



To: Dr. Charles Johns
Board of Education

From: Dr. R.J. Gravel

Date: Monday, December 12, 2022

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

Recommendation

It is recommended that the Board of Education approve an overnight trip for Glenbrook South 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. Szpisjak, Mr. Hicks, and Mr. Boyle shared in their memo, the top eight chess players from Glenbrook South will qualify for the state championship in February. The coaches are requesting approval for an overnight trip to the playing site located at the Peoria Civic Center. 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)	8
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	\$1,866.50



To: Dr. Barbara Georges
From: Steve Szpisjak, Daniel Hicks, Mike Boyle
Subject: Illinois High School Association State Chess Championship
Date: November 15, 2022

Dear Dr. Georges,
We are requesting approval to travel overnight to the IHSA state championship in chess from February 9-11, 2023.

In January, the top eight chess players from Glenbrook South will have qualified for the state championship with a 2-2 record or better at the sectional tournament. The top eight for the state team will be selected based on individual performances at meets and scrimmages.

The objective is to finish in one of the top three places with sights on the state championship. Even though chess itself is a game played between two participants, team competition enables players to make and learn from decisions with consequences for both themselves and their team.

Coach Daniel Hicks will drive a district van to the Pere Marquette in Peoria, which is a two block walk to the playing site, namely the Peoria Civic Center. Students will be directed to bring \$110 each to pay for meals throughout the trip. Please find enclosed in the folder a page from the 2020 program which spells out the itinerary, which has essentially not changed in the 20+ years that the team has competed.

We appreciate your consideration of this request.

Best regards,
Steve Szpisjak, Daniel Hicks, Mike Boyle

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: GBS Chess Team

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

Days/Blocks Missed by Students: Blocks 3 and 4 on Thursday, all four blocks on Friday

Number of Staff: 2 Number of Other Chaperones: 0 Number of Students: 8 Total: 10

Part 2. Transportation Information

Departing from: Glenview IL Date: February 9, 2023 Time: 11:30 AM

Building: GBS Door: OO

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 Civic Center Date: February, 11 Time: 9:30 PM

Traveling to: Glenbrook South High School

Building: GBS Door: OO

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>2</u>	Lunch:	<u>2</u>	Dinner:	<u>3</u>	Total Cost Per Staff Member:	<u>\$134.00</u>
	\$13.00		\$15.00		\$26.00		

Part 5. Approval

Requestor:	<u>Steve Szpisjak</u>	Date:	<u>11/28/22</u>
Instructional Supervisor or Assistant Principal:	<u>Mark Maranto</u>	Date:	<u>11/30/22</u>

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	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>\$250.00</u>
Officiating:	\$0.00	100%	Officiating: <u>\$0.00</u>	Total Cost: <u>\$250.00</u>
Bus/Car Expense:	\$250.00	100%	Bus/Car Expense: <u>\$250.00</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>\$250.00</u>		Total Cost:	<u>\$250.00</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	100%	Registration: <u>\$0.00</u>	Proportionally paid by students: <u>\$0.00</u>
Meals:	\$134.00	100%	Meals: <u>\$268.00</u>	The district will pay: <u>100%</u>
Air Fare:	\$0.00	100%	Air Fare: <u>\$0.00</u>	Total Cost: <u>\$587.70</u>
Lodging:	\$159.85	100%	Lodging: <u>\$319.70</u>	
Trip Insurance:	\$0.00	100%	Trip Insurance: <u>\$0.00</u>	
Total Cost:	<u>\$293.85</u>		Total Cost:	<u>\$587.70</u>

Part 4. Student Expenses

Number of Students: 8

			<u>Total Student Expenses</u>	<u>Expense Reconciliation</u>
<u>Per Student</u>				
General Expenses:	\$0.00	0	General Expenses: <u>\$0.00</u>	Each student will pay: <u>\$110.00</u>
Registration:	\$0.00	100%	Registration: <u>\$0.00</u>	The district will pay: <u>\$1,278.80</u>
Meals:	\$110.00	0%	Meals: <u>\$880.00</u>	Total Cost: <u>\$2,158.80</u>
Air Fare:	\$0.00	100%	Air Fare: <u>\$0.00</u>	
Lodging:	\$159.85	100%	Lodging: <u>\$1,278.80</u>	
Trip Insurance:	\$0.00	100%	Trip Insurance: <u>\$0.00</u>	
Total Cost:	<u>\$269.85</u>		Total Cost:	<u>\$2,158.80</u>

Part 5. Payment Responsibility Summary

Paid by Students:	\$0.00	
Paid by Fundraising:	_____	Account(s): _____
Each Student Will Pay:	\$0.00	Method: _____
Paid by District:	\$1,866.50	Account(s): <u>ESEC3340</u>
Total Cost:	<u>\$1,866.50</u>	