Friday, November 4, 2022 Return Date: Saturday, November 5, 2022

Days/Blocks Missed by Students: Friday, November 4th Blocks 3 & 4

Number of Staff: 2 Number of Other Chaperones: 0 Number of Students: 4 Total: 6

Part 2. Transportation Information

Departing from: 4000 West Lake Avenue, Glenview IL Date: 11/04/2022 Time: 11:21 AM

Building: Glenbrook South High School Door: O

Traveling to: Americlnn Lodge & Suites 9106 North Lindbergh Drive, Peoria, Illinois 61615

Transportation: Coach Bus School Bus Activity Bus Rental Car Number of Vehicles: 1
 Personal Vehicle (Waiver Required) Public Transportation: _____

If flying, complete the details below:

Flight to Destination:

Airport: _____
 Airline: _____ Flight Number: _____ Destination Airport: _____ Departure Time: _____

Transportation After Arrival

Transportation: Coach Bus School Bus Rental Car Number of Vehicles: _____
 Public Transportation: _____

Flight from Destination:

Airport: _____
 Airline: _____ Flight Number: _____ Destination Airport: _____ Departure Time: _____

Returning from: Detweiller Park-Peoria Illinois Date: 11/5/2022 Time: 2:00 PM

Traveling to: 4000 West Lake Avenue, Glenview IL

Building: Glenbrook South High School Door: O

Transportation: Coach Bus School Bus Activity Bus Rental Car Number of Vehicles: 1
 Personal Vehicle (Waiver Required) Public Transportation: _____

Part 3. Bookstore Collection Information

Does this trip require money to be collected from students? Yes No

Begin Collection on: _____ End Collection on: _____

Cost per Student*: \$0.00 Can the Student Pay in Installments? Yes No

* See attached cost allocation worksheet for additional expense detail.

Account Number for Student Fees Collected:

Part 4. Staff Meals Information

Does this trip require staff members to purchase their own meals? Yes No

If "Yes", complete the details below:

Insert the number of meals for one staff member using the fields provided:

| | | | | | | | |
|------------|----------|--------|----------|---------|----------|------------------------------|----------------|
| Breakfast: | <u>1</u> | Lunch: | <u>2</u> | Dinner: | <u>1</u> | Total Cost Per Staff Member: | <u>\$69.00</u> |
| | \$13.00 | | \$15.00 | | \$26.00 | | |

Part 5. Approval

Requestor: Meaghan Fastert Date: 10/29/2022

Instructional Supervisor or Assistant Principal: Tom Mietus Date: 10/31/2022

Part 1. Trip Information

Trip Description: IHSA State Cross Country Meet- Detweiller Park, Peoria Illinois

Part 2. General Expenses

| | | | <u>Total General Expenses</u> | <u>Expense Reconciliation</u> |
|------------------------------------|----------------------|------|--|--|
| Registration: | \$0.00 | 100% | Registration: <u>\$0.00</u> | Proportionally paid by students: <u>\$0.00</u> |
| Judging: | \$0.00 | 100% | Judging: <u>\$0.00</u> | The district will pay: <u>\$0.00</u> |
| Officiating: | \$0.00 | 100% | Officiating: <u>\$0.00</u> | Total Cost: <u><u>\$0.00</u></u> |
| Bus/Car Expense: | \$0.00 | 100% | Bus/Car Expense: <u>\$0.00</u> | |
| Other*: | \$0.00 | 0% | Other*: <u>\$0.00</u> | |
| Staff Expenses (Paid by Students): | \$0.00 | n/a | Staff Expenses (Paid by Students): <u>\$0.00</u> | |
| Total Cost: | <u>\$0.00</u> | | Total Cost: <u><u>\$0.00</u></u> | |

* Other Description: _____

Part 3. Staff Expenses

Number of Staff: 2

| | | | <u>Total Staff Expenses</u> | <u>Expense Reconciliation</u> |
|-------------------------|------------------------|------|---|--|
| <u>Per Staff Member</u> | | | | |
| Registration: | \$0.00 | 100% | Registration: <u>\$0.00</u> | Proportionally paid by students: <u>\$0.00</u> |
| Meals: | \$69.00 | 100% | Meals: <u>\$138.00</u> | The district will pay: <u>\$297.60</u> |
| Air Fare: | \$0.00 | 100% | Air Fare: <u>\$0.00</u> | Total Cost: <u><u>\$297.60</u></u> |
| Lodging: | \$79.80 | 100% | Lodging: <u>\$159.60</u> | |
| Trip Insurance: | \$0.00 | 100% | Trip Insurance: <u>\$0.00</u> | |
| Total Cost: | <u>\$148.80</u> | | Total Cost: <u><u>\$297.60</u></u> | |

Part 4. Student Expenses

Number of Students: 4

| | | | <u>Total Student Expenses</u> | <u>Expense Reconciliation</u> |
|--------------------|------------------------|------|---|---|
| <u>Per Student</u> | | | | |
| General Expenses: | \$0.00 | n/a | General Expenses: <u>\$0.00</u> | Each student will pay: <u>\$0.00</u> |
| Registration: | \$0.00 | 100% | Registration: <u>\$0.00</u> | The district will pay: <u>\$427.20</u> |
| Meals: | \$27.00 | 100% | Meals: <u>\$108.00</u> | Total Cost: <u><u>\$427.20</u></u> |
| Air Fare: | \$0.00 | 100% | Air Fare: <u>\$0.00</u> | |
| Lodging: | \$79.80 | 100% | Lodging: <u>\$319.20</u> | |
| Trip Insurance: | \$0.00 | 100% | Trip Insurance: <u>\$0.00</u> | |
| Total Cost: | <u>\$106.80</u> | | Total Cost: <u><u>\$427.20</u></u> | |

Part 5. Payment Responsibility Summary

| | | | |
|------------------------|------------------------|-------------|-----------|
| Paid by Students: | \$0.00 | | |
| Paid by Fundraising: | \$0.00 | Account(s): | |
| Each Student Will Pay: | \$0.00 | Method: | |
| Paid by District: | \$724.80 | Account(s): | ESATH3340 |
| Total Cost: | <u>\$724.80</u> | | |