



To: Dr. Charles Johns
Board of Education

From: Dr. R.J. Gravel

Date: Monday, October 10, 2022

Re: Overnight Student Trip for the Glenbrook South Students to Attend the Journalism Education Association National Conference

Recommendation

It is recommended that the Board of Education approve an overnight trip for Glenbrook South students to attend the Journalism Education Association national conference from Thursday, November 10, 2022, through Saturday, November 12, 2022, in St. Louis, Missouri.

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. Bob Wysocki shared in his memo, the Journalism Education Association holds a national educational conference for a weekend of shared learning and experience in the fall. At the conference, the editorial staff of our student newspaper will attend the keynote address on Thursday evening and then classroom sessions on Friday and Saturday during the day. Editors select the sessions they want to attend, ranging from improving one's writing to fully utilizing the Adobe Creative Suite to design better pages to creating a more significant web presence for the paper. Oracle editors must take notes for each session and share them with the class. From previous conferences, editors have brought back lessons they learned, which were, and still are, shared with students in the Introduction to Journalistic writing class and the Honors Advanced Journalism class.

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	3
Number of Students (estimate)	23
Trip Category	Other Trip: All other overnight trips less than 400 miles from the school district.
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 Other Overnight Trips Less than 400 Miles from the School District: The Board of Education will cover 100% of transportation expenses. Students will cover 100% of all remaining expenses, including those of staff members attending the trip.
Fee Collection Method	Bookstore
Amount Paid by Each Student	\$305.60
Remaining Trip Costs Paid by District	\$7,234.06

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
From: Bob Wysocki
Date: Sept. 6, 2022
RE: Journalism Education Association National Conference

Dear Dr. Georges,

The Journalism Education Association (JEA) is the national organization for high school newspapers and yearbooks. Each year, they hold a national, educational conference in the fall, the purpose of which is to gather thousands of high school journalists, advisers, and professional journalists, for a weekend of shared learning and experience. This year, the JEA Conference is in St. Louis, MO, from Thursday, Nov. 10, through Sunday, Nov. 13. Friday, Nov. 11 is a school holiday, and editors of The Oracle have requested to return home on Saturday evening, Nov. 12. Students have chosen to leave Thursday toward the end of Block 4, and return Saturday because they want to have Sunday at home, and because the only event they will miss Sunday is an awards ceremony, for which we have not stayed in the past.

At JEA, the editorial staff of the paper attends, if possible, the keynote address on Thursday evening, and then classroom sessions on Friday and Saturday during the day. Hundreds of sessions are offered, and taught by professional journalists, college journalism teachers, and high school journalism teachers. Editors select the sessions they want to attend, and those sessions range from improving one's writing, to fully utilizing the Adobe Creative Suite to design better pages, to creating a stronger web presence for the paper. Oracle editors are required to take notes for each session and share them with the class. From previous conferences, editors have brought back lessons they learned which were, and still are, shared with students in the Introduction to Journalistic writing class, and the Honors Advanced Journalism class.

Additionally, 15 editors compete in write-offs, which are charged a separate fee of \$20 per student, during which they compete against other high school journalism students in contests of writing, editing, page design, photography, headline creation, and others. The editors receive feedback from judges on how to build their skills. Finally, the editors sit through a critique of the newspaper conducted by an adviser or journalist, allowing editors to hear constructive criticism from a source other than their adviser.

The Oracle editors attending JEA would leave GBS on Thursday, Nov, 10, by 3 p.m. so the charter bus can get out of the parking lot before the post 3:15 congestion, and travel to St. Louis. Hotel booking opens Sept. 13 at the Marriott St. Louis Grand, but because the primary hotel sometimes fills quickly, a second hotel is typically offered. The total number of staff chaperoning the field trip is 3 (Brenda Field, Marshall Harris, and Bob Wysocki). However, because Mrs. Field is a member of the JEA Executive Board, her registration and hotel costs are covered by JEA. Consequently, the cost of the third adult listed covers the hotel cost for the coach bus driver, and the daily meal stipend for Mrs. Field, which means the total registration cost for adults should be \$250, instead of the auto-calculated \$375. Additionally, because of the odd number of students attending, we would like to have one room in which three students share the room. Those three students would be the Editors-in-Chief, Jessie Norwood, Caroline Ohlandt, and Emily Pavlik. Their parents have agreed to having these three in the same room. Also, because the coach bus driver remains with us for the duration of the trip, their hotel cost would be covered by the district. On Saturday, Nov. 12, we would leave the St. Louis area around 4 p.m. by coach bus, returning to South approximately 9 p.m. Students would be picked up from South by family members.

The student journalism programs at Glenbrook South have a long tradition of state and national excellence. Last year, The Oracle was awarded first place in the state by the Illinois Journalism Education Association, and had a state champion in feature writing (Sloane Shabelman, 2022), and third place in headline writing (Madeline Hussey, 2023).

Without question, these programs have excelled, in part, because students have been afforded opportunities beyond those available to them in the school setting. Experiences like JEA prepare students for the year ahead in ways the classroom experience alone cannot. This focused time with outside feedback has helped the editorial team chart a course of productivity and success early. And because of Covid restrictions, editors have not been able to attend the national conference since November, 2018, in Washington, D.C.

Students leave this workshop motivated, and they use their training to better the educational experience for other students on staff. Given the project-based, student-run nature of our student publication programs, the workshop experience has an immediate and lasting impact on the work done in the classroom.

I am incredibly grateful for the support the district has provided to our program in the years I have been fortunate enough to be the newspaper adviser at Glenbrook South. We would not be where we are without that support, and I continue to appreciate being a part of a district where

students and staff can flourish. Thank you for your consideration, and do not hesitate to reach out if you have any questions.

Sincerely,
Bob Wysocki, CJE
Adviser, *The Oracle*
Glenbrook South

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: The Journalism Education Association (JEA) national conference

Student Group Eligible for Trip: Editors of The Oracle, South's student newspaper

Departure Date: Thursday, Nov., 10 Return Date: Saturday, Nov. 12

Days/Blocks Missed by Students: Last 20 minutes of block 4 on Thursday, November 10.

Number of Staff: 3 Number of Other Chaperones: 0 Number of Students: 23 Total: 26

Part 2. Transportation Information

Departing from: GBS Date: 11/10/22 Time: 3:00 P.M.

Building: GBS Door: OO

Traveling to: MARRIOTT GRAND St. Louis, MO (800 Washington Ave)

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: n/a

Airline: n/a Flight Number: n/a Destination Airport: n/a Departure Time: n/a

Transportation After Arrival

Transportation: Coach Bus School Bus Rental Car Number of Vehicles: 1
 Public Transportation: The rental bus will drive us directly from GBS to the conference hotel

Flight from Destination:

Airport: n/a

Airline: n/a Flight Number: n/a Destination Airport: n/a Departure Time: n/a

Returning from: Marriott Grand Hotel, St. Louis, MO Date: Nov. 12, 2022 Time: 4:00 P.M.

Traveling to: GBS

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: 9/12/22 (or ASAP after that date) End Collection on: 10/7/22

Cost per Student*: \$305.60 Can the Student Pay in Installments? Yes No

* See attached cost allocation worksheet for additional expense detail.

Account Number for Student Fees Collected:

AS903690

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>Bob Wysocki</u>	Date:	<u>09/13/2022</u>
Instructional Supervisor or Assistant Principal:	<u>Mark Maranto</u>	Date:	<u>9/15/22</u>
Associate Principal for Administrative Services:	_____	Date:	_____
Principal:	_____	Date:	_____
Superintendent:	_____	Date:	_____
Board of Education:	_____	Date:	_____

Part 1. Trip Information

Trip Description: The Journalism Education Association (JEA) national conference

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:	\$300.00
Judging:	\$0.00	0%	Judging:	\$0.00	The district will pay:	\$7,234.06
Officiating:	\$0.00	0%	Officiating:	\$0.00	Total Cost:	\$7,534.06
Bus/Car Expense:	\$5,055.00	100%	Bus/Car Expense:	\$5,055.00		
Other*:	\$943.02	0%	Other*:	\$943.02		
Staff Expenses (Paid by Students):	\$1,536.04	n/a	Staff Expenses (Paid by Students):	\$1,536.04		
Total Cost:	\$7,534.06		Total Cost:	\$7,534.06		

* Other Description: Entry fee for on-site student competition at the conference; bus driver hotel expense; meal expense for Brenda Field.

Part 3. Staff Expenses

Number of Staff: 2 (Note: Total of 3 Staff; Brenda Field will also attend, but her expenses are primarily paid by JEA)

			<u>Total Staff Expenses</u>		<u>Expense Reconciliation</u>	
<u>Per Staff Member</u>		% Covered by District				
Registration:	\$125.00	0%	Registration:	\$250.00	Proportionally paid by students:	\$1,536.04
Meals:	\$134.00	0%	Meals:	\$268.00	The district will pay:	\$0.00
Air Fare:	\$0.00	0%	Air Fare:	\$0.00	Total Cost:	\$3,072.08
Lodging:	\$509.02	0%	Lodging:	\$1,018.04		
Trip Insurance:	\$0.00	0%	Trip Insurance:	\$0.00		
Total Cost:	\$768.02		Total Cost:	\$1,536.04		

Part 4. Student Expenses

Number of Students: 23

			<u>Total Student Expenses</u>		<u>Expense Reconciliation</u>	
<u>Per Student</u>		% Covered by District				
General Expenses:	\$13.04	n/a	General Expenses:	\$300.00	Each student will pay:	\$392.55
Registration:	\$125.00	0%	Registration:	\$2,875.00	The district will pay:	\$0.00
Meals:	\$0.00	0%	Meals:	\$0.00	Total Cost:	\$9,028.73
Air Fare:	\$0.00	0%	Air Fare:	\$0.00		
Lodging:	\$254.51	0%	Lodging:	\$5,853.73		
Trip Insurance:	\$0.00	0%	Trip Insurance:	\$0.00		
Total Cost:	\$392.55		Total Cost:	\$9,028.73		

Part 5. Payment Responsibility Summary

Paid by Students:	\$9,028.73		
Paid by Fundraising:	\$2,000.00	Account(s):	AS903690
Each Student Will Pay:	\$305.60	Method:	Fee setup
Paid by District:	\$7,234.06	Account(s):	GBS English Dept (acct #ESEN3320) will contribute \$1,670.04 because conference includes a PD component for faculty attendees.
Total Cost:	\$18,568.39		

