



To: Dr. Charles Johns
Board of Education

From: Dr. R.J. Gravel

Date: Monday, February 13, 2023

Re: Overnight Student Trip for Glenbrook North Students to Attend the IHSA State Chess Tournament in Peoria, Illinois

Recommendation

It is recommended that the Board of Education ratify the Superintendent's authorization for an overnight trip for Glenbrook North students to attend the IHSA State Chess Tournament from Thursday, February 9, 2023, through Saturday, February 11, 2023, 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. Campbell and Mr. Levy shared in their memo, the Glenbrook North Chess team qualified to participate in the IHSA State Tournament. 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 Thursday, February 9, 2023, through Saturday, February 11, 2023, in Peoria, Illinois.

Table 1
Summary of Trip Conditions and Parameters

Condition or Parameter	Summary
Number of Staff	2
Number of Students (estimate)	12
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	Illinois State Contests: 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	\$2,788.46



Glenbrook North High School

2300 Shermer Road
Northbrook, Illinois 60062
847-272-6400

To: Mr. Jason Markey
From: Michael Campbell & Adam Levy
Date: January 11, 2023
Re: IHSA State Chess Tournament February 9-11, 2023

The Glenbrook North Chess team qualified to compete in the IHSA state tournament held in Peoria, IL, on February 9-11, 2023. The students listed below will represent Glenbrook North at this event.

#234024	Maksat Baiken	#244459	Harrison Weinberger
#234268	Tom Mitchell	#244321	Sungmin Park
#234102	Colin Edsey	#234322	Benjamin Robins
#234464	Ari Ayzenberg	#234228	Ben Lee
#234408	Ben Witzel	#264614	Aiden Dai
#234396	Ben Walsh	#264648	FaizFatehali

Alternates in case of illness

#264938	Joe Rozenblat	#264945	Peyton Sattler
#264828	Sushant Medikondla		

We will leave Glenbrook North on Thursday at 8:30 am and return on Saturday at approximately 11:00 pm. We have reserved a school minibus for traveling to and from Peoria.

Upon arrival, we will check in at the Pere Marquette Hotel in downtown Peoria which is connected to the Peoria Civic Center, where competitions will take place Friday and Saturday. Hotel room reservations were made, and hotel room assignments will follow the district policy of one student per bed, which results in the need to reserve six (6) hotel rooms for students. We will have two chaperones, Adam Levy and Michael Campbell, accompanying the students.

After check-in, the team will have an extended team practice on Thursday afternoon before dinner. The competition will be seven (7) rounds of chess which will take approximately 12 hours on Friday

Glenbrook North High School is a learning community dedicated to students and committed to quality of thought, word, and deed.



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and 9 hours on Saturday, which will commence with a state award ceremony. We will follow all rules and regulations of the District 225 travel policy while representing Glenbrook North.

Sincerely,

Michael Campbell (Head Chess Coach)

Adam Levy

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 Chess Tournament

Student Group Eligible for Trip: GBN Chess Team

Departure Date: Thursday, February 9, 2023 Return Date: Saturday, February 11, 2023

Days/Blocks Missed by Students: All day Thursday, February 9, and Friday, February 10

Number of Staff: 1 Number of Other Chaperones: 1 Number of Students: 12 Total: 14

Part 2. Transportation Information

Departing from: Glenbrook North Date: 02/09/2023 Time: 8:30 AM

Building: _____ Door: _____

Traveling to: Pere Marquette, 501 Main Street, Peoria, Illinois 61602, United States

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: Peoria Date: 02/11/2023 Time: 11:00 PM

Traveling to: Glenbrook North

Building: _____ Door: Main Entrance

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>3</u>	Lunch:	<u>3</u>	Dinner:	<u>3</u>	Total Cost Per Staff Member:	<u>\$162.00</u>
	\$13.00		\$15.00		\$26.00		

Part 5. Approval

Requestor: Michael Campbell Date: 1/11/23

Instructional Supervisor or Assistant Principal: *Laura Forner* Date: 1/11/2023

Part 1. Trip Information

Trip Description: IHSA State Chess Tournament

Part 2. General Expenses

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

* Other Description: _____

Part 3. Staff Expenses

Number of Staff: 2

			<u>Total Staff Expenses</u>		<u>Expense Reconciliation</u>	
<u>Per Staff Member</u>		% Covered by District				
Registration:	\$0.00	0%	Registration:	\$0.00	Proportionally paid by students:	\$0.00
Meals:	\$162.00	100%	Meals:	\$324.00	The district will pay:	\$870.26
Air Fare:	\$0.00	0%	Air Fare:	\$0.00	Total Cost:	\$870.26
Lodging:	\$273.13	100%	Lodging:	\$546.26		
Trip Insurance:	\$0.00	0%	Trip Insurance:	\$0.00		
Total Cost:	\$435.13		Total Cost:	\$870.26		

Part 4. Student Expenses

Number of Students: 12

			<u>Total Student Expenses</u>		<u>Expense Reconciliation</u>	
<u>Per Student</u>		% Covered by District				
General Expenses:	\$0.00	n/a	General Expenses:	\$0.00	Each student will pay:	\$0.00
Registration:	\$0.00	0%	Registration:	\$0.00	The district will pay:	\$1,918.20
Meals:	\$0.00	0%	Meals:	\$0.00	Total Cost:	\$1,918.20
Air Fare:	\$0.00	0%	Air Fare:	\$0.00		
Lodging:	\$159.85	100%	Lodging:	\$1,918.20		
Trip Insurance:	\$0.00	0%	Trip Insurance:	\$0.00		
Total Cost:	\$159.85		Total Cost:	\$1,918.20		

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:	\$2,788.46	Account(s):	ENCT3330
Total Cost:	\$2,788.46		

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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: Peoria Date: 02/11/2023 Time: 11:00 PM

Traveling to: Glenbrook North

Building: _____ Door: Main Entrance

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:

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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>3</u>	Lunch:	<u>3</u>	Dinner:	<u>3</u>	Total Cost Per Staff Member:	<u>\$162.00</u>
	\$13.00		\$15.00		\$26.00		

Part 5. Approval

Requestor: Michael Campbell Date: 1/11/23

Instructional Supervisor or Assistant Principal: _____ Date: _____

Part 1. Trip Information

Trip Description: IHSA State Chess Tournament

Part 2. General Expenses

			<u>Total General Expenses</u>	<u>Expense Reconciliation</u>
Registration:	\$0.00	% Covered by District 0%	Registration: <u>\$0.00</u>	Proportionally paid by students: <u>\$0.00</u>
Judging:	\$0.00	0%	Judging: <u>\$0.00</u>	The district will pay: <u>\$0.00</u>
Officiating:	\$0.00	0%	Officiating: <u>\$0.00</u>	Total Cost: <u><u>\$0.00</u></u>
Bus/Car Expense:	\$0.00	0%	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>\$0.00</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	% Covered by District 0%	Registration: <u>\$0.00</u>	Proportionally paid by students: <u>\$0.00</u>
Meals:	\$162.00	100%	Meals: <u>\$324.00</u>	The district will pay: <u>\$870.26</u>
Air Fare:	\$0.00	0%	Air Fare: <u>\$0.00</u>	Total Cost: <u><u>\$870.26</u></u>
Lodging:	\$273.13	100%	Lodging: <u>\$546.26</u>	
Trip Insurance:	\$0.00	0%	Trip Insurance: <u>\$0.00</u>	
Total Cost:	<u>\$435.13</u>		Total Cost:	<u>\$870.26</u>

Part 4. Student Expenses

Number of Students: 12

			<u>Total Student Expenses</u>	<u>Expense Reconciliation</u>
<u>Per Student</u>				
General Expenses:	\$0.00	% Covered by District n/a	General Expenses: <u>\$0.00</u>	Each student will pay: <u>\$0.00</u>
Registration:	\$0.00	0%	Registration: <u>\$0.00</u>	The district will pay: <u>\$1,918.20</u>
Meals:	\$0.00	0%	Meals: <u>\$0.00</u>	Total Cost: <u><u>\$1,918.20</u></u>
Air Fare:	\$0.00	0%	Air Fare: <u>\$0.00</u>	
Lodging:	\$159.85	100%	Lodging: <u>\$1,918.20</u>	
Trip Insurance:	\$0.00	0%	Trip Insurance: <u>\$0.00</u>	
Total Cost:	<u>\$159.85</u>		Total Cost:	<u>\$1,918.20</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:	\$2,788.46	Account(s): <u>ENCT3330</u>
Total Cost:	<u>\$2,788.46</u>	