



To: Dr. Charles Johns
Board of Education

From: Dr. R.J. Gravel

Date: Monday, October 10, 2022

Re: Overnight Student Trip for Glenbrook North Varsity Baseball Team to Attend the KSA Events Tournament

Recommendation

It is recommended that the Board of Education authorize the overnight trip for the Glenbrook North varsity baseball team to attend the KSA Events Tournament, Monday, March 27, 2023, through Saturday, April 1, 2023, in Orlando, Florida.

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. John Catalano shared in his memo, the Glenbrook North Varsity Baseball Team has been invited to play in a series of games in Orlando, Florida. This is the first time our team will be participating in this tournament; however, we have traveled to this site in the past. Our team will practice and play from Monday, March 27, through Saturday, April 1, 2023. Five Varsity games, five JV games, and additional practice times have been scheduled.

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	5
Number of Students (estimate)	30
Trip Category	Other Trip: All other overnight trips less than 400 miles from the school district (e.g., sports tournament that is not IHSA sponsored).
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 Over 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	Direct through KSA
Amount Paid by Each Student	\$1,795.00
Remaining Trip Costs Paid by District	\$200.00 (Paid by Activity Account)

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



Glenbrook North High School

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

To: Mr. Markey
From: John Catalano
Re: Spring Trip 2023 – Varsity Baseball
Date: 9-30-2022

The Glenbrook North Varsity Baseball Team has been invited to play in a series of games in Orlando, Florida. The team will compete at the KSA Events Tournament in Orlando, FL. This is the first time our team will be participating in this tournament; however, we have traveled to this site in the past. The players participating in this trip will be members of our Varsity and Junior Varsity baseball teams. They will practice and play from Monday, March 27, through Saturday, April 1, 2023. Five Varsity games, five JV games, and additional practice times have been scheduled.

The athletes will be traveling to Orlando with their families. All travel arrangements are made and paid for by each family. All travel policy requirements will be met. Athletes are expected to be checked into the team hotel, Cabana Bay Beach Resort, by 1:00 pm on Monday, 2/27. The first practice for the team is that afternoon. The first day of games will be on Tuesday, March 28.

The athletes will pay \$1795.00, covering the cost of lodging, food, tournament fees, commercial ground transportation, and Universal Theme Park tickets. Each family sets up its own account directly with KSA. Glenbrook North is assigned a KSA representative to work directly with each GBN family. An option to pay by installment is available at no charge to the families. No money is collected by Glenbrook North.

Coaches Dom Savino, Dan Scott, Hank Schau, Drake Berman, and Justin Weiner will be coaching and chaperoning the trip.

I am requesting your approval for this trip and asking that you forward this for any additional approval.

GLENBROOK NORTH HIGH SCHOOL BASEBALL PROGRAM



SPRING TRIP PROPOSAL 2023

SUBMITTED BY	Dominic Savino (Head Varsity Baseball Coach)
ATHLETIC TEAM	Glenbrook North High School Varsity Baseball Team
DESTINATION	Orlando, FL
TOURNAMENT	KSA Events (High School Baseball Spring Training)
START DATE	Monday, March 27, 2023 (arrive at hotel by 3:00 P.M.)
END DATE	Saturday, April 1, 2023 (depart from hotel by 1:00 P.M.)

PURPOSE OF REQUEST TO TRAVEL OUT OF STATE

The purpose of this trip is to provide the Glenbrook North High School Varsity Baseball Team with the following opportunities:

- 1. Establish and improve team camaraderie and chemistry.** One of the goals of this trip is to help our players learn to grow as a team. Having the opportunity to travel together, eat meals with one another, practice on a daily basis, and compete in a series of games will accelerate the process of coming together. The bonds we form and strengthen on this trip will provide the foundation and springboard for future team success.
- 2. Compete in KSA Events High School Baseball Spring Training.** This series of games features a field of teams that includes many of the top high school baseball programs from throughout the country. Our team will have the chance to play in this series of varsity games as well as additional junior varsity games during this trip.

3. **Play and practice in improved weather conditions.** The week of spring break provides our team and players with the chance to focus on improving their team and individual performance levels. The average daily temperature in Orlando, FL is 30-31 degrees greater when compared to daily average temperatures in Northbrook, IL for the respective dates of travel.

Average Daily Temperatures			
Date	Northbrook, IL	Orlando, FL	Difference
March 27	49° F	80° F	+ 31° F
March 28	50° F	80° F	+ 30° F
March 29	50° F	81° F	+ 31° F
March 30	50° F	81° F	+ 31° F
March 31	51° F	81° F	+ 30° F
April 1	51° F	81° F	+ 30° F

COST

TRANSPORTATION

Illinois → Florida (on your own)

Travel Days → Sunday, March 26 and Monday, March 27

Florida → Illinois (on your own)

Travel Days → Saturday, April 1 and Sunday, April 2

ON-SITE TRANSPORTATION

Shuttle Service (all practices and games)

HOTEL ACCOMODATIONS

Cabana Bay Beach Resort (5 nights)

MEALS

Breakfast / Lunch / Dinner

AMENITIES

Universal Studios Theme Park Passes

COST PER PLAYER

\$1795

GAME SCHEDULE

Monday, March 27

Practice

Tuesday, March 28

Junior Varsity Game

Varsity Game

Wednesday, March 29

Junior Varsity DH

Varsity DH

Thursday, March 30

No Games

Visit Theme Parks

Friday, March 31

Junior Varsity Game

Varsity Game

Saturday, April 1

Junior Varsity Game

Varsity Game

SUPERVISION

The Head Varsity Baseball Coach (Dominic Savino) and the Assistant Baseball Coaches (Dan Scott, Hank Schau, Justin Weiner, and Drake Berman) will serve as the primary chaperones for the Glenbrook North Varsity Baseball Team and its members. The baseball coaches, in conjunction with Glenbrook North Athletic Director John Catalano, will enforce the expectations for appropriate behavior and conduct. The policies of Glenbrook North High School, including the Code of Conduct, will be in effect at all times. All measures taken on this trip are in place to reduce risks and increase safety.

VIOLATION OF STANDARDS

All Glenbrook North High School Baseball players will be expected to adhere to all team standards at all times. A violation of these standards will result in a loss of privileges or punishments as deemed appropriate by the Head Varsity Baseball Coach (Dominic Savino). The loss of privileges or punishments may include, but are not limited to:

- reduced curfew time
- reduction in playing time

GROSS VIOLATIONS

A gross violation of school policy, including the Code of Conduct, may result in having the player sent home at the expense of his parents. Examples of gross violations include, but are not limited to:

- use or possession of tobacco
- use or possession of illegal drugs
- consumption or possession of alcohol
- breaking the law (local, state, or federal)

CONCLUSION

This spring trip will help the members of the Glenbrook North Varsity Baseball Team maximize their potential as individuals, as students, as athletes, and as a team. This trip will serve as an outstanding opportunity to help our team close the gap between the team we are and the team we are capable of being. Spending a week with one another will provide some very fun and exciting moments while creating memories that last a lifetime.

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: **GBN Varsity Baseball Spring Break Trip, KSA Tournament**

Student Group Eligible for Trip: **Varsity and Junior Varsity Baseball Teams**

Departure Date: **Monday, March 27, 2023** Return Date: **Saturday, April 1, 2023**

Days/Blocks Missed by Students: **N/A**

Number of Staff: **5** Number of Other Chaperones: **0** Number of Students: **30** Total: **35**

Part 2. Transportation Information

Departing from: **Northbrook, IL** Date: **Monday, March 27, 2023** Time: **Varies**

Building: **N/A** Door: **N/A**

Traveling to: **Orlando, FL.**

Transportation: Coach Bus School Bus Activity Bus Rental Car Number of Vehicles: **N/A**
 Personal Vehicle (Waiver Required) Public Transportation: **Students / Families arrange their own travel to Orlando**

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: **N/A**
 Public Transportation: **N/A**

Flight from Destination:

Airport: **N/A**

Airline: **N/A** Flight Number: **N/A** Destination Airport: **N/A** Departure Time: **N/A**

Returning from: **Orlando, FL.** Date: **4/1/2023** Time: **Varies**

Traveling to: **Northbrook, IL**

Building: **N/A** Door: **N/A**

Transportation: Coach Bus School Bus Activity Bus Rental Car Number of Vehicles: **N/A**
 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: **N/A** End Collection on: **N/A**

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:

N/A

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: Lunch: Dinner: Total Cost Per Staff Member: **\$0.00**
\$13.00 \$15.00 \$26.00

Part 5. Approval

Requestor:	<input type="text" value="Dom Savino"/>	Date:	<input type="text" value="9/30/2022"/>
Instructional Supervisor or Assistant Principal:	<input type="text"/>	Date:	<input type="text"/>
Associate Principal for Administrative Services:	<input type="text"/>	Date:	<input type="text"/>
Principal:	<input type="text"/>	Date:	<input type="text"/>
Superintendent:	<input type="text"/>	Date:	<input type="text"/>
Board of Education:	<input type="text"/>	Date:	<input type="text"/>

Part 1. Trip Information

Trip Description: GBN Varsity Baseball Spring Break Trip, KSA Tournament

Part 2. General Expenses

			<u>Total General Expenses</u>		<u>Expense Reconciliation</u>	
Registration:	\$200.00	% Covered by District 100%	Registration:	\$200.00	Proportionally paid by students:	\$0.00
Judging:	\$0.00	0%	Judging:	\$0.00	The district will pay:	\$200.00
Officiating:	\$0.00	0%	Officiating:	\$0.00	Total Cost:	\$200.00
Bus/Car Expense:	\$0.00	0%	Bus/Car Expense:	\$0.00		
Other*:	\$0.00	0%	Other*:	\$0.00		
Staff Expenses (Paid by Students):		n/a	Staff Expenses (Paid by Students):			
Total Cost:	\$200.00		Total Cost:	\$200.00		

* Other Description: _____

Part 3. Staff Expenses

Number of Staff: <u>5</u>						
<u>Per Staff Member</u>			<u>Total Staff Expenses</u>		<u>Expense Reconciliation</u>	
Registration:	\$0.00	% Covered by District 0%	Registration:	\$0.00	Proportionally paid by students:	\$0.00
Meals:	\$0.00	0%	Meals:	\$0.00	The district will pay:	\$0.00
Air Fare:	\$0.00	0%	Air Fare:	\$0.00	Total Cost:	\$0.00
Lodging:	\$0.00	0%	Lodging:	\$0.00		
Trip Insurance:	\$0.00	0%	Trip Insurance:	\$0.00		
Total Cost:	\$0.00		Total Cost:	\$0.00		

Part 4. Student Expenses

Number of Students: <u>30</u>						
<u>Per Student</u>			<u>Total Student Expenses</u>		<u>Expense Reconciliation</u>	
General Expenses:	\$0.00	% Covered by District n/a	General Expenses:	\$0.00	Each student will pay:	\$1,795.00
Registration:	\$20.00	0%	Registration:	\$600.00	The district will pay:	\$0.00
Meals:	\$400.00	0%	Meals:	\$12,000.00	Total Cost:	\$53,850.00
Air Fare:	\$0.00	0%	Air Fare:	\$0.00		
Lodging:	\$1,375.00	0%	Lodging:	\$41,250.00		
Trip Insurance:		0%	Trip Insurance:	\$0.00		
Total Cost:	\$1,795.00		Total Cost:	\$53,850.00		

Part 5. Payment Responsibility Summary

Paid by Students:	\$53,850.00		
Paid by Fundraising:	\$0.00	Account(s):	
Each Student Will Pay:	\$1,795.00	Method:	Payable directly to KSA
Paid by District:	\$200.00	Account(s):	ENBBA6500
Total Cost:	\$54,050.00		