

To: Dr. Charles Johns
Board of Education

From: Dr. R.J. Gravel

Date: Monday, December 12, 2022

Re: Overnight Student Trip for Glenbrook North and South Students to Attend the Illinois Music Education Association All-State Conference in Peoria, Illinois

Recommendation

It is recommended that the Board of Education approve an overnight trip for Glenbrook North and South students to attend the Illinois Music Education Association All-State Conference from Wednesday, January 25, 2023, through Saturday, January 28, 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:

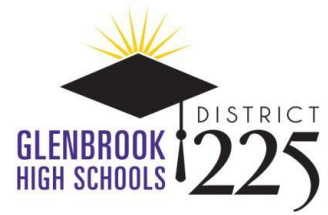
- Classification of the trip;
- Determination of the approval process;
- Determination of financial responsibility and the process for collecting fees (if applicable);
- Travel insurance coverage (if applicable);
- Collection of a permission slip and verification of accident and health insurance coverage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

As Ms. Cody Halberstadt and Mr. Chad Davison shared in their memo, music students across the state of Illinois each year audition for and participate in regional performance festivals. The top performing students in each region are then selected to move forward to State level performance ensembles. Selection to the Illinois All-State Conference is among the highest honors that a high school musician may earn and is achieved through a highly competitive audition process, with over 10,000 students across the state auditioning annually. This year, we are excited to share that five students from Glenbrook North and four students from Glenbrook South were selected to participate in an all-state ensemble or composition track at the January music educators conference.

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	7
Number of Students (estimate)	9
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	\$110.00 (Student Meal Budget)
Remaining Trip Costs Paid by District	\$8,381.53



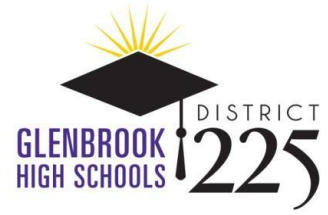
To: Dr. Barbara Georges and Mr. Jason Markey
From: Cody Halberstadt and Chad Davidson
Date: November 22, 2022
Re: Illinois Music Education Association All-State Overnight Trip

Dear Dr. Georges and Mr. Markey,

Each year, music students across the state of Illinois audition and participate in regional performance festivals and the top performing students in each region are then selected to move forward to State level performance ensembles. Selection to the Illinois All-State Conference is among the highest honors that a high school musician may earn and is accomplished through a highly competitive audition process, with over 10,000 students across the state auditioning annually. Glenbrook North and Glenbrook South High Schools are proud to share that seven band and choir students were selected to perform in the All-State Bands, Choirs, and Vocal Jazz Ensembles. Additionally, two students from Glenbrook North High School were selected through rigorous adjudication to participate in the composition track during the All-State Conference. The students selected from GBN & GBS are:

- Sophia Bienko - Vocal Jazz Ensemble (GBS)
- Trevor Bowles - All-State Honors Chorus (GBN)
- Andrea Chacon - All-State Chorus (GBN)
- Peter Hitzeman - Vocal Jazz Ensemble (GBS)
- Andy Ko - Band (GBS)
- Sabine Lee - All-State Chorus (GBS)
- Jett Maslouski - Composition Track (GBN)
- Jake Rogus - Composition Track (GBN)
- Anthony Tu - Vocal Jazz Ensemble (GBS)

We are requesting Board approval of an overnight trip for our students to accept this honor and participate in the Illinois Music Education Association's All-State Conference. The conference is held annually in Peoria, IL and will take place from Wednesday, January 25th through Saturday, January 28th, 2023. Students will leave after school on January 25th and will attend a performance by a Grammy-nominated vocal ensemble. Students will then participate in rehearsals throughout the day and evening on January 26th and 27th, culminating in All-State performances on January 27th and 28th. Students from GBN & GBS will be transported to



Peoria using a District 225 activity bus, driven by a District 225 staff member, and then are generally transported home by their parents/guardians. If a parent/guardian cannot transport a student home, the students can return on the activity bus. Student meals are purchased by the students on the trip at their own cost. There are multiple food options near each rehearsal location and students are recommended to bring approximately \$110 for meals. During the trip, faculty from GBN & GBS will chaperone students and engage in professional development opportunities, including attending PD sessions, performances, and open rehearsals. Faculty from both schools will include: Cody Halberstadt (GBS), Chad Davidson (GBN), Brian Boron (GBS), Dan Gregerman (GBS), Robert Shellard (GBS), Rachel Atlas (GBS/GBN), and Aaron Kaplan (GBN/GBS).

Attached you will find the overnight field trip request form and the cost allocation worksheet.

Sincerely,

Cody Halberstadt
GBS Fine Arts IS

Chad Davidson
GBN Fine Arts IS

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: Illinois Music Education Association All-State Conference

Student Group Eligible for Trip: Selected GBS & GBN music students - Band, Choir, Vocal Jazz Ensemble, and Music Composition

Departure Date: Wednesday, January 25, 2023 Return Date: Saturday, January 28, 2023

Days/Blocks Missed by Students: Thursday, January 26 - Friday, January 27, 2023

Number of Staff: 7 Number of Other Chaperones: 0 Number of Students: 9 Total: 16

Part 2. Transportation Information

Departing from: Glenview, IL Date: January 25, 2023 Time: 3:30 PM

Building: GBS Door: O

Traveling to: Peoria Civic Center, 201 SW Jefferson Ave., Peoria, IL 61602

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, IL Date: January 28, 2023 Time: 5:00 PM

Traveling to: Glenview & Northbrook, IL - Student home of record

Building: _____ Door: _____

Transportation: Coach Bus School Bus Activity Bus Rental Car Number of Vehicles: _____
 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*: \$110.00 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>4</u>	Total Cost Per Staff Member:	<u>\$188.00</u>
	\$13.00		\$15.00		\$26.00		

Part 5. Approval

Requestor:	<u>Cody Halberstadt</u>	Date:	<u>November 22, 2022</u>
Instructional Supervisor or Assistant Principal:	<u>Casey Wright</u>	Date:	<u>November 29, 2022</u>

Part 1. Trip Information

Trip Description: Illinois Music Education Association All-State Conference

Part 2. General Expenses

			<u>Total General Expenses</u>		<u>Expense Reconciliation</u>	
		% Covered by District				
Registration:	\$0.00	100%	Registration:	\$0.00	Proportionally paid by students:	\$0.00
Judging:	\$0.00	100%	Judging:	\$0.00	The district will pay:	\$862.00
Officiating:	\$0.00	100%	Officiating:	\$0.00	Total Cost:	\$862.00
Bus/Car Expense:	\$862.00	100%	Bus/Car Expense:	\$862.00		
Other*:	\$0.00	100%	Other*:	\$0.00		
Staff Expenses (Paid by Students):	\$0.00	n/a	Staff Expenses (Paid by Students):	\$0.00		
Total Cost:	\$862.00		Total Cost:	\$862.00		

* Other Description:

Part 3. Staff Expenses

			<u>Total Staff Expenses</u>		<u>Expense Reconciliation</u>	
	<u>Per Staff Member</u>	% Covered by District				
Number of Staff:	7					
Registration:	\$100.00	100%	Registration:	\$700.00	Proportionally paid by students:	\$0.00
Meals:	\$188.00	100%	Meals:	\$1,316.00	The district will pay:	\$3,996.30
Air Fare:	\$0.00	100%	Air Fare:	\$0.00	Total Cost:	\$3,996.30
Lodging:	\$282.90	100%	Lodging:	\$1,980.30		
Trip Insurance:	\$0.00	100%	Trip Insurance:	\$0.00		
Total Cost:	\$570.90		Total Cost:	\$3,996.30		

Part 4. Student Expenses

			<u>Total Student Expenses</u>		<u>Expense Reconciliation</u>	
	<u>Per Student</u>	% Covered by District				
Number of Students:	9					
General Expenses:	\$0.00	n/a	General Expenses:	\$0.00	Each student will pay:	\$110.00
Registration:	\$30.00	100%	Registration:	\$270.00	The district will pay:	\$2,533.23
Meals:	\$110.00	0%	Meals:	\$990.00	Total Cost:	\$3,523.23
Air Fare:	\$0.00	100%	Air Fare:	\$0.00		
Lodging:	\$251.47	100%	Lodging:	\$2,263.23		
Trip Insurance:	\$0.00	100%	Trip Insurance:	\$0.00		
Total Cost:	\$391.47		Total Cost:	\$3,523.23		

Part 5. Payment Responsibility Summary

Paid by Students:	\$990.00		
Paid by Fundraising:	\$0.00	Account(s):	
Each Student Will Pay:	\$110.00	Method:	Student meals paid on their own, by the meal.
Paid by District:	\$7,391.53	Account(s):	ESMU3320 (GBS Staff), ENMU3320 (GBN Staff), ESEC3330 (GBS Students), ENEC3330 (GBN Students)
Total Cost:	\$8,381.53		