



To: Dr. Charles Johns
Board of Education

From: Dr. R.J. Gravel

Date: Monday, November 28, 2022

Re: Overnight Student Trip for Glenbrook South Students to Attend the IHSA Swimming and Diving State Competition in Westmont, 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 Overnight Student Trip for Glenbrook South Students to Attend the IHSA Swimming and Diving State Competition from Thursday, November 10, 2022, through Saturday, November 12, 2022, in Westmont, 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 Ms. Laura Duffy shared in her memo, two students from Glenbrook South qualified for the swimming and diving 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 Thursday, November 10, 2022, through Saturday, November 12, 2022, in Westmont, 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	1
Number of Students (estimate)	2
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	\$658.40

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



To: Dr. Barbara Georges, Principal Glenbrook South High School

From: Laura Duffy, Girls diving coach

Memo: This is a request for an overnight trip to compete at the Illinois High School Association Swimming and Diving State Competition to be held at the FMC Natatorium in Westmont, IL on Friday, November 11 and Saturday, November 12, 2022. I have two divers, senior Jacki Stadler and junior Sydney Hall, who qualified for this competition on Saturday. Jacki qualified by winning the sectional diving event and Sydney qualified by having one of the top 32 scores in the state. Currently, Jacki is the number one seed in the state and Sydney is ranked 15th. Our goal is to stay loose, dive well, have fun, and qualify two divers to the state finals. Jacki's goal is to improve upon her 4th place performance from last year, and Sydney would like to make the finals.

We are requesting to stay in Oakbrook on Thursday night due to the timing of open boards (warm-ups) on Thursday from 6:30-8:45 p.m. followed by morning warm-ups Friday starting at 6:30 a.m. It would lessen stress, improve sleep and performance if we stayed overnight, and be a distinct disadvantage if we didn't. Attached is an itinerary of our weekend. Note: we are not staying overnight on Friday because warm-ups are scheduled for 7:30-8:30am and we are counting on less traffic on Saturday morning.

We are looking forward to representing Glenbrook South to the best of our ability. Go Titans!

Respectfully,
Laura Duffy

[State Meet Itinerary Girls 2022](#)

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 Swim and Dive meet

Student Group Eligible for Trip: GBS Divers: Jacki Stadler and Sydney Hall

Departure Date: Thursday, November 10th, 2022 Return Date: Friday, November 11th, 2022

Days/Blocks Missed by Students: N/A Day off - Veterans Day

Number of Staff: 1 Number of Other Chaperones: 1 Number of Students: 2 Total: 4

Part 2. Transportation Information

Departing from: GBS Date: Thursday, November 10, 2022 Time: 3:30 PM

Building: GBS Door: Y

Traveling to: Hilton Oakbrook Hills Conference Center and FMC Natatorium

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: FMC Natatorium Date: November 12, 2022 Time: 3:00 PM

Traveling to: Glenview, IL

Building: GBS Door: Y

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*: _____ 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> </u>	Dinner:	<u>1</u>	Total Cost Per Staff Member:	<u>\$39.00</u>
	\$13.00		\$15.00		\$26.00		

Part 5. Approval

Requestor: Laura Duffy Date: November, 7,2022

Instructional Supervisor or Assistant Principal: Tom Mietus Date: November 9, 2022

Part 1. Trip Information

Trip Description: IHSA Swim and Dive meet

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>\$0.00</u>
Bus/Car Expense:	\$0.00	100%	Bus/Car Expense: <u>\$0.00</u>	
Other*:	\$0.00	100%	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: 1

			<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:	\$39.00	100%	Meals: <u>\$39.00</u>	The district will pay: <u>\$348.70</u>
Air Fare:	\$0.00	100%	Air Fare: <u>\$0.00</u>	Total Cost: <u>\$348.70</u>
Lodging:	\$309.70	100%	Lodging: <u>\$309.70</u>	
Trip Insurance:	\$0.00	100%	Trip Insurance: <u>\$0.00</u>	
Total Cost:	<u>\$348.70</u>		Total Cost:	<u>\$348.70</u>

Part 4. Student Expenses

Number of Students: 2

			<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>\$309.70</u>
Meals:	\$0.00	0%	Meals: <u>\$0.00</u>	Total Cost: <u>\$309.70</u>
Air Fare:	\$0.00	100%	Air Fare: <u>\$0.00</u>	
Lodging:	\$154.85	100%	Lodging: <u>\$309.70</u>	
Trip Insurance:	\$0.00	100%	Trip Insurance: <u>\$0.00</u>	
Total Cost:	<u>\$154.85</u>		Total Cost:	<u>\$309.70</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:	\$658.40	Account(s): <u>ESATH3340</u>
Total Cost:	<u>\$658.40</u>	

Glenbrook South - Girls Swimming & Diving 2022 State Meet Itinerary

Wednesday, November 9, 2022

3:30-5:00 pm Practice
6:00-8:00 pm Team Banquet @ Lyceum

Thursday, November 10

3:45 pm Divers leave for state meet - mini bus pick up at door Y
5:15 pm Check-in
Hilton Oak Brook Hills Convention Center
3500 Midwest Road, Oak Brook IL
1 630-850-5555
6:00 pm Leave for FMC Natatorium
275 Plaza Dr, Westmont, IL 60559
6:30- 8:45 pm Diving warm-ups
After warm-ups Team dinner
9:30 pm back at hotel/sleep

Friday, November 11

6:00 am Meet in lobby/quick breakfast
6:30 am Diving Warm-ups FMC Natatorium
8:00 am Doors open to spectators
9:00 am Diving prelims begin
Coach E - Watch Jacki & Sydney's first few dives
10:00 am Back door is open (Meet Coach Leigh) in the pool
10:15 am Wake-up swim 400/200/200
11:00 am Take Mini-Bus to Lunch at Walker Bros.
1:00 pm Arrive at FMC
1:40 pm Entrance to Pool Deck
2:00 pm Pool is open for warm-up
2:45 pm Sprint lanes open
3:15 pm Pool closed
3:30 pm *Prelims Begin* 100 fly: Lauren Vuong
7:00 pm Prelims over: drive back to the GBS pool

Saturday, November 12

7:00 am Mini bus leaves meet @ GBS door Y
7:30 -8:30 am FMC open boards finals warm-ups
8:30- 10:00 am Breakfast @ Citrus diner - Divers, Coach E and Duffy
10:00 am Return to FMC Natatorium
11:00 am Finals begin
3:30 pm Minibus returns to GBS